

## **Ordinary Meeting of Council**

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

**On Wednesday, 16 March 2022**

**Commencing at 09:30 AM**

**J. Taylor  
CHIEF EXECUTIVE OFFICER**

**16 March 2022**

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# Ordinary Meeting of Council Agenda

Location:           **Miles Leichhardt Centre**  
                          **29 Dawson Street**  
                          **Miles QLD 4415**

Pages

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

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 16 February 2022
  - 5.2.    **Adopt Special Meeting of Council Minutes 2 February 2022** 27

The Purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council held on Wednesday, 2 February 2022
6.     **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7.     **DECLARATIONS OF CONFLICTS OF INTEREST**
8.     **PRESENTATION OF PETITIONS BY COUNCILLORS**
9.     **MAYORAL UPDATE**
  - 9.1.    **Executive Services Mayoral Report February 2022** 33

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of February 2022.



**10. 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.*

## **10.1. EXECUTIVE SERVICES**

## **10.2. CORPORATE SERVICES**

## **10.3. COMMUNITY AND LIVEABILITY**

### **10.3.1. Community and Liveability Confidential Report Health Services Governance Report**

The purpose of this Report is to provide Council with an update in relation to:

- Council's management of Health Care Services, and
- the status of the transition of services to Southern Cross Care.

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

She is on the board of Ningana.

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

Cr. P. T. Saxelby declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5B 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:

He and his brother as EPA's have applied for a bed for their mother at the Illoura Aged Care Facility in Chinchilla.

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

## **10.4. INFRASTRUCTURE SERVICES**

## **10.5. PLANNING**

### **10.5.1. (030.2020.341.001) Community and Liveability Confidential Report Appeal Update Development Application Material Change of Use for a Service Station Lot 202 on SP183221 Johnson Street Chinchilla Watkins Group (Qld) Pty Ltd**

The purpose of this Report is for Council to consider the advice from King & Company Solicitors on its prospects of successfully defending its decision before the Planning and Environment Court to refuse Development Application 030.2020.341.001 for a Material Change of Use to establish a Service Station on land described as Lot 202 on SP183221, located at Johnson Street, Chinchilla and to decide on how to proceed with the Appeal.

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 declarable conflict of interest in respect to this matter due to:

One of the submitters in response to the application is my

husband Stephen Henry Bourne's direct employment supervisor at Queensland Gas Company.

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

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 prescribed conflict of interest in respect to this matter due to:

His sister Louise Smith, although not a submitter, has a residence in Riverdell Estate and will be affected as a result of the decision.

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

## **11. DEPUTATION**

## **12. PLANNING**

- 12.1. (030.2021.950.001) Community and Liveability Report Development Application for Material Change of Use for Rooming Accommodation (4 Bedrooms) on Lot 6 on SP244802 Maranda Court Dalby Smiley C/- Bplanned** 35

The purpose of this Report is for Council to decide the development application seeking approval for a Material Change of Use to establish Rooming Accommodation (4 Bedrooms) on land described as Lot 6 on SP244802 and situated at Maranda Court, Dalby.

- 12.2. (030.2021.953.001) Community and Liveability Report Development Application for Material Change of Use for Extension to Existing Educational Establishment at 68 to 76 Middle Street Chinchilla St Joseph's Catholic Primary School C/- Precinct Urban Planning** 61

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use for an extension to the existing Educational Establishment on land situated at 68-76 Middle Street, Chinchilla.

- 12.3. (035.2021.510.001) Community and Liveability Report Development Application Reconfiguring a Lot (2 Lots into 10 Lots) Lot 3 on RP804508 and Lot 6 on SP209012 Winton Street West and 37 Winton Street West Dalby DOM Distribution C/- Precinct** 97

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (2 lots into 10 lots over 3 Stages) on land described as Lot 3 on RP804508 and Lot 6 on SP209012 situated at Winton Street West and 37 Winton Street West, Dalby.

## **13. EXECUTIVE SERVICES**

- 13.1. Executive Services Chief Executive Officer Report February 2022** 212

The purpose of this Report is to provide Council with:

Significant meetings, forums and delegations attended by the Chief Executive Officer during the month of February 2022.

**13.2. Executive Services Report Outstanding Actions February 2022** 214

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 16 February 2022

**14. CORPORATE SERVICES**

**14.1. Corporate Services Report Call for Motions Australian Local Government Association General Assembly** 217

The purpose of this report is to seek Council endorsement of motions proposed to be submitted to the Australian Local Government Association for consideration at the 2022 National General Assembly

**14.2. Corporate Services Report Bell Showgrounds Amenities Block** 233

The purpose of this report is to seek Council's approval to reallocate \$40,000 from the 2021-22 Facilities Capital Program to assist the Bell Recreation Reserve Committee with the construction of a new amenities block at the Bell Showgrounds.

**14.3. Corporate Services Report Disposal of Surplus Council Owned Land** 236

The purpose of this report is to seek Council's approval for the disposal by auction of the listed properties.

**14.4. Corporate Services Financial Report February 2022** 243

The purpose of this Report is to provide Council with the Financial Report for the period ending 28 February 2022.

**14.5. Corporate Services Report Early Career Program 2022** 252

The purpose of this Report is to provide Council with an update on the Early Career Program.

**15. INFRASTRUCTURE SERVICES**

**15.1. Infrastructure Services Works February 2021/2022 Capital Works Progress Update** 257

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2021/2022 Capital Works Program for the month of February 2022.

**15.2. Infrastructure Services Report Transport Asset Maintenance Management Review and Update** 260

The purpose of this Report is to provide Council with a summary of changes made to Council's Transport Asset Maintenance Management Plan following review of the plan 2 years after implementation.

**16. COMMUNITY AND LIVEABILITY**

- 16.1. Community and Liveability Report Community Activation Program Round 2 2021.2022** 357
- 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 16 February 2022 in relation to the
- Assessment of Round Two of the 2021/2022 Community Activation Program; and to seek adoption of the
- recommendations contained in those Unconfirmed Minutes.
- Cr. K. A. Maguire declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5B of the Local Government Act 2009, Cr. K. A. Maguire informed the meeting of a declarable conflict of interest in respect to this matter due to:
- She is the president of the Chinchilla Community Centre Committee.
- Having given due consideration to her position she determined that she would leave the Meeting while the matter is considered and voted on.)
- 16.2. Community and Liveability Report Community Projects Program Round Two 2021.2022** 364
- 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 16 February 2022. This is in relation to the assessment and proposed adoption of Round Two of the 2021/2022 Community Projects Program.
- 16.3. Community and Liveability Report Local Events Program Round Two 2021.2022** 372
- 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 16 February 2022 in relation to the
- Assessment of Round Two of the 2021/2022 Local Events Program and to seek adoption of the
- recommendations contained in those Unconfirmed Minutes.
- 16.4. Community and Liveability Report Regional Arts Development Fund Round Two 2021.2022** 380
- 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 16 February 2022. This is in relation to the assessment and proposed adoption of Round Two of the 2021/2022 Regional Arts Development Fund Program.
- Cr. C. T. Tillman declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5B of the Local Government Act 2009, Cr. C. T. Tillman informed the meeting of a declarable conflict of interest in respect to this matter due to:
- She is the president of Gallery107@Dalby.

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

**16.5. Community and Liveability Report Destination Events Program 2020.2021 387**

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 16 February 2022 in relation to the Assessment of the 2021/2022 Destination Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

**16.6. Community and Liveability Report Planning Application Fee Review 394**

The purpose of this report is to discuss Council's adopted Fees and Charges for multiple use Development Applications.

**16.7. Community and Liveability Good News Report Safe Phones Project 398**

The purpose of this Report is to share a good news report to Council on the Safe Phones project.

Western Downs Regional Council has facilitated the donation of its old refurbished mobile phones

to assist in getting domestic violence victims the help they need.

**17. NOTICES OF MOTION**

**17.1. CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

**17.2. RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

**18. URGENT GENERAL BUSINESS**

**19. MEETING CLOSURE**

**Title** **Adopt Ordinary Meeting of Council Minutes 16 February 2022**

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**Date** 8 March 2022

**Responsible Manager** J. Taylor, CHIEF EXECUTIVE OFFICER

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### **Summary**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 16 February 2022

### **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 16 February 2022, 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, 16 February 2022.

**Authored by:** A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER



## Ordinary Meeting of Council Minutes

**Date:** Wednesday, 16 February, 2022  
**Time:** 9:30 am  
**Location:** WDRC - Wandoan Customer Service Centre  
29 Dawson Street, Wandoan Qld 4415

**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:**

- J. K. Taylor, Chief Executive Officer
- G. K. Cook, General Manager (Infrastructure Services)
- A. Yardley, Acting General Manager (Community and Liveability)
- P. Greet, Acting General Manager (Corporate Services)
- A. G. Lyell, Executive Services Administration officer
- H. Wex, Executive Officer to the Mayor
- E. Kendall, Communications and Marketing Manager

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 9.37am

**2. OPENING PRAYER AND MINUTE SILENCE**

Cecilia Donohoe from the Catholic Church, delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

Nil.

**4. CONGRATULATIONS**

Nil.

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, 19 January 2022

**COUNCIL RESOLUTION**

**Moved By** Cr. I. J. Rasmussen

**Seconded By** Cr. P. T. Saxelby

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 January 2022, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Nil.

**7. DECLARATIONS OF CONFLICTS OF INTEREST**

**C&L Report Waste Contract Extensions**

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 has had business dealings with the Condamine Tip Operator who is a potential beneficiary of the outcome of this application.

he advised that he would leave the meeting while the matter is discussed and voted on.

**8. PRESENTATION OF PETITIONS BY COUNCILLORS**

Nil.

**9. MAYORAL UPDATE**

**9.1 Executive Services Mayoral Report January 2022**

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of January 2022.

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. K. A. Maguire

That this Report be received and noted

**CARRIED**

## 10. 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.*

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**COUNCIL RESOLUTION - CLOSE MEETING**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. C. T. Tillman

That Council resolve to close the Meeting in accordance with Sections 254J (3) (e,g) of the *Local Government Regulation 2012* at 9:45am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2021 (e)
2. Infrastructure Services Confidential Report Tender Evaluation Tender No MM07-21-22 Chinchilla CBD Water Main Replacements (g)

**CARRIED**

**COUNCIL RESOLUTION - REOPEN MEETING**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. K. A. Bourne

That Council resolve to reopen the Meeting at 9:53am

**10.1 EXECUTIVE SERVICES**

Nil.

**10.2 CORPORATE SERVICES**

**10.2.1 Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2021**

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 December 2021.

**COUNCIL RESOLUTION**

**Moved By** Cr. I. J. Rasmussen

**Seconded By** Cr. O. G. Moore

That this Report be received and Council note the liability matters.

**CARRIED**

**10.3 COMMUNITY AND LIVEABILITY**

Nil.

## 10.4 INFRASTRUCTURE SERVICES

### 10.4.1 Infrastructure Services Confidential Report Tender Evaluation Tender No MM07-21-22 Chinchilla CBD Water Main Replacements

The purpose of this Report is to provide Council with an assessment of the tenders received for Tender MM07-21-22 for Chinchilla CBD Water Main Replacements; and to consider awarding the Contracts.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. K. A. Bourne

That this report be received and that:

1. Council enters into a large-size contractual arrangement for the delivery of the Chinchilla CBD Water Main Replacement under tender MM07-21-22 to Chris Buckley Plumbing (ABN) 19 126 182 018, for the tendered price of \$698,278 (ex GST).;
2. Council resolves to delegate authority to the Chief Executive Officer to negotiate, make, vary and discharge the contractual arrangement with Chris Buckley Plumbing ABN 19 126 182 018.

**CARRIED**



## 12. PLANNING

### 12.1 (030.2021.315.001) Community and Liveability Report Request for Negotiated Decision Development Application Material Change of Use High Impact Industry (50MW Green Hydrogen Production Facility) and ERA 7(6) Chemical Manufacturing Warrego Highway Columboola

The purpose of this Report is for Council to decide the request for a Negotiated Decision for an approved (Preliminary Approval) for Material Change of Use to establish a High Impact Industry (50MW Green Hydrogen Production Facility) and Environmentally Relevant Activity 7(6) Chemical Manufacturing on land described as Lot 68 on BWR179 and Easement D on AP7606, situated at Warrego Highway, Columboola.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. A. N. Smith

That this report be received and that:

1.The applicant be advised that the Request for a Negotiated Decision Notice for Development Approval 030.2021.315.001 Preliminary Approval for a Material Change of Use to establish a High Impact Industry (50MW Green Hydrogen Production Facility) and Environmentally Relevant Activity 7(6) Chemical Manufacturing on land described as Lot 68 on BWR179 and Easement D on AP7606 and situated at Warrego Highway, Columboola has been considered, and Council has decided the following with regard to the representations:

(a)Condition 4 is amended as follows:

4.Water supply for the Hydrogen Production Facility shall not be sourced from the town water supply from Council's reticulated water supply system.

(b)All other conditions remain unchanged.

**CARRIED**

**12.2 (030.2021.911.001) Community and Liveability Report Development  
Application Material Change of Use Major Electricity Infrastructure (Battery  
Storage Facility) 1039 Banana Bridge Road Brigalow CS Energy Pty Ltd C/-  
Reel Planning Pty Ltd**

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a Major Electricity Infrastructure (Battery Storage Facility) on land described as Lot 6 on DY532 and Easement Q on SP179326 and situated at 1039 Banana Bridge Road, Brigalow.

**COUNCIL RESOLUTION**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. K. A. Maguire

That this Report be received and that:

1.The development application for a Material Change of Use to establish a Major Electricity Infrastructure (Battery Storage Facility) on land described as Lot 6 on DY532 and Easement Q on SP179326, located at 1039 Banana Bridge Road, Brigalow 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:**KCBP-EP-LAY-80-00-0010, Revision D

**Description:**Kogan Creek BESS Battery Farm Layout, prepared by Downer Group, dated 18.11.2021, as amended in red by Council on 1/2/22

**Plan No:-**

**Description:**Elevation Views 1 and 2

**Plan No:-**

**Description:**External Elevations J and K

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 Approved Plans are to be amended in accordance with the conditions of this approval and as outlined below:

3.1Provide details of all proposed buildings and structures to be retained on-site for the life of the project. Building Floor Plans and Elevations must also be provided.

3.2Update the Site Plan to illustrate the location of all proposed buildings and structures on the site.

**Note:**Infrastructure charges will be levied for the gross floor area of all administration and control buildings including storage sheds and site offices. Once detailed plans are provided, an Infrastructure Charges Notice will be issued.

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

4.1Building Works;

4.2 Plumbing Works; and

4.3 Operational Work.

#### **APPROVED DEVELOPMENT**

5. The approved development is a Material Change of Use for Major Electricity Infrastructure (Battery Storage Facility) as shown on the Approved Plans.

#### **COMPLIANCE, TIMING AND COSTS**

6. All conditions of the approval shall be complied with prior to commencement of the use and whilst the use continues, unless otherwise noted within these conditions.

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

#### **FEES AND CHARGES**

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

#### **ACOUSTIC AMENITY - NOISE LIMITS**

9. Noise from activity associated with the use of the site must not exceed the Acoustic Quality Objectives listed in the *Environmental Protection (Noise) Policy 2019* when measured at any sensitive place or commercial place.

#### **ACOUSTIC AMENITY - MECHANICAL PLANT**

10. All regulated devices as defined by the *Environmental Protection Act 1994* must be installed, operated, and maintained to comply with the noise limits as specified within the *Environmental Protection Act 1994*.

#### **AIR QUALITY AND AMENITY - AIR RELEASE LIMITS**

11. Odours or airborne contaminants which are noxious or offensive to public amenity or safety, likely to cause environmental harm or environmental nuisance, or exceed the Air Quality Objectives listed in the *Environmental Protection Policy (Air) 2019* as measured at any sensitive place or commercial place, must not be released into the atmosphere.

#### **OUTDOOR LIGHTING IMPACT MITIGATION**

12. 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.

13. All lighting must be of a type that gives no upward component of light when mounted horizontally (ie full cut-off luminaire).

#### **VISUAL AND GENERAL AMENITY**

14. Any graffiti on the buildings or structures must be immediately removed.

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

16. The external finishes of the battery containers, inverters, control room and office building shall comprise neutral, low reflective colours consistent with the surrounding environment.

#### **EMERGENCY RESPONSE PLAN**

17. Submit to Council for endorsement, an Emergency Response Plan prepared by a suitably qualified person. The Plan must be specific to the property and include strategies for hazard management of a Battery Storage Facility. The Plan should include, but not be limited to the following matters:

17.1 handling, use and hazard precautions;

17.2 fire fighting;

17.3 emergency evacuation and shut down procedures;

17.4 first aid;

17.5 storage precautions;

17.6 damaged products;

17.7 disposal; and

17.8 maintenance.

18. Once the Emergency Response Plan is endorsed by Council, the Emergency Response Plan is to be implemented by the Operator.

#### **WASTE MANAGEMENT**

19. All waste generated from construction of the development must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

20. 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*.

#### **OPERATING HOURS - DURING CONSTRUCTION**

21. Construction work shall occur only between the hours of 6:00am and 6:00pm Monday to Saturday.

22. Work on Sundays and Public Holidays shall be limited to safety inspections, testing, checks and environmental work involving a maximum of 10 workers on-site (unless approved otherwise by Council).

#### **FENCING**

23. The applicant shall provide a 2.4 metre high chain wire security fence or alternative fencing as approved by Council's Planning and Environment Manager or authorised delegate, as illustrated on the Approved Plans.

24. Fencing material shall be compatible with that used within the locality.

#### **LANDSCAPING - MISCELLANEOUS**

25. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any subsequent legislation.

26. Apart from declared weeds and pests, trees, shrubs and landscaped areas currently existing on the subject land must be retained where possible and action taken to minimise disturbance during construction work.

#### **FIRE FIGHTING REQUIREMENTS**

27. Fire fighting equipment and materials for electrical and electronic equipment fires must be installed at appropriate locations.

28. On-site bushfire equipment must include a minimum of a 5,000 litre water supply. If fire fighting supply is to be provided in a tank, the supply outlet is to be fitted with a 50mm male camlock fitting for rural fire fighting connections.

#### **ENGINEERING WORKS**

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

30. 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**

31. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted during construction of the development.

32. 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**

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

34. Ensure that discharge of post-development stormwater will not cause any actionable nuisance to all adjoining properties.

#### **WATER SUPPLY**

35. Provide a potable water supply for the use of staff and visitors.

#### **ON-SITE WASTEWATER DISPOSAL**

36. Connect the staff amenities to an on-site wastewater disposal system, in accordance with AS1547 and the Queensland Plumbing and Waste Water Code.

37. Obtain a Development Permit for Plumbing Work for the on-site sewerage treatment system.

#### **ACCESS**

38. Design and construct a vehicle turnout in accordance with Council's Standard Drawing No. R-007 and modified to suit the manoeuvring of the largest design vehicle.

#### **PARKING AND ACCESS - GENERAL**

39. Provide adequate on-site parking for all vehicles including a minimum of two (2) parking spaces.

40. Provide signage that indicates the locations of parking and flow of traffic through the site.

41. Ensure loading and unloading operations are conducted wholly within the site.

#### **ELECTRICITY**

42. Connect the development to electricity services.

## **EARTHWORKS - GENERAL**

43.Undertake any earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

## **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.

## **ENVIRONMENTAL HEALTH**

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

45.1do 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;

45.2remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and

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

## **REFERRAL AGENCY RESPONSES**

1.The Department of State Development, Infrastructure, Local Government and Planning provided a Concurrence Agency response on 24 January 2022 which is attached.

2.Powerlink Queensland provided an Advice Agency response on 23 December 2021 which is attached.

## **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 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 6:Duty to Notify of Environmental Harm**

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

**NOTE 7:Referral Agency Responses**

The Department of State Development, Infrastructure, Local Government and Planning provided a Referral Agency response as Concurrence Agency and Powerlink Queensland as an Advice Agency for the application.

**CARRIED**

### 13. EXECUTIVE SERVICES

#### 13.1 Executive Services Chief Executive Officer Report January 2022 and Communications and Marketing Quarterly Report October to December 2021

The purpose of this Report is to provide Council with:

1. Significant meetings, forums and delegations attended by the Chief Executive Officer during the month of January 2022; and
2. An update on the activities of the Communication and Marketing team during the months of October to December 2021.

##### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. K. A. Maguire

That this Report be received and noted

**CARRIED**

#### 13.2 Executive Services Report Outstanding Actions January 2022

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 19 January 2022

##### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. M. J. James

That this Report be received and noted.

**CARRIED**



## 14. CORPORATE SERVICES

### 14.1 Corporate Services Report Provision Additional Public Amenity Wandoan

The purpose of this Report is to

seek Council's direction relating to the provision of an additional public amenity at Wandoan.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. M. J. James

**Seconded By** Cr. P. T. Saxelby

That this Report be received, and that Council:

Approve an additional single uni-sex disability compliant amenity block totalling \$115,000 on Lot 263 SP161830 and allocate funds as part of the current 2021/22 capital budget.

#### **FORESHADOWED MOTION**

Cr. P. M. McVeigh Foreshadowed that if the motion on the floor failed he would move;

That this Report be received, and that Council:

Approve an additional three cubicle disability compliant amenity block totalling \$145,000 on Lot 263 SP161830 and allocate funds as part of the current 2021/22 capital budget.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (5 to 4)**

**For:** Cr. A. N. Smith, Cr. K. A. Bourne,  
Cr. P. T. Saxelby, Cr. M. J. James, and Cr. C. T. Tillman

**Against:** Cr. P. M. McVeigh, Cr. K. A. Maguire,  
Cr. I. J. Rasmussen, and Cr. O. G. Moore

#### **14.2 Corporate Services Report Q2 2021-22 Operational Plan and Enterprise Risk Management Review**

The purpose of this Report is to provide Council with:

1. the status of the strategic risks which Council managers under the Enterprise Risk Management Framework; and
2. second quarter progress towards achieving the 2021-22 Operational Plan actions.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. I. J. Rasmussen

**Seconded By** Cr. K. A. Maguire

That this Report be received and noted.

**CARRIED**

### **11. DEPUTATION**

#### **11.1 Pat Devlin**

Pat thanked Council in regard to their contribution to the Wandoan Avenue of Honour . Pat also requested that Council get in contact with the State Government in relation to the condition of the Jackson Wandoan Road.

#### **COUNCIL RESOLUTION - ADJOURN MEETING**

**Moved By** Cr. P. T. Saxelby

**Seconded By** Cr. I. J. Rasmussen

That Council resolve to adjourn the Meeting.

*The Meeting adjourned at 10:57am*

*The Meeting resumed at 11:15am*

### 14.3 Corporate Services Financial Report January 2022

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 January 2022.

#### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. K. A. Bourne

That this Report be received, and that:

1. Council notes the Financial Report as of 31 January 2022, and;
2. Resolves to approve the following adjustments to the capital program;
  - a. New Capital Projects being added to the program. \$1.092 million in expenditure and \$1.016 million in revenue.
  - b. Deferred projects to 2022-23. \$7.444 million in expenditure and \$2.275 million in revenue.
  - c. Reallocated R2R & RRG & R2R funding of \$0.407 million.

**CARRIED**

#### **14.4 Corporate Services Quarterly Report October to December 2021**

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the second quarter of the 2021-2022 financial year.

##### **COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. M. J. James

That this Report be received and noted.

**CARRIED**

#### **14.5 Corporate Services Report Auction Results Sale Land Rates Arrears**

The purpose of this Report is to provide Council with the results of the sale of land for rates arrears process for 2021, which concluded with a public auction conducted 19 November 2021.

##### **COUNCIL RESOLUTION**

**Moved By** Cr. A. N. Smith

**Seconded By** Cr. K. A. Bourne

That this Report be received and noted.

**CARRIED**

**15. INFRASTRUCTURE SERVICES**

**15.1 Infrastructure Services Quarterly Report October to December 2021**

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

**COUNCIL RESOLUTION**

**Moved By** Cr. O. G. Moore

**Seconded By** Cr. P. T. Saxelby

That this Report be received and noted.

**CARRIED**

## 16. COMMUNITY AND LIVEABILITY

### 16.1 Community and Liveability Report Waste Contract Extensions

The purpose of this report is to update Council on several waste management facility and services operational contracts that are approaching the expiration of their initial period, and to seek Council's direction on the extension of these contracts.

*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 has had business dealings with the Condamine Tip Operator who is a potential beneficiary of the outcome of this application.*

*he advised that he would leave the meeting while the matter is discussed and voted on.*

Cr. A. N. Smith left the meeting at 11:37am

#### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. O. G. Moore

That this report is received and Council resolve to extend the following contracts by 2 years (being the allowable 2 by 1 year extension periods)

1. MM06-16-17 Winfield's Road Waste Management Centre (*Jandowae*) Operations & Maintenance. (Contractor: JJ Richards and Sons) new expiration date 31 January 2025.
2. MM29-16-17(A) Dalby, Chinchilla & Miles Waste and Recycling Centre Operations. (Contractor: Iolar Operational Services) new expiration date 31 October 2024.
3. MM33-16-17(C) Line Haul Waste Services (Contractor: JJ Richards and Sons) new expiration date 31 October 2024.
4. MM33-16-17(D) Tara & Wandoan Landfill Operations (Contractor: JJ Richards and Sons) new expiration date 31 October 2024.
5. MM29-16-17(B) Kaimkillenbun Waste and Recycling Centre Operations (Contractor: Judie Michelle Myers) new expiration date 31 October 2024.
6. MM29-16-17(B) Condamine Waste and Recycling Centre Operations (Contractor: Shane Michael Hickey, Paul Bernard Hopper & Maureen May Hopper) new expiration date 31 October 2024.

**CARRIED**

**Absent Did Not Vote:** Cr. A. N. Smith

Cr. A. N. Smith re-joined the meeting at 10:41am

UNCONFIRMED

## **16.2 Community and Liveability Report Health Services Governance Report**

The purpose of this Report is to provide Council with an update in relation to:

- Council's management of Health Care Services, and
- the status of the transition of services to Southern Cross Care.

### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Maguire

**Seconded By** Cr. A. N. Smith

That this report be received and noted.

**CARRIED**

## **16.3 Community and Liveability Quarterly Report October to December 2021**

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the second quarter of the 2021 / 2022 Financial Year.

### **COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

**Seconded By** Cr. M. J. James

That this report be received and noted.

**CARRIED**

## **17. NOTICES OF MOTION**

### **17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

Nil.

### **17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

Nil.

## **18. URGENT GENERAL BUSINESS**

Nil.

## **19. MEETING CLOSURE**

The Meeting concluded at 11:51am



**Title** **Adopt Special Meeting of Council Minutes 2 February 2022**

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**Date** 9 March 2022

**Responsible Manager** J. Taylor, CHIEF EXECUTIVE OFFICER

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### **Summary**

The Purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council held on Wednesday, 2 February 2022

### **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 Special Meeting of Council held on 2 February 2022, 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 Special Meeting of Council held on Wednesday, 2 February 2022.

**Authored by:** A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER



### **Special Meeting of Council Minutes**

**Date:** Wednesday, 2 February, 2022  
**Time:** 9:30 am  
**Location:** WDRC - Corporate Office - Boardroom  
30 Marble Street, Dalby Qld 4405

**Voting Members:** 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:** J.K. Taylor, General Manager (Community and Liveability)  
G.K. Cook, General Manager (Infrastructure Services)  
P. Greet, Acting General Manager (Corporate Services)  
  
A. Yardley, Acting General Manager (Community and Liveability)  
A.G. Lyell, Executive Services Administration officer  
H. Wex, Executive Officer to the Mayor  
  
E. Kendall, Communications and Marketing Manager

**1. MEETING OPEN**

The Chairperson declared the Meeting open at 9:30am

Cr. I. J. Rasmussen and Cr. C. T. Tillman were not in attendance at the commencement of the meeting.

**COUNCIL RESOLUTION**

**MOVED by:** Cr. M.J. James

**Seconded by:** Cr. K.A. Bourne

That Council approves the attendance of Cr. I. J. Rasmussen and Cr. C. T. Tillman by teleconference.

Cr. I. J. Rasmussen and Cr. C. T. Tillman joined the meeting at

**2. APOLOGIES**

Nil.

**3. DECLARATION OF CONFLICT OF INTEREST**

**Corporate Services Report MyALL107 Cultural Precinct Structural Findings**

**Cr. C. T. Tillman**

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

1. she is the president of Gallery107@Dalby.

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

#### 4. CORPORATE SERVICES

##### 4.1 Corporate Services Report MyALL107 Cultural Precinct Structural Findings

The purpose of this Report is to provide an update on the construction findings of the MyALL107 building following the assessment of the significant structural non-conformances identified upon construction commencement and seek Council's direction for the future of the project.

*In accordance with Chapter 6, Part 2, Division 5B of the Local Government Act 2009, Cr. C. T. Tillman informed the meeting of a declarable conflict of interest in respect to this matter due to:*

*a. she is the president of Gallery107@Dalby.*

*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 9:34am

##### **COUNCIL RESOLUTION**

**MOVED by:** Cr. M.J. James

**Seconded by:** Cr. A.N. Smith

That this Report be received and that Council:

1. terminate the contract for Tender MM17-20-21 Design and Construction of the MyALL107 Cultural Precinct Redevelopment with FK Gardner & Sons Pty Ltd under the provisions of the contract;
2. resolves it is satisfied that there is only 1 supplier who is reasonably available to conduct the works and that a genuine emergency exists;
3. accept the estimated price of \$2.8M submitted by FK Gardner & Sons as costs for work performed to date, delay costs, demolition, make good of site, and documentation of as built services and in grounds under s.235(a)(c) of the *Local Government Regulation 2012*; and
4. authorise the Chief Executive Officer to undertake all steps necessary to effect the contract termination, demolition and make good of the MyALL107 site.
5. investigate options for the development of a cultural precinct in Dalby suitable for the future economic, community, tourism and cultural needs of the town and the broader Western Downs region.

##### **POINT OF ORDER**

Cr. O. G. Moore suggested that the motion introduced new information without due notice with budget implications, which were not provided for in the current budget.

The Chair accepted the Motion.

## **FORESHADOWED MOTION**

Cr. K. A. Maguire foreshadowed that if the motion on the floor failed she would move:

1. terminate the contract for Tender MM17-20-21 Design and Construction of the MyALLI107 Cultural Precinct Redevelopment with FK Gardner & Sons Pty Ltd under the provisions of the contract;
2. resolves it is satisfied that there is only 1 supplier who is reasonably available to conduct the works and that a genuine emergency exists;
3. accept the estimated price of \$2.8M submitted by FK Gardner & Sons as costs for work performed to date, delay costs, demolition, make good of site, and documentation of as built services and in grounds under s.235(a)(c) of the *Local Government Regulation 2012*; and
4. authorise the Chief Executive Officer to undertake all steps necessary to effect the contract termination, demolition and make good of the MyALL107 site.
5. investigate options for the development of the cultural precinct in Dalby suitable for the future.

## AMENDEMENT NO.1

**MOVED by:** Cr. O. G. Moore

**Seconded by:** Cr. P. T. Saxelby

That this Report be received and that Council:

1. terminate the contract for Tender MM17-20-21 Design and Construction of the MyALL107 Cultural Precinct Redevelopment with FK Gardner & Sons Pty Ltd under the provisions of the contract;
2. resolves it is satisfied that there is only 1 supplier who is reasonably available to conduct the works and that a genuine emergency exists;
3. accept the estimated price of \$2.8M submitted by FK Gardner & Sons as costs for work performed to date, delay costs, demolition, make good of site, and documentation of as built services and in grounds under s.235(a)(c) of the *Local Government Regulation 2012*; and
4. authorise the Chief Executive Officer to undertake all steps necessary to effect the contract termination, demolition and make good of the MyALL107 site.
5. investigate options for the development of a cultural precinct in Dalby suitable for the future economic, community, tourism and cultural needs of the town and the broader Western Downs region to be considered in the 2022/23 budget deliberations.

## POINT OF ORDER

Cr. M. J. James suggested that the amendment was not an amendment.

The Chair requested that the Amendment be upheld and put to the vote.

The **AMENDMENT NO. 1** was **PUT** and **LOST (6 to 2)**

**Absent Did not Vote:** Cr. C. T. Tillman

Cr. I. J. Rasmussen left the meeting at 10:11am

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

## 5. MEETING CLOSURE

The Meeting concluded at 10:15am

**Title** **Executive Services Mayoral Report February 2022**

**Date** 9 March 2022

**Responsible Manager** J. Taylor, 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 February 2022.

**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 February 2022:

2 <sup>nd</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with Chandel Eyre</li> <li>• Special Meeting of Council</li> </ul>	Dalby Dalby
3 <sup>rd</sup> February 2022	<ul style="list-style-type: none"> <li>• Breakfast meeting with The Hon Dr David Gillespie, Federal Minister for Regional Health</li> <li>• LGAQ Carbon Farming Webinar</li> </ul>	Toowoomba Teleconference
7 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with Capti Networks</li> </ul>	Teleconference
8 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with Rural and Small Business Financial Counselling Service</li> <li>• Audit Committee Self-Assessment Meeting</li> <li>• Meeting with CS Energy</li> </ul>	Dalby Dalby Dalby
10 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• The Gums State School Badge Ceremony</li> </ul>	The Gums
11 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• LGAQ Policy Executive meeting</li> </ul>	Teams
14 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Councillor Information Sessions</li> </ul>	Dalby
15 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Chinchilla State High School Leadership Ceremony</li> <li>• Meeting with Shell</li> </ul>	Chinchilla Dalby

	<ul style="list-style-type: none"> <li>• Meeting with Wandoan Stakeholders</li> </ul>	Wandoan
16 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Wandoan State High School Badge Ceremony</li> <li>• Ordinary Council Meeting</li> <li>• Councillor Information Session</li> </ul>	Wandoan Wandoan Wandoan
17 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Rural and Remote Council Policy and Legislation Committee</li> <li>• Region Tour</li> </ul>	Teleconference  Western Downs
18 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with Senex and Posco</li> </ul>	Dalby
21 <sup>st</sup> February 2022	<ul style="list-style-type: none"> <li>• ABC Radio Interview</li> <li>• LGAQ Meeting with CHO, Dr John Gerrard and Deputy CHO, Dr Lynne McKinlay</li> </ul>	Phone Teleconference
22 <sup>nd</sup> February 2022	<ul style="list-style-type: none"> <li>• Australian Warning Systems</li> </ul>	Teleconference
23 <sup>rd</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with McArthur Recruitment</li> </ul>	Brisbane
24 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Meeting with QIC</li> <li>• Meeting with QMF</li> <li>• Meeting with Senex</li> <li>• Hydrogen Cluster Institute Launch</li> <li>• TSBE Enterprise Evening</li> </ul>	Brisbane Brisbane Brisbane Brisbane Brisbane
28 <sup>th</sup> February 2022	<ul style="list-style-type: none"> <li>• Natural Assets and NRM Advisory Group Meeting</li> <li>• ABC Radio Interview</li> </ul>	Teleconference Phone

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 February 2022.

**Attachments**

Nil

**Authored by:** Hailey Wex, Executive Assistant



**Title** (030.2021.950.001) Community and Liveability Report Development Application for Material Change of Use for Rooming Accommodation (4 Bedrooms) on Lot 6 on SP244802 Maranda Court Dalby Smiley C/-Bplanned

**Date** 16 March 2022

**Responsible Manager** T. Summerville, PLANNING AND ENVIRONMENT MANAGER

## Summary

The purpose of this Report is for Council to decide the development application seeking approval for a Material Change of Use to establish Rooming Accommodation (4 Bedrooms) on land described as Lot 6 on SP244802 and situated at Maranda Court, Dalby.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.
- Our region is a recognised leader in agribusiness, energy, and manufacturing.
- We deliver water security to enable future economic growth.
- We proactively advance our region as a tourism destination.
- Our business and industry actively live and buy local.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. The development application for a Material Change of Use to establish Rooming Accommodation (4 Bedrooms) on land described as Lot 6 on SP244802 and situated at Maranda Court, Dalby, 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:** Job No. 00183-21, Sheet 1 of 6, Issue B  
**Description:** Site Plan, prepared by Plans to Inspire, dated 08-07-2021  
**Amendment:** Amended in red by Council on 4 March 2022

**Plan No:** Job No. 00198-13, Sheet 2 of 6, Issue B  
**Description:** Floor Plan, prepared by Plans to Inspire, dated 20-08-2013

**Plan No:** Job No. 00198-13, Sheet 3 of 6, Issue B  
**Description:** Elevations of Dwelling, prepared by Plans to Inspire, dated 20-08-2013

**Plan No:** Job No. 00198-13, Sheet 4 of 6, Issue B  
**Description:** Floor Plan and Elevations of Carport, prepared by Plans to Inspire, dated 20-08-2013

**Plan No:** L0.01, Revision B  
**Description:** Coversheet and Specifications, prepared by LARC Collective, dated 05.05.14

**Plan No:** L1.01, Revision B  
**Description:** Landscape Works Plan, prepared by LARC Collective, dated 05.05.14

**Plan No:** L3.01, Revision B  
**Description:** Landscape Details, prepared by LARC Collective, dated 05.05.14

**Plan No:** L3.02, Revision B  
**Description:** Plant Image Palette, prepared by LARC Collective, dated 05.05.14

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 Rooming Accommodation (4 Bedrooms) as shown on the Approved Plans.

#### **TERM OF APPROVAL**

4. The approved Rooming Accommodation is to operate in accordance with the following definition:

*"Premises used for -*

*(a) residential accommodation if each resident:*

- (i) has a right to occupy 1 or more rooms on the premises; and*
- (ii) does not have a right to occupy the whole of the premises; and*
- (iii) does not occupy a self-contained unit, as defined under the Residential Tenancies and Rooming Accommodation Act 2008, Schedule 2, or has only limited facilities available for private use; and*
- (iv) shares other rooms, facilities, furniture or equipment outside of the resident's room with 1 or more other residents, whether or not the rooms, facilities, furniture or equipment are on the same or different premises; or*

*(b) a Manager's residence, an office or providing food or other services to residents, if the use is ancillary to the use in paragraph (a)."*

5. The development shall not operate as a Short-term Accommodation, as outlined in the following definition:

*"(a) Premises used for -*

- (i) providing accommodation of less than 3 consecutive months to tourists or travellers; or*
- (ii) a Manager's residence, office, or recreation facilities for the exclusive use of guests, if the use is ancillary to the use in subparagraph (i); but*

*(b) does not include a hotel, nature-based tourism, resort complex or tourist park."*

6. The applicant will maintain records, including a summary of compliance with Condition 4, and upon request of Western Downs Regional Council made on reasonable notice and not more than quarterly, to be produced for inspection by Council's Compliance Officers on-site. A copy of the summary is to be provided to Council Officers upon request.

#### **LANDSCAPING**

7. Landscaping shall be maintained in accordance with the Approved Landscape Plans prepared by LARC Collective, Issue B and dated 05.05.14.

#### **FENCING**

8. A 1.8 metre high solid screen fence shall be provided along the full extent of the boundary shared with Lot 5 on SP199320.
9. 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.

#### **COMPLIANCE, TIMING AND COSTS**

10. 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.
11. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

#### **FEES AND CHARGES**

12. 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**

13. 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.

#### **INFRASTRUCTURE CHARGES**

14. Infrastructure charges are payable in conjunction with this Development Permit.
15. 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.

#### **ENGINEERING WORKS**

16. Undertake work in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, Approved Plans and relevant Australian Standards.
17. 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**

18. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted during construction of the development.
19. 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**

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

## **WATER SUPPLY**

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

## **PARKING AND ACCESS - GENERAL**

23. Provide a minimum of 5 car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

## **VEHICLE ACCESS**

24. Maintain the existing gravel crossover and access during the life of the use.

## **ELECTRICITY**

25. Connect the development to electricity services.

## **EARTHWORKS - GENERAL**

26. Undertake any earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

## **EROSION AND SEDIMENT CONTROL - GENERAL**

27. 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.

## **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 [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

**NOTE 3 - General Environmental Duty**

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

**NOTE 4 - General Safety of Public During Construction**

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

**NOTE 5 - Property Note (Audit of Conditions)**

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

**NOTE 6 - Duty to Notify of Environmental Harm**

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

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

The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in Chapter 6, Part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see Chapter 6, Part 2 of the *Planning Act 2016*).

**"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."*

## Background Information

<b>Application No: 030.2021.950.001</b>	<b>Assessment No:</b> A3420	<b>Keywords Index:</b> AD6.6.2 & LG7.6.1
<b>Assessing Officer:</b>	Mark Sulovski GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT	
<b>PART 1: APPLICATION</b>		
<b>Applicant:</b>	Robert Smiley C/- Bplanned & Surveyed Pty Ltd	
<b>Owner:</b>	Mr RN & Mrs KJ Smiley	
<b>Site Address:</b>	Maranda Court, Dalby	
<b>Site Area:</b>	4,029m <sup>2</sup>	
<b>Real Property Description:</b>	Lot 6 on SP244802	
<b>Proposed Development:</b>	Rooming Accommodation (4 Bedrooms)	
<b>Level of Assessment:</b>	Impact Assessable	
<b>Type of Application:</b>	Material Change of Use	
<b>Relevant Planning Scheme:</b>	Western Downs Planning Scheme 2017 incorporating Amendment 1	
<b>Zone:</b>	Rural Residential	
<b>Precinct:</b>	Rural Residential 4000	

<b>Overlays:</b>	<ul style="list-style-type: none"><li>• Airport Environs</li><li>• Flood Hazard</li><li>• Extractive Industry</li><li>• Agricultural Land Classification</li></ul>		<ul style="list-style-type: none"><li>- OLS Conical Limitation</li><li>- Low and Medium</li><li>- Petroleum Lease 198</li><li>- Class A</li></ul>
<b>Pre-lodgement Meeting:</b>	Yes		
<b>Application Lodgement Date:</b>	30 November 2021		
<b>Properly Made Application:</b>	Yes	Date: 1 December 2021	
<b>Confirmation Notice Issued:</b>	Yes	Date: 9 December 2021	
<b>PART 2: REFERRALS</b>	N/A		
<b>PART 3: INFORMATION REQUEST</b>	N/A		
<b>PART 4: PUBLIC NOTIFICATION</b>			
<b>Public Notification Commenced:</b>	14 January 2022		
<b>Notice of Compliance received:</b>	8 February 2022		
<b>Submissions:</b>	Two (2) properly made submissions		
<b>PART 5: DECISION PERIOD</b>			
<b>Date Commenced:</b>	9 February 2022		
<b>Decision Due Date:</b>	29 March 2022		

## Report

### 1. Subject Site

The property is legally described as Lot 6 on SP244802 and is located at Maranda Court, Dalby. The property has an area of 4,029m<sup>2</sup> and features frontage to Maranda Court. The site is improved by a Dwelling and multiple ancillary Domestic Outbuildings.

The subject site is located approximately 2.5km from the CBD of Dalby and within an established rural residential area. The Airport Environs, Flood Hazard, Extractive Industry (Petroleum Lease) and Agricultural Land Classification Overlays impact the land.

### 2. Development History

On 17 December 2013, Council issued Development Permit 030.2013.1160.001 for a Material Change of Use to establish a Bed and Breakfast. The development was conditioned to operate with a permanent resident to maintain the Bed and Breakfast use. The remaining 3 bedrooms were to be available for service on a short-term basis (ie maximum period of 14 days).

A recent compliance audit identified that the permanent resident no longer resided on the premises to operate the development. The property owner was contacted by Council's Compliance Officer to identify the unlawful operations.

### 3. Proposal

The applicant seeks approval for a Material Change of Use to establish a Rooming Accommodation (4 Bedrooms).

#### 3.1 Context

The proposal is based on the Rooming Accommodation definition prescribed in Schedule 1 of the Western Downs Planning Scheme 2017 incorporating Amendment 1 (Planning Scheme):

*"Premises used for -*

*(a) residential accommodation if each resident:*

*(i) has a right to occupy 1 or more rooms on the premises; and*

*(ii) does not have a right to occupy the whole of the premises; and*

- (iii) *does not occupy a self-contained unit, as defined under the Residential Tenancies and Rooming Accommodation Act 2008, Schedule 2, or has only limited facilities available for private use; and*
  - (iv) *shares other rooms, facilities, furniture or equipment outside of the resident's room with 1 or more other residents, whether or not the rooms, facilities, furniture or equipment are on the same or different premises; or*
- (b) *a Manager's residence, an office or providing food or other services to residents, if the use is ancillary to the use in paragraph (a)."*

The applicant has defined the development as Rooming Accommodation rather than Short-term Accommodation under the premise that the development will service residents on a long-term basis, for periods exceeding 3 months.

### 3.2 Proposal Details

The Rooming Accommodation will operate within the established Dwelling and will utilise the ancillary Carport for parking. The other structures contained within the property will not be utilised in association with the development.

The Rooming Accommodation features 4 Bedrooms. Each Accommodation Room is non-self-contained, featuring a bed, desk, and ensuite with a shower, toilet and sink. Residents of the Rooming Accommodation will share a communal lounge, kitchen, dining and laundry facilities within the building.

The Rooming Accommodation features a floor area of 176.1m<sup>2</sup>, which is equivalent to 4.37% of the total property area. The development will be accessed via the established residential crossover on Maranda Court and provides 5 parking spaces, all of which are presently gravel surfaced. The development is serviced by Council's reticulated infrastructure network and an on-site wastewater management system.

## 4. Reasons for the Decision

According to the Western Downs Planning Scheme 2017 incorporating Amendment 1, the proposed development is inconsistent with the Rural Residential Zone, and is Impact Assessable.

- The Rooming Accommodation operates in a similar manner and at a scale similar to the surrounding residential land uses. On this basis, the development is not considered to be a more intensive residential use.
- The Rooming Accommodation will provide a variation in housing opportunities for the Western Downs community.
- The development is appropriately designed to minimise adverse amenity impacts, maintaining the semi-rural residential character of the locality.

## 5. Assessment

The following are the Assessment Benchmarks applying to this development:

ASSESSMENT MATTERS	
<b>Assessment Benchmarks</b>	<p>The development was assessed against the following Assessment Benchmarks:</p> <ul style="list-style-type: none"> <li>▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> <li>• Strategic Framework</li> <li>• Rural Residential Zone Code</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Airport Environs Overlay Code</li> <li>• Flood Hazard Overlay Code</li> <li>• Natural Resources Overlay Code</li> <li>• Infrastructure Services Code</li> <li>• Transport, Access and Parking Code</li> </ul>	
<b>Reasons for Decision</b>	The development was assessed against all of the Assessment Benchmarks listed above and complies with all of these with the exceptions listed below.	
	<b>Assessment Benchmark</b>	<b>Reasons for the Approval Despite Non-compliance with Benchmark</b>
	<b>Rural Residential Zone Code</b>  <b>Inconsistent development within the Rural Residential Zone</b>  <b>Rooming Accommodation</b>	<p>A Rooming Accommodation is considered an inconsistent use within the Rural Residential Zone. Nevertheless, the development is considered suitably located on the following basis:</p> <ul style="list-style-type: none"> <li>• The development operates similar to a residence, in the respect that each individual would occupy an individual room but share communal facilities within the structure.</li> <li>• The development operates at a scale that is similar to a residence and will not unreasonably detract from the residential amenity of the area.</li> <li>• The development operates within an established structure, designed consistently with the built appearance and character of the residential locality.</li> <li>• The development will provide long-term accommodation, for periods exceeding 3 months. On this basis, the development's operation is not considered a more intensive residential use.</li> <li>• The development is provided appropriate on-site parking facilities and will not detract from the rural residential amenity.</li> <li>• The development is appropriately screened by the established landscaping on the property, ensuring the off-site amenity impacts from the development are minimised.</li> <li>• The property has historically operated as a Bed and Breakfast under a Development Permit from Council. The proposed development is considered similar in scale to the historical development operations.</li> <li>• The development has operated as a Rooming Accommodation for a reasonable period and has not received complaints from the general public.</li> </ul>

	<p><b>AO3.2</b></p> <p>Buildings and structures have a minimum side and rear boundary clearance of 10 metres.</p>	<p>The Rooming Accommodation features a side boundary clearance of approximately 6.6m. The residence on the adjoining property is located approximately 20m from the side boundary. The distance between the structures is considered appropriate to ensure the development does not adversely impact the adjoining property via privacy or overlooking.</p> <p>The established landscaping at the property boundaries screens the development and minimises potential amenity impacts. A condition relating to fencing is recommended to enhance privacy for the adjoining property.</p>
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## 5.1 Strategic Plan

The proposed development is considered to comply with the Outcomes sought in the Strategic Plan as outlined below.

### "3.3.1 Strategic Outcomes

- (3) *The settlement pattern contains urban development within identified boundaries to create compact, diverse and vibrant communities. Significant urban development for residential purposes takes advantage of the access to existing facilities and services. The settlement pattern maximises the utilisation of existing infrastructure and maintains and enhances access to services, employment opportunities and recreational and social infrastructure for all residents."*

### Complies

The development is located within an established rural residential neighbourhood which is serviced by the necessary infrastructure services. The scale of the development does not increase the demand on infrastructure services, as the development operates similar to a traditional residence and is not generally considered a more intensive residential use.

The central business district is located within proximity to the development, providing employment, recreational and social opportunities for the residents of the development. The proposal is considered to provide a diversity in the accommodation opportunities for the Western Downs community members.

## 5.2 Overlays

### Airport Environs Overlay Code

The subject site is identified as located within the OLS Conical Limitation of the Airport Environs Overlay. The Rooming Accommodation will utilise the established structures on the property, which comply with the Obstacle Limitation Surface requirements for buildings.

The development complies with the Outcomes of the Airport Environs Overlay Code.

### Flood Hazard Overlay Code

The development footprint is identified as impacted by the Low and Medium Flood Hazards. The Rooming Accommodation will operate from the established structures on the site and does not propose additional building work.

The Rooming Accommodation building features a habitable floor level that is elevated above the defined flood immunity level for the property, plus 300mm of freeboard. The defined flood event depth for the Rooming Accommodation is not identified as exceeding 600mm.

The development is considered to comply with the Outcomes of the Flood Hazard Overlay Code.

#### **Natural Resources Overlay Code**

The subject site is identified as impacted by the Agricultural Land Classification (Class A) and Extractive Industry (Petroleum Lease 198) Overlays. The property is located within the Rural Residential Zone and does not require further assessment against the Natural Resources Overlay Code.

### **5.3 Development Codes**

#### **Transport, Access and Parking Code**

Access to the development is via a residential crossover at the Maranda Court frontage. The parking and manoeuvring areas associated with the Rooming Accommodation are gravel surfaced, which is considered appropriate to minimise potential amenity impacts generated by the use.

Table 9.4.5.2 of the Transport, Access and Parking Code does not prescribe a parking generation rate for Rooming Accommodation uses. The development proposal features 5 parking spaces to service the Rooming Accommodation. Considering the development will operate with 4 residents, the proposed parking arrangements are considered sufficient to service the demand generated by the use. Conditions regarding parking and access are recommended to maintain the arrangements in accordance with Council's standards.

It is considered that the development complies with the Outcomes of the Transport, Access and Parking Code.

#### **Infrastructure Services Code**

The development is serviced by the reticulated water, stormwater, electricity, and telecommunication infrastructure networks. The development will be serviced by an on-site wastewater management system, which is of a sufficient standard to service the demand generated by the development.

The development complies with the Infrastructure Services Code.

## **6. Other Relevant Matters**

### **6.1 Public Notification**

The application for Material Change of Use is Impact Assessable, as the proposed development is considered an inconsistent use within the Zone.

Public Notification was undertaken in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules.

The applicant:

- published a notice in the Western Downs Town & Country (digital) on 13 January 2022;
- placed a notice on the property frontage between 13 January 2022 and 7 February 2022; and

- notified the adjoining land owners on 12 January 2022.

Two properly made submissions were received in relation to the proposed development. The concerns raised by the submitters and the Planning Officer's response are outlined in the table below:

Submitters' Concerns	Planning Comments
<b>Submission 1</b>  <i>"We are concerned for the safety of our 5 year old daughter. There is currently no solid physical or privacy barrier... This has the potential to allow trespassing and invaders...safety and privacy."</i>	<p>At present, the property does not feature fencing on all boundaries. The development proposal has not included fencing provisions as part of the development.</p> <p>Due to the nature of the development and the proximity of the Rooming Accommodation from the unfenced side boundary, the implementation of fencing conditions is considered appropriate. Fencing will minimise potential privacy and overlooking impacts generated by the development.</p>
<b>Submission 2</b>  <i>"If permit is granted to re-develop Lot 6, it will likely create a steady turnover of residents occupying the dwelling, which I feel could potentially be a safety issue..., as at present, there is no fence or privacy barrier between the...stated properties."</i>	<p>Fencing conditions are recommended as outlined in the Schedule of Conditions.</p>

## 6.2 Infrastructure Charges

Infrastructure Charges are levied in accordance with Council's Infrastructure Charges Resolution (No. 7.1) 2017. Rooming Accommodation is within the Accommodation (long-term) Development Class.

The subject site is located within Charge Area A of the Infrastructure Charges Resolution (No. 7.1) 2017. Accommodation (long-term) that features 3 or more bedrooms, is charged the equivalent of \$19,000. As the development is not serviced by Council's reticulated sewer network, the charge amount decreases by 20%, in accordance with Table 5.1 of the Infrastructure Charges Resolution (No. 7.1) 2017.

In accordance with Section 3.4 of the Infrastructure Charges Resolution (No. 7.1) 2017, the property receives a \$7,720 credit for the infrastructure charges paid for Development Approval 030.2016.1160.001. An Infrastructure Charges Notice has been attached to the Development Permit.

### Consultation (Internal/External)

#### **Internal**

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

Council's Consultant Development Engineer has assessed the proposed development application.

### 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.

### **Conclusion**

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is recommended that the application for Development Approval for Material Change of Use to establish a Rooming Accommodation (4 Bedrooms) on land described as Lot 6 on SP244802 and situated at Maranda Court, Dalby, be approved, subject to the recommended conditions of approval.

### **Attachments**

Attachment 1 - Locality Plans

Attachment 2 - Proposal Plans

Attachment 3 - Infrastructure Charges Notices

**Authored by:** Mark Sulovski, GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT

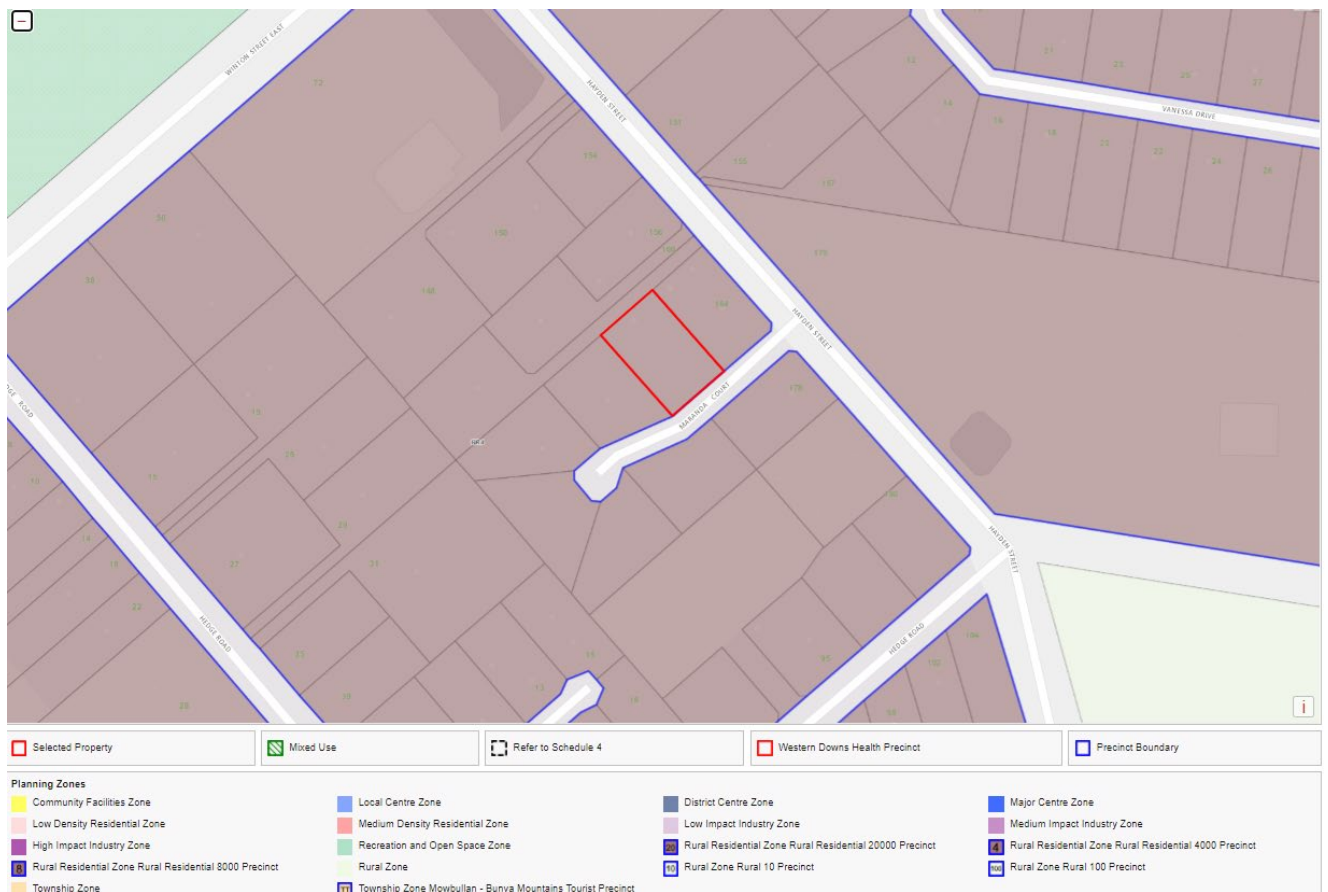
## Attachment 1 - Locality Plans

### Aerial Image

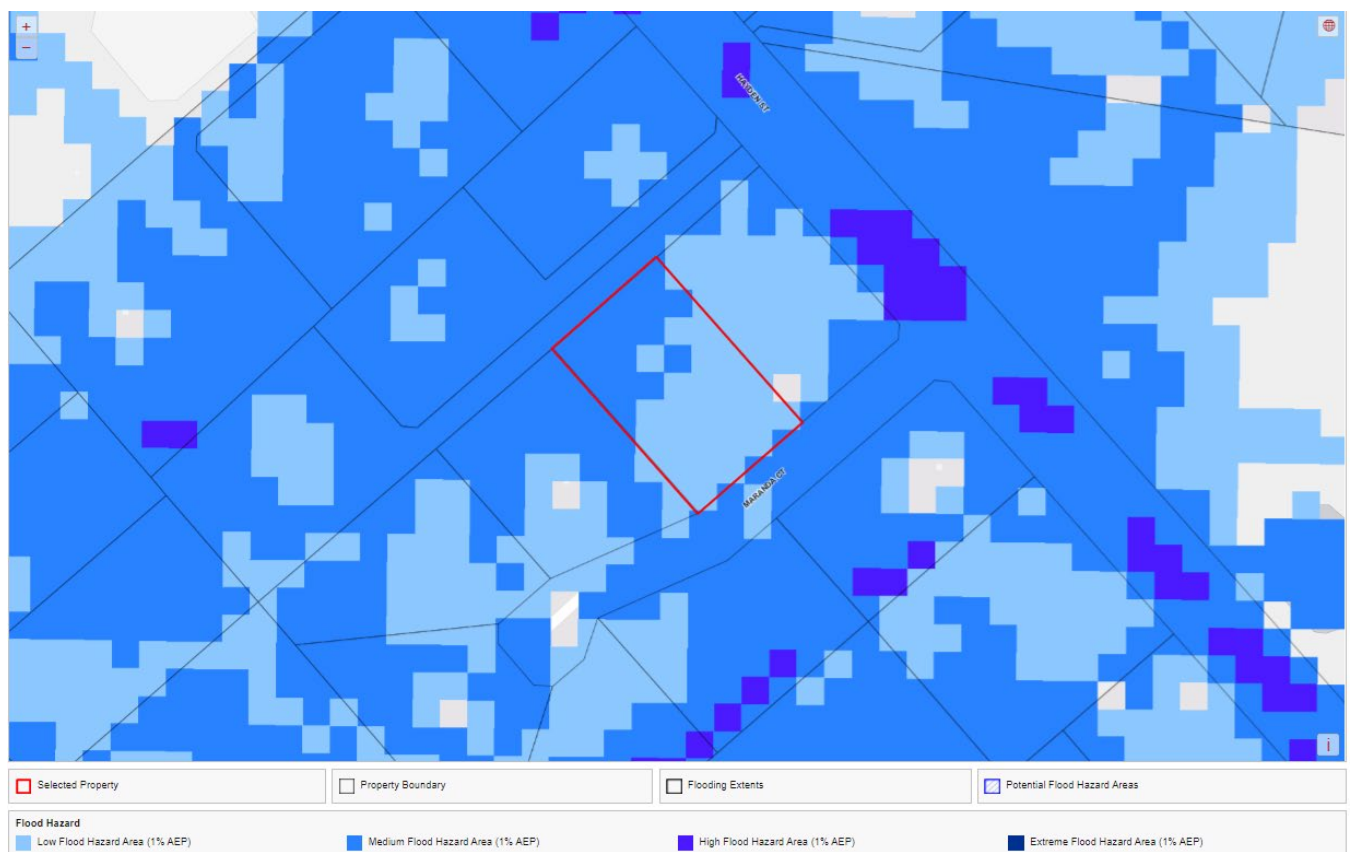




## 1.2 Zoning Map



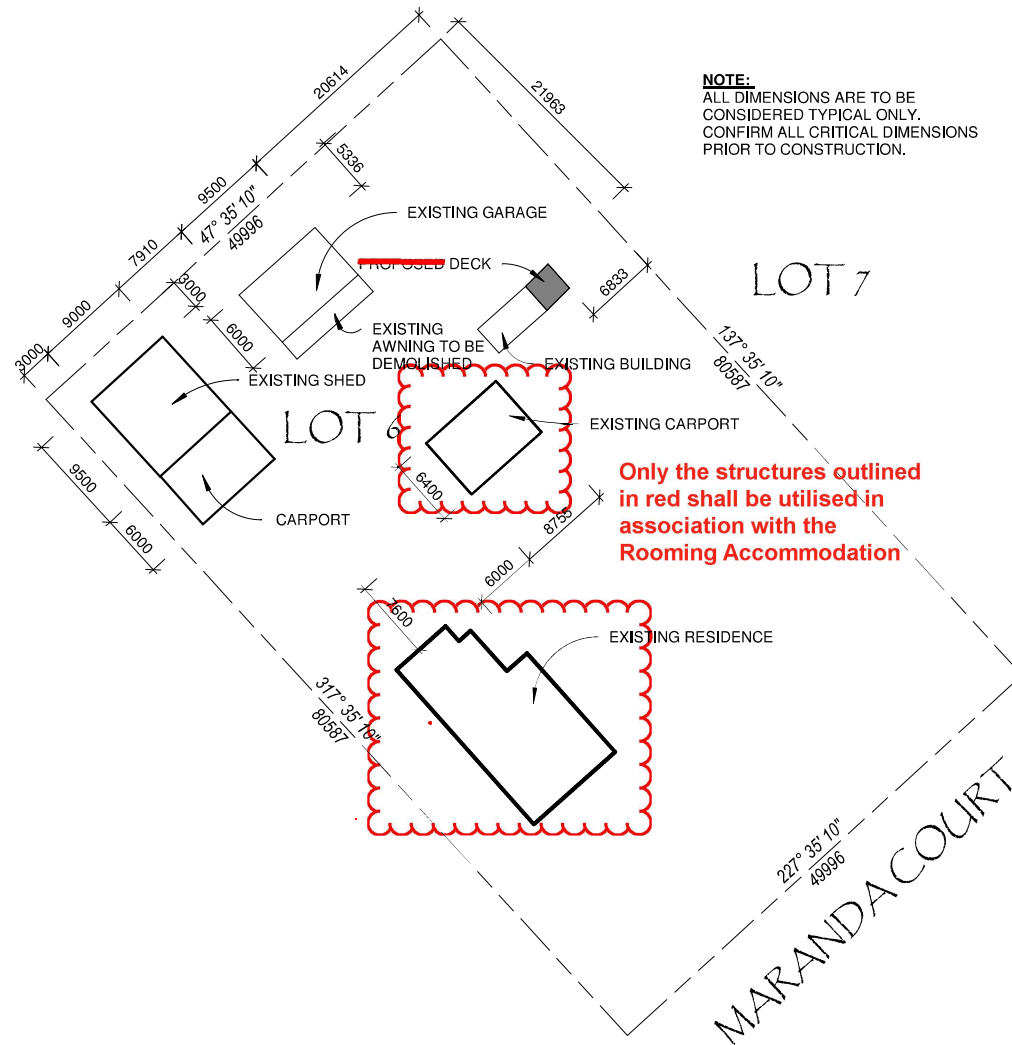
## 1.3 Flood Hazard Overlay Mapping





Issue	Description	Date	Initial
A	ISSUED FOR COMMENT	22-06-2021	B.M.J.
B	RESPONSE TO RFI	08-07-2021	B.M.J.

Amended in red by Council  
on 4 March 2022



## Property Description

Lot : 6 On: SP. 244802  
Parish: Dalby  
County: Aubigny  
Area: 4029m<sup>2</sup>



## Site Plan

SCALE 1 : 500

Client R. & K. SMILEY	Project PROPOSED DECK LOT 6 MARANDA CT DALBY QLD 4405	Job No. 00183-21	Issue B	Scale: As indicated @A3			PO BOX 807 DALBY QLD 4405 Ph/Fax: (07) 4669 7312 E: planstoinspire@bigpond.com	Licensed Building Designer B.M. Jempson QBCC ACT Lic. No. 1061963 T/A PLANS TO INSPIRE
				Date: 22-06-2021	Approved			

Issue	Description	Date	Initial
A	ISSUED FOR COMMENT	19-08-2013	B.M.J.
B	ISSUED FOR MCI APPLICATION	20-08-2013	B.M.J.

### Legend

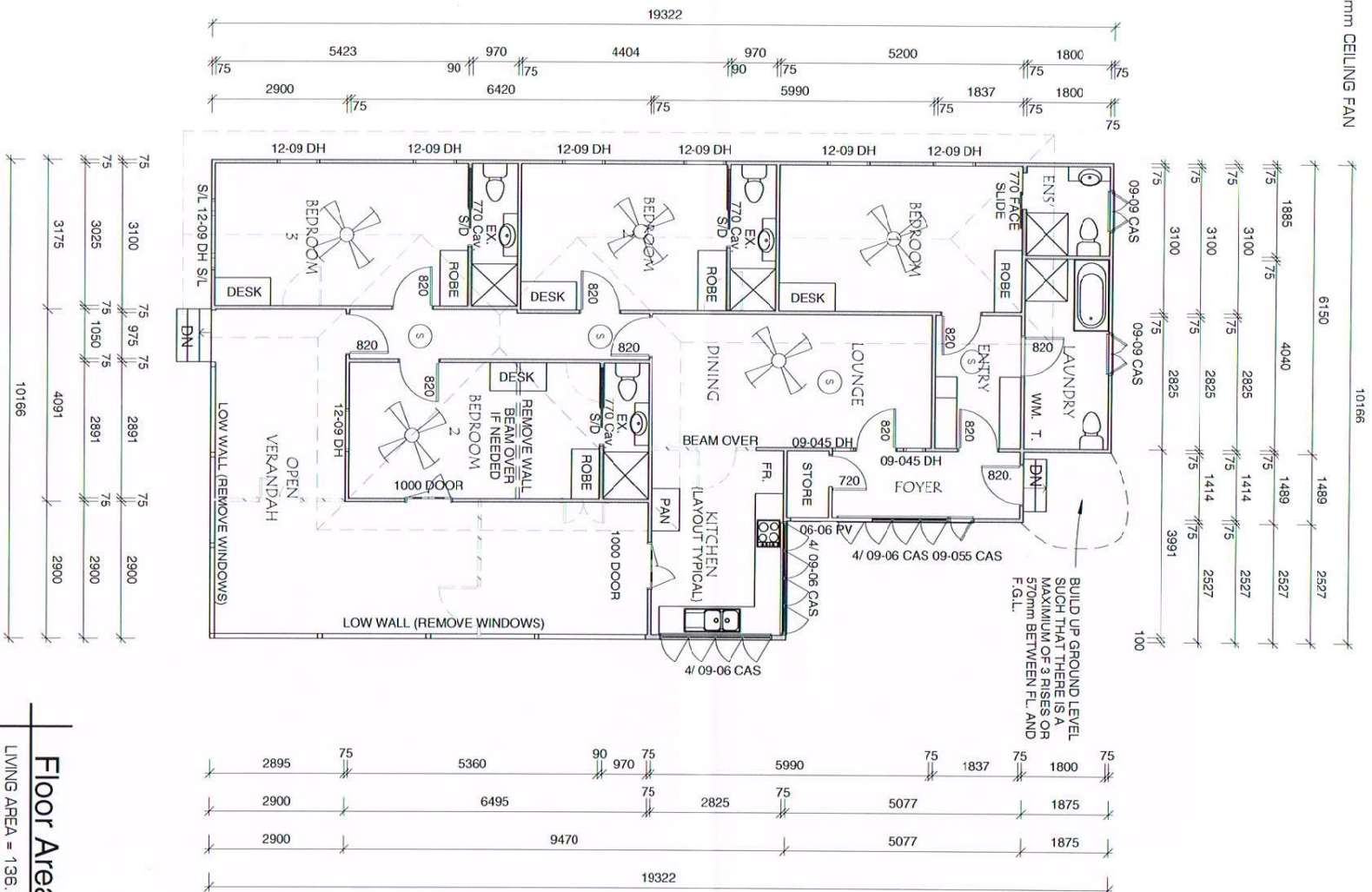
SKYLIGHT

5

SMOKE ALARM  
(a) SMOKE ALARM MUST COMPLY WITH A.S. 3786.  
(b) SMOKE ALARM MUST BE CONNECTED TO THE CONSUMERS MAIN POWER.



Ø900mm CEILING FAN



Floor Area

LIVING AREA = 136.96m<sup>2</sup>

VERANDAH AREA = 39.14m<sup>2</sup>

TOTAL FLOOR AREA = 176.10m<sup>2</sup>

SCALE 1 : 100

## Floor Plan

Client	SHILEY ENTERPRISES		
Project	PROPOSED TOWN PLANNING APP LOT 6 MARANDA COURT DALBY QLD 4405		
Job No.	00198-13	Scale:	1 : 100 @A3
Sheet:	2 of 6	Date:	16-04-2011
Issue	B		
Designed	B.M. JEMPSON		

 PLANS TO  
INSPIRE  
BUILDING DESIGN

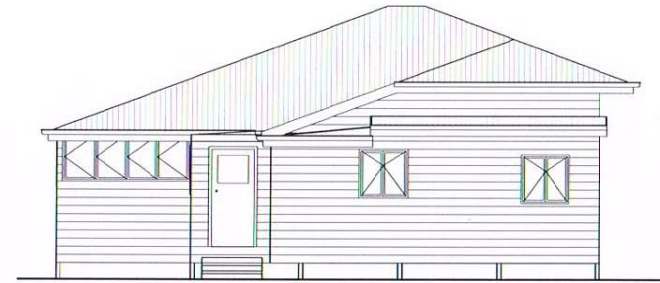
PO BOX 807  
DALBY QLD 4405  
P/H/Fax:(07) 4669 7312  
B.M. JEMPSON  
Licensed Building Designer  
QBSA Lic. No. 1061963  
E: [plans@inspire.bigpond.com](mailto:plans@inspire.bigpond.com)  
licensed Under QBSA Act 1991

Issue	Description	Date	Initial
A	ISSUED FOR COMMENT	19-08-2013	B.M.J.
B	ISSUED FOR MCU APPLICATION	20-08-2013	B.M.J.



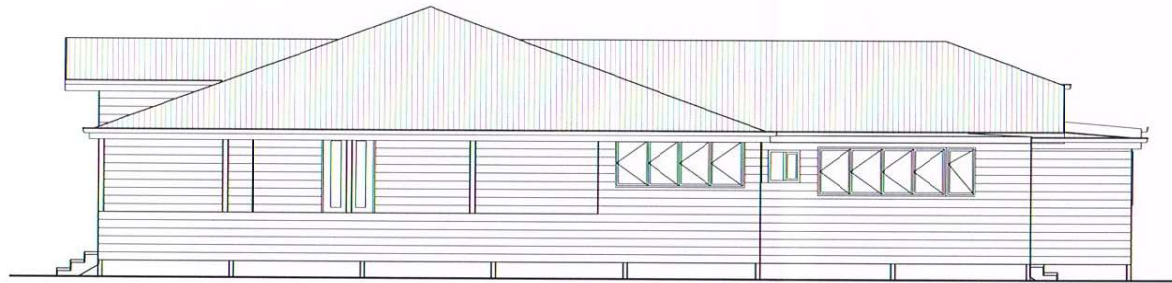
Front Elevation

SCALE 1 : 100



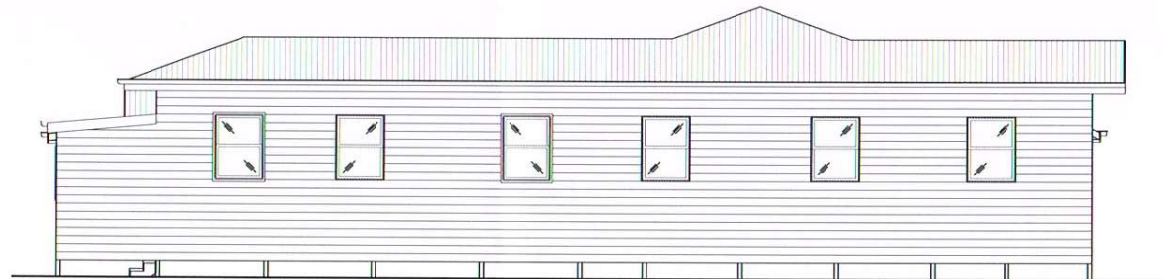
Rear Elevation

SCALE 1 : 100



Right Elevation

SCALE 1 : 100



Left Elevation

SCALE 1 : 100

Client  
SMILEY ENTERPRISES

Project  
PROPOSED TOWN PLANNING APP  
LOT 6 MARANDA COURT  
DALBY QLD 4405

Job No.  
00198-13  
Sheet:  
3 of 6

Issue  
B  
Designed by  
B.M. JEMPSON

Scale:  
1 : 100 @A3  
Date:  
16-04-2011  
Approved

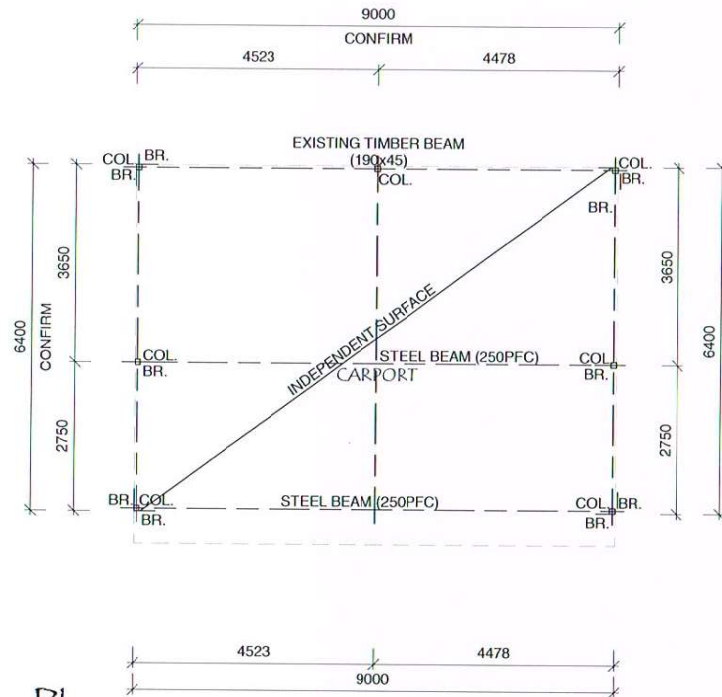
**PLANS TO  
INSPIRE  
BUILDING DESIGN**

PO BOX 807  
DALBY QLD 4405  
Ph/Fax: (07) 4669 7312  
E: planstoinspire@bigpond.com

Licensed Building Designer  
B.M. Jempson  
QBSA Lic. No. 1061963  
Licensed Under QBSA Act 1991



Issue	Description	Date	Initial
A	ISSUED FOR COMMENT	19-06-2013	B.M.J.
B	ISSUED FOR MCU APPLICATION	20-06-2013	B.M.J.

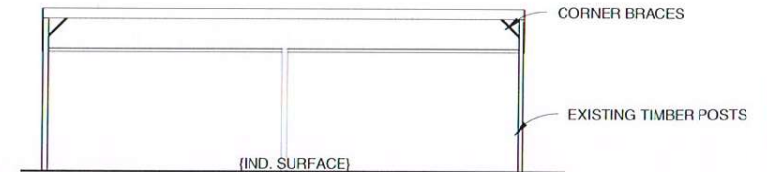


Floor Plan

SCALE 1 : 100

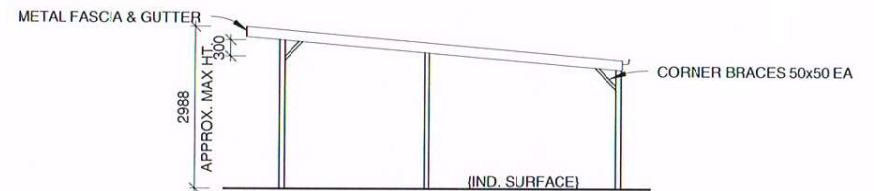
### Floor Area

TOTAL FLOOR AREA = 56.00m²



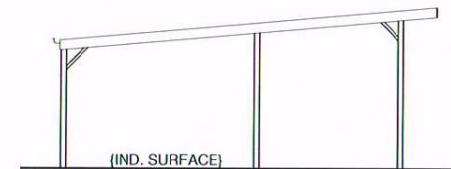
Front Elevation

SCALE 1 : 100



Right Elevation

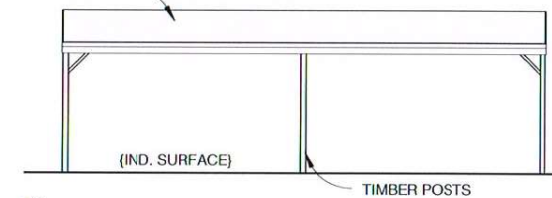
SCALE 1 : 100



Left Elevation

SCALE 1 : 100

EXISTING CUSTOM "ORB" ROOFING



Rear Elevation

SCALE 1 : 100

Client SMILEY ENTERPRISES	Project PROPOSED TOWN PLANNING APP. LOT 6 MARANDA COURT DALBY QLD 4405	Job No. 00198-13 Sheet: 4 of 6	Issue B Designed B.M. JEMPSON	Scale: 1 : 100 @A3 Date: 24-01-2012 Approved	<div> <div>PLANS TO INSPIRE</div> <div>BUILDING DESIGN</div> </div> <div>           PO BOX 807            DALBY QLD 4405            Ph/Fax: (07) 4669 7312            E: planstoinspire@bigpond.com         </div> <div>           Licensed Building Designer            B.M. Jempson            QBSA Lic. No. 1061963            Licensed Under QBSA Act 1991         </div>
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## LANDSCAPE DOCUMENTATION

DATE: 05.05.14

REVISION: B

### DRAWING SCHEDULE

Drawing No.	Drawing Title	Revision
L0.01	Coversheet and specifications	B
L1.01	Landscape Works Plan	B
L3.01	Landscape Details	B
L3.02	Plant Image Palette	B

### LANDSCAPE SPECIFICATION NOTES

## I. GENERAL

**1. GENERAL**  
Scope of work as shown on drawings. All work to be carried out by suitably qualified tradesman with experience in Landscaping Construction works. All planting works are to be carried out by a registered GML landscape contractor. A fresh durable edge is to be provided between all garden beds and hotted areas, areas of other house material and under all fences on common boundaries and roof footings.

## 2. MULCH

**2. MULCH**  
Standard: To AS4454-2003 'Compost, soil conditioners and mulches'.  
Mulch type: Process suitable type to withstand site condition - 75mm deep.

### 3. CULTIVATION

### 3. CULTIVATION

All garden and beried areas cultivated to a depth of 150mm prior to the spreading of topsoil.

## 4. TOPSON.

**4. TOPSOIL**  
Imported Topsoil.  
Standards: To AS 4419-2003 'Soils for landscaping and garden use'.  
Minimum depth -  
To garden beds - 200mm depth.  
To turfed areas - 100mm depth.  
To tree holes and pits - 1.5 x rootball diameter and 2 x rootball depth.

### 5. PLANTING

**5. PLANTING**  
All beds to be prepared over uncompacted subgrade and valuably drained with perforated PVC pipe or similar to site stormwater network.  
*(Staking: all trees shall be staked to future detail.*

## 6. STERILIS AND GROUNDCOVERS

6. SHRUBS AND GROUNDCOVERS  
Shrubs and groundcovers shall provide complete coverage of planting areas at maturity. Minimum stock:  
Shrubs - 140mm stock  
Groundcovers - 140mm stock

## 7. TUBING

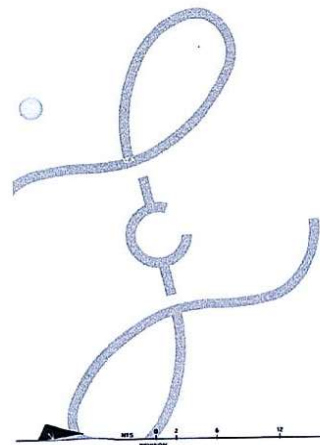
**7. TURFING**  
Turf Type: Cynodon dactylon (Green Couch), 'A' Grade.

## 2. DRAINAGE


**2. DRAINAGE**  
All garden beds and planting beds shall be drained with sub-surface drains connected to stormwater. Surface runoff shall be directed towards garden beds, turf or other permeable surfaces where water quality is conducive to plant growth.

### 3. GARDEN EDGING

**5. GARDEN EDGING**  
All garden beds and turf lawns shall be edged with a 100 x 19mm of Hardw Plant Garden Edge. The Garden Edge will be fixed to 42L x 42W x 4500mm stakes located at maximum 1500mm c/c, ensuring that the stakes are placed on the garden side of the edging. Stakes will be fixed with 2 no. 16mm galvanized nuts and where longer run of edging require joining, a 75 x 15 x 450mm long joining timber will be nail fixed to the two lengths of joining edging, again placed on the garden side of the edging.

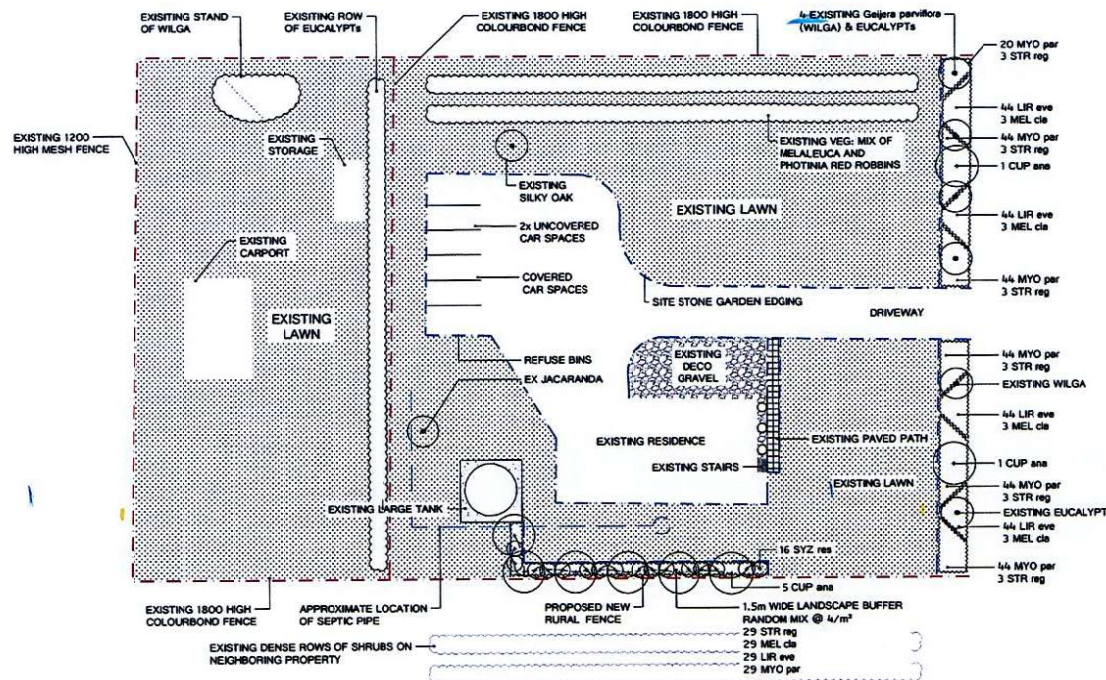


ISSUE	DATE	REVISION	SUBJECT	DRAWN
1	21 05 14		For Approval	KC
2	05 05 14		For Approval	U


 P.O. Box 155  
 New Farm, Q. 4005  
 0411 710 320  
[info@larccollective.com](mailto:info@larccollective.com)

DRAWING TITLE	PROJECT TITLE	SUBMIT BY	DATE
Coversheet and Specifications	Lot 6 Maranda Crt Dalby, Queensland	DESIGN LJ	7/7/14
		JOB NO. BD-0125-LA	
		CHECK LJ	DRAWING NUMBER LO.01
			ISSUED 8

**FOR APPROVAL**



#### LEGEND

- PROPOSED TREE. REFER PLANTING PLAN & SPEC.
- EXISTING TREE TO BE RETAINED
- NEW SHRUB PLANTING. REFER PLANTING PLAN & SPEC.
- ☁ PLANTING AREA - GENERAL PLANTING AREAS AS SPECIFIED
- ▨ NEW TURF OVER TOPSOIL & CULTIVATED SUBGRADE AS SPECIFIED
- GARDEN EDGE AS SPECIFIED
- 1.8m BOUNDARY FENCE

#### PLANT SCHEDULE

Code	Botanical Name	Common Name	Pot Size	Height x Spread	Staked	Density	Qty
CUP ana	Cephaelis anacardioides	Tuckeroo	4.5L	800x3000mm	Y		7
MYO per	Myoporum parvifolium	Creeping boobyia	tube	500x500mm	-	4/m	269
STR reg	Streptocarpus regalis	Bird of paradise	tube	500x500mm	-	4/m	47
MEL clc	Melaleuca ciliaris	Dwarf tea tree	tube	500x500mm	-	4/m	41
LIR eve	Liriodendron muscari	Liriodendron evergreen giant	tube	500x500mm	-	4/m	205

DATE	21/03/14	SUBJECT	For Approval	DATE	21/03/14
BY	A	BY	U	BY	U

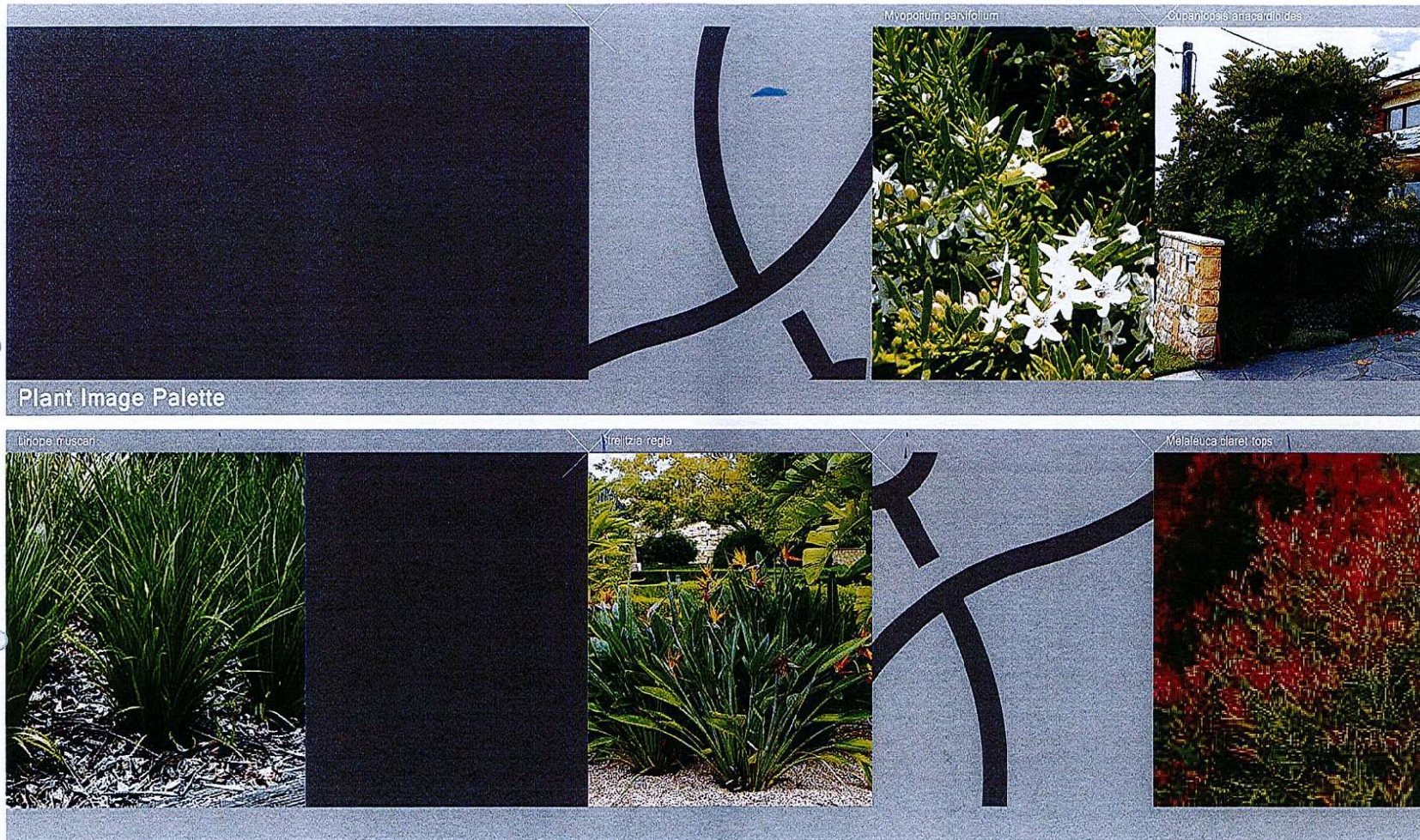
P.O. Box 188  
New Farm Q. 4005  
0611 710 320  
info@larcollective.com

PROJECT TITLE	Landscape Plan	PROJECT TITLE	Lot 6 Maranda Crt Dalby, Queensland
DESIGN	BC	DATE	7/6/14
DESIGN	LJ	JOB NO.	80-0125-1A
CHECK	LJ	DRAWING NUMBER	1.1.01
		SCALE	1:8


FOR APPROVAL







DATE	DATE	REVISION	SUBJECT	DRAWN
A	21.05.14		For Approval	BC
B	03.03.14		For Approval	U


 P.O. Box 188  
 New Farm Q. 4005  
 0611 710 320  
 info@landscapecollective.com

DRAWING TITLE  
 Plant Image Palette

PROJECT TITLE  
 Lot 6 Maranda Crt  
 Dalby, Queensland

DRAWN  
 BC  
 CHECKED  
 U  
 DATE  
 17/6/14  
 JOB NO.  
 80-0125-LA  
 DRAWING NUMBER  
 1.3.02  
 ISSUE  
 5  
 FOR APPROVAL



## INFRASTRUCTURE CHARGES NOTICE

**APPLICANT:** Mr R Smiley

**APPROVED DEVELOPMENT:** Material Change of Use to establish Rooming Accommodation (4 Bedrooms) on land situated at Maranda Court, Dalby

**FILE REFS:** 030.2021.950.001, A3420, LG7.6.1

**AMOUNT OF THE CHARGE:** Nil

**LAND TO WHICH CHARGE APPLIES:** Lot 6 on SP244802

**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
Rooming Accommodation (Accommodation [Long-term] 3 or more bedroom Dwelling Unit Development Class)	\$15,200.00* per Dwelling Unit (water, stormwater, transport, parks networks)	Table 3.3.3, Col 2, Charge Area A	1 x 4 Bedroom Dwelling Unit	\$15,200.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing 4 Bedroom Dwelling	\$20,160* (water, stormwater, transport, and parks network)	Section 3.3.3, Col 2, Charge Area A	1	\$20,160.00
* Includes a discount for development not within an area serviced by, or requiring connection to Council's reticulated sewer network. The rate applied is in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			<b>TOTAL CHARGE</b>	<b>Nil</b>

## 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** (030.2021.953.001) Community and Liveability Report Development Application for Material Change of Use for Extension to Existing Educational Establishment at 68 to 76 Middle Street Chinchilla St Joseph's Catholic Primary School C/- Precinct Urban Planning

**Date** 28 February 2019

**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 an extension to the existing Educational Establishment on land situated at 68-76 Middle Street, Chinchilla.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.
- Our region is a recognised leader in agribusiness, energy, and manufacturing.
- We deliver water security to enable future economic growth.
- We proactively advance our region as a tourism destination.
- Our business and industry actively live and buy local.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. The application for a Material Change of Use to establish an extension to an existing Educational Establishment on land described as Lot 2 on RP59248, Lots 1 & 2 on RP1638, Lots 605, 606, 607 & 608 on C2431, Lot 3 on RP186254 and Easement A on SP278758, and Lots 1 & 2 on RP1639, situated at 68-76 Middle 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:** A.110, Issue P3

**Description:** Site Plan, prepared by Brandon & Associates, dated 29.11.21

**Plan No:** A.211, Issue P3

**Description:** GLA - Floor Plan, prepared by Brandon & Associates, dated 29.11.21

**Plan No:** A.220, Issue P3

**Description:** GLA - Elevations, prepared by Brandon & Associates, dated 29.11.21

**Plan No:** A.411, Issue P3  
**Description:** Library - Proposed Floor Layout, prepared by Brandon & Associates, dated 29.11.21

**Plan No:** A.421, Issue P3  
**Description:** Library - Elevations, prepared by Brandon & Associates, dated 29.11.21

**Plan No:** C.200, Issue P4  
**Description:** Vehicle Turn Path, prepared by Brandon & Associates, dated 12.01.22

**Plan No:** A201, Issue P1  
**Description:** Landscaping Plan, prepared by Brandon & Associates, dated 29.11.21

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:
  - 3.1 Building Works; and
  - 3.2 Plumbing Works.

#### **APPROVED DEVELOPMENT**

4. The approved development is a Material Change of Use for an Extension to an Educational Establishment as shown on the Approved Plans.

#### **COMPLIANCE, TIMING AND COSTS**

5. All conditions of the approval shall be complied with prior to commencement of the use and whilst 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, Sewer, 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 relevant to each stage of the development.

#### **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.

#### **VISUAL AND GENERAL AMENITY**

9. Any graffiti on the buildings must be immediately removed.
10. The buildings and the site must be maintained in a clean and tidy manner at all times.
11. 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.

## **LIGHTING**

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

## **LANDSCAPING**

13. The existing trees in proximity to the proposed car parking area on Lot 605 on C2431 are to be retained on the property in accordance with the Approved Plans.

## **WASTE MANAGEMENT**

14. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Policy 2000*.
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*.

## **REFUSE STORAGE AREAS**

16. 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.

## **NOISE EMISSIONS**

17. 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 2019*.

## **ENGINEERING WORKS**

18. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
19. 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**

20. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted during construction of the development.
21. 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.

## **REMOVAL OF EXISTING BUILDINGS**

22. Remove the existing storage shed located on the property prior to construction as illustrated within the Approved Plans. Removal of redundant buildings may require a Building Approval from a suitably qualified Building Certifier.

## **STORMWATER MANAGEMENT**

23. Discharge stormwater run-off from sealed areas to a lawful point of discharge.

24. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
25. Ensure that the works undertaken as a part of the development will not cause any actionable nuisance to all adjoining properties.

#### **WATER SUPPLY**

26. Connect the development to Council's reticulated water supply system via the existing connection.

#### **SEWERAGE**

27. Connect the development to Council's existing reticulated sewerage system via the existing connection.

#### **PARKING AND ACCESS - GENERAL**

28. Design and construct all driveway and parking areas with concrete, asphalt or a two-coat bitumen seal.
29. Provide a minimum of seven (7) car parking spaces, constructed in accordance with AS2890.0.
30. Provide a person with disability (PWD) car parking space designed and line marked in accordance with AS2890.6 Off-Street Parking for People with Disabilities.
31. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
32. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

#### **VEHICLE ACCESS**

33. Upgrade the existing crossover to Canaga Street to provide a minimum width of 6 metres, generally in accordance with Council's Standard Drawing No. R-006, Revision C. Ensure that crossover splay is designed to accommodate turning movements of a Medium Rigid Vehicle.

#### **ROADWORKS AND PEDESTRIAN SAFETY**

34. Install signage for all work on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.
35. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the work.
36. Maintain safe pedestrian access along Council's footpaths at all times.

#### **ELECTRICITY**

37. Connect the development to electricity services.

#### **EARTHWORKS - GENERAL**

38. Undertake any earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

## **EROSION AND SEDIMENT CONTROL - GENERAL**

39. 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.
40. 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.

## **AMALGAMATION OF LOTS**

41. The subject land including Lot 1 on RP1638, Lot 2 on RP1638 and Lot 607 on C2431 must be amalgamated to form a single allotment. The Registered Survey Plan must be submitted to Council for Council's records prior to commencement of the use.

## **REFERRAL AGENCY RESPONSE**

The application is subject to the following Referral Agency requirements:

- The State Assessment and Referral Agency issued a Concurrence Agency response dated 31 January 2022.

## **ADVISORY NOTES**

### **NOTE 1 - CURRENCY PERIOD**

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

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

### **NOTE 2 - ABORIGINAL CULTURAL HERITAGE**

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

### **NOTE 3 - GENERAL ENVIRONMENTAL DUTY**

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

### **NOTE 4 - GENERAL SAFETY OF PUBLIC DURING CONSTRUCTION**

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

**NOTE 5 - PROPERTY NOTE (AUDIT OF CONDITIONS)**

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

**NOTE 6 - INFRASTRUCTURE CHARGES NOTICE**

An Infrastructure Charges Notice is attached.

**NOTE 7 - Referral Agency Response**

The Concurrence Agency response is attached.

**NOTE 8 - NOISE**

It is the responsibility of the property owner(s) to take all measures necessary to ensure that the proposed development is developed and maintained in such a way as to mitigate noise impacts to the surrounding lawful residential uses. These measures must be undertaken at the expense of the property owner(s).

**NOTE 9 - DUTY TO NOTIFY OF ENVIRONMENTAL HARM**

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

**NOTE 10 - COMMENCEMENT OF USE**

- (i) Prior to commencement of this use, the applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.
- (ii) Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the applicant is to notify Council within 20 business days, that this approved use has lawfully commenced.

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

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."*

## Background Information

Application No: 030.2021.953.001	Assessment No: A10236 & A11337	Keywords Index: AD6.6.2 & LG7.6.1
Assessing Officer:	Dominic Bradley PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	St Joseph's Catholic Primary School Chinchilla C/- Precinct Urban Planning	
Owner:	The Corporation of the Roman Catholic Diocese of Toowoomba	
Site Address:	68 - 76 Middle Street, Chinchilla	
Site Area:	Lot 2 on RP59248 = 2,023m <sup>2</sup> Lot 1 on RP1638 = 2,031m <sup>2</sup> Lot 2 on RP1638 = 2,031m <sup>2</sup> Lot 605 on C2431 = 4,047m <sup>2</sup> Lot 606 on C2431 = 4,047m <sup>2</sup> Lot 607 on C2431 = 4,047m <sup>2</sup> Lot 608 on C2431 = 4,047m <sup>2</sup> Lot 3 on RP186254 = 4,007m <sup>2</sup> Lot 2 on RP1639 = 1,017m <sup>2</sup>	

	Lot 1 on RP1639 = 1,017m <sup>2</sup> <b>Total Area = 28,314m<sup>2</sup></b>	
<b>Real Property Description:</b>	Lot 2 on RP59248, Lots 1 & 2 on RP1638, Lots 605, 606, 607 & 608 on C2431, Lot 3 on RP186254, Lots 1 & 2 on RP1639, including Easement A on SP278758	
<b>Proposed Development:</b>	Extension to an Educational Establishment	
<b>Level of Assessment:</b>	Impact	
<b>Type of Application:</b>	Material Change of Use	
<b>Relevant Planning Scheme:</b>	Western Downs Planning Scheme 2017 incorporating Amendment 1	
<b>Zone:</b>	<ul style="list-style-type: none"><li>• Low Density Residential and</li><li>• Community Facilities</li></ul>	
<b>Precinct:</b>	N/A	
<b>Overlays:</b>	<ul style="list-style-type: none"><li>• Stormwater Overland Flow Path - Minor</li><li>• Water Resource Catchment - Groundwater Vulnerability Area</li><li>• Agricultural Land Classification - Class A</li><li>• Extractive Industry - Authority to Prospect 676</li><li>- Petroleum Lease 185</li></ul>	
<b>Pre-lodgement Meeting:</b>	No	
<b>Application Lodgement Date:</b>	2 December 2021	
<b>Properly Made Application:</b>	Yes	Date: 10 December 2021
<b>Confirmation Notice Issued:</b>	Yes	Date: 16 December 2021
<b>PART 2: INFORMATION REQUEST</b>		
<b>Information Request Issued</b>	Yes	Date: 22 December 2021
<b>Information Response Received</b>	Yes	Date: 13 January 2022
<b>PART 3: REFERRAL</b>		
Department of State Development, Infrastructure, Local Government and Planning as Concurrence Agency (Department of Transport and Main Roads and Technical Agency)	<ul style="list-style-type: none"><li>• On 20 December 2021, the applicant referred the application to the Department.</li><li>• On 24 December 2021, Council received the Confirmation Notice that the application had been properly referred to the Department.</li><li>• On 31 January 2022, Council received a Concurrence Agency response advising that the Department have no requirements for the application.</li></ul>	
<b>PART 4: PUBLIC NOTIFICATION</b>		
<b>Start Date:</b>	4 February 2022	
<b>Notice of Compliance Received:</b>	1 March 2022	
<b>Submissions:</b>	Nil	
<b>PART 5: DECISION PERIOD</b>		
<b>Date Commenced:</b>	2 March 2022	
<b>Decision Due Date:</b>	13 April 2022	

## Report

### 1. Background Information

#### 1.1 Property Context

The property is legally described as Lot 2 on RP59248, Lots 1 & 2 on RP1638, Lots 605, 606, 607 & 608 on C2431, Lot 3 on RP186254, Lots 1 & 2 on RP1639, including Easement A on SP278758 and is located at 68-76 Middle Street, Chinchilla.

The property is of irregular configuration and comprises 10 contiguous lots with a total site area of 2.83ha. The property has frontages to Middle, Canaga, Hypatia and Colamba Streets, which are all sealed bitumen roads maintained by Council.

The site has been historically developed as a Primary School (St Joseph's Catholic Primary School) and features existing buildings and facilities used for operation of the School.

The property is subject to a recent Development Approval (030.2018.186.001) for a Material Change of Use for an extension to an Educational Establishment. On 12 August 2019, a Certificate of Compliance was issued by Council's Compliance Senior Officer that the development complied with the conditions of approval.

The property is located within the urban centre of Chinchilla and is surrounded by low and medium density residential development, the Chinchilla Water Reservoir and an existing Child Care Centre.

The property is located partially within the Community Facilities Zone and partially within the Low Density Residential Zone. The site is impacted by the Stormwater Overland Flow Path, Agricultural Land Classification, Extractive Industry and Water Resources Catchment Overlays of the Planning Scheme.

The property currently features access to Middle Street via a single commercial crossover. The crossover provides access to 9 on-site parking spaces that service the existing School. The property also has access to 18 on-street parking spaces on Middle Street and 34 on-street parking spaces on Canaga Street.

The existing School is situated within an urban locality that is serviced by reticulated electricity, water and sewer networks. It is noted that road frontages to the property feature kerb and channel stormwater infrastructure.

## **1.2 Proposal**

The applicant has lodged a development application for a Material Change of Use to establish an extension to the existing Educational Establishment on the property.

The proposed extension will involve the following:

- a General Learning Area (GLA) building which will be built at the rear of the recently constructed Preparatory School Building on Lot 2 on RP59248, located at 68 Middle Street, Chinchilla.
- the extension to the Library Building with an additional 27m<sup>2</sup> of gross floor area (GFA) which will be located on Lots 1 & 2 on RP1638 and Lot 607 on C2431.
- the demolition of the existing storage shed on Lot 1 on RP1638 with a GFA of 18m<sup>2</sup>.
- construction of covered walkways to connect the new GLA Building to other existing buildings within the School grounds; and
- construction of 8 additional on-site car parking spaces at the rear of the former Convent Building at 76 Middle Street (Lot 605 on C2431). The car parks will be accessed via a new crossover to Canaga Street.

The new GLA building will comprise 3 Classrooms, a Learning Support Room and a Preparatory Storage Room. The new GLA building will be single storey with a maximum building height of 4.2m above ground level. The building will have a GFA of 322.5m<sup>2</sup> and will include an additional covered veranda with an area of 100.9m<sup>2</sup>.

The proposed GLA building will provide capacity for an additional 75 students at the Primary School. The applicant has advised that 4.5 additional full-time teaching staff will be required as a result of this extension.

The proposed Library extension will be located at the rear of the existing building and will include an additional 27m<sup>2</sup> area. The works on the Library building will include internal refurbishment to expand the Library into the existing Learning Support Room which will be relocated to the new GLA building.

The applicant also proposes a new commercial crossover to Canaga Street which will provide access to 8 additional parking spaces including 1 person with disability (PWD) parking space. The applicant has advised that all parking spaces are designed for the manoeuvring of a B99 vehicle. The parking area also has sufficient area for the temporary parking and manoeuvring of a waste collection vehicle (Medium Rigid Vehicle).

## **2. Assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1**

The property is located within the Community Facilities Zone and the Low Density Residential Zone of the Planning Scheme.

As part of the property is located within the Low Density Residential Zone, a Material Change of Use for an extension to an Educational Establishment is Impact Assessable development and requires assessment by Council against all relevant parts of the Planning Scheme.

The application requires assessment against the following parts of the Planning Scheme:

- Strategic Plan
- Low Density Residential Zone Code
- Community Facilities Zone Code
- Transport, Access and Parking Code
- Infrastructure Services Code
- Natural Resources Overlay Code
- Stormwater Overland Flow Path Overlay Code

The application has been assessed against the relevant parts of the Planning Scheme and is discussed below:

### **2.1 Strategic Plan**

The development is for an extension to an established Primary School which will provide increased educational opportunities for current and future children in Chinchilla and also increased employment opportunities for teaching professionals within Chinchilla.

The proposed development will meet the future demands for education and provide the necessary social infrastructure to assist in attracting and retaining permanent residents in Chinchilla.

The development will occur within existing School grounds and further consolidate the property as a node of community and educational activities which is centrally located in Chinchilla and is serviced by relevant urban and transport infrastructure.

The development will not impact the operation of the existing School and will not result in material impacts on the natural environment or the amenity of surrounding sensitive land uses.

The development is consistent with the Strategic Plan within the Western Downs Planning Scheme 2017 incorporating Amendment 1.

### **2.2 Low Density Residential Zone Code**

The proposed development for an extension to an Educational Facility is not a consistent use within the Low Density Residential Zone.

The proposed development will provide capacity for 75 additional students and will provide supporting infrastructure and buildings for the new students and teachers.

However, the Overall Outcomes of the Low Density Residential Zone Code support the development of community uses where there is a designated community need for those facilities. The development will provide increased educational capacity and choice for residents of Chinchilla and further consolidate community facilities in a central location in Chinchilla with sufficient access to urban and transport infrastructure.

The buildings proposed as part of the extension to the existing Educational Establishment will be single storey and incorporate a building design that integrates with the style and character of existing buildings within the School grounds.

The development is consistent with the height, site coverage and road frontage setback requirements of the Code. The applicant proposes a setback of 0.4m from the north-western side boundary, less than the minimum of 1.5m. The adjoining property is located within the Community Facilities Zone and contains Council's water reservoir infrastructure. It is not considered that the development will impact on the operation of Council's water reservoir infrastructure.

The applicant has advised that the proposed building has been sited to generally align with the side setback of the recently constructed Preparatory Building on the same allotment which was approved as part of the recent approval (030.2018.186.001).

The proposed extension will not change the operation of the School and will not result in adverse noise impacts on surrounding sensitive land uses.

The proposed development is consistent with the relevant Performance Outcomes and Overall Outcomes of the Low Density Residential Zone Code.

### **2.3 Community Facilities Zone Code**

The proposed development is a consistent use within the Community Facilities Zone and is consistent with the purpose and the planning intent of the Community Facilities Zone Code.

The proposed development complies with the maximum building height, maximum site coverage and frontage setback requirements of the relevant Acceptable Outcomes of the Community Facilities Zone Code.

The proposed Library extension will be built across the boundary of Lot 1 on RP1638 and Lot 607 on C2431 which all form part of the application. The Library extension will not impact on the amenity or character of the Community Facilities Zone, as both these will continue to be used as part of the School. The development will be conditioned to amalgamate these lots prior to the issuing of a Building Approval.

The applicant has not proposed any additional landscaping on the property subject to the extension. Mature trees on the property in proximity to the proposed car parking area will be maintained. The applicant's alternative solution is able to be accepted in this instance. A condition will be applied to ensure that mature landscaping adjoining the proposed car parking area is retained.

The development is consistent with the relevant Performance Outcomes of the Community Facilities Code.

### **2.4 Infrastructure Services Code**

The development will be conditioned to provide connection to all relevant infrastructure networks.

The development is consistent with the relevant Acceptable Outcomes of the Infrastructure Services Code, subject to the recommended conditions of approval.

## **2.5 Transport, Access and Parking Code**

The applicant is proposing a new crossover to Canaga Street which is a formed bitumen road maintained by Council.

The development will be conditioned to ensure the new access is designed in accordance with the relevant Engineering standard, and accommodates the turning movements of a medium rigid vehicle.

Table 9.4.5.2 of the Transport, Access and Parking Code specifies that parking for an Educational Establishment is to be provided at a rate of 1 space per 15 students and 1 space per full-time employee.

The proposed development will provide capacity for 75 additional students and 4.5 permanent staff, thus requiring a minimum of 10 parking spaces to comply with Acceptable Outcome 4 of the Transport, Access and Parking Code. The applicant proposes an alternative solution to include 8 parking spaces (including 1 PWD parking space) to service the development.

The applicant's non-compliance is minor and it is considered that there is a sufficient supply of on-site and on-street parking to service the School.

The development is consistent with the Performance Outcomes of the Transport, Access and Parking Code.

## **2.6 Natural Resources Overlay Code**

The property is not located within the Rural Zone and therefore the Natural Resources Overlay Code is not applicable.

## **2.7 Stormwater Overland Flow Path Overlay Code**

Part of the property is impacted by a Minor Flow Path illustrated by the Stormwater Overland Flow Path Overlay mapping. The development footprint of the proposed extension is partially within the minor flow path area.

The Assessing Officer has reviewed the applicant's Stormwater Management Report and considers that the development can be conditioned to meet Council's stormwater management requirements. The proposed development is consistent with the Stormwater Overland Flow Path Overlay Code.

# **3. Other Matters**

## **3.1 Public Notification**

As the application was Impact Assessable development, the applicant was required to undertake public notification for a period of 15 business days.

The applicant completed the following actions:

- the application was advertised in the local newspaper (Western Downs Town & Country) on 3 February 2022;
- letters were sent to adjoining land owners on 3 February 2022; and
- a Notice was placed on the land in the way prescribed under the Development Assessment Rules 1.3, on 1 February 2022.

The Public Notification Period commenced on 4 February 2022 and concluded on 25 February 2022.

During the Public Notification Period, no submissions were received regarding the application.

### **3.2 Referral**

The application required referral to the Department of State Development, Infrastructure, Local Government and Planning (Department of Transport and Main Roads as Technical Agency) under *Schedule 10 of the Planning Regulation 2017*.

The Department has provided a Concurrence Agency response for the application which advises the Department has no requirements regarding the application.

### **3.3 Infrastructure Charges**

Infrastructure Charges are levied in accordance with Council's Infrastructure Charges Resolution (No. 7.1) 2017. The development is located within Charge Area A and has access to the Water, Sewer Transport, Parks and Stormwater Networks.

The infrastructure charges applicable for an Educational Establishment are \$110.00/m<sup>2</sup> of GFA, plus \$4.00 per m<sup>2</sup> of additional impervious area.

The proposed development will involve an additional GFA of 331.5m<sup>2</sup> which would require the payment of \$36,465.00.

The development will include an additional impervious area of 654.1m<sup>2</sup> which is a charge of \$2,616.40.

The proposed extension to the School will include construction of the building works and car parking area on Lots 1 & 2 on RP1638 and Lot 605 on C2431.

Credit has not been applied for these existing lots historically, and it is considered that credit should be applied for these lots for the proposed development.

The infrastructure charges credit for 3 existing lots would be a total of \$75,600.00.

In this instance, the credit for the existing lots exceeds the infrastructure charges applicable to the application.

#### Consultation (Internal/External)

##### **Internal**

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

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

##### **External**

The application was referred to the Department of State Development, Infrastructure, Local Government and Planning (Department of Transport and Main Roads as Technical Agency).

The Department issued a response dated 31 January 2022. A copy of this Referral Agency response is attached to this Report for consideration.

#### 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".

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



## **Conclusion**

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is recommended that the application for Development Approval for Material Change of Use to establish an extension to an Educational Establishment on land described as Lot 2 on RP59248, Lots 1 & 2 on RP1638, Lots 605, 606, 607 & 608 on C2431, Lot 3 on RP186254, and Lots 1 & 2 on RP1639, including Easement A on SP278758, situated at 68-76 Middle Street, Chinchilla, be approved, subject to the recommended conditions of approval.

## **Attachments**

1. Locality Plans
2. Proposal Plans
3. Concurrence Agency Response
4. Infrastructure Charges Notice

**Authored by:** Dominic Bradley, PLANNING OFFICER DEVELOPMENT ASSESSMENT

## Attachment 1 - Locality Plans

### Aerial Map

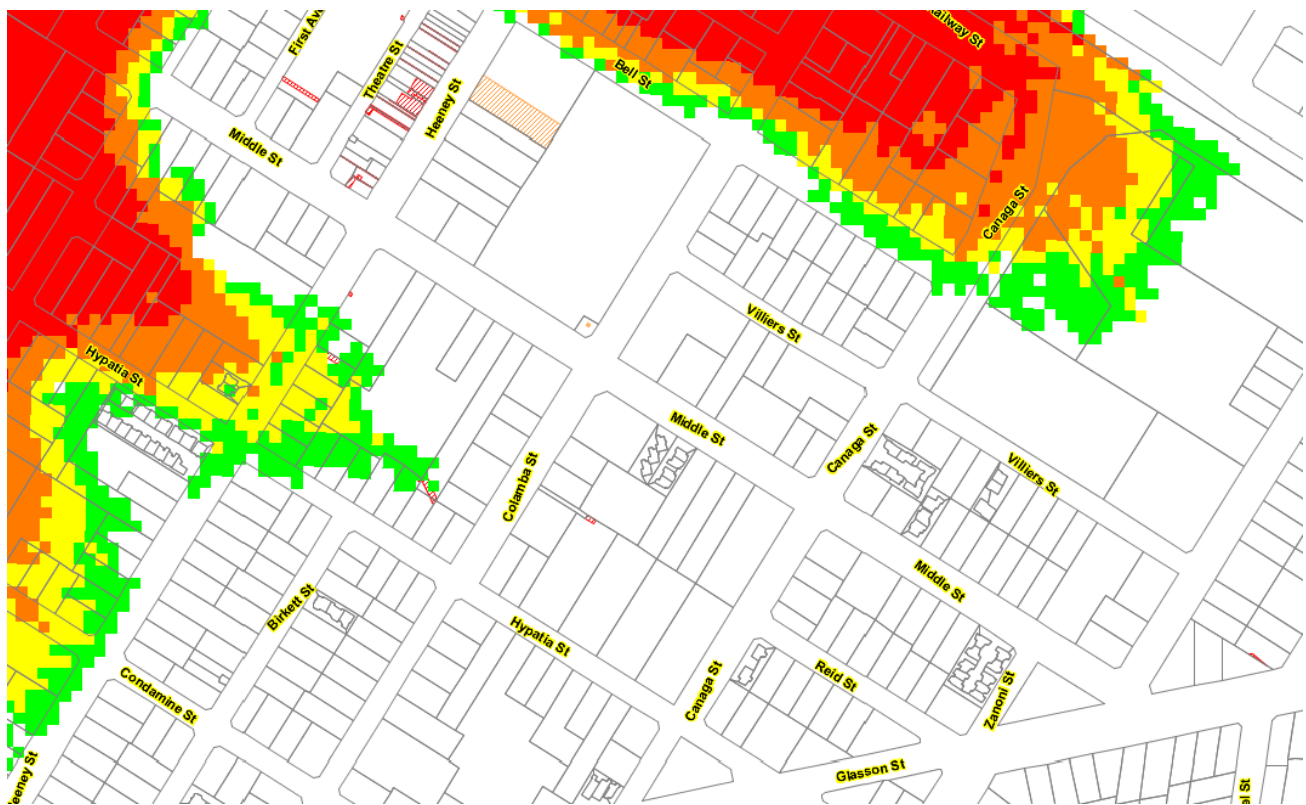


## Lot and Plan Map

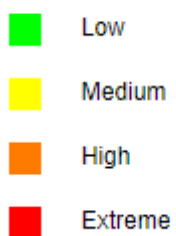




## Flood Hazard Overlay Map



### Flood Hazard 100YR



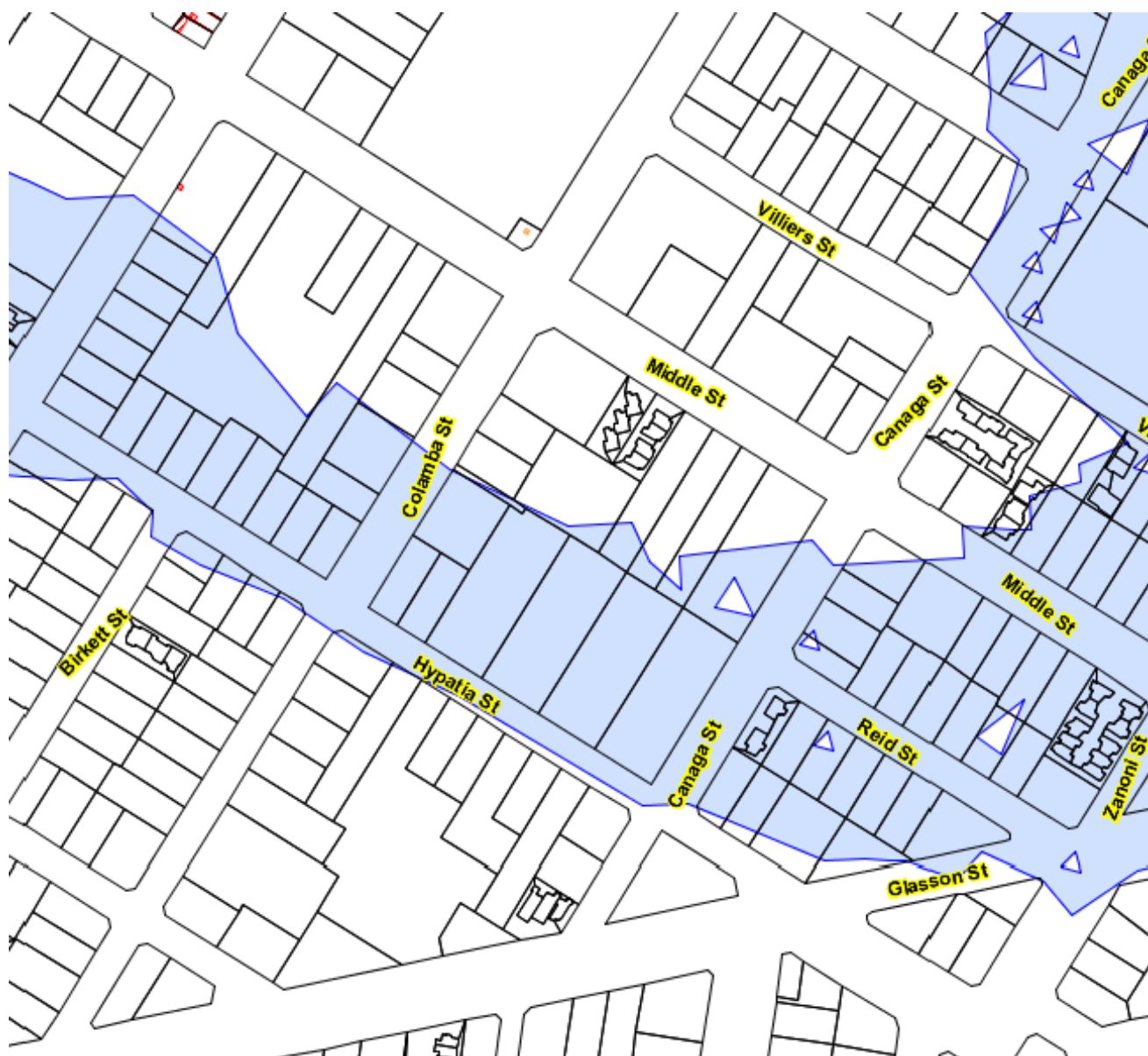
## Zone Map



### Planning Zones

- Community Facilities Zone
- Local Centre Zone
- District Centre Zone
- Major Centre Zone
- Low Density Residential Zone
- Medium Density Residential Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- High Impact Industry Zone
- Recreation and Open Space Zone
- Rural Residential Zone / Rural Residential 20000 ...
- Rural Residential Zone / Rural Residential 4000 P...
- Rural Residential Zone / Rural Residential 8000 P...
- Rural Zone
- Rural Zone / Rural 10 Precinct
- Rural Zone / Rural 100 Precinct
- Township Zone
- Township Zone / Mowbullan - Bunya Mountains T...

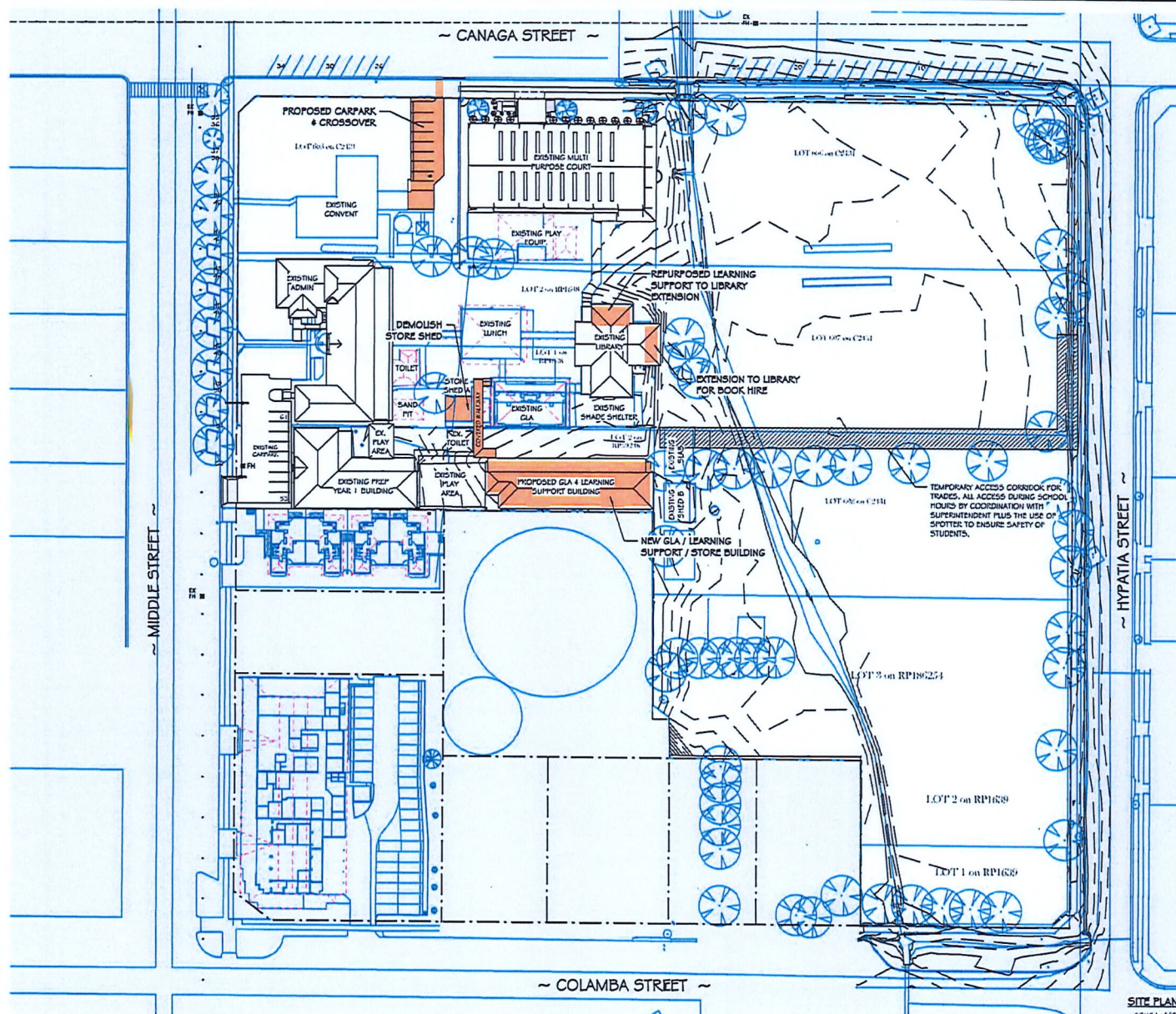
## Stormwater Overland Flow Path Overlay Map



### Stormwater Overland Flow

- Major Flow Path
- Minor Flow Path





DEVELOPMENT DETAILS	
LOT 2 on RP1634N, LOT 1 on RP1638, LOT 2 on RP1638, LOT 8 on C4341 and LOT 607 on C4341	
LOT AREA	+ 1317m <sup>2</sup>
GFA (NEW CLASSROOM)	+ 322.5m <sup>2</sup>
CARPARK AREA	+ 203.7m <sup>2</sup>
PERCENTAGE IMPROVISED	+ 16.8% (4756.1m <sup>2</sup> )
PERCENTAGE PAVED	+ 2.69% (761.6m <sup>2</sup> )
BCA BUILDING CLASS	+ Pb
SITE COVERAGE	
EXISTING SITE	+ 14.82% (4196.5m <sup>2</sup> )
PROPOSED DEVELOPMENT SITE	+ 1.80% (509.0m <sup>2</sup> )
TOTAL DEVELOPMENT SITE	+ 16.62% (4706.4m <sup>2</sup> )

PROJECTED STAFF NUMBERS	- 23 (22F : 1M)	(2023)
PROJECTED STUDENT NUMBERS	- 316	(2023)

CARPARKING	
1/15 STUDENTS	- 18 PARKS
1/1 FTE STAFF	- 23 PARKS
TOTAL CARPARKS REQUIRED	- <u>44 PARKS</u>
CARPARKS PROVIDED	
ON SITE PARKING	- 17 PARKS
STREET PARKING	- 52 PARKS
TOTAL CARPARKS PROVIDED	- <u>69 PARKS</u>

	TOILET			HANDBASIN			URINAL			ADOPTED STAFF TOTAL STUDENT CAPACITY
	EXIST	PROP	CAP	EXIST	PROP	CAP	EXIST	PROP	CAP	
BOYS	5	-	5	-	-	7	-	-	-	550
BOYS PWD	1	-	1	-	-	-	-	-	-	
TOTAL	9	-	700	9	-	550	7	-	600	
GIRLS	8	-	5	-	-	-	-	-	-	450
GIRLS PWD	4	-	4	-	-	-	-	-	-	
TOTAL	12	-	450	9	-	550	-	-	-	
MALE STAFF	1	-	-	-	-	-	-	-	-	30
MALE PWD	1	-	1	-	-	-	-	-	-	
TOTAL	2	-	40	1	-	50	-	-	-	
FEMALE STAFF	2	-	1	-	-	-	-	-	-	35
FEMALE PWD	1	-	1	-	-	-	-	-	-	
TOTAL	3	-	35	2	-	60	-	-	-	

EXISTING STRUCTURES		EXISTING LOTS	
ADMINISTRATION	+ 714.92'	L01 21 on RP1238	+ 203.11'
NHS RESIDENCE	+ 338.15'	L02 21 on RP1241	+ 203.11'
MULTI-PURPOSE COURT	+ 101.11'	L01 655 on C2101	+ 446.70'
LIBRARY	+ 290.73'	L01 655 on C2101	+ 446.70'
TOLLETT	+ 19.22'	L02 607 on C2101	+ 446.70'
GOLF	+ 14.11'	L01 655 on C2101	+ 446.70'
SHEDA	+ 35.22'	L01 21 on RP18254	+ 446.70'
PLAY AREA	+ 85.66'	L02 21 on RP1238	+ 118.11'
SWAMP	+ 160.66'	L01 1 on RP1238	+ 118.11'
SHADE AREA	+ 33.73'	L02 21 on RP1238	+ 203.11'
SHADE DELTER	+ 130.73'	TOTAL AREA	+ 7972.00'
PREP YEAR 1	+ 10.73'		
TOLLETT	+ 18.11'		
PLAY AREA	+ 34.22'		
SHADED PLAY AREA	+ 10.73'		
TOTAL AREA	+ 2675.00'		
PROPOSED STRUCTURES		PROPOSED LOTS	
GLA BUILDING	+ 423.66'		
LIBRARY EXTENSION	+ 27.66'		
TOTAL AREA	+ 451.32'		

## SITE PLAN

	Issue Status/Amendment	Date
P3	CLIENT REVIEW	29.11.2005
P2	CLIENT REVIEW	20.05.2005
P1	CLIENT REVIEW	20.03.2005



**CHINCHILLA (HEAD OFFICE):**  
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Fax: (07) 4668 9851

**ROMA:**  
24 Quindin Street, Roma Qld, 4455  
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Fax: (07) 4622 2041

**TOOWOOMBA:**  
1218 Aszac Avenue, Toowoomba Qld, 4  
Telephone: (07) 4636 4100  
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**St Joseph's School, Chinchilla**  
**PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS**  
**MIDDLE ST CHINCHILLA**

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Designed <i>EME &amp; CJE</i>	Checked
Drawn <i>KMM</i>	Checked
Approved	

## RY SITE PLAN

Job Number  
201173

A 110

P3



NOTES  
ALL DIMENSIONS TO BE  
CHECKED AND VERIFIED BY  
BUILDER PRIOR TO  
COMMENCEMENT OF ANY  
BUILDING WORK.  
BUILDING TO BE PROTECTED  
FROM TSUNAMIS IN  
ACCORDANCE WITH AS 3620.1,  
(QUEENSLAND)  
STORMWATER TO DISCHARGE  
TO STREET KERB & CHANNEL

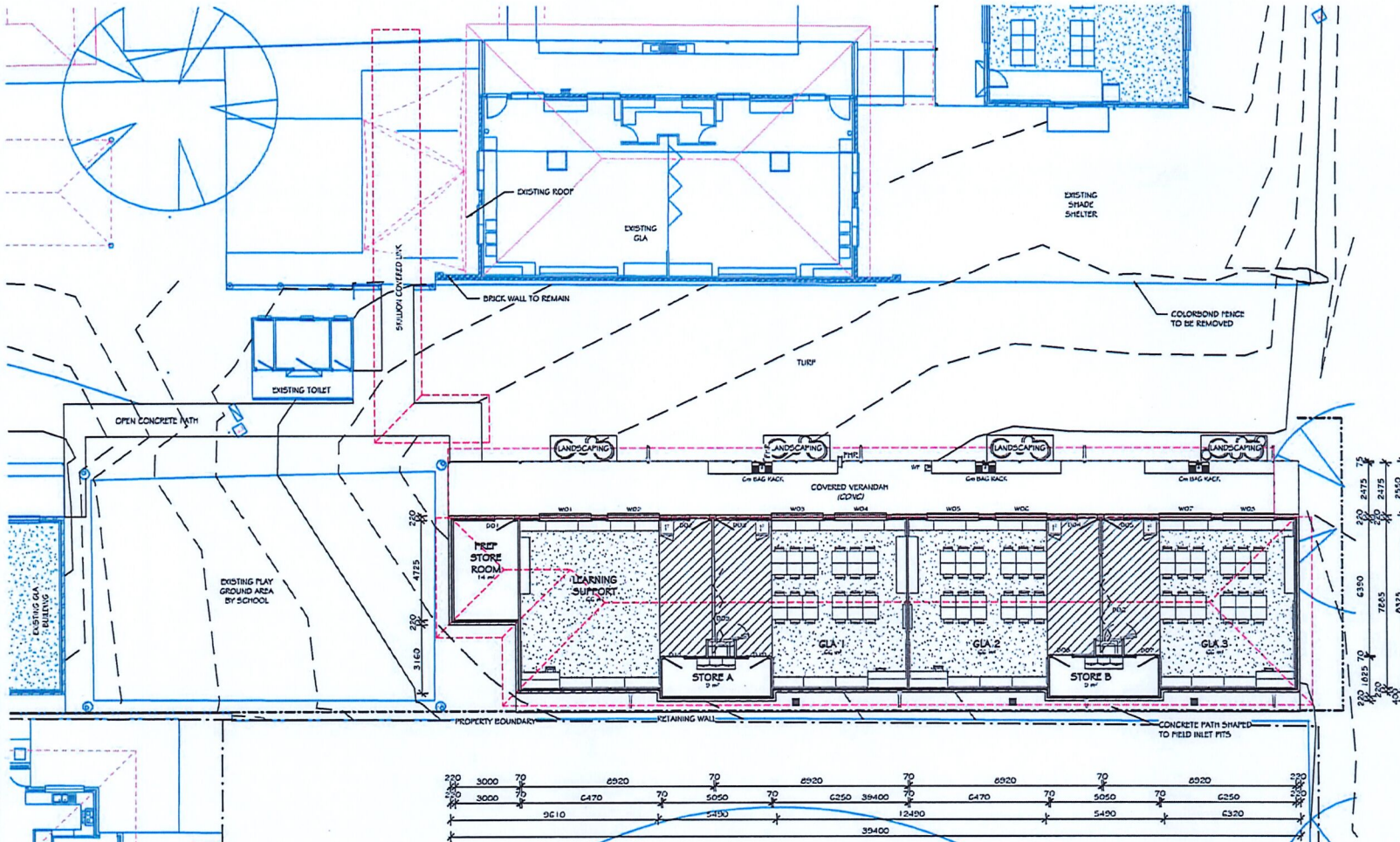
DOOR SCHEDULE		
MARK	HEIGHT	WIDTH
02	2040	950
03	2040	950
04	2040	950
05	2040	950
06	2700	4625
07	2040	950
08	2040	950
09	2700	4625
10	2040	950
11	2040	950

WINDOW SCHEDULE		
MARK	HEIGHT	WIDTH
01	1200	2400
02	1200	2400
03	1200	2400
04	1200	2400
05	1200	2400
06	1200	2400
07	1200	2400
08	1200	2400

SCHEDULE / LEGEND	
	CARPET
	VINYL
WF	WATER FOUNTAIN (AQUA COOLER, WMS)
FHR	FIRE HOSE REEL
	DESKS & CHAIRS SUPPLIED BY CLIENT

COMPONENT	AREA (m <sup>2</sup> )	SQUARES (sq)
BUILDING GFA	332.5	34.7
VERANDAH GFA	100.5	10.5
	433.4	45.2

0 1 2 3 4 5 6 7 8m  
SCALE 1:100 (A1)  
0 1 2 3 4 5 6 7 8m  
SCALE 1:250 (A3)



FLOOR PLAN  
SCALE 1:100

Issue/Status/Amendment	Date
P3 CLIENT REVIEW	20.11.21
P2 CLIENT REVIEW	20.05.21
P1 CLIENT REVIEW	20.03.20

**brandon**  
& ASSOCIATES  
ENGINEERING CONSULTANTS  
personal professional practical

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Fax: (07) 4622 2341  
TOWOOMBA  
10/18 Annac Avenue, Towoomba Qld, 4300  
Telephone: (07) 4636 4100  
Fax: (07) 4636 4200

St Joseph's School, Chinchilla  
PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS  
MIDDLE ST CHINCHILLA

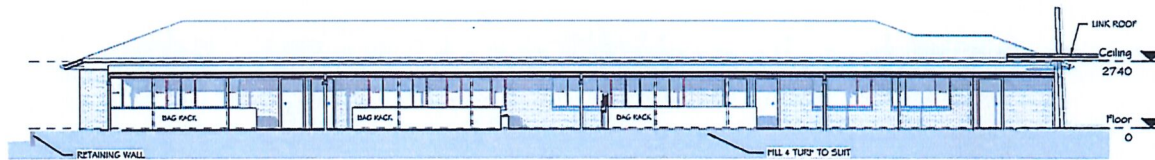
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Designed  
DWG & C3D  
Checked  
DWG  
Drawn  
DWG  
Approved

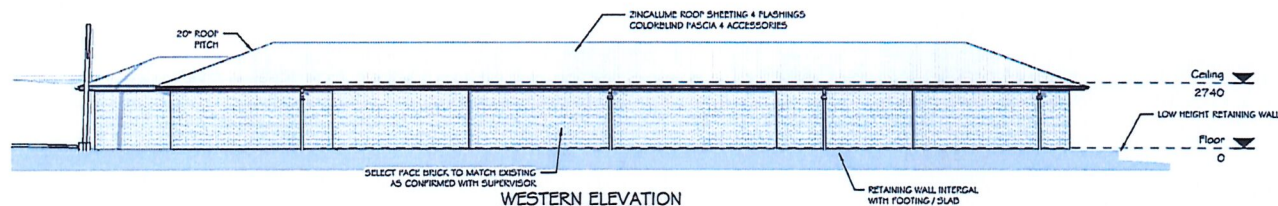
GLA - FLOOR PLAN

Job Number <b>201173</b>	Drawing Number <b>A.211</b>	Issue <b>P3</b>
Number of Drawings	Full Size A1	

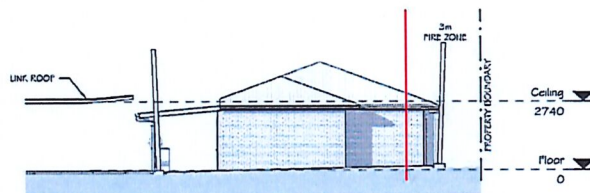




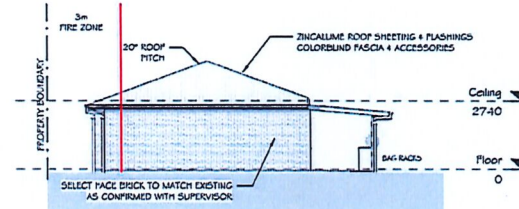
**EASTERN ELEVATION**  
SCALE 1 : 100



**WESTERN ELEVATION**  
SCALE 1 : 100



**NORTHERN ELEVATION**  
SCALE 1 : 100



**SOUTHERN ELEVATION**  
SCALE 1 : 100

0 1 2 3 4 5 6 7 8m  
SCALE 1:100 (A1)  
0 1 2 3 4 5 6 7 8m  
SCALE 1:200 (A3)

Issue/Amendment	Date
P3 CLIENT REVIEW	20.11.21
P2 CLIENT REVIEW	20.05.21
P1 CLIENT REVIEW	20.03.20



**CHINCHILLA HEAD OFFICE:**  
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24 Quinden Street, Robina QLS 4455  
Telephone: (07) 4622 3799  
Fax: (07) 4622 2941  
TOWNSHIP:  
1/218 Anzac Avenue, Townsville QLS 4350  
Telephone: (07) 4555 4100  
Fax: (07) 4555 4200

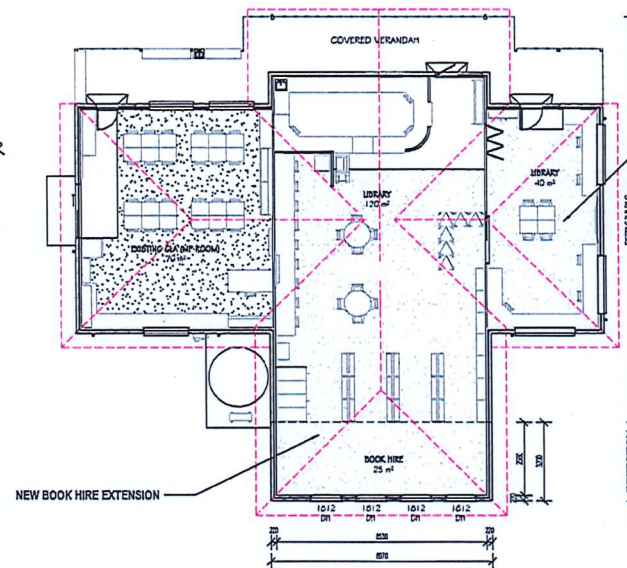
**St Joseph's School, Chinchilla**  
PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS  
MIDDLE ST CHINCHILLA

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Designed <b>B&amp;A &amp; CJS</b>	Checked
Drawn <b>ALM</b>	Checked
Approved	Checked

**GLA - ELEVATIONS**

Job Number <b>201173</b>	Drawing Number <b>A.220</b>	Issue <b>P3</b>
Number <b>01</b>	Drawings	Full Size A1



— REPURPOSED  
LEARNING SUPPORT TO  
LIBRARY EXTENSION.  
INTERNAL FITOUT TO  
BE CONFIRMED

GROSS AREAS	
AREA DESCRIPTION	AREA (sqm)
EXISTING BUILDING GROSS AREA	247 m <sup>2</sup>
EXISTING VERANDAH	52 m <sup>2</sup>
PROPOSED EXTENSION GROSS AREA	27 m <sup>2</sup>

**PROPOSED FLOOR PLAN**  
SCALE 1:100

	Issue Status/Amendment	Date
P3	CLIENT REVIEW	26.11.21
P2	CLIENT REVIEW	20.05.21
P1	CLIENT REVIEW	20.03.20



**CHINCHILLA (HEAD OFFICE):**  
8 Columbia Street, Chinchilla Qld. 4413  
Telephone: (07) 4668 9351  
Fax: (07) 4668 9851

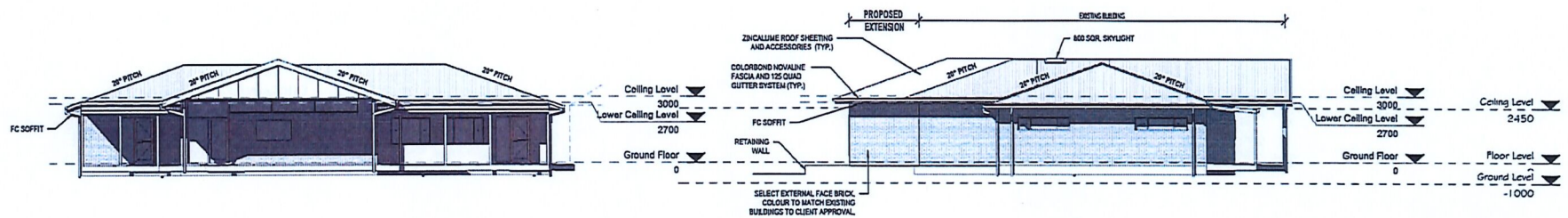
**ROMA:**  
24 Quelin Street, Roma Qld. 4455  
Telephone: (07) 4622 3799  
Fax: (07) 4622 2041

**TOOWOOMBA:**  
1/218 Anzac Avenue, Toowoomba Qld. 4350  
Telephone: (07) 4636 4100  
Fax: (07) 4638 4300

**St. Joseph's School, Chinchilla**  
**PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS**  
**MIDDLE ST, CHINCHILLA**

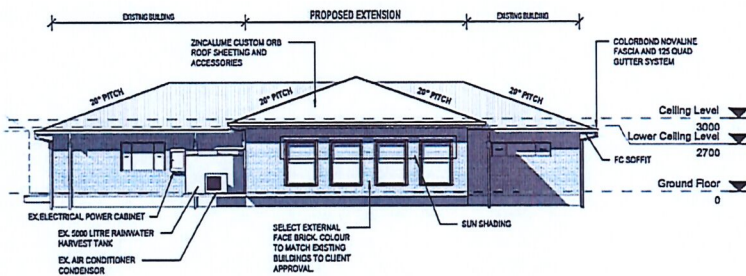
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Designed	<i>C.N.</i>	Checked		<b>LIBRARY - PROPOSED FLOOR LAYOUT</b>  <div> <div>Job Number</div> <div><b>201173</b></div> </div> <div> <div>Drawing Number</div> <div><b>A.411</b></div> </div> <div> <div>Issue</div> <div><b>P3</b></div> </div>
Drawn	<i>M.W.M.</i>	Checked		
Approved				
Reviewed				
		<div> <div>Number</div> <div><b>07</b></div> </div> <div> <div>of</div> <div><b>-</b></div> </div> <div> <div>Drawings</div> <div><b>Full Size A1</b></div> </div>		

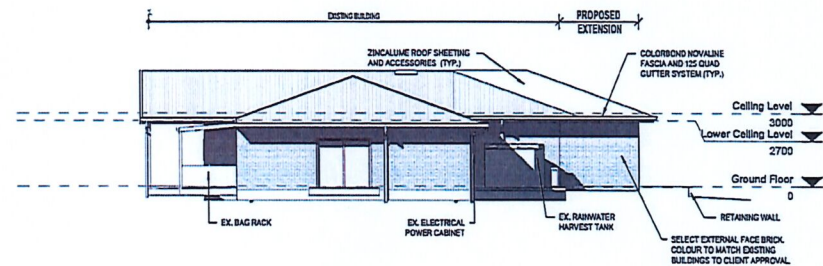


NORTHERN ELEVATION  
SCALE 1:100

EASTERN ELEVATION  
SCALE 1:100



SOUTHERN ELEVATION  
SCALE 1:100



WESTERN ELEVATION  
SCALE 1:100

Issue/Status/Amendment	Date
P3 CLIENT REVIEW	20.11.21
P2 CLIENT REVIEW	20.05.21
P1 CLIENT REVIEW	30.03.20



CHINCHILLA (HEAD OFFICE):  
8 Cassella Street, CHINCHILLA QLD 4413  
Telephone: (07) 4568 9351  
Fax: (07) 4568 9851  
BISMA:  
24 Quindin Street, Roma QLD 4455  
Telephone: (07) 4522 3799  
Fax: (07) 4522 2941  
TOWNSVILLE:  
1518 Anzac Avenue, Townsville QLD 4810  
Telephone: (07) 4530 4100  
Fax: (07) 4530 4308

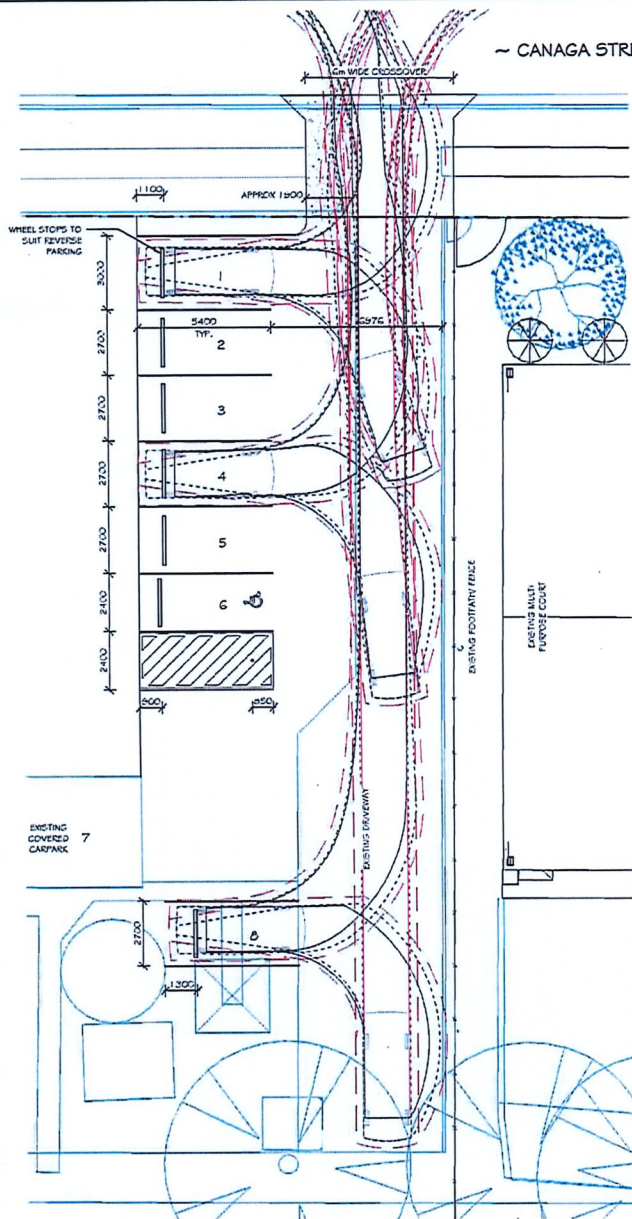
St. Joseph's School, Chinchilla  
PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS  
MIDDLE ST, CHINCHILLA

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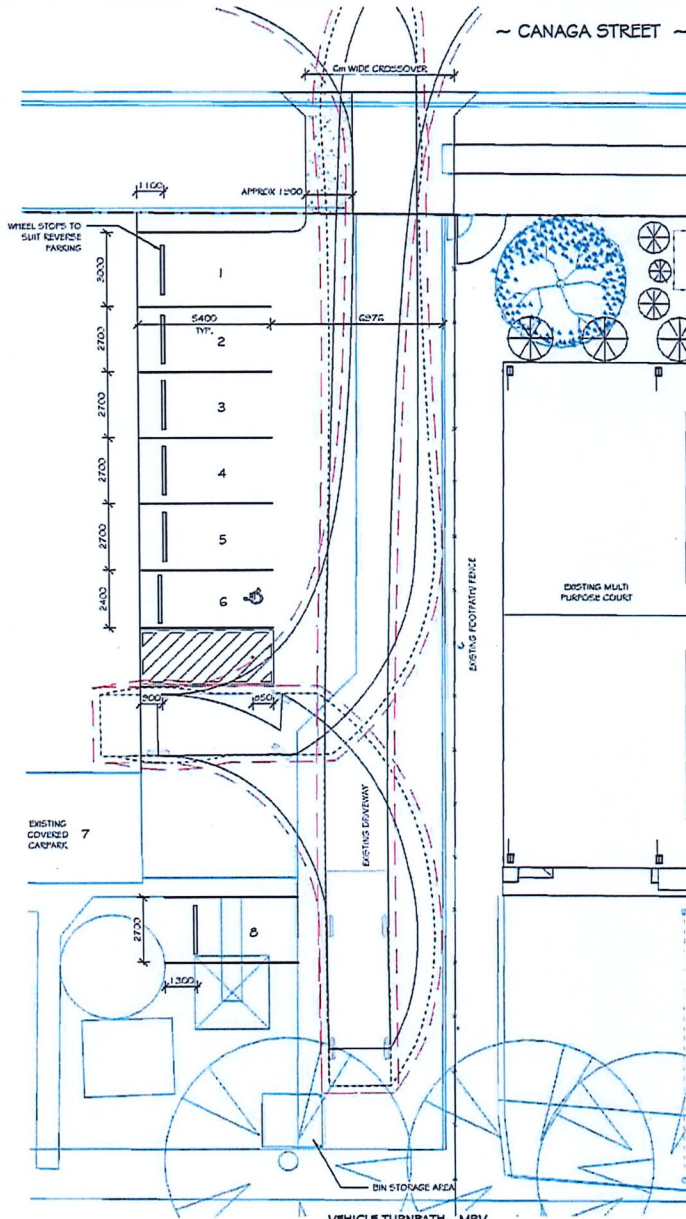
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Drawn	Checked		Job Number 201173	Drawing Number A.421
Approved	Issued		Number 08	of - Drawings
			Full Size A1	Issue P3



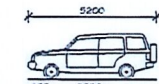
C:\GISSE\_P\03 Jan 2017 - St Joseph's School Chinchilla\18-0000 Rev 171\18-0000 Rev 171.dwg



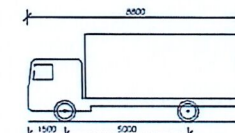
VEHICLE TURNPATH - BBS  
SCALE 1:100



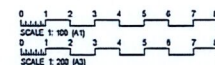
VEHICLE TURNPATH - MRV  
SCALE 1:100



**BBS VEHICLE (REALISTIC MINIMUM ROOM)**  
OVERALL LENGTH 5.200m  
OVERALL WIDTH 1.840m  
OVERALL BODY HEIGHT 1.572m  
MIN BODY GROUND CLEARANCE 0.572m  
TRACK WIDTH 1.840m  
LOCK TO LOCK TIME 4.00m  
LEAD TO LEAD TURNING RADIUS 6.250m



**MRV - MEDIUM RIG VEHICLE**  
OVERALL LENGTH 15.000m  
OVERALL WIDTH 2.500m  
OVERALL BODY HEIGHT 3.33m  
MIN BODY GROUND CLEARANCE 0.426m  
TRACK WIDTH 2.500m  
LOCK TO LOCK TIME 4.00m  
LEAD TO LEAD TURNING RADIUS 10.000m



Issue/Status/Amendment	Date
P4 CLIENT REVIEW	12.01.22
P3 CLIENT REVIEW	28.11.21



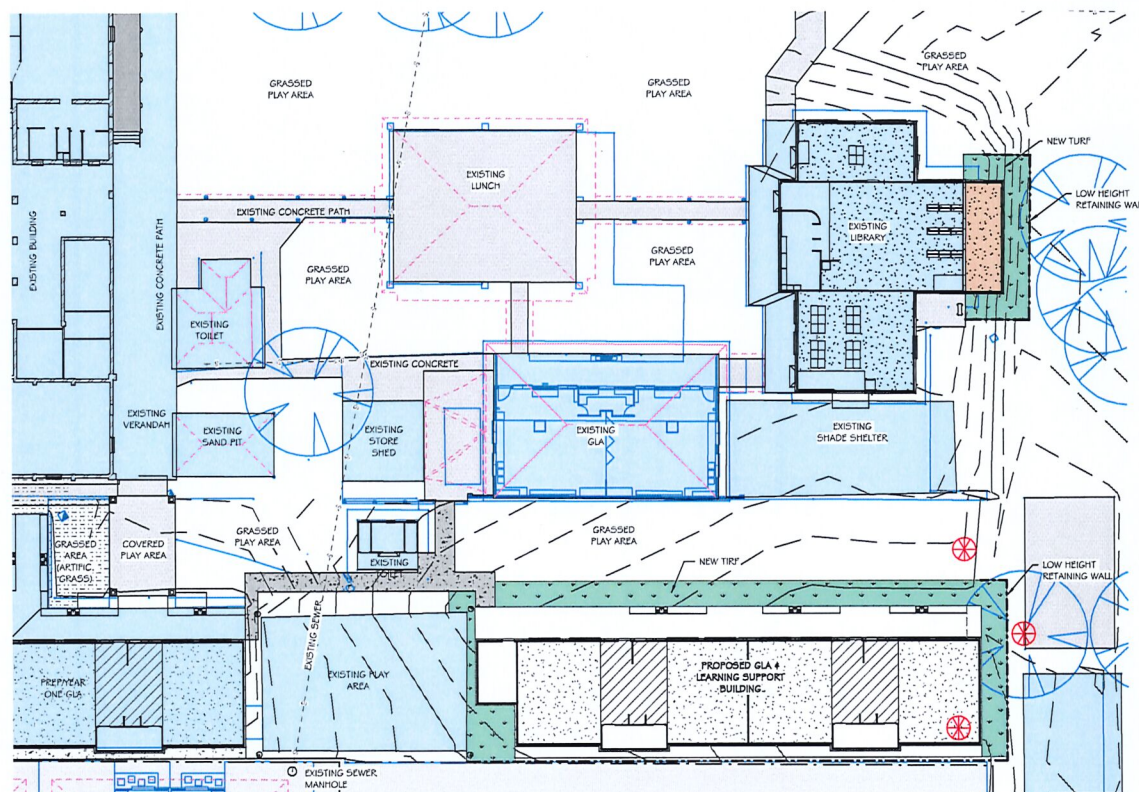
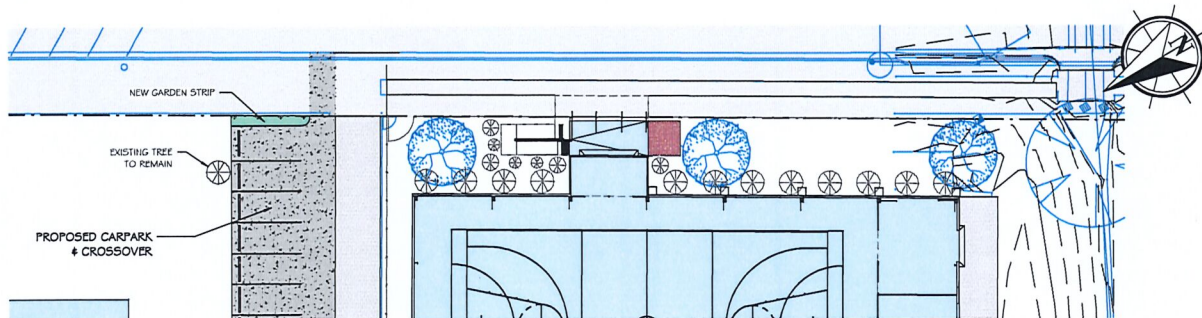
**CHINCHILLA HEAD OFFICE:**  
8 Columbia Street, Chinchilla QLD 4413  
Telephone: (07) 4059 9351  
Fax: (07) 4059 9351  
BOMBA:  
24 Quanta Street, Roma QLD 4455  
Telephone: (07) 4623 3790  
Fax: (07) 4622 2941  
**TOWNSWORTH:**  
1218 Abaco Avenue, Townsboro Qld 4550  
Telephone: (07) 4626 1100  
Fax: (07) 4626 4200

**St Joseph's School, Chinchilla**  
**PROPOSED CLASSROOM & LEARNING SUPPORT BUILDINGS**  
**MIDDLE St CHINCHILLA**

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Designed BMS & C.F.	Checked	VEHICLE TURN PATH			
Drawn K.M.W.	Checked				
Approved					
		Job Number 201173	Drawing Number C.200		Issue P4
		Number 1	of 1	Drawings 1	Full Size A1



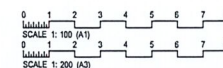



PLANTING LEGEND		
	MAGNOLIA	0 - No. 0
	PHOTINIA (RED ROBIN)	0 - No. 0
	NANDINA	0 - No. 0
	TURF + COUCH	170.5m <sup>2</sup>
	TURF + ARTIFICIAL OVER 100 THICK COMPACTED GRAVEL BASE	m <sup>2</sup>
	GARDEN MIX SOIL	m <sup>2</sup>
	CONCRETE PATH A	m <sup>2</sup>
	PATH B	m <sup>2</sup>
	PATH C	m <sup>2</sup>
	EXISTING CONCRETE PATH	
	TREE TO BE REMOVED	

### LANDSCAPING NOTES

1. ALL TREES/SHRUBS TO BE MIN 600MM HIGH WHEN PLANTED.
2. ALL TREES/SHRUBS TO BE STAKED
3. NEW GARDEN BEDS TO BE BUILT UP WITH ROTTEN BARK CHIPS 100MM MIN SOIL TO APPROVAL OF CLIENT.
4. RETICULATED DRIPSPRAY IRRIGATION SYSTEM TO BE INSTALLED IN NEW GARDEN BED AREAS.
5. PROVIDE AUTOMATIC SYSTEM. PROVIDE CONDUIT UNDER PATH ETC. FOR IRRIGATION WATER PIPE AND HOSE COUSERS ETC.
6. PROVIDE SPRINKLER SYSTEM. INSTALLED TO FRONT YARD AREA INDICATED. SPRINKLER SYSTEM TO CONNECT TO EXISTING CONTROL BOX. SOAKAWAY SYSTEM. TO BE ADAPTED TO EXISTING SYSTEM. ALLOW TO MODIFY/EXTEND TO SUIT.
7. ALL EXISTING GRASS AREAS TO BE REPAIRED/RESEEDED BY CONSTRUCTION WORKS.
8. REFER TO SITE CIVIL WORKS LAYOUT FOR RETAINING WALL. RETAINING GARDEN EDGERS DETAIL.
9. EXISTING SHRUBS TO BE CAREFULLY DUG UP. KEEPING ROOT BALLS INTACT. PLANTS TO BE RELOCATED AS DIRECTED ON SITE FOR LATER RE-USE.

LANDSCAPING PLAN  
SCALE 1 : 200



PS CLIENT REVIEW	Issue Status/Amendment	Date	 <div><b>brandon &amp; ASSOCIATES</b> ENGINEERING CONSULTANTS <i>personal professional practical</i></div>	<p><b>SHINCHILLA HEAD OFFICE:</b> 8 Columbia Street, Chinchilla Qld. 4413 Telephone: (07) 4656 8351 Fax: (07) 4656 9851</p> <p><b>RDMA:</b> 24 Quirin Street, Roma Qld. 4455 Telephone: (07) 4652 3799 Fax: (07) 4652 2041</p> <p><b>TOOWOOMBA:</b> 12111 Acacia Avenue, Toowoomba Qld. 4350 Telephone: (07) 4638 4100 Fax: (07) 4638 4100</p>	<p><b>St Joseph's School, Chinchilla</b></p> <p><b>PROPOSED CLASSROOM &amp; LEARNING SUPPORT BUILDINGS</b></p> <p><b>MIDDLE ST CHINCHILLA</b></p> <p>© The information contained within this drawing and any associated drawings or intellectual property are subject to the copyright act &amp; shall remain the property of RDMA. The information is relevant to the project described and shall not be used for any other purpose without the written consent of RDMA.</p>	<table><tr><td>Designed</td><td>Checked</td></tr><tr><td>Drawn</td><td>Checked</td></tr><tr><td>Approved</td><td></td></tr></table> <p><b>RDMA &amp; C.L.</b></p> <p><b>RDMA</b></p>	Designed	Checked	Drawn	Checked	Approved		<b>LANDSCAPING PLAN</b>	<table><tr><td>Job Number</td><td>Drawing Number</td><td>Issue</td></tr><tr><td><b>201173</b></td><td><b>A.201</b></td><td><b>P1</b></td></tr><tr><td>Number of</td><td>Drawings</td><td>Full Size A1</td></tr></table>	Job Number	Drawing Number	Issue	<b>201173</b>	<b>A.201</b>	<b>P1</b>	Number of	Drawings	Full Size A1
	Designed	Checked																					
	Drawn	Checked																					
Approved																							
Job Number	Drawing Number	Issue																					
<b>201173</b>	<b>A.201</b>	<b>P1</b>																					
Number of	Drawings	Full Size A1																					
	26.11.21																						



SARA reference: 2112-26621 SRA  
 Council reference: 030.2021.953.001  
 Applicant reference: 2021-358

31 January 2022

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

Attention: Mr Dominic Bradley

Dear Dominic

#### **SARA response—74 Middle Street, Chinchilla**

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 24 December 2021.

#### **Response**

Outcome:	Referral agency response - No requirements  Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application.
Date of response:	31 January 2022
Advice:	Advice to the applicant is in <b>Attachment 1</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b> .

#### **Development details**

Description:	Development permit	Material Change of Use – Extension to Educational Establishment
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 — Material change of use near a State transport corridor (Planning Regulation 2017)	
SARA reference:	2112-26621 SRA	
Assessment Manager:	Western Downs Regional Council	
Street address:	74 Middle Street, Chinchilla	
Real property description:	Lot 1 on RP1638, Lot 1 on RP1639, Lot 2 on RP1638, Lot 2 on	



RP1639, Lot 2 on RP59248, Lot 3 on RP186254, Lots 605-608 on C2431 and Easement A on SP278758

Applicant name: St Joseph's Catholic Primary School Chinchilla  
Applicant contact details: C/- Precinct Urban Planning  
PO Box 3038  
Toowoomba QLD 4350  
paul@precinctplan.com.au

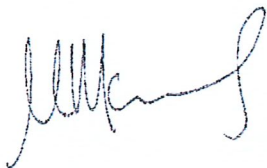
### Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s. 30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 3**.

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

For further information please contact Danica Clark, Senior Planner, on (07) 4616 7305 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Ursula McInnes  
Planning Manager

cc St Joseph's Catholic Primary School Chinchilla, paul@precinctplan.com.au

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

**Attachment 1—Advice to the applicant**

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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 2—Reasons for referral agency response

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

### The reasons for decision are:

The development complies with *State code 1: Development in a state-controlled road environment* 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 *State Development Assessment Provisions* (version 2.6)
- The Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*

**Attachment 3—Representations about a referral agency response**

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## Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules<sup>1</sup> regarding **representations about a referral agency response**

### Part 6: Changes to the application and referral agency responses

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#### 28 Concurrence agency changes its response or gives a late response

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

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<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

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

## **Part 7: Miscellaneous**

### **30 Representations about a referral agency response**

30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.<sup>3</sup>

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<sup>3</sup> 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

<b>APPLICANT:</b>	St Joseph's Catholic Primary School Chinchilla
<b>APPROVED DEVELOPMENT:</b>	Material Change of Use for an extension to an Educational Establishment at 68-76 Middle Street Chinchilla
<b>FILE REFS:</b>	030.2021.953.001, A10236, A11337 and LG 7.6.1
<b>AMOUNT OF THE CHARGE:</b>	<b>Nil</b>
<b>LAND TO WHICH CHARGE APPLIES:</b>	Lot 2 on RP59248, Lots 1 & 2 on RP1638, Lots 605, 606, 607 & 608 on C2431, Lot 3 on RP186254 and Lots 1 & 2 on RP1639, including Easement A on SP278758
<b>PAYABLE TO:</b>	Western Downs Regional Council
<b>WHEN PAYABLE:</b>	When the change of use happens

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

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Material Change of Use for Educational Establishment	\$110.00 per lot (charge for water, sewer, transport and parks networks)	Table 3.3.3, Col 2, Charge Area A	331.50m <sup>2</sup>	\$36,465.00
	\$4.00 per m <sup>2</sup> of Impervious Area (charge for stormwater network)	Table 3.3.3, Col 3, Charge Area A	654.10m <sup>2</sup>	\$ 2,616.10
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Lots	\$25,200.00 per lot (water, sewer, stormwater, transport and parks networks)	3.4(1)(c) Charge Area A	3	\$75,600.00
			<b>TOTAL CHARGE</b>	<b>Nil</b>



## 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** (035.2021.510.001) Community and Liveability Report Development Application Reconfiguring a Lot (2 Lots into 10 Lots) Lot 3 on RP804508 and Lot 6 on SP209012 Winton Street West and 37 Winton Street West Dalby DOM Distribution C/- Precinct

**Date** 4 March 2022

**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 lots into 10 lots over 3 Stages) on land described as Lot 3 on RP804508 and Lot 6 on SP209012 situated at Winton Street West and 37 Winton Street West, Dalby.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.
- Our region is a recognised leader in agribusiness, energy, and manufacturing.
- We deliver water security to enable future economic growth.
- We proactively advance our region as a tourism destination.
- Our business and industry actively live and buy local.

## 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 lots into 10 lots over 3 Stages) on land described as Lot 3 on RP804508 and Lot 6 on SP209012 and situated at Winton Street West and 37 Winton Street West, Dalby by approved, subject to the following conditions:

### APPROVED PLANS AND DOCUMENT

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

**Plan No:** Project No. 16185, Drawing No. C-SK0003, Issue A  
**Description:** Concept Subdivision Layout Plan, prepared by RMA Engineers and dated 21/06/2021.

**Plan No:** Project No. 16185, Drawing No. C-SK0004, Issue A  
**Description:** Concept Staging Plan, prepared by RMA Engineers and dated 21/06/2021.

**Plan No:** Project No. 16185, Drawing No. C-SK0006, Issue A  
**Description:** Concept Survey Plan, prepared by RMA Engineers and dated 21/06/2021.

**Document:** Stormwater Management Plan, Project Number 16185, Revision 0, prepared by RMA Engineers and dated 26 November 2021

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 Reconfiguring a Lot (2 lots into 10 lots over 3 Stages) as shown on the Approved Plans and Document.
4. The development is to occur sequentially over 3 Stages as shown on the Approved Plans.
5. Conditions within this approval are applicable to each Stage of the development, unless otherwise specified.

#### **COMPLIANCE, TIMING AND COSTS**

6. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey Form 18B, unless otherwise noted within these conditions.
7. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
8. The Plan of Survey Form 18B 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**

9. 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.

#### **INFRASTRUCTURE CHARGES**

10. 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 relevant to each Stage of the development.

#### **MAINTENANCE**

11. 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.

#### **LOT NUMBERING**

12. The numbering of all approved lots shall remain as indicated on the Approved Plans (unless otherwise amended/approved by Council).
13. The developer is to make a request to Council for street numbering.

#### **LANDSCAPING**

14. 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 work and any ensuing defects liability period.
15. 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.



## **ENGINEERING WORKS**

16. Submit to Council, an Operational Work application for all works that will become Council infrastructure, the access crossover for Lot 3, and stormwater drainage, at each Stage as applicable.
17. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan Form 18B unless stated otherwise.
18. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, relevant Australian Standards, Codes of Practice, WSAA, and relevant Design Manuals.
19. Be responsible for any alteration necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
20. Submit to Council, certification from a Registered Professional Engineer of Queensland (RPEQ-Civil) that all works authorised by this development approval and any related approval issued by Council have been designed and constructed in accordance with the requirements of the development approval:
  - 20.1 submit a Design Certificate with the application; and
  - 20.2 submit a Construction Supervision Certificate at completion of the approved works and prior to Council's acceptance of the works on-maintenance.

## **MAINTENANCE**

21. Maintain all works that will become Council infrastructure for a period of 24 months (maintenance period) from the date of on-maintenance unless a different on-maintenance period is specified for a particular asset. Any defective works must be rectified within the maintenance period.
22. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council infrastructure prior to commencement of the maintenance period.

## **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 works associated with the development.

## **REMOVAL OF EXISTING BUILDINGS**

25. Remove redundant buildings and sections of buildings located across new common lot boundaries and reinstate the land.

**Advice:** This will require a Building Permit.

## STORMWATER MANAGEMENT

26. Provide stormwater management generally in accordance with Approved Stormwater Management Plan prepared by RMA Engineers, Revision 0, dated 26 November 2021, subject to detailed design and except as altered by conditions of this development approval.
27. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows on other properties or create a nuisance on other properties.
28. Design and construct the proposed table drains along the eastern boundary of Lots 2 and 4 and culvert crossing under the new access road, prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.
29. 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).
30. 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 as part of the proposed development.

## FLOODING - GENERAL

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

## WATER SUPPLY

32. Connect the development to Council's reticulated water supply system.
33. Remove any redundant water supply connections and reinstate the land.
34. Design the system to provide fire flows required by WSAA Guidelines.
35. Design and construct all works in accordance with Council's requirements as set out in the WSAA Guidelines and relevant development standards used by Council.
36. Install a separate water service connection to each lot as per Council's standards.

## WATER – EXTENSION

37. Prior to submission of an Operational Work application, provide an updated Water Services Report to Council's satisfaction, addressing:
  - which Council Codes or requirements have been used in the assessment of the suitability of the proposed water main works;
  - how the water main works will meet the requirements in terms of flows/pressure; and
  - in the event that Council's requirements cannot be met, what solutions are proposed to meet the requirements.

**Comment:** Any agreed upon solutions/upgrades will form part of a future Operational Work application.

38. Install fire hydrant valves to ensure that all allotments are within a distance of 40 metres of the nearest hydrant.
39. Provide isolation valves, hydrant markers and RPMs in accordance with WSAA Codes and Council's standards.

40. Submit to Council, the written consent from the property owner where such works require entry onto adjoining land prior to Council's approval of Operational Work.

#### **ON-SITE WASTEWATER DISPOSAL**

41. Prior to endorsement of the Survey Plan Form 18B for each Stage of the development, the applicant shall ensure that the on-site effluent disposal systems and corresponding treatment areas are located entirely within the proposed Lot it services.

**Comment:** *This condition has been applied as the lot is outside Council's sewer catchment area. The applicant can make enquiries to be connected to the reticulated sewer network, however, connection is at the sole discretion of Council's Utilities Department. Any upgrades or extension required to Council's network is at the cost of the developer, and will require an Operational Work Permit. If the development is connected to Council's sewer network, this condition is no longer valid.*

42. Future buildings, where applicable, must be connected to an on-site wastewater disposal system, in accordance with AS 1547 and the Queensland Plumbing and Waste Water Code.

**Timing:** Prior to the issue of a Building Approval for a future building on the proposed lots.

#### **REDUNDANT CROSSOVERS**

43. Remove the redundant crossover from Winton Street West to Proposed Lot 1 and reinstate the verge and table drain, road pavement and any services, to Council's standard.

#### **VEHICLE ACCESS**

44. Design and construct a concrete crossover having a minimum width of 6 metres in accordance with Council's Standard Drawing No. R-006, to access the existing Dwelling on Proposed Lot 3, a 3/450x1200 RCBC.
45. Ensure that new crossover to Proposed Lot 3 will not impact vehicle swept paths of design vehicles exiting from Proposed Lot 10.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.

46. Access to Proposed Lot 10 is to be from Winton Street West.

47. Access to Proposed Lot 1 is to be from New Road 1.

48. 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).

#### **PARKING**

49. Provide required vehicle parking spaces and loading and unloading bays for existing uses on Proposed Lots 9 and 10.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 3.

## ROADWORKS - NEW ROAD

50. Design and construct the new road/s identified as Road 1 on the proposed plans of development, as an Industrial Access Street, generally in accordance with Table 1.12.3 of Council's Planning Scheme Policy 1, relevant Austroads' Standards and Council's Planning Scheme and more specifically, include the following:
- 50.1 a minimum road reserve width of 22 metres;
  - 50.2 concrete barrier kerb and channel;
  - 50.3 asphalt concrete sealed carriageway with a minimum width of 12 metres; and
  - 50.4 provision for stormwater drainage, line marking, signage and street lighting associated with the required road.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.

51. Construct a temporary gravelled surfaced turn-around to accommodate the turning movements of a 26 metre B-Double, where temporary dead ends are provided at Stage boundaries.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stages 1 and 2.

52. The cul-de-sac is to end with a minimum 20 metre radius to the bulb end and a minimum 30 metre radius approach curve, all measured to the invert of kerb and channel and designed in accordance with the requirements of the applicable Planning Scheme and Council's adopted standards.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.

## ROADWORKS – INTERSECTION OF NEW ROAD AND WINTON STREET WEST

53. Design and construct the intersection of the new road and Winton Street West to an Industrial Access Street standard generally in accordance with Table 1.12.3 of Council's Planning Scheme Policy 1, relevant Austroads' Standards and Council's Planning Scheme and more specifically, include the following:
- 53.1 splay widening at the intersection to provide Basic Right Turn/Basic Left Turn (BAL) Treatment to accommodate the turning movements of a 26 metre B-Double;
  - 53.2 concrete barrier kerb and channel;
  - 53.3 a culvert crossover for 3/450x1200 RCBC with head wall and guide posts;
  - 53.4 re-shape the table drain on Winton Street West along the site frontage as applicable, to ensure free draining;
  - 53.5 provision for stormwater drainage, line marking, tapers to existing/new road pavements, signage, street lighting associated with the required road works and road reserve transitions between existing and proposed roads; and
  - 53.6 submit to Council for approval, with any application for Operational Work, an AutoTurn plot that demonstrates that a 26 metre B-Double could safely manoeuvre through the intersection of the new road and Winton Street West. Clearly indicate road/street centre lines on drawings.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.

## ROADWORKS - SIGNAGE

54. Install at an appropriate location at the intersection of the new road and Winton Street West, R1-2 "Give Way" signage as specified in the Manual of Uniform Traffic Control Devices – Part 13: Local Area Traffic Management, and provide line marking.

**Timing:** Prior to Council's endorsement of the Survey Plan Form 18B for Stage 1.

#### **STREET SIGNS AND LINE MARKING**

- 55. Obtain written approval from Council for any works involving the removal or relocation of existing Council traffic signs, prior to commencement of works.
- 56. Install and/or relocate any street signs and/or line marking in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
- 57. Provide all new signage with Class 1 retro-reflective material in accordance with Australian Standard 1743 - Road Signs - Specification.

#### **ROADWORKS AND PEDESTRIAN SAFETY**

- 58. Install signage for all works on or near roadways in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
- 59. Submit to Council, an application for any road or lane closures and ensure all conditions of that approval are complied with during construction of the works.
- 60. Maintain safe pedestrian access along Council's footpaths at all times.

#### **TELECOMMUNICATIONS**

- 61. Design and provide underground telecommunications to all lots within the development.
- 62. Remove all redundant telecommunication connections and reinstate the land.

#### **ELECTRICITY**

- 63. Design and provide 3 phase for industrial electricity supply to all lots within the development to comply with Ergon Energy's requirements.
- 64. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity and where staged, written confirmation is required for each Stage of the development.
- 65. Remove all redundant electrical connections and reinstate the land.
- 66. Submit electrical plans for Council's review prior to Council's endorsement of the Survey Plan Form 18B. Be responsible to check and ensure that electrical drawings do not conflict with the civil engineering design.

#### **SERVICES - EXISTING CONNECTIONS**

- 67. Ensure that all services provided to all existing buildings on proposed new lots are wholly located within the lot it serves.

#### **STREET LIGHTING**

- 68. Design and install street lighting to the full frontage of the site/intersections and all streets within the development in accordance with AS/NZS1158 and the road classifications contained within this approval. Submit to Council, street light design plans showing the proposed public lighting system for Council's endorsement.

69. Enter into an agreement with an electricity supplier to provide a public lighting system in accordance with the lighting design plans as required by the previous condition. Submit to Council, written confirmation from an electricity provider that an agreement has been made to provide a public lighting system.
70. Ensure that any new street light poles required on external streets are of a consistent standard (ie steel poles) to street light poles within the immediate vicinity of the development. Heritage style poles are not permitted unless specifically approved by Council.
71. Install street lighting in all road reserves on the same side of the road that accommodates any footpath or shared path.

#### **EARTHWORKS - GENERAL**

72. Do not undertake any earthworks without a further approval from Council except for the works ancillary to building works.
73. Undertake any earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.
74. Do not place fill on adjacent properties without providing Council with written permission from the respective property owner(s).
75. Ensure that each lot is self-draining.

#### **EROSION AND SEDIMENT CONTROL - GENERAL**

76. Undertake erosion and sediment control during construction works in accordance with Council's Standard Drawing No's D-005 (Rev A), D-006 (Rev A) and D-007 (Rev A) as applicable.
77. 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.
78. 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.

#### **ENVIRONMENTAL HEALTH**

79. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
  - 79.1 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;
  - 79.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
  - 79.3 do not carry out works on Sundays or Public Holidays (unless approved otherwise by Council).

**Timing:** During construction and on-maintenance period and the establishment period of landscaping or areas disturbed during construction.
80. 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:
  - 80.1 uncontaminated overland stormwater flow; and
  - 80.2 uncontaminated stormwater to the stormwater system.

**Timing:** Prior to commencement of any works on-site, during works on-site and maintained for the period of the use of the development site.

## EASEMENTS

81. Provide a stormwater drainage easement burdening Proposed Lots 2 and 4, over the proposed swale that will convey flows from the new lots to the existing detention basin, having a minimum width as determined in any approval for Operational Work, to the benefit of all lots served by the proposed swale.
82. Provide a stormwater drainage easement burdening Proposed Lot 10, over the proposed detention basin, and all associated drainage infrastructure required to achieve the outcomes in the Approved Stormwater Management Plan prepared by RMA Engineers, Revision 0, dated 26 November 2021. The easement document shall require that the owner of Lot 10 is responsible for maintaining the detention basin and associated infrastructure to ensure that the objectives in the RMA Report are achieved.
83. The restrictions imposed (non-permanent fixtures) on the properties within the drainage easements, will include but not be limited to:
  - a building (habitable or not), regardless of size;
  - a bridge or culvert;
  - a tower, mast, pillar, or post;
  - a wall or fence (other than a dividing fence);
  - a shipping container or similar object;
  - a sculpture or statue;
  - a viaduct, railway line, roadway or path;
  - a swimming pool or tank; or
  - anything else that may be reasonably characterised as a structure when placed upon land (whether by affixation or by resting upon its own weight).

## PERMANENT SURVEY MARKS

84. Install a minimum of 1 permanent survey mark (PSM) and connect to Australian Height Datum. Ensure that the PSM is located and installed in accordance with the *Survey and Mapping Infrastructure Act 2003*.

**Timing:** Prior to Council's endorsement of the Plan of Survey Form 18B for Stage 1.

## REFERRAL AGENCY RESPONSE

1. The State Assessment and Referral Agency as Concurrence Agency (Department of Transport and Main Roads as Technical Agency) provided a Concurrence Agency response dated 18 January 2022 which is attached to this approval.

## ADVISORY NOTES

### NOTE 1 - Currency Period

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

***Reconfiguring a Lot***

- (a) *for any part of the development approval relating to reconfiguring a lot —if a plan for the reconfiguration, that under the Land Title Act, is required to be given to a local government for approval is not given to the local government within —*
  - (i) *the period stated for that part of the approval; or*
  - (ii) *if no period is stated— 4 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](http://www.datsip.qld.gov.au)

**NOTE 3 - General Environmental Duty**

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

**NOTE 4 - General Safety of Public During Construction**

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

**NOTE 5 - Property Note (Audit of Conditions)**

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

**NOTE 6 - Duty to Notify of Environmental Harm**

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

**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."*

## Background Information

Application No: 035.2021.510.001	Assessment No: 3253	Keywords Index: AD6.6.2 & LG7.9.1
Assessing Officer:	Kym Bannerman A/PRINCIPAL PLANNER	
PART 1: APPLICATION		
Applicant:	DOM Distribution C/- Precinct Urban Planning	
Owner:	Winton Street West Industrial Park Pty Ltd atf Winton Street West Industrial Park Trust	
Site Address:	Lot 3: Winton Street West, Dalby Lot 6: 37 Winton Street West, Dalby	
Site Area:	Lot 3: 68,280m <sup>2</sup> Lot 6: 1,492m <sup>2</sup> Total: 6.9772ha	
Real Property Description:	Lot 3 on RP804508 and Lot 6 on SP209012	
Proposed Development:	Reconfiguring a Lot (2 Lots into 10 Lots over 3 Stages)	
Level of Assessment:	Impact	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Low Impact Industry	
Precinct:	N/A	

<b>Overlays:</b>	<ul style="list-style-type: none"><li>• Airport Environs</li><li>• Flood Hazard</li><li>• Natural Resources</li><li>• Regional Infrastructure</li><li>• Scenic Amenity</li><li>• Stormwater Overland Flow</li></ul>	<ul style="list-style-type: none"><li>- OLS Conical Limitation</li><li>- Low, Medium, High &amp; Extreme</li><li>- Agricultural Land Class A</li><li>- Stock Route</li><li>- Stock Route (50m Buffer)</li><li>- Scenic Routes Buffer</li><li>- Urban Gateway</li><li>- Major Flow Path</li></ul>
<b>Pre-lodgement Meeting:</b>	No	
<b>Application Lodgement Date:</b>	24/06/2021	
<b>Properly Made Application:</b>	Yes	Date: 24/06/2021
<b>Confirmation Notice Issued:</b>	Yes	Date: 07/07/2021
<b>PART 2: REFERRALS</b>		
<b>State Assessment and Referral Agency (SARA)</b>	<ul style="list-style-type: none"><li>• 28/07/2021 - SARA issued an Information Request to the applicant.</li><li>• 18/01/2022 - Council received a Referral Agency response, with conditions from SARA.</li></ul>	
<b>PART 3: INFORMATION REQUEST</b>		
<b>Information Request Issued:</b>	Yes	Date: 21/07/2021
<b>Applicant's Response:</b>	Yes	Date: 20/12/2021
<b>PART 4: PUBLIC NOTIFICATION</b>		
<b>Start Date:</b>	Yes	Date: 14/01/2022
<b>Notice of Compliance Received:</b>	Yes	Date: 09/02/2022
<b>Submissions:</b>	Nil	
<b>PART 5: DECISION PERIOD</b>		
<b>Date Commenced:</b>	10/02/2022	
<b>Decision Due Date:</b>	16/03/2022	

## Report

### 1. Background - Site

The subject site comprises two lots described as Lot 3 on RP804508 and Lot 6 on SP209012 and is located at Winton Street West and 37 Winton Street West, Dalby. The property is within the Low Impact Industry Zone, has primary frontage to and gains access from Winton Street West, with a secondary frontage to the Warrego Highway, and has a total area of 6.9772ha. The Airport Environs, Flood Hazard and Natural Resources Overlays impact the land.

The site has two crossovers to the Winton Street West frontage. The primary crossover at the western end is a sealed two-way crossover and the secondary crossover at the eastern end is a gravelled surfaced crossover. The site has secondary frontage to the Warrego Highway, however, it does not have direct access to the Highway.

The site is currently serviced by Council's reticulated water supply as well as telecommunications and electricity supply infrastructure. The site is located outside Council's sewerage network and stormwater network areas.

The site is developed and contains the main office and workshop building for existing business DOM Distribution, as well as other existing industrial activities, including a Concrete Batching Plant. Demountable buildings which were located south of the main office/workshop building have recently been removed from the site.

The site is located within an established industrial area. The site is surrounded by industrial activities as outlined below:

- Land to the north/north-western boundary of the site comprises a mix of industrial premises with frontage to Winton Street West.

- Land adjoining the eastern side boundary includes an industrial/outdoor sales premises, namely Dalby Price-Rite Cars.
- Land to the south and south-west includes a large area of vacant land that contains a watercourse.
- Land along the balance of the western side boundary is established with industrial premises.

## 2. Existing Development Approvals

The subject site benefits from a number of existing approvals having been used historically for industrial uses. The following is most relevant to the current application:

- Development Approval 030.2011.234.001 for a Material Change of Use to establish a Business Office and Environmentally Relevant Activity (ERA) 63(2)(b) Sewage Treatment.

Council issued a Negotiated Decision Notice on 28 May 2014 and the staged approval included use of the existing office demountable buildings as part of the first stage and granted approval for a permanent office building as part of the second stage.

The approval was conditioned to maintain the existing 93 on-site sealed car parks.

The development approval included a Concurrent ERA approval for on-site wastewater disposal (ie DERM Permit SPCE02001911), issued by the Department of Environment and Resource Management on 14 June 2011 for ERA 63 Sewage Treatment Threshold 1 - operating no release works with a total daily peak design capacity of at least 21 equivalent persons.

- Development Approval 030.2021.412.001 for a Material Change of Use to establish a Warehouse and Medium Impact Industry. Council issued a Decision Notice to the applicant on 21 September 2021. The proposal involves construction of two industrial sheds to be built over 2 Stages.

It should be noted that the existing Concrete Batching Plant, which remains and continues to operate from the site, was established on the site under a separate approval prior to the approval issued for the Business Office (030.2011.234.001).

## 3. Proposal

The current application seeks development approval for Reconfiguring a Lot and includes the subdivision of 2 existing lots into 10 industrial lots over 3 stages. The proposed lots to be included in each Stage comprises:

**Stage 1:** Proposed Lots 1 to 4 with site areas ranging from 1,689m<sup>2</sup> to 4,797m<sup>2</sup>. This Stage includes creation of the first section of a new industrial cul-de-sac off Winton Street West to provide access to Proposed Lots 1, 2 and 4. Proposed Lot 3 will take access directly from Winton Street West and is located further to the west along this street. Proposed Lot 4 will contain the existing Concrete Batching Plant located on this site.

**Stage 2:** Proposed Lots 5 to 7 with site areas ranging from 2,932m<sup>2</sup> to 4,239m<sup>2</sup>. This Stage includes completion of the new industrial cul-de-sac off Winton Street West to provide access to these 3 lots. Noting the balance lot for this stage at the head of the cul-de-sac will contain DOM Distribution's site operations and will provide an alternate access to these facilities.

**Stage 3:** Proposed Lots 8 to 10 with site areas ranging from 3,160m<sup>2</sup> to 23,858m<sup>2</sup>. Proposed Lots 8 and 9 will take access via the new cul-de-sac whilst proposed Lot 10 will take access directly via Winton Street West further to the west of the cul-de-sac, utilising the current formed access to DOM Distribution's facilities.

The main operations for DOM Distribution, with the existing DOM Distribution warehouse and one of the industrial sheds recently approved under existing approval 030.2021.412.001, will be located within Proposed Lot 9 at the completion of the proposed subdivision. The second industrial shed recently approved under existing approval 030.2021.412.001 will be located within Proposed Lot 10.

The industrial subdivision will yield an average lot size of 6,398m<sup>2</sup> with proposed smaller lots generally consistent in lot size and configuration with adjoining industrial lots along Winton Street West. The proposed sealed industrial cul-de-sac will be located within a 22m wide road reserve and will have a linear length of approximately 210m. The proposed lots will be connected to Council's reticulated water supply and will rely on individual on-site wastewater disposal facilities. The lots will also be connected to the electricity and telecommunication networks servicing the area.

#### 4. Assessment

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"> <li>▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Low Impact Industry Zone Code</li> <li>• Airport Environs Overlay Code</li> <li>• Flood Hazard Overlay Code</li> <li>• Natural Resources Overlay Code</li> <li>• Regional Infrastructure Overlay Code</li> <li>• Scenic Amenity Overlay Code</li> <li>• Stormwater Overland Flow Path Overlay Code</li> <li>• Reconfiguring a Lot Code</li> <li>• Transport, Access and Parking Code</li> </ul> </li> </ul>	
<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
<b>Low Impact Industry Zone Code</b>	
<p><b>AO4.4</b></p> <p>Buildings and structures have a minimum side boundary clearance of 2 metres.</p>	<p>The applicant provided a subdivision layout and setbacks plan to illustrate the setbacks of the existing DOM Distribution warehouse building and the proposed industrial sheds that were approved under existing Approval 030.2021.412.001.</p> <p>The plan illustrates that the only area of non-compliance will be the recently approved industrial shed (under 030.2021.412.001) that is to be located within Proposed Lot 9. This shed will be set back 3m from the side boundary to proposed Lot 6, but only provides a 1.93m-1.97m side boundary setback from proposed Lot 10, which is marginally less than the 2m side setback boundary prescribed.</p> <p>It is noted that proposed Lot 10 includes an existing detention basin along this section of the common boundary with proposed Lot 9, which will prevent future buildings being constructed on Lot 10 in this area. Therefore, the minor non-compliance with respect to side boundary setbacks is considered acceptable in this instance.</p>
<b>Flood Hazard Overlay Code</b>	

<p><b>Where for Reconfiguring a Lot</b></p> <p><b>AO4.4</b></p> <p>Development does not increase the number of lots in areas of Extreme flood hazard areas as identified on Flood hazard overlay maps (OM-004) except where for the purposes of public open space.</p> <p><b>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.</b></p> <p><b>AO5</b></p> <p>No acceptable outcome.</p> <p><b>Where for Reconfiguring a Lot</b></p> <p><b>AO8.7</b></p> <p>Development does not increase the number of lots in areas of High flood hazard area as identified Flood hazard overlay maps (OM-004) except where for the purposes of public open space.</p>	<p>The subject site includes areas identified as No Flood Hazard, Low, Medium, High and Extreme Flood Hazards.</p> <p>The portion of the site that is identified as Extreme Flood Hazard is generally limited to the existing detention basin near the south-western boundary to be wholly contained within Proposed Lot 10 at Stage 3 of the development. It is noted that this allotment will maintain the existing flood-free access to Winton Street West.</p> <p>The applicant provided a Flood Impact Assessment prepared by Water Technology Pty Ltd as part of the response to Council's Information Request. The results of the flood modelling show that there were marginal increases within the 1% AEP and 2% AEP events upstream of the access.</p> <p>For the 1% AEP event, flood level impacts greater than 10mm are generally contained within the site and adjacent road reserve with no significant impact on surrounding properties or infrastructure.</p> <p>The 2% AEP design flood event showed increases within a larger footprint that extended into several properties to the north of the site.</p> <p>Property 1 is located at 20a Winton Street, Property 2 is located at 16 Winton Street, Property 3 is located at 5 Winton Street and Property 4 is located at 1 Winton Street.</p> <p>The Flood Impact Assessment noted the following results:</p> <p><i>"In the 2% AEP event, the following is observed:</i></p> <ul style="list-style-type: none"> <li>• <i>Property 1 retains 95mm freeboard to the Finished Floor Level (FFL).</i></li> <li>• <i>Property 2 retains 874mm freeboard to FFL.</i></li> <li>• <i>Property 3 was already inundated by 541mm of water in the existing 2% AEP event. We do not consider the increase of 17mm to be an actionable nuisance (approximately 3% increase on the pre-development inundation).</i></li> <li>• <i>Property 4 retains 182mm freeboard.</i></li> </ul> <p><i>In the 2% AEP event, the development does not cause any additional inundation of FFLs. The dwelling in Property 3 was already 541mm under water in the 2% event. In addition, the dwellings with less than 300mm freeboard in the 2% AEP event already had less than 300mm freeboard in the existing scenario. The modelling results show that floor levels within dwellings are still dry, ie their immunity hasn't changed. Any impacts shown in the 2% AEP event does not cause inundation which does not already exist on these properties. It is therefore our opinion that the development does not constitute an actionable nuisance with quantifiable loss to surrounding properties.</i></p> <p><i>The modelling suggests that the increase to flood levels at these properties are not likely to result in what would reasonably be considered an actionable nuisance as the dwellings are either already inundated in the 2% AEP design event, or the flood level increase does not cause properties previously not inundated to subsequently become inundated."</i></p>
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	<p>Figure 1 below, illustrates the location of Properties 1-4 referenced.</p> <p>Based on the advice from Water Technology Pty Ltd as part of the Flood Impact Assessment that the development does not constitute an actionable nuisance with quantifiable loss to surrounding properties, the proposed development is considered to comply with the Performance Outcomes of the Flood Hazard Overlay Code.</p> <p>The application was assessed by Council's Consultant Development Engineer who has accepted the Flood Impact Assessment and has recommended a standard condition be included requiring that all habitable areas and areas associated with the storage of hazardous chemicals and all control panels of critical services be built at a minimum 300mm above the defined flood level.</p>
<b>Stormwater Overland Flow Path Overlay Code</b>	
<p><b>Where for Reconfiguring a Lot</b></p> <p><b>AO2.3</b></p> <p>No new lots are created within a Major Flow Path or associated buffer area identified on Stormwater overland flow path overlay maps (OM-012) except where for the creation of a lot for the purpose of public open space.</p>	<p>The subject site contains a Major Flow Path across the southern portion of the site.</p> <p>The applicant provided a Stormwater Management Plan prepared by RMA Engineers with the application. The Stormwater Management Plan provides details on the proposed drainage strategy for the development which is to incorporate a culvert under the proposed access to maintain local flow drainage in Winton Street.</p> <p>The Stormwater Management Plan concludes that no changes to the median peak flow rates between the pre-developed and post-developed scenarios are observed at all assessment locations for all assessed storm events.</p> <p>The application was considered by Council's Consultant Development Engineer who advised that the proposed drainage strategy is considered suitable. Conditions regarding stormwater management are recommended.</p>
<b>Reconfiguring a Lot Code</b>	
<p><b>AO1.1</b></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>Table 9.4.4.2 - Minimum Lot Size and Frontages requires a minimum lot size of 4,000m<sup>2</sup> and minimum frontage of 40m for land in the Low Impact Industry Zone where outside the Priority Infrastructure Area. The site is located outside the Priority Infrastructure Area for Dalby and as such, this minimum lot size and frontage requirement applies.</p> <p>Proposed Lots 2, 4, 7 and 9 comply with both the site area and frontage requirements of Table 9.4.4.2 and proposed Lot 10 exceeds the minimum lot size but cannot comply with frontage requirements, as this lot incorporates an existing access handle (22m wide) to Winton Street West.</p> <p>The remaining 5 proposed lots (Proposed Lots 1, 3, 5, 6 &amp; 8) have site areas less than the minimum lot size with a range of 1,689m<sup>2</sup> to 3,237m<sup>2</sup>, and 2 of these lots have frontages less than 40m (Proposed Lot 3 - 22m and Proposed Lot 6 - 35.16m).</p> <p>Despite the shortfall with some of the proposed lots in terms of minimum site area and frontage, the average lot size for the development, being 6,398m<sup>2</sup> exceeds site area requirements and the proposed smaller lots are consistent with existing surrounding/adjoining industrial allotments in terms of site area and configuration.</p>

	<p>In particular, the smallest of the proposed lots (Lot 3) has a consistent site area and configuration as Lot 2 on RP804508 adjoining the western boundary of the subject site and is used for industrial purposes.</p> <p>Existing Lot 3 on RP804508 has an area of 1,492m<sup>2</sup> and currently functions only as an access road that provides access to Lot 6 on SP209012 on which DOM Distribution's existing Warehouse building is currently located. The proposed development will result in a more logical layout for Lot 3, resulting in an increase in the size of the allotment to 1,689m<sup>2</sup> which will improve the usability of this allotment for industrial purposes. The existing driveway will be located within proposed Lot 10 and will continue to service the existing industrial uses. In addition to the existing driveway, proposed Lot 10 also contains a balance portion suitable to accommodate an industrial use.</p> <p>The proposed smaller industrial lots comply with Overall Outcome 1 of the Low Impact Industry Zone Code which seeks to ensure that the Zone primarily accommodates a range of small-scale industrial uses. The proposed lot sizes make adequate provision for buildings, car parking and servicing areas, landscaping and on-site effluent disposal for small-scale, low impact industrial activities.</p>
<p><b>AO1.2</b> No rear lots or battleaxe allotments are created.</p> <p><b>AO1.3</b> Lots are regular in shape.</p>	<p>The proposed lot layout and design avoids battle-axe allotments and all allotments are generally regular in shape, with the exception of Proposed Lot 10 which will accommodate an existing formed access handle to Winton Street West.</p> <p>The configuration of Proposed Lot 10 is not a typical battle axe allotment, as the lot will have a 22m wide frontage to Winton Street West. An industrial shed recently approved under existing approval 030.2021.412.001 will be located within Proposed Lot 10. The proposed allotment will be provided with safe and legible vehicle access and is a suitable size and configuration to accommodate an industrial shed and associated on-site car parking spaces and manoeuvring areas.</p>
<p><b>AO3.1</b> One street tree per lot is provided.</p>	<p>The development is located in an Industrial Estate that is not provided with street trees. Based on the existing scale and form of the development, there is not sufficient space to provide street trees along Winton Street West that will meet all relevant safety requirements. It is also noted that there is no footpath provided along Winton Street West and as such, provision of a street tree to encourage active transport or a safe pedestrian environment is not considered necessary in this instance.</p>
<p><b>Where within an Urban Zone</b> <b>AO8.1</b> Each lot is connected to Council's reticulated sewerage system in accordance with SC6.2 - Planning Scheme Policy 1 - Design and Construction Standards</p>	<p>The subject site is located outside the defined sewerage area. The applicant states that the proposed Lots will rely on individual on-site wastewater disposal facilities and that the development makes adequate provision in terms of site area for future lots to accommodate individual on-site wastewater disposal facilities.</p> <p>However, it is noted that the main operations for DOM Distribution, including the existing DOM Distribution Warehouse and one of the industrial sheds recently approved under Approval 030.2021.412.001, will be located within Proposed Lot 9 at the completion of the proposed subdivision. The existing on-site effluent disposal system and corresponding treatment areas are located within Proposed Lot 7.</p>

	<p>A condition has been recommended requiring that the on-site effluent disposal system and corresponding treatment areas are to be located entirely within the Proposed Lot that is services. The requirement for services to be contained wholly within the Lot they serve is a standard requirement when Reconfiguring a Lot.</p> <p>Containing the existing on-site effluent disposal system and corresponding treatment areas (which will be located within proposed Lot 7) wholly within the Lot it services (existing building which will be located on proposed Lot 9), may require the establishment of a new on-site effluent disposal system or a redesign of the current proposed Lot configuration. Council's Consultant Development Engineer has advised that the lot area of proposed Lot 9 is considered sufficient to accommodate the estimated required irrigation area for a new on-site effluent disposal system.</p> <p>The establishment of a new on-site effluent disposal system would be subject to further assessment as part of an application for a Development Permit for Plumbing Works and the applicant may be required to apply for an Environmental Authority in a separate process directly to the Department of Environment and Science.</p> <p>The defined sewerage area ends approximately 400m north of the site. As an alternative, the recommended condition also includes a comment giving the applicant the option of making enquiries to be connected to the reticulated sewer network, however, connection is at the sole discretion of Council's Utilities Department. The note also advises that any upgrades or extension required to Council's network is at the cost of the developer, and will would require an Operational Work Development Permit.</p>
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Figure 1 - Flood Level Impact Assessment (Water Technology Pty Ltd, 2021)



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

### 4.1 Strategic Plan

The proposed development is considered to comply with the Outcomes sought in the Strategic Plan. Specific criteria relevant to the development proposal is outlined below:

Strategic Element 3.3 of the Strategic Plan relates to Livable Communities and Housing. The Strategic Outcome reads as follows:

- "(4) *The settlement pattern provides opportunities for industrial growth to cater for the increase in local businesses required to service the needs and resource and agricultural sectors. Industrial development is directed to areas separated from land uses that are considered to be sensitive or at risk from the impacts of industrial activity. Industrial land is located in accessible locations supported by transport infrastructure and necessary urban services to efficiently service the needs of the community.*"

#### Complies

The development seeks to provide additional lots for industrial uses in an established industrial area zoned for industrial purposes. The subject land is serviced by transport and other urban services and makes adequate provision for extensions to this infrastructure. The development also contributes to the economic resilience of the area through the creation of industrial lots with a range of sizes to accommodate future industrial activities and employment opportunities.

Strategic Element 3.3.9 of the Strategic Plan relates to Industrial Land Use and Development. Strategic Outcome 1 reads as follows:

- "(1) *The Western Downs accommodates a broad range of industrial and manufacturing activities in locations where the harmful impacts of industrial activities on community health can be managed.*"

#### Complies

The development seeks to provide additional lots for industrial uses in an established industrial area within the Town of Dalby that is zoned for industrial purposes and connected to urban infrastructure.

Strategic Element 3.5 of the Strategic Plan relates to Economic Growth. Strategic Outcome 3.5.1(6) and reads as follows:

- "(6) *The industrial and manufacturing capacity of the Western Downs supports opportunities for growth in the primary production and resource sectors of the regional economy. Industrial development is consolidated in the easily urbanised and accessible locations to maximise the utilisation of transport and other infrastructure.*"

#### Complies

The proposed use supports the diversification of the region's economy and increases the prosperity of Dalby through the creation of additional industrial lots in an established Industrial Zone. The proposal facilitates future industrial activities that ensures employment of local people and supports local businesses.

The development seeks to provide additional lots for industrial uses in an established industrial area within the Town of Dalby that is connected to urban infrastructure.

The subject land is located within an established industrial area with access to the sealed road network and connections to Council's reticulated water supply as well as electricity and telecommunication services in the immediate area.

The development is outside the sewerage network area, but the lot layout and design ensure future lots will have sufficient site areas to accommodate individual on-site wastewater disposal systems.

## **4.2 Zone Code**

### **Low Impact Industry Zone Code**

The purpose of the Low Impact Industry Zone Code is to provide for Service Industry and Low Impact Industry, and other uses and activities that support industrial activities and do not compromise the future use of premises for industrial activities.

The proposed reconfiguration seeks to create new lots to be used for industrial activities that achieve the purpose of the Zone. The proposed lot sizes include a mix of small and large industrial lots, noting the smaller industrial lots will be suited to small scale Low Impact Industry uses consistent with Overall Outcome 1 of the Code. The larger lots will accommodate existing industrial uses and will be suitable for other industrial uses requiring large outdoor storage and display areas consistent with Overall Outcome 3 of the Code.

The subject site is located in an established industrial area and will be generally surrounded by industrial activities and is well removed and buffered from nearby sensitive residential uses.

The proposed lot layout and design avoids battle-axe allotments with the exception of Proposed Lot 10 which will accommodate an existing formed access handle to Winton Street West. The proposed lots allow for sufficient site area for future development.

The proposed development is considered to comply with the relevant Overall, Performance and Acceptable Outcomes of the Low Impact Industry Zone Code, with the exceptions addressed above.

## **4.3 Overlays**

### **Airport Environs Overlay Code**

The subject site is identified as being within the OLS Conical Limitation for the Dalby Airport.

The Airport Environs Overlay Code is only applicable to Material Change of Use applications and does not apply to Reconfiguring a Lot applications. Therefore, assessment against the Airport Environs Overlay Code is not applicable to the proposed development.

### **Flood Hazard Overlay Code**

The subject site includes areas identified as No Flood Hazard, Low, Medium, High and Extreme Flood Hazards. The applicant has provided a Flood Impact Assessment prepared by Water Technology Pty Ltd which concluded that any increases to flood levels at neighbouring properties are not likely to result in what would be considered an actionable nuisance. As such, the proposed development is considered to comply with the Performance Outcomes of the Flood Hazard Overlay Code. Non-compliance with specific Acceptable Outcomes is addressed in more detail in the table above.

It is also noted that the development will result in the creation of a number of vacant industrial lots and does not involve buildings or structures. Future development on the vacant industrial lots will trigger the need for subsequent Material Change of Use applications that will allow for further assessment of the potential flood impacts prior to the development of these lots.

The application was assessed by Council's Consultant Development Engineer who is satisfied with the Flood Impact Assessment. A standard condition requiring that all habitable areas and areas associated with the storage of hazardous chemicals and all control panels of critical services built at a minimum 300mm above the defined flood level, has been recommended.

It is considered that the proposed development is consistent with the Overall Outcomes of the Flood Hazard Overlay Code despite non-compliance with the Acceptable Outcome addressed above.

#### **Natural Resources Overlay Code**

The subject site is identified as Good Quality Agricultural Land (Class A). In relation to agricultural land, the Natural Resources Overlay Code contains Acceptable Outcomes that are applicable to Reconfiguring a Lot development within the Rural Zone or a Residential Zone category on land that adjoins the Rural Zone and therefore, is not applicable to the proposed development.

#### **Regional Infrastructure Corridor - Stock Route Overlay Code**

The Warrego Highway is identified as a Stock Route and the Stock Route (50m Buffer) is located adjacent to the site's Warrego Highway frontage. The subject site is not located in the Rural Zone and therefore the Overlay Code outcomes are not applicable.

#### **Scenic Amenity Overlay Code**

The Warrego Highway is identified as a Scenic Route and a portion of the site adjacent to the site's Warrego Highway frontage is identified as being within the Scenic Routes Buffer. The Scenic Amenity Overlay Code is only applicable to Material Change of Use and Operational Work applications and does not apply to Reconfiguring a Lot applications. Therefore, assessment against the Scenic Amenity Overlay Code is not applicable to the proposed development.

#### **Stormwater Overland Flow Path Overlay Code**

The subject site is identified as containing a Major Stormwater Overland Flow Path, which is confined to the southern portion of the site.

The proposed drainage strategy for the development is to incorporate a culvert under the proposed access to maintain local flow drainage in Winton Street. The size of the culvert under the existing access downstream was adopted for the new access. Site flows will continue to flow toward the existing detention basin in the site's southern portion.

The applicant provided a Stormwater Management Plan prepared by RMA Engineers which concludes the following:

*"A stormwater management strategy has been developed for the site and the following observations are made:*

- *No changes to the median peak flow rates between the pre-developed and post-developed scenarios are observed at all Assessment Locations for all assessed storm events.*
- *The modelling demonstrates compliance with the waterway stability component of the SPP.*
- *The development site is located within the Western Queensland climatic region in a population centre of less than 25,000 persons. As such, the development does not trigger the criteria for managing pollutant load reductions in accordance with the SPP water quality design targets.*

*Based on the findings outlined in this report, the site will not result in an actionable nuisance with quantifiable loss to upstream, downstream or neighbouring properties which would preclude the development being approved by Council."*

The application was assessed by Council's Consultant Development Engineer who is satisfied with the proposed drainage strategy. Conditions regarding stormwater management have been recommended, including a condition requiring stormwater management to be generally in accordance with the approved Stormwater Management Plan prepared by RMA Engineers, and a condition requiring the establishment of Stormwater Drainage Easements to achieve the outcomes of the Stormwater Management Report.

It is considered that through conditioning, the proposed development achieves the Outcomes of the Stormwater Overland Flow Path Overlay Code.

#### **4.4 Development Codes**

##### **Reconfiguring a Lot Code**

All proposed lots do not comply with the minimum lot size or frontage requirements for Reconfiguring a Lot in the Low Impact Industry Zone. Non-compliance is addressed above.

The proposed reconfiguration seeks to create industrial lots of varying sizes suitable to accommodate existing and future industrial activities.

The proposed lots will be connected to the reticulated water supply, electricity and telecommunication networks and makes adequate provision in terms of site area for future lots to accommodate individual on-site waste water disposal facilities. In relation to the existing development and on-site effluent disposal system, a condition has been recommended requiring that the on-site effluent disposal systems and corresponding treatment areas are located wholly within the proposed Lot it serves.

The proposed subdivision includes creation of additional industrial lots within an existing Industrial Estate on land zoned for such purposes. In this regard, the development satisfies a community need for the provision of additional industrial land in an appropriate location and ensures new business and employment opportunities.

It is considered that the proposed development is consistent with the Reconfiguring a Lot Code despite non-compliance with the Acceptable Outcome addressed above.

##### **Transport Access and Parking Code**

The subject site has an existing industrial standard crossover to Winton Street West. The proposed lots will be accessed via Winton Street West or the new sealed industrial road (cul-de-sac) to be constructed as part of the development.

The new road cul-de-sac will be constructed over a number of Stages. A portion of the new road will be constructed as part of Stage 1, with the remainder of the new road and cul-de-sac head to be constructed as part of Stage 2. A condition has been recommended requiring the applicant to construct a temporary gravelled surfaced turn-around to accommodate the turning movements of a 26 metre B-Double, where temporary dead ends are provided at Stage boundaries.

The applicant provided a Traffic Impact Statement prepared by RMA Engineers. The assessment considered the traffic and transport impacts of the proposed development on the surrounding road network. The Traffic Impact Assessment concludes that no adverse traffic or transport engineering matters have been identified that should preclude approval of the proposed development.

The application was assessed by Council's Consultant Development Engineer and conditions have been recommended regarding the standard for the vehicle access and roadworks, and requirements for the proposed new road.

It is considered that through conditioning, the proposed development achieves the Outcomes of the Transport, Access and Parking Code.

## **5. Referrals**

The application triggered referral to Concurrence Agency Department of State Development, Infrastructure, Local Government and Planning with the Department of Transport and Main Roads as Technical Agency.

The Referral Agency response from the Department includes a general condition regarding stormwater management.

## **6. Public Notification**

The application for Reconfiguring a Lot over land identified as High and Extreme Flood Hazards, is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1.

Public Notification was undertaken in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules.

The applicant:

- published a notice in the Western Downs Town and Country on 13 January 2022;
- placed notices on the frontages of the land on 13 January 2022; and
- notified the adjoining land owners on 11 January 2022.

No submissions were received in relation to the proposed development.

### Consultation (Internal/External)

#### **Internal**

Council's Consultant Development Engineer has assessed the proposed development application and has provided conditions where applicable.

Council's Planning and Environment Manager has reviewed the Report and provided comments where necessary.

#### **External**

The application triggered referral to the State Assessment and Referral Agency as a Concurrence Agency (Department of Transport and Main Roads as Technical Agency). The Referral Agency response is included as an attachment to this Report.

### 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 2017 incorporating Amendment 1. Assessment of the proposed development against the Strategic Framework, intent of the Zone and the relevant assessment benchmarks of the applicable Codes demonstrates the development generally complies with these provisions despite the potential conflict arising from the proposed lot sizes. The development is recommended for approval, subject to the attached conditions.

**Attachments**

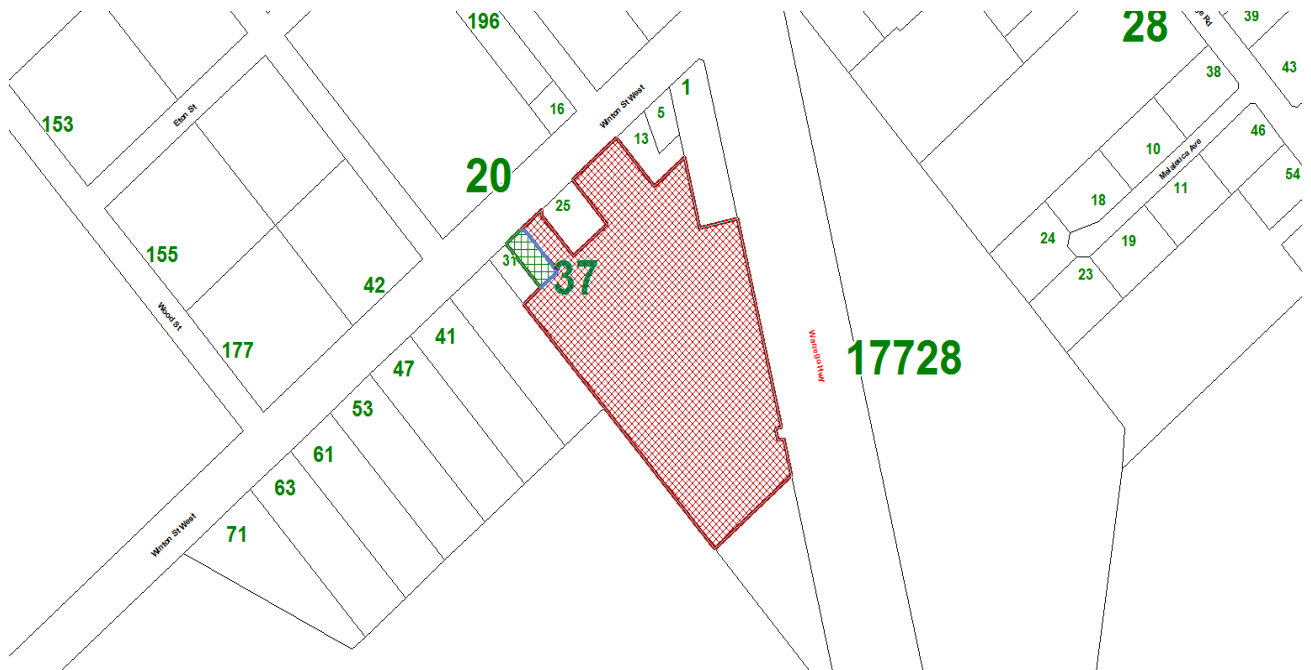
Attachment 1 - Locality Plans  
Attachment 2 - Proposal Plans  
Attachment 3 - Stormwater Management Plan  
Attachment 4 - Referral Agency Response  
Attachment 5 - Infrastructure Charges Notices

**Authored by:** Kym Bannerman, A/PRINCIPAL PLANNER

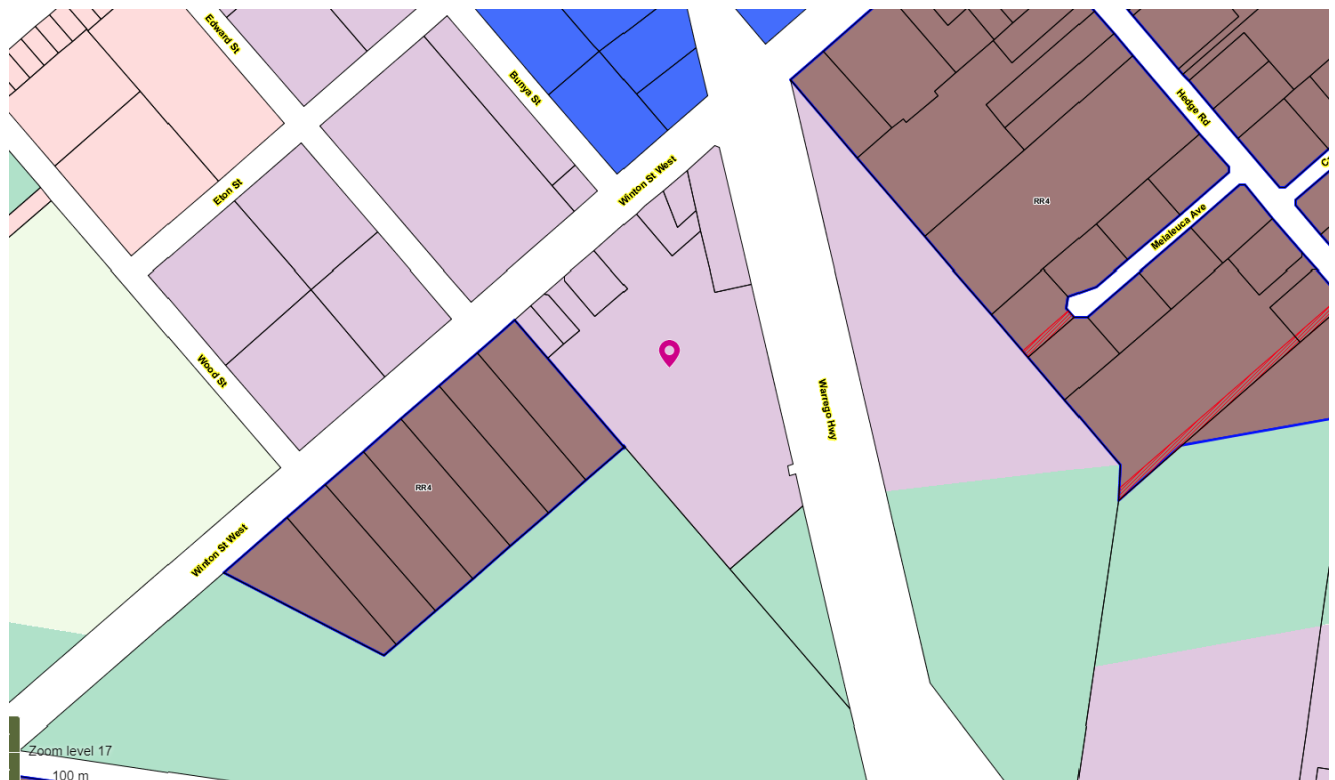


## Attachment 1 - Locality Plans

### Subject Site



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



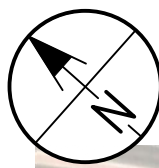
### LEGEND

- Community Facilities Zone
- Local Centre Zone
- District Centre Zone
- Major Centre Zone
- Low Density Residential Zone
- Medium Density Residential Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- High Impact Industry Zone
- Recreation and Open Space Zone
- Rural Residential Zone / Rural Residential 20000 Precinct
- Rural Residential Zone / Rural Residential 4000 Precinct
- Rural Residential Zone / Rural Residential 8000 Precinct
- Rural Zone
- Rural Zone / Rural 10 Precinct
- Rural Zone / Rural 100 Precinct
- Township Zone
- Township Zone / Mowbullun - Bunya Mountains Tourist Precinct

## Aerial Map







LEGEND:

- Existing Property Boundary
- Existing Easement Boundary
- Existing Road Pavement
- Existing Concrete Pavement
- Proposed Property Boundary
- Proposed Easement Boundary
- Proposed Road Pavement
- Proposed Concrete Pavement
- Design Minor Contours
- 609.00 Design Major Contours

PLAN NOTES:

- P.1. This is a sketch plan only and is conceptual only.
- P.2. This sketch plan represents design intent and concepts only.
- P.3. This plan shall not be used for tendering, financing, ordering of materials, construction or any other unintended purpose.
- P.4. Information shown on these plans has been compiled from varying sources and may not be accurate and will need verifying. This includes existing infrastructure, property boundaries and natural surface data.
- P.5. This plan shall not be relied upon for detailed design.

CONCEPT SUBDIVISION LAYOUT PLAN

Scale 1:1000 (A1)



ISSUE	DESCRIPTION	DATE	DWN	JTM	JTM	BSD	CHK	APP
A	PRELIMINARY ISSUE	21/06/2021	JTM	JTM	BSD			

NOTE: FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS. VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION. CONTRACTOR TO NOTIFY ENGINEER IMMEDIATELY OF ANY DISCREPANCIES. COPYRIGHT OF THIS DRAWING IS VESTED WITH RMA ENGINEERS PTY. LTD.



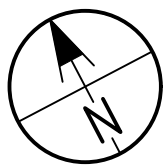
PROJECT  
**INDUSTRIAL INDUSTRIAL SUBDIVISION**  
**WINTON STREET WEST**  
**DALBY QLD 4405**

TITLE  
**CONCEPT SUBDIVISION LAYOUT PLAN**

R.P.E.Q.  
**THIS DOCUMENT IS UNCONTROLLED AND IS NOT TO BE USED FOR CONSTRUCTION UNTIL THIS NOTE IS REMOVED AND A DIGITAL SIGNATURE PROVIDED IN ITS PLACE**

HEIGHT DATUM	GRID	SIZE
COUNCIL RAL/MCU NO.		<b>A1</b>
COUNCIL OW NO.		
PROJECT NO.	DRAWING NO.	ISSUE
<b>16185</b>	<b>C-SK0003</b>	<b>A</b>

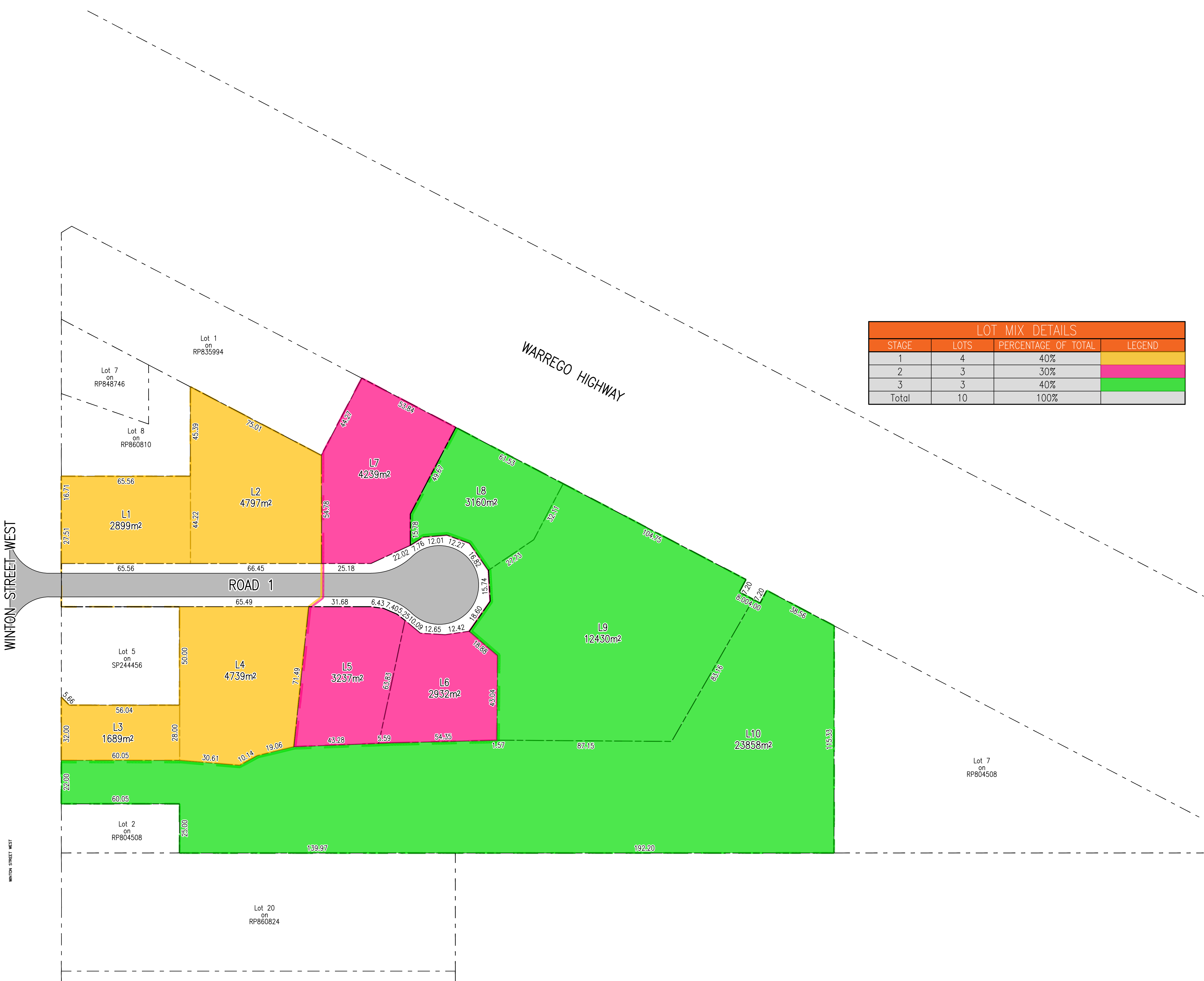




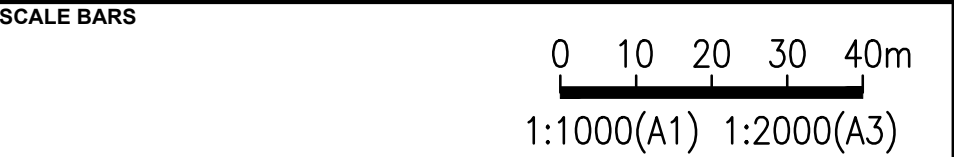
- LEGEND:
- Existing Property Boundary
  - Existing Easement Boundary
  - Existing Road Pavement
  - Existing Concrete Pavement
  - Proposed Property Boundary
  - Proposed Easement Boundary
  - Proposed Road Pavement
  - Proposed Concrete Pavement
  - Design Minor Contours
  - Design Major Contours

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- P.1. This is a sketch plan only and is conceptual only.
- P.2. This sketch plan represents design intent and concepts only.
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LOT MIX DETAILS			
STAGE	LOTS	PERCENTAGE OF TOTAL	LEGEND
1	4	40%	
2	3	30%	
3	3	40%	
Total	10	100%	



CONCEPT STAGING PLAN  
Scale 1:1000 (A1)



ISSUE	DESCRIPTION	DATE	DWN	DES	CHK	APP
A	PRELIMINARY ISSUE	21/06/2021	JTM	JTM	BSD	

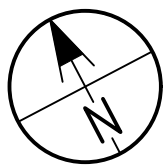
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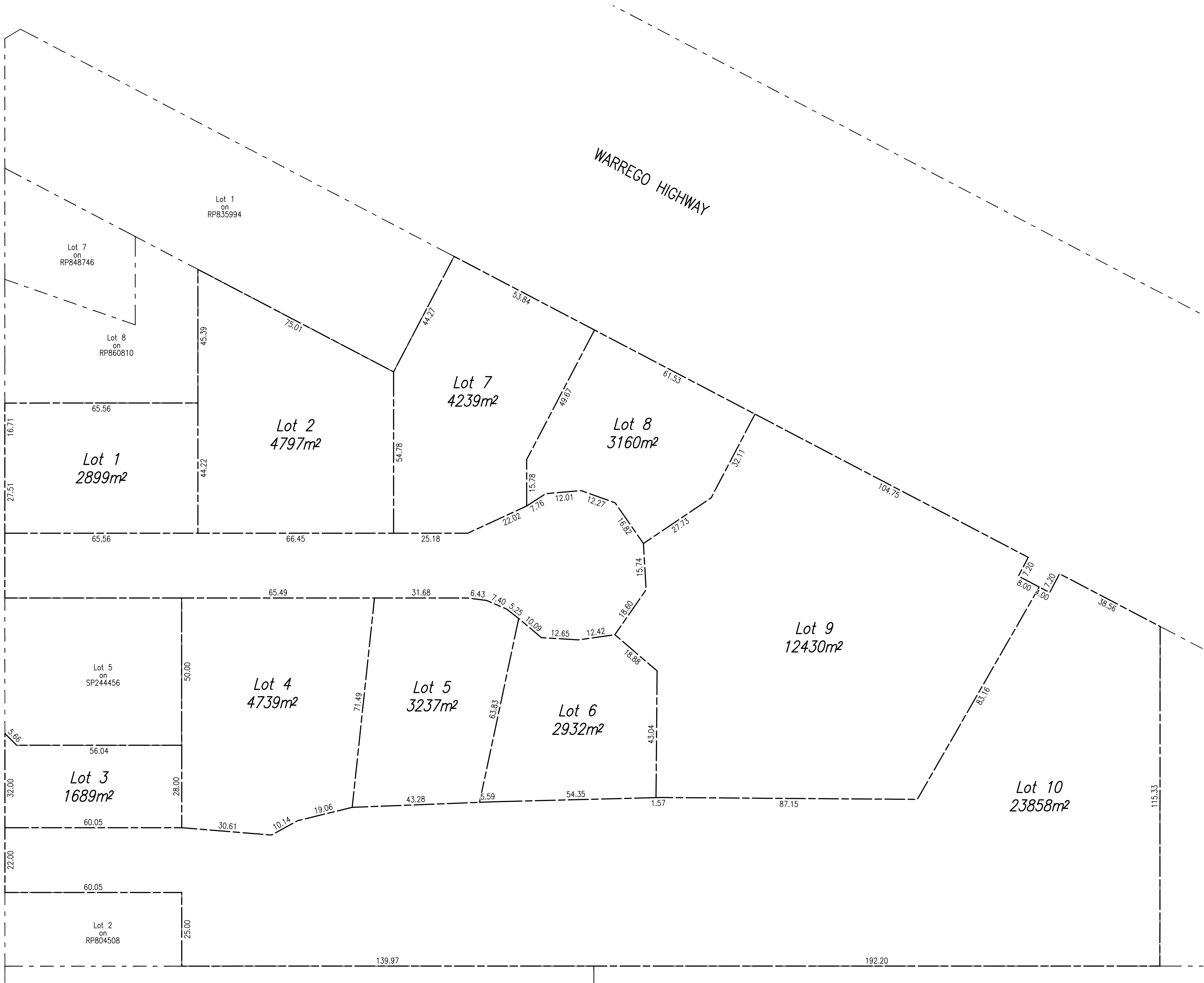
PROJECT  
**INDUSTRIAL INDUSTRIAL SUBDIVISION**  
**WINTON STREET WEST**  
**DALBY QLD 4405**

TITLE  
**CONCEPT STAGING PLAN**

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		COUNCIL OW NO.		
		PROJECT NO.	DRAWING NO.	ISSUE
		<b>16185</b>	<b>C-SK0004</b>	<b>A</b>



WINTON STREET WEST



# CONCEPT SURVEY PLAN

Scale 1:750 (A1)

Proposed: Lots 1–10  
Cancelling of: Lot 3 on RP804508 and  
Lot 6 on SP209012

- LEGEND:
- Existing Property Boundary
  - Proposed Property Boundary

- PLAN NOTES:
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  - P.3. This plan shall not be used for tendering, financing, ordering of materials, construction or any other unintended purpose.
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ISSUE	DESCRIPTION	DATE	DWN	DES	CHK	APP
A	PRELIMINARY ISSUE	21/06/2021	JTM	JTM		

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PROJECT  
**INDUSTRIAL INDUSTRIAL SUBDIVISION**  
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PROJECT NO.	DRAWING NO.	ISSUE
<b>16185</b>	<b>C-SK0006</b>	<b>A</b>

# Industrial Development - Winton Street | Dalby

Stormwater Management Plan


Date 26 November 2021

Project Number 16185



## REPORT CONTROL SHEET

RMA ref. no:	16185
Project name:	Industrial Development – Winton Street   Dalby
Report title:	Stormwater Management Plan
Report author:	Hamish Gadischkie

Document control						
Revision	Author	Reviewer	Approved for issue			
			Name	RPEQ no.	Signature	Date
0	Hamish Gadischkie	Josh Goodall	Josh Goodall	18370		26/11/2021

### Disclaimer:

*This report is a professional opinion based on the information available at the time of writing. It is not intended as a quote, guarantee or warranty and does not cover any latent defects.*

*This report will comment on the Civil infrastructure to the project and may outline probable costs but the extent of the commission of RMA does not extend to detailed cost feasibility, as such the costs should not be relied on for financing arrangements.*

*The conclusions in this report should not be read in isolation. We recommend that its contents be reviewed in person with the author so that the assumptions and available information can be discussed in detail to enable the reader to make their own risk assessment in conjunction with information from other sources.*

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# 1. Introduction

## 1.1 General

RMA Engineers Pty Ltd has been commissioned by Winton Street West Industrial Park Pty Ltd (the Client) to prepare a Stormwater Management Plan (Quantity and Quality) for a proposed industrial development at Winton Street, Dalby.

This report will provide commentary on stormwater quantity and quality items associated with the development.

For stormwater quantity, the report will address:

- The management of post-development stormwater discharge rates for the development, including:
  - › Calculation of existing peak discharge rates for standard Annual Exceedance Probabilities (AEP's) up to and including the 1% AEP
  - › Assessment of design storm post-development peak discharge rates for standard AEP's up to and including the 1% AEP.

For stormwater quality, the report will address:

- Stormwater quality management components of the State Planning Policy

## 1.2 Basis of report

This report has been compiled based on:

- Discussions between RMA Engineers and the Client
- Discussions between RMA Engineers and Western Downs Regional Council (WDRC/ Council)
- Discussions between RMA Engineers and Water Technology
- Concept Subdivision Layout Plan 16185-C-SK0003-A prepared by RMA Engineers (dated 21/06/21)
- Queensland Urban Drainage Manual (QUDM), Fourth Edition 2016
- Australian Rainfall and Runoff 2019
- LiDAR (2010) extracted from Elevation and Depth - Foundation Spatial Data
- WDRC Planning Scheme

Furthermore, this report has been prepared specifically for the Client, site and project. It has been written solely for the purpose of providing engineering advice on the above issues for Council and the Client for this development site. This report has been compiled based on the information that is current at the time of report printing, and that the recommendations supplied within this report are based solely on the above.

No further analysis has been undertaken beyond the extents discussed within this report. Any existing drainage issues upstream, downstream or adjacent to the analysed area remain the responsibility of the Council and relevant landowners to investigate and maintain.

## 2. Site Characteristics

### 2.1 Location and Description

The development site is located at Winton Street, Dalby, on land described as Lot 3 on RP804508 and Lot 6 on SP209012. The site is generally highlighted on **Figure 1** below.



**Figure 1: Locality Plan**

The site is approximately 6.978ha. It is fronted by Winton Street along its northern boundary, and the Warrego Highway along its eastern boundary.

The site contains existing sheds and warehouses associated with its current use. There is also a concrete loading ramp, washdown area and a concrete batching plant located on the site.

There is an existing sealed access road from Winton Street that runs down the sites western boundary. This leads to a carpark at the southern end of the site. A large existing detention basin is located to the immediate east this access road. The remainder of the site is predominately covered in gravel.

The site is zoned as Low Impact Industry zone under the WDRC Planning Scheme. Lots zones



as Low Impact Industry border the sites northern boundary. Lots zoned as Rural Residential border the northern point of the sites western boundary. Lots zoned as Recreation and Open Space border the remainder of the sites western and southern boundaries.

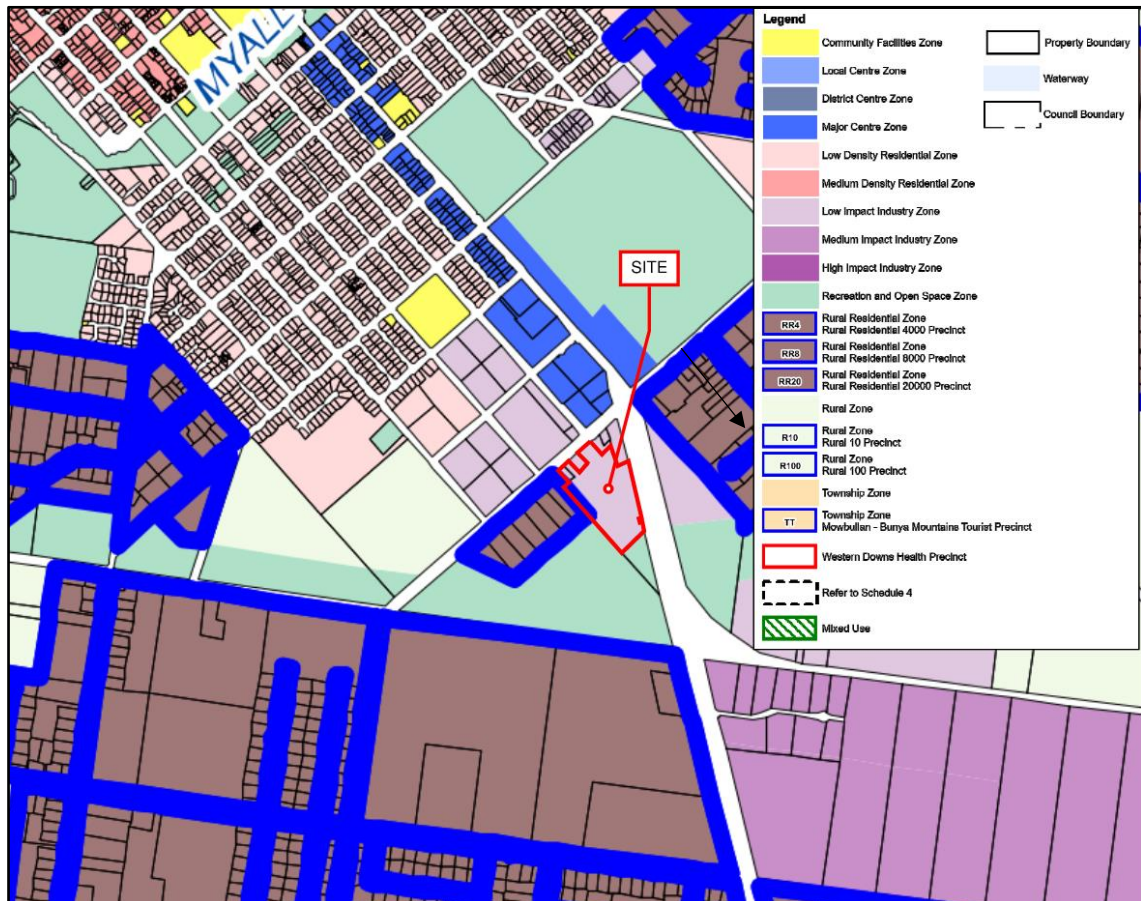


Figure 2: Zoning Map (WDRC Planning Scheme, 2019)

## 2.2 Topography

The site appears to have been filled in the past and directed to fall toward an existing detention basin located within the south-west portion of the site.

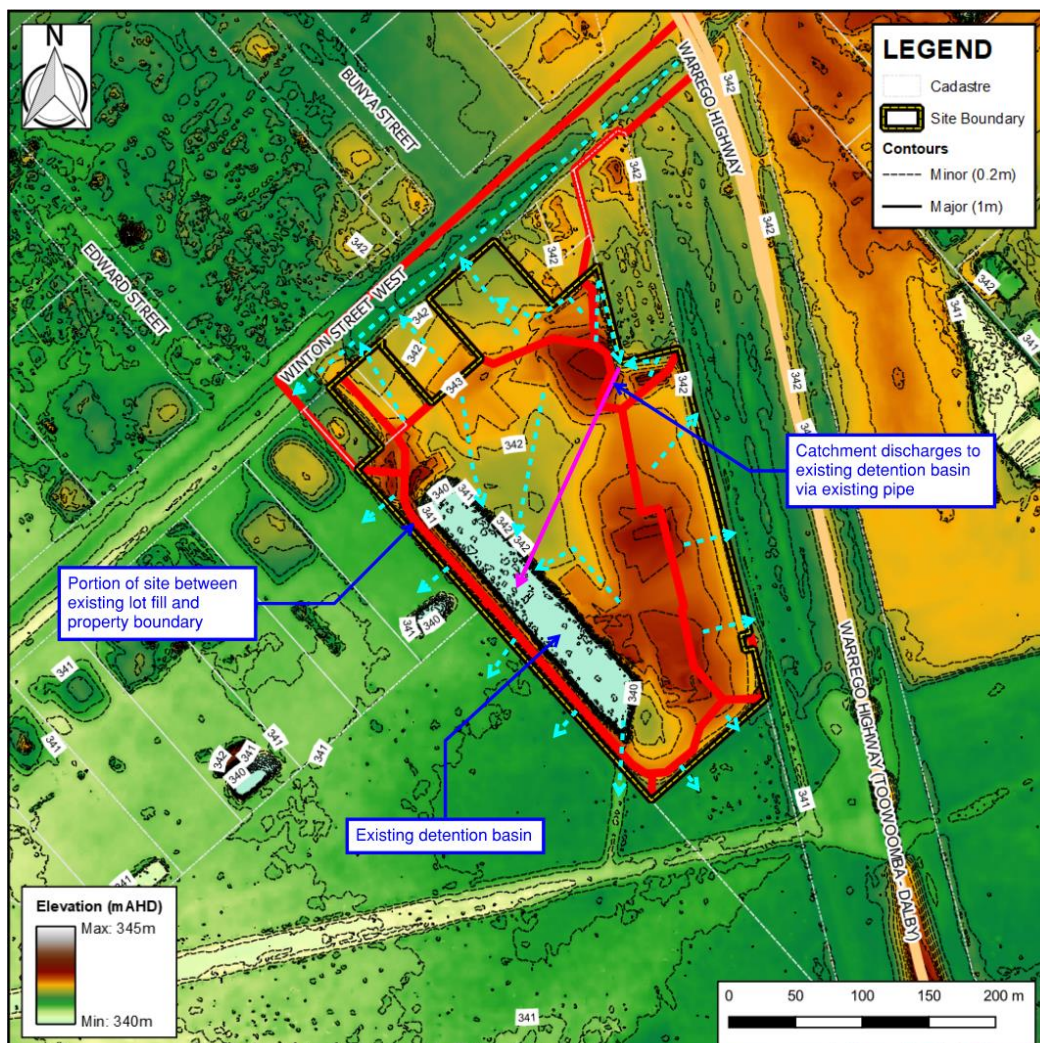
There is an existing catchment located in the north-eastern portion of the site flows towards an existing channel. It appears (from the received survey and available lidar) that this channel does not capture external catchment flows but conveys only site flows that discharge to the north-east. These flows are then piped directly to the existing detention basin within the sites south-western portion.

As the site is filled internally and batters down toward the property boundary, a small catchment exists between the existing fill and the property boundary around the entire length of the sites western and southern boundaries. These areas sheet flow directly off the site.

The eastern portion of the site (east of the existing warehouse) discharges via sheet flows from the property to the Warrego Highway road reserve.

The northern portions of the site (that border Winton Street) both discharge in a northern direction toward Winton Street.

The site topography is generally shown in **Figure 3** below.

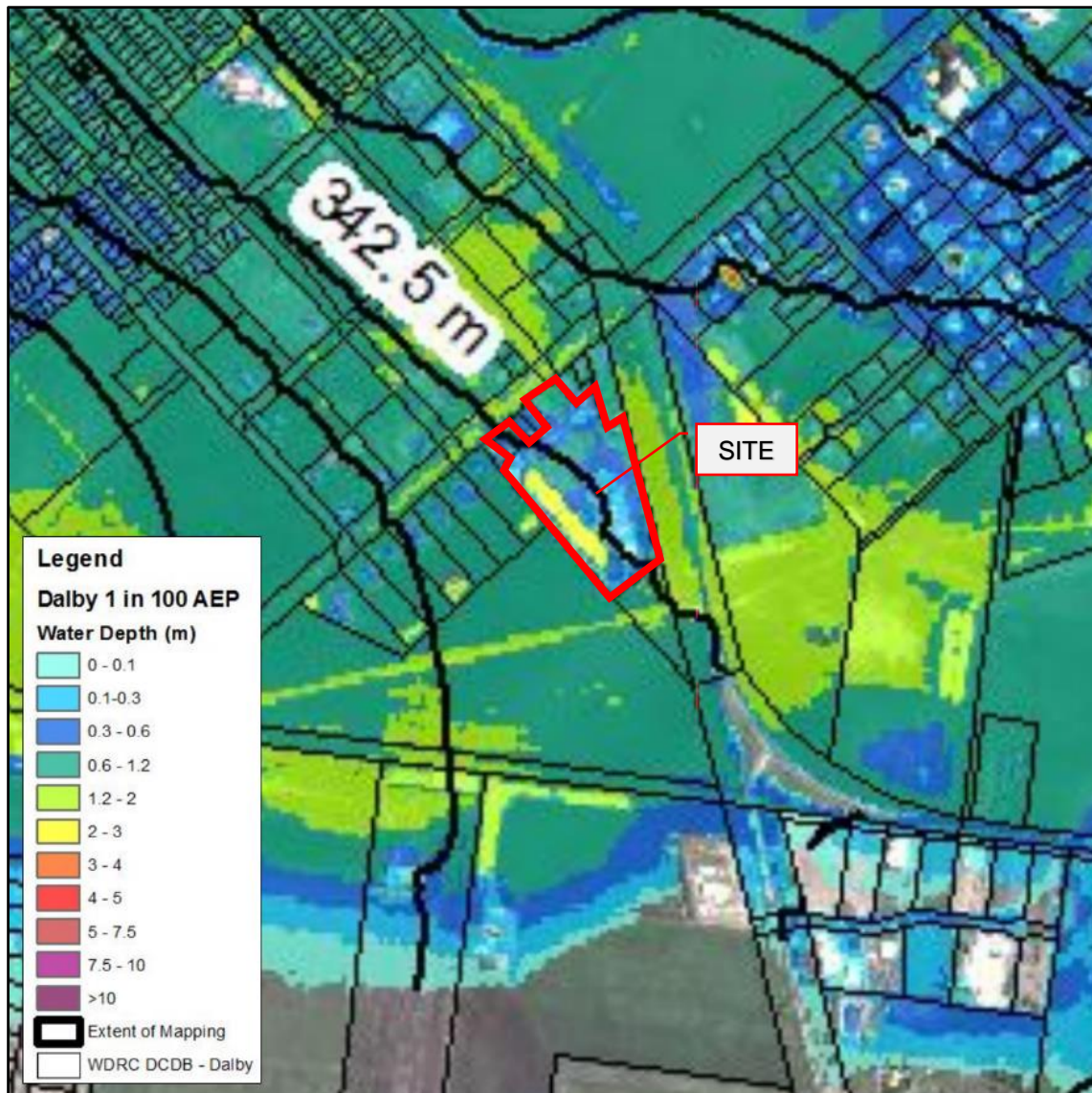


**Figure 3: Site topography**



## 2.3 Councils Flood mapping

A review of Councils available flood study for Dalby (Volume 2) identifies the site is affected by flooding during the 2% and 1% AEP events. **Figure 4** below shows the 1% AEP Council flood extents.



**Figure 4: 1% AEP Water Depth - Dalby (source: Western Downs Regional Council 2014)**

## 2.4 Assessment locations

Multiple stormwater assessment locations will be assessed within the analysis outlined in this report.

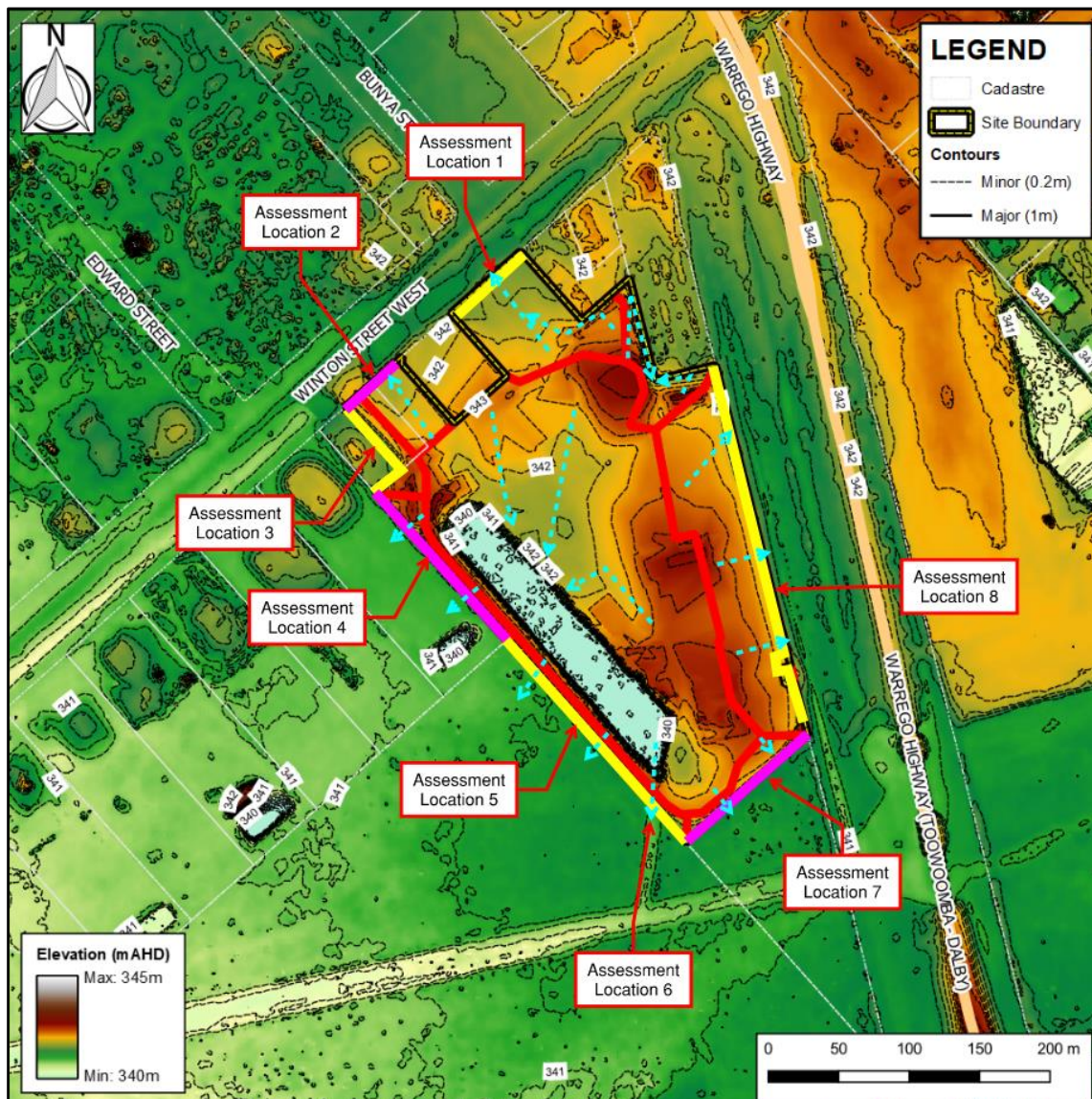
These locations include;

- 1) Runoff from the site into the Winton Street road reserve
- 2) Runoff from the site into the Winton Street road reserve (Location 2)
- 3) Runoff from the site into Lot 2 on 804508
- 4) Runoff from the site into Lot 20 on 860824



- 5) Runoff from the site into Lot 386 on 860824
- 6) Discharge from the existing detention basin
- 7) Runoff from the site into Lot 7 on 804508
- 8) Runoff from the site into the Warrego Highway road reserve

The assessment locations are generally shown on **Figure 5** below.



**Figure 5: Assessment locations**

### 3. Proposed development

#### 3.1.1 Site layout

The proposed ultimate development comprises the reconfiguration of the 2 existing lots into 10. An access road will be provided from Winton Street that services the development as generally shown in **Figure 6** and provided in **Appendix A**.



**Figure 6: Proposed development layout**

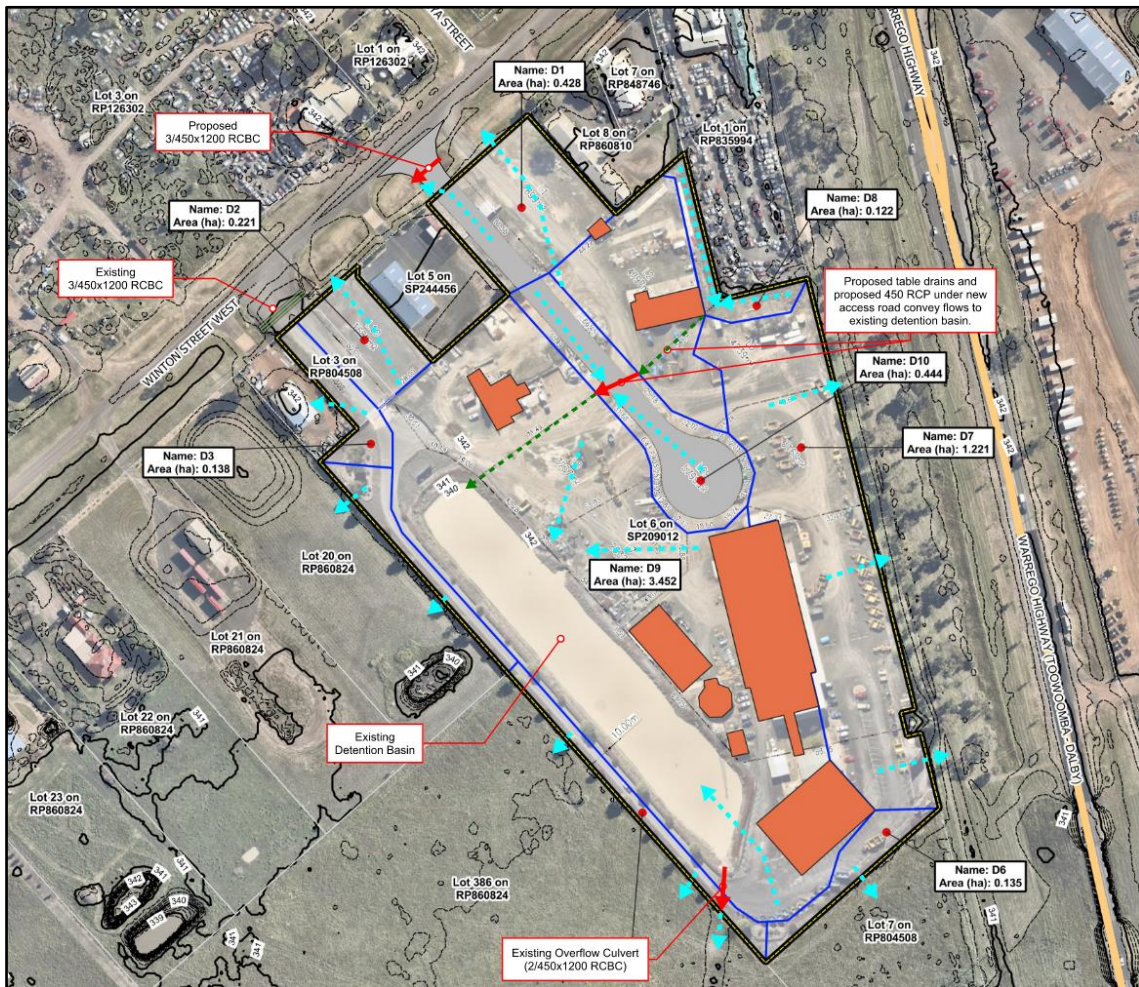
#### 3.1.1 Drainage strategy

The proposed drainage strategy for the developed is to incorporate a culvert under the proposed access to maintain local flow drainage in Winton Street. The size of the culvert under the existing access downstream was adopted (3/450x1200 RCBC) for the new access.

Site flows will continue to flow toward the existing detention basin in the sites southern portion.

The existing culvert that conveyed flows from Catchment E8 (sites northern portion) to the existing detention basin will be replaced with a table drain (to accept flows from internal lots on the northern side of the proposed access road) and a culvert under the proposed access road before ultimately discharging to the detention basin.





**Figure 7: Proposed drainage strategy**

## 4. Stormwater quantity management

### 4.1 General

The DRAINS program developed by Watercom Pty Ltd has been selected for the hydrologic analysis of the site using an initial loss and continuing loss model.

Hydrological parameters adopted within the DRAINS model are described in the following sections.

### 4.2 BOM and ARR Datahub info

The rainfall parameters adopted within the hydrological models have been extracted from the Bureau of Meteorology and AR&R datahub and are summarised in **Appendix B**.

### 4.3 Initial loss and continuing loss

Key hydrological parameters adopted within the hydrologic and hydraulic models are identified within **Table 1**.

**Table 1: Hydrological parameters**

Adopted Parameters	
Pervious Area Initial Loss (mm)	62.8
Pervious Area Continuing Loss (mm/hr)	0.5
Impervious Area Initial Loss (mm)	0.0
Impervious Area Continuing Loss (mm/hr)	0.0
Temporal Pattern Zone	East Coast North

### 4.4 Pre-developed catchment and modelling details

#### 4.4.1 Pre-development catchment

Fraction impervious values have been selected based on the existing development and in accordance with Table 5.4.1 of QUDM 2016.

Times of concentration have been calculated using the methodology outlined in Section 4.6.3 of QUDM 2016.

**Table 2** summarises the pre-developed catchment parameters used within the DRAINS model. A pre-developed catchment plan is provided in **Appendix C**.

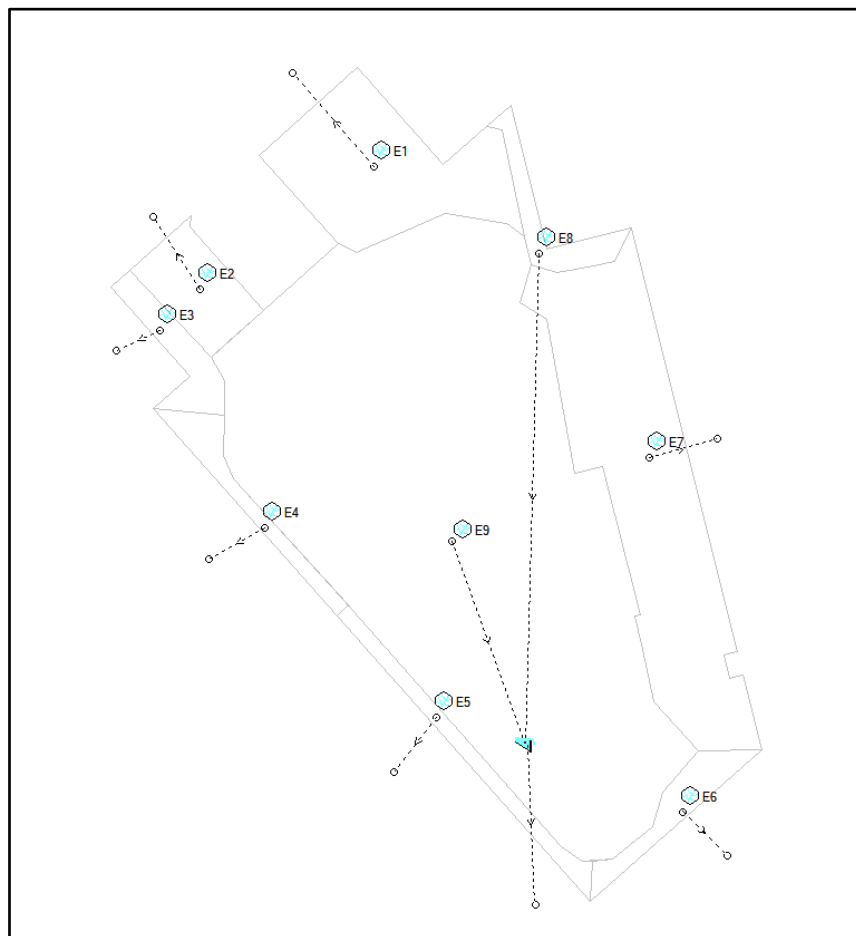


**Table 2: Pre-developed catchment details**

Catchment Name	Area (ha)	Impervious (%)	Time of Concentration Pervious (mins)	Time of Concentration Impervious (mins)
E1	0.640	87.9	11.5	11.5
E2	0.221	100	11.5	11.5
E3	0.138	94.7	5	5
E4	0.135	93.6	5	5
E5	0.145	94.1	5	5
E6	0.135	94.6	5	5
E7	14.229	91.6	5	5
E8	0.122	14.9	5	5
E9	4.213	92.6	10	10

#### 4.4.2 Pre-developed DRAINS model schematic

The DRAINS model consists of portions of internal and external catchment inflow nodes. The model schematic is represented in **Figure 7** below.


**Figure 8: Pre-development DRAINS model**

The existing detention basin has been included within the drains model. This basin fills to RL341.14 where it then spills out via a 2m weir outlet. The table below outlines the parameters used in the DRAINS model.

**Table 3: Characteristics of existing detention basin**

Description	Elevation (mAHD)	Surface Area (m <sup>2</sup> )
Existing Basin	341.14	7790
	341.681	8450

## 4.5 Post-developed catchment and modelling details

### 4.5.1 Post-development catchment

Fraction impervious values have been selected based on the existing development and in accordance with Table 5.4.1 of QUDM 2016.

Times of concentration have been calculated using the methodology outlined in Section 4.6.3 of QUDM 2016.

Post-developed catchment parameters used within the DRAINS model are provided in **Table 4**. A post-development catchment plan is included in **Appendix D**.

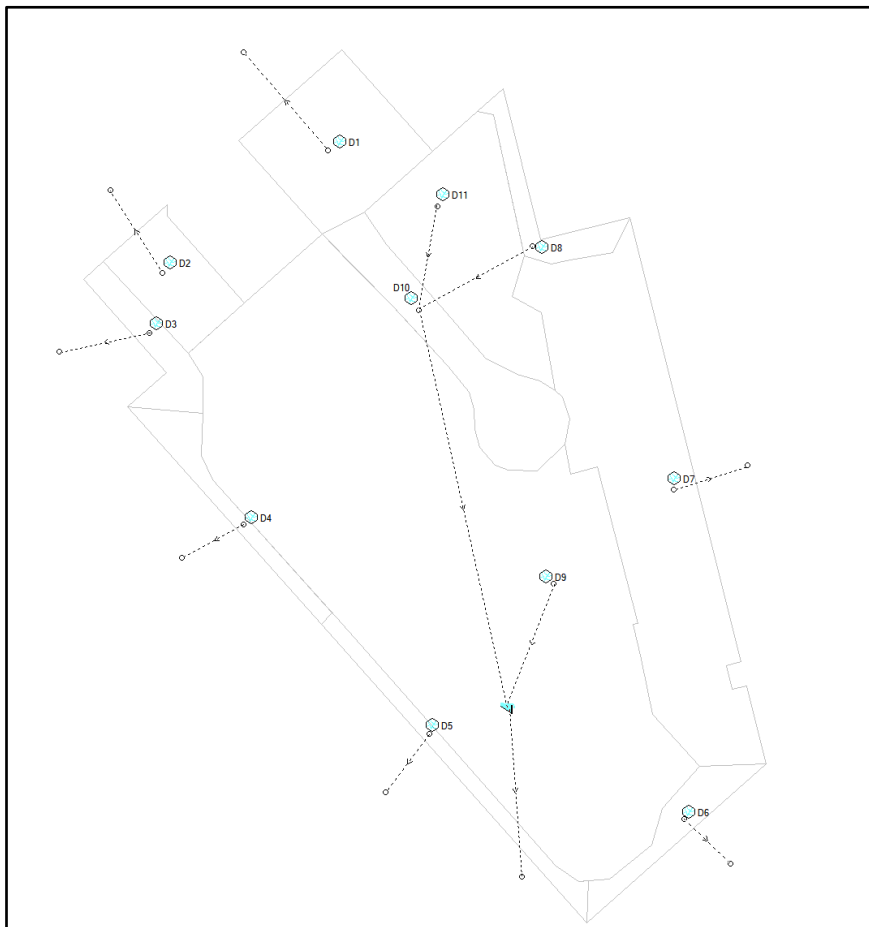
**Table 4: Post-developed catchment details**

Catchment Name	Area (ha)	Impervious (%)	Time of Concentration Pervious (mins)	Time of Concentration Impervious (mins)
D1	0.428	80.1	11.5	11.5
D2	0.221	100	11.5	11.5
D3	0.138	94.7	5	5
D4	0.135	93.6	5	5
D5	0.145	94.1	5	5
D6	0.135	94.6	5	5
D7	1.221	91.6	5	5
D8	0.122	14.9	5	5
D9	3.452	95.3	10	10
D10	0.444	60	5	5
D11	0.539	88.5	10	10

### 4.5.2 Post-developed DRAINS model schematic

The post-developed DRAINS model included the proposed development and changed impervious breakdown within the site.

The model schematic is represented in **Figure 9**.



**Figure 9: Post-development DRAINS model**

In the proposed scenario, the weir has been reduced to 1.2m. This provides a maximum WSL during the 1% AEP event of RL341.54m. The top of bank level of the basin is RL341.85m. The table below outlines the parameters used in the DRAINS model.

**Table 5: Characteristics of existing detention basin**

Description	Elevation (mAHD)	Surface Area (m <sup>2</sup> )
Basin	341.14	7790
	341.681	8450

## 4.6 DRAINS results

A comparison of median peak discharge rates from the site at Assessment Location 1 are provided in **Table 6**.

**Table 6: DRAINS median peak discharge comparison – Assessment Location 1**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
1	Pre-development	0.110	0.139	0.175	0.204	0.234	0.276	0.307
	Post-development	0.110	0.139	0.175	0.204	0.234	0.276	0.307
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 1 for all assessed storm events.

**Table 7** provides a comparison of median peak discharge rates at Assessment Location 2.

**Table 7: DRAINS median peak discharge comparison - Assessment Location 2**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
2	Pre-development	0.043	0.055	0.069	0.080	0.092	0.108	0.120
	Post-development	0.043	0.055	0.069	0.080	0.092	0.108	0.120
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 2 for all assessed storm events.

**Table 8** provides a comparison of median peak discharge rates at Assessment Location 3.

**Table 8: DRAINS median peak discharge comparison - Assessment Location 3**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
3	Pre-development	0.036	0.045	0.057	0.066	0.077	0.091	0.101
	Post-development	0.036	0.045	0.057	0.066	0.077	0.091	0.101
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 3 for all assessed storm events.

**Table 9** provides a comparison of median peak discharge rates at Assessment Location 4.

**Table 9: DRAINS median peak discharge comparison - Assessment Location 4**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
4	Pre-development	0.035	0.043	0.055	0.064	0.074	0.087	0.098
	Post-development	0.035	0.043	0.055	0.064	0.074	0.087	0.098
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 4 for all assessed storm events.



**Table 10** provides a comparison of median peak discharge rates at Assessment Location 5.

**Table 10: DRAINS median peak discharge comparison - Assessment Location 5**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
5	Pre-development	0.037	0.047	0.060	0.069	0.080	0.095	0.106
	Post-development	0.037	0.047	0.060	0.069	0.080	0.095	0.106
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 5 for all assessed storm events.

**Table 11** provides a comparison of median peak discharge rates at Assessment Location 6.

**Table 11: DRAINS median peak discharge comparison - Assessment Location 6**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
6	Pre-development	0.133	0.176	0.237	0.289	0.354	0.450	0.528
	Post-development	0.126	0.169	0.227	0.277	0.344	0.429	0.506
	Difference (m3/s)	-0.007	-0.007	-0.010	-0.019	-0.010	-0.021	-0.022
	Difference (%)	-2.8	-4.0	-4.2	-6.6	-2.9	-4.7	-4.2

Reductions to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 6 for all assessed storm events.

**Table 12** provides a comparison of median peak discharge rates at Assessment Location 7.

**Table 12: DRAINS median peak discharge comparison - Assessment Location 7**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
7	Pre-development	0.035	0.044	0.056	0.065	0.075	0.089	0.099
	Post-development	0.035	0.044	0.056	0.065	0.075	0.089	0.099
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 7 for all assessed storm events.

**Table 13** provides a comparison of median peak discharge rates at Assessment Location 8.

**Table 13: DRAINS median peak discharge comparison - Assessment Location 8**

Assessment Location	Scenario	1EY	0.5EY	0.2EY	10% AEP	5% AEP	2% AEP	1% AEP
8	Pre-development	0.309	0.387	0.492	0.570	0.660	0.781	0.871
	Post-development	0.309	0.387	0.492	0.570	0.660	0.781	0.871
	Difference (m3/s)	0	0	0	0	0	0	0
	Difference (%)	0	0	0	0	0	0	0

No changes to the median peak flow rates between the pre-developed and post-developed scenarios flows are observed at Assessment Location 8 for all assessed storm events.

#### 4.6.1 Conclusions

From the analysis the following observations are made:

- No changes to the median peak flow rates between the pre-developed and post-developed scenarios are observed at all Assessment Locations for all assessed storm events.
- The land use is unchanged along with the catchment areas that discharge to the state controlled road. Therefore, there is no change to the quantity of flow, or the location/number of lawful points of discharge.

The proposed development will therefore have no actionable nuisance with quantifiable loss to existing upstream, downstream or neighbouring properties which would preclude the development being approved by Council.

## 5. Flood impact assessment

### 5.1 General

A flood impact assessment was undertaken by Watertech Pty Ltd to assess the impacts of the development on the 1% AEP and 2% AEP using the Dalby flood model. Refer to **Appendix E** for Water Technology's report.

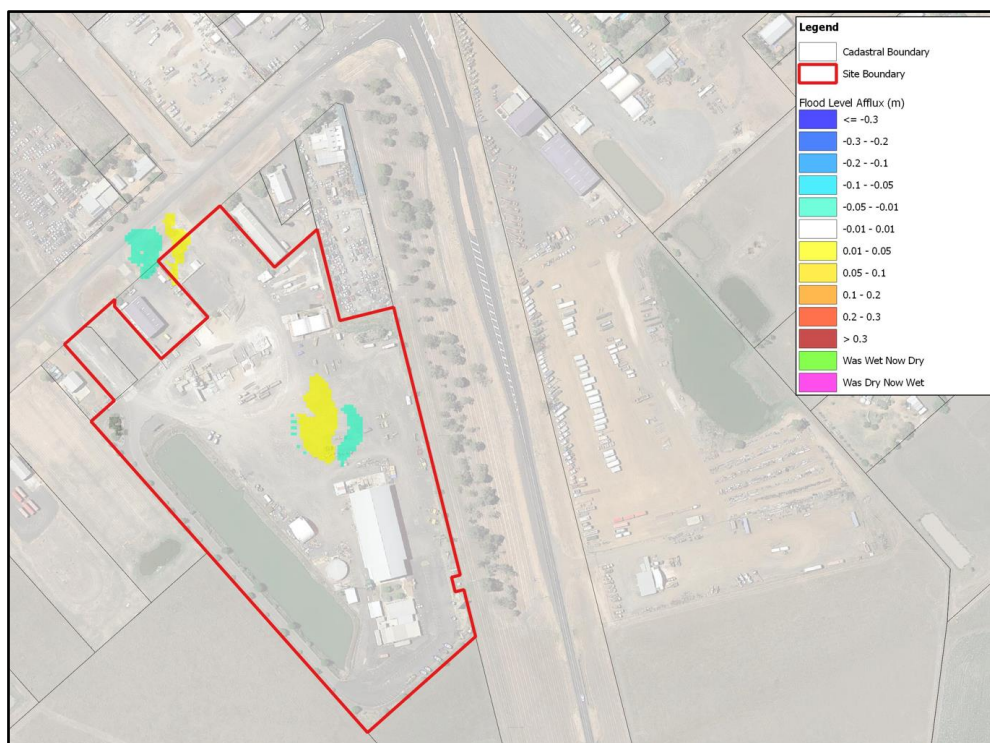
### 5.2 Model inclusions

A surface was provided to Water Technology for the developed scenario's hydraulic modelling.

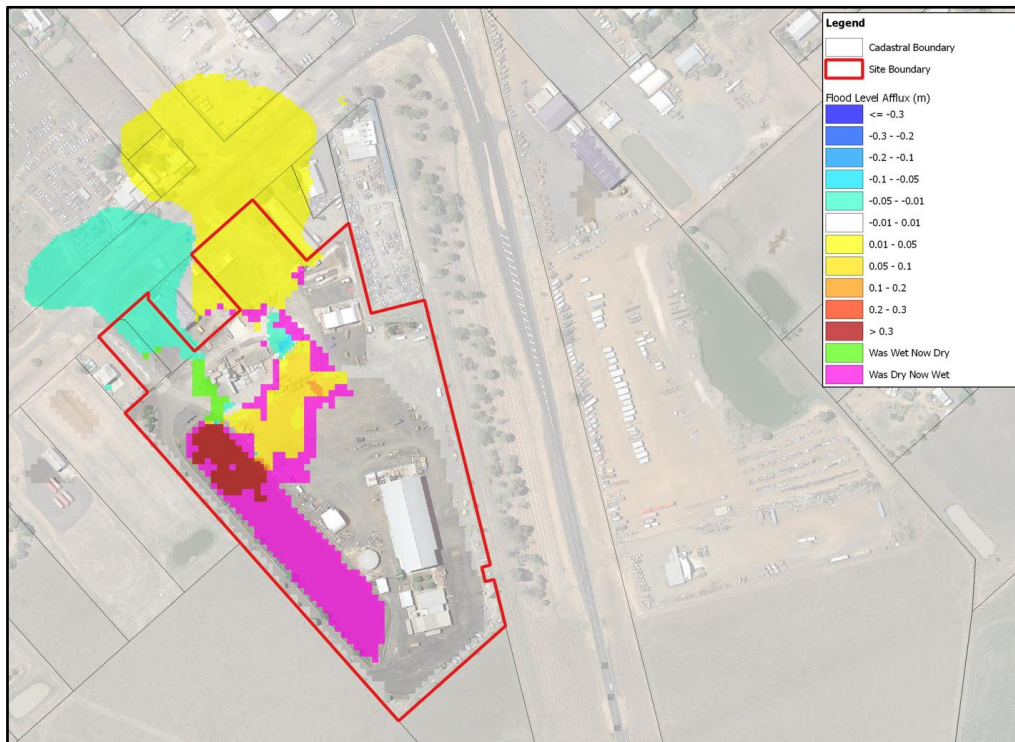
Culverts were included under the new access road of equivalent size to the current access that exists immediately downstream (3/450x1200). The reasoning was so the culvert wouldn't become a bottle neck for local storm events and cause blockage or additional nuisance during frequent flow events.

### 5.3 Results

The results of the flood modelling show that there were marginal increases within the 1% AEP and 2% AEP events upstream of the access. The increases in the 1% AEP event were constrained to the road reserve and the development site, while the 2% AEP event showed increases within a larger footprint that extended into neighbouring properties. This is visualised in **Figures 10 and 11** below.



**Figure 10: Developed Flood Level Afflux - 1% AEP (Water Technology, 2021)**



**Figure 11: Developed Flood Level Afflux - 2% AEP (Water Technology, 2021)**

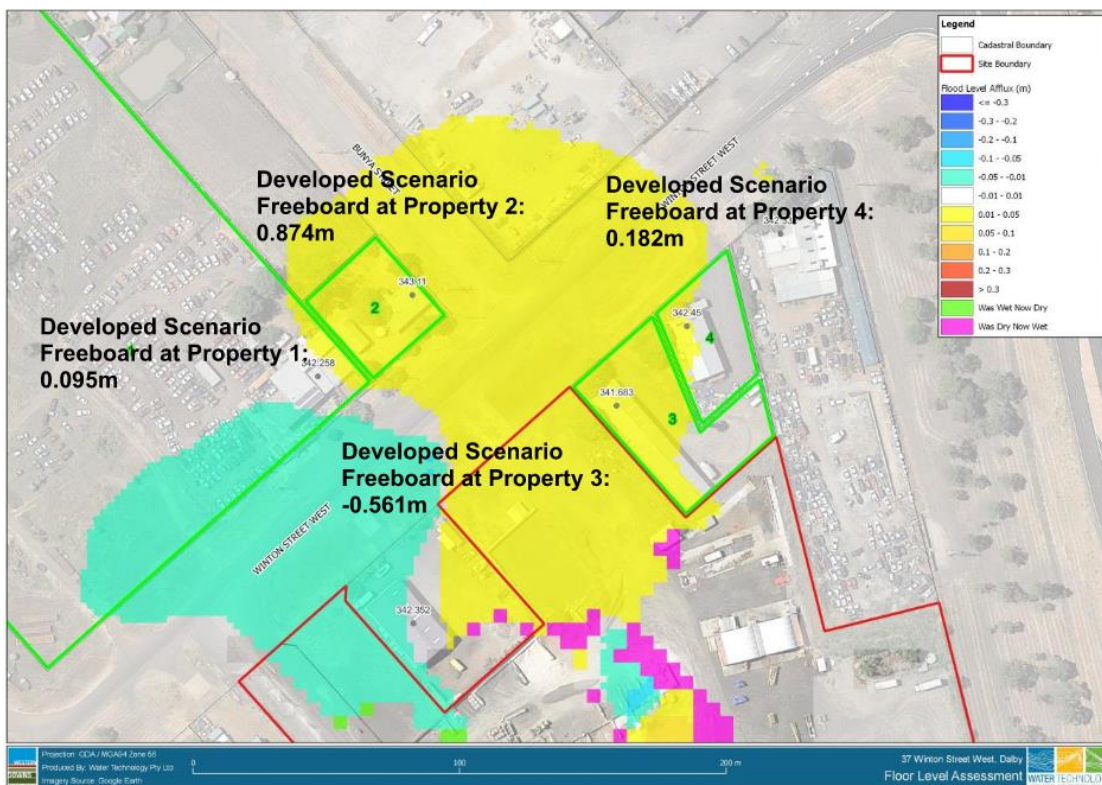
In order to quantify the impacts on properties, Water Technology provided a flood level inundation summary (which is visualised in **Table 14** and **Figure 12** below).

**Table 14: Finished flood level inundation summary (Water Technology, 2021)**

Property Label	Existing Surface Level (At Point)	Finished Floor Level (FFL)	Existing 2% AEP Flood Level	Freeboard Existing 2% AEP Flood	Developed 2% AEP Flood Level	Freeboard Developed 2% AEP Flood
1	341.741	342.258	342.156	0.102	342.163	0.095
2	342.058	343.110	342.225	0.885	342.236	0.874
3	341.916	341.683	342.227	-0.544*	342.244	-0.561*
4	342.243	342.450	342.258	0.192	342.268	0.182

(\*) Indicates the dwelling is inundated above the FFL





**Figure 12: Flood level impact assessment (Water Technology, 2021)**

In the 2% AEP event, the following is observed;

- Property 1 retains 95mm freeboard to the Finished Floor Level (FFL).
- Property 2 retains 874mm freeboard to FFL
- Property 3 was already inundated by 541mm of water in the existing 2% AEP event. We do not consider the increase of 17mm to be an actionable nuisance (approximately 3% increase on the pre-development inundation).
- Property 4 retains 182mm freeboard

In the 2% AEP event, the development does not cause any additional inundation of FFL's. The dwelling in Property 3 was already 541mm under water in the 2% event.

In addition, the dwellings with less than 300mm freeboard in the 2% AEP event already had less than 300mm freeboard in the existing scenario.

The modelling results show that floor levels within dwellings are still dry ie. Their immunity hasn't changed. Any impacts shown in the 2% AEP event does not cause inundation which does not already exist on these properties.

It is therefore our opinion that the development does not constitute an actionable nuisance with quantifiable loss to surrounding properties.



## 6. Stormwater quality

### 6.1 General

The State Planning Policy (SPP) released in July 2017 provides new guidelines on the application of stormwater quality treatment.

The site is located within the Western Queensland climatic region. The SPP states that the pollutant reduction design objectives for the Western Queensland climatic region are applicable for population centres greater than 25,000 persons.

As the development site is located in Dalby (with a population of 12,719 according to the 2016 census) the development does not trigger these criteria and a strategy to manage stormwater quality is not required.

There is no change in water quality to the state controlled road. Based on the hydrology discussed in **Section 4**, the land use is unchanged along with the catchment areas discharging to the state controlled road, therefore there is no change in water quality.

## 7. Conclusion

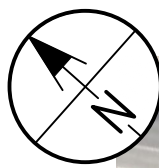
A stormwater management strategy has been developed for the site and the following observations are made:

- No changes to the median peak flow rates between the pre-developed and post-developed scenarios are observed at all Assessment Locations for all assessed storm events.
- The modelling demonstrates compliance with the waterway stability component of the SPP.
- The development site is located within the Western Queensland climatic region in a population centre of less than 25,000 persons. As such the development does not trigger the criteria for managing pollutant load reductions in accordance with the SPP water quality design targets

Based on the findings outlined in this report, the site will not result in an actionable nuisance with quantifiable loss to upstream, downstream or neighbouring properties which would preclude the development being approved by Council.

## Appendix A Proposed Development





- LEGEND:**
- Existing Property Boundary
  - Existing Easement Boundary
  - Existing Road Pavement
  - Existing Concrete Pavement
  - Proposed Property Boundary
  - Proposed Easement Boundary
  - Proposed Road Pavement
  - Proposed Concrete Pavement
  - Design Minor Contours
  - 609.00 Design Major Contours

- PLAN NOTES:**
- P.1. This is a sketch plan only and is conceptual only.
- P.2. This sketch plan represents design intent and concepts only.
- P.3. This plan shall not be used for tendering, financing, ordering of materials, construction or any other unintended purpose.
- P.4. Information shown on these plans has been compiled from varying sources and may not be accurate and will need verifying. This includes existing infrastructure, property boundaries and natural surface data.
- P.5. This plan shall not be relied upon for detailed design.

# CONCEPT LAYOUT PLAN

Scale 1:1000 (A1)



ISSUE	DESCRIPTION	DATE	DWN	DES	CHK	APP
C	PRELIMINARY ISSUE	14/06/2021	JTM	JTM		
B	PRELIMINARY ISSUE	03/03/2021	JTM	JTM		
A	PRELIMINARY ISSUE	08/12/2020	JTM	JTM		

NOTE: FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED MEASUREMENTS. VERIFY ALL ON SITE DIMENSIONS & LEVELS PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION. CONTRACTOR TO NOTIFY ENGINEER IMMEDIATELY OF ANY DISCREPANCIES. COPYRIGHT OF THIS DRAWING IS VESTED WITH RMA ENGINEERS PTY. LTD.



**PROJECT**  
**INDUSTRIAL DEVELOPMENT**  
**WINTON STREET WEST**  
**DALBY QLD 4405**  
**TITLE**  
**CONCEPT LAYOUT PLAN**

**R.P.E.Q.**  
**THIS DOCUMENT IS UNCONTROLLED AND IS NOT TO BE USED FOR CONSTRUCTION UNTIL THIS NOTE IS REMOVED AND A DIGITAL SIGNATURE PROVIDED IN ITS PLACE**

HEIGHT DATUM	GRID	SIZE
COUNCIL RAL/MCU NO.		<b>A1</b>
COUNCIL OW NO.		
PROJECT NO.	DRAWING NO.	ISSUE
16185	C-SK0003	C



## Appendix B BOM and AR&R Datahub Information



# Rainfall & Hydrological Data

<b>Project Number:</b>	<b>16185</b>
Latitude:	-24.1868
Longitude:	149.8164

## AR&R 2019

Access Date: 30/08/2021

Source: <http://www.bom.gov.au/water/designRainfalls/revised-ifd/>

## Coefficients - Very Frequent

	Annual Exceedance Probability (AEP)							
	12EY	6EY	4EY	3EY	2EY	1EY	0.5EY#	0.2EY*
C0	-0.25100249	-0.054679874	0.21754433	0.3771767	0.56894487	0.83751601	1.0673788	1.2987858
C1	0.85360295	0.84666973	0.79610831	0.7596494	0.72152781	0.6689353	0.67151272	0.7130174
C2	0.030693717	0.045989156	0.10717821	0.14351872	0.17609194	0.20856565	0.20296822	0.14830077
C3	-0.048573498	-0.055260293	-0.080547355	-0.093908772	-0.10422032	-0.11008397	-0.10623748	-0.080019116
C4	0.008980478	0.010077282	0.014819197	0.017145658	0.018700374	0.018846463	0.017758103	0.012004592
C5	-0.00065072	-0.000726604	-0.001148217	-0.001345851	-0.001462393	-0.001418187	-0.001289096	-0.000708769
C6	1.58018E-05	1.76262E-05	3.21445E-05	3.87885E-05	4.23684E-05	3.96348E-05	3.42573E-05	1.24769E-05

## IFD Design Rainfall Depth (mm) - Very Frequent

Duration	Annual Exceedance Probability (AEP)							
	12EY	6EY	4EY	3EY	2EY	1EY	0.5EY#	0.2EY*
1 min	0.78	0.95	1.24	1.46	1.77	2.31	2.91	3.66
2 min	1.41	1.71	2.22	2.57	3.07	3.93	4.95	6.30
3 min	1.96	2.39	3.11	3.61	4.31	5.49	6.91	8.77
4 min	2.44	2.99	3.90	4.54	5.43	6.92	8.71	11.02
5 min	2.87	3.51	4.61	5.37	6.44	8.23	10.35	13.07
10 min	4.47	5.49	7.26	8.51	10.27	13.24	16.67	20.98
15 min	5.56	6.83	9.05	10.63	12.86	16.69	21.02	26.45
20 min	6.38	7.83	10.37	12.19	14.77	19.26	24.25	30.55
25 min	7.04	8.62	11.41	13.41	16.27	21.27	26.78	33.76
30 min	7.59	9.28	12.26	14.41	17.50	22.92	28.85	36.39
45 min	8.82	10.75	14.15	16.63	20.19	26.53	33.36	42.11
1 hour	9.72	11.81	15.49	18.18	22.06	29.02	36.46	46.01
1.5 hour	11.01	13.31	17.38	20.36	24.68	32.46	40.69	51.27
2 hour	11.95	14.41	18.75	21.94	26.56	34.88	43.65	54.87
3 hour	13.34	16.02	20.76	24.24	29.29	38.35	47.86	59.92
4.5 hour	14.83	17.75	22.94	26.73	32.21	42.01	52.29	65.15
6 hour	15.97	19.08	24.61	28.65	34.46	44.80	55.68	69.15
9 hour	17.71	21.13	27.20	31.61	37.94	49.10	60.95	75.43
12 hour	19.05	22.72	29.22	33.92	40.65	52.47	65.12	80.50
18 hour	21.08	25.14	32.30	37.46	44.82	57.70	71.66	88.67
24 hour	22.60	26.98	34.64	40.14	48.00	61.74	76.79	95.28
30 hour	23.80	28.44	36.50	42.29	50.56	65.03	81.01	100.85
36 hour	24.79	29.64	38.04	44.06	52.69	67.81	84.60	105.65
48 hour	26.30	31.49	40.44	46.86	56.08	72.29	90.42	113.58
72 hour	28.21	33.83	43.59	50.62	60.73	78.62	98.67	124.87
96 hour	29.26	35.13	45.51	53.02	63.82	82.93	104.23	132.24
120 hour	29.83	35.82	46.73	54.65	66.02	86.07	108.17	137.03
144 hour	30.09	36.12	47.50	55.80	67.66	88.45	111.03	140.02
168 hour	30.13	36.16	47.98	56.64	68.95	90.32	113.14	141.69

# IFD Design Rainfall Intensity (mm/h)

Duration	Annual Exceedance Probability (AEP)							
	12EY	6EY	4EY	3EY	2EY	1EY	0.5EY#	0.2EY*
1 min	46.68	56.81	74.58	87.49	105.98	138.64	174.46	219.89
2 min	42.20	51.38	66.58	77.20	92.23	117.93	148.42	188.95
3 min	39.14	47.80	62.19	72.17	86.20	109.86	138.22	175.41
4 min	36.60	44.79	58.54	68.08	81.44	103.86	130.66	165.32
5 min	34.41	42.17	55.32	64.47	77.26	98.71	124.18	156.79
10 min	26.81	32.94	43.57	51.07	61.60	79.47	100.02	125.86
15 min	22.24	27.31	36.18	42.50	51.43	66.77	84.07	105.82
20 min	19.15	23.49	31.10	36.56	44.32	57.78	72.75	91.64
25 min	16.89	20.70	27.37	32.19	39.05	51.06	64.28	81.04
30 min	15.17	18.56	24.52	28.83	34.99	45.84	57.70	72.78
45 min	11.76	14.34	18.87	22.17	26.92	35.37	44.48	56.14
1 hour	9.72	11.81	15.49	18.18	22.06	29.02	36.46	46.01
1.5 hour	7.34	8.88	11.59	13.58	16.46	21.64	27.13	34.18
2 hour	5.97	7.20	9.38	10.97	13.28	17.44	21.82	27.44
3 hour	4.45	5.34	6.92	8.08	9.76	12.78	15.95	19.97
4.5 hour	3.30	3.94	5.10	5.94	7.16	9.33	11.62	14.48
6 hour	2.66	3.18	4.10	4.77	5.74	7.47	9.28	11.53
9 hour	1.97	2.35	3.02	3.51	4.22	5.46	6.77	8.38
12 hour	1.59	1.89	2.43	2.83	3.39	4.37	5.43	6.71
18 hour	1.17	1.40	1.79	2.08	2.49	3.21	3.98	4.93
24 hour	0.94	1.12	1.44	1.67	2.00	2.57	3.20	3.97
30 hour	0.79	0.95	1.22	1.41	1.69	2.17	2.70	3.36
36 hour	0.69	0.82	1.06	1.22	1.46	1.88	2.35	2.93
48 hour	0.55	0.66	0.84	0.98	1.17	1.51	1.88	2.37
72 hour	0.39	0.47	0.61	0.70	0.84	1.09	1.37	1.73
96 hour	0.30	0.37	0.47	0.55	0.66	0.86	1.09	1.38
120 hour	0.25	0.30	0.39	0.46	0.55	0.72	0.90	1.14
144 hour	0.21	0.25	0.33	0.39	0.47	0.61	0.77	0.97
168 hour	0.18	0.22	0.29	0.34	0.41	0.54	0.67	0.84

Note:

# The 0.5 EY design rainfall corresponds to the 2 year Average Recurrence Interval (ARI) IFD **not** the 50% AEP IFD.

\* The 0.2 EY design rainfall corresponds to the 5 year Average Recurrence Interval (ARI) IFD **not** the 20% AEP IFD.

## Coefficients - Frequent and Infrequent

	Annual Exceedance Probability (AEP)						
	63.2% AEP	50% AEP	20% AEP	10% AEP	5% AEP	2% AEP	1% AEP
C0	0.83751601	0.96301872	1.2789831	1.4486604	1.5912915	1.754158	1.8636281
C1	0.6689353	0.67151237	0.71301758	0.75726825	0.8073228	0.85632443	0.8916617
C2	0.20856565	0.2029686	0.14830057	0.093415275	0.032284304	-0.026305143	-0.067869984
C3	-0.11008397	-0.10623761	-0.080019034	-0.055485081	-0.028690042	-0.003894659	0.013262829
C4	0.018846463	0.017758127	0.012004576	0.006996119	0.001645304	-0.003069053	-0.006219829
C5	-0.001418187	-0.001289098	-0.000708768	-0.000233267	0.000264611	0.000679503	0.000945602
C6	3.96348E-05	3.42573E-05	1.24768E-05	-4.55109E-06	-2.20836E-05	-3.58681E-05	-4.43136E-05

## IFD Design Rainfall Depth (mm) - Frequent and Infrequent

Duration	Annual Exceedance Probability (AEP)						
	63.2% AEP	50% AEP#	20% AEP*	10% AEP	5% AEP	2% AEP	1% AEP
1 min	2.31	2.62	3.59	4.26	4.91	5.78	6.45
2 min	3.93	4.46	6.17	7.40	8.65	10.31	11.61
3 min	5.49	6.23	8.60	10.27	11.96	14.22	15.98
4 min	6.92	7.85	10.81	12.87	14.93	17.68	19.81
5 min	8.23	9.32	12.81	15.22	17.60	20.78	23.24
10 min	13.24	15.02	20.57	24.32	27.97	32.83	36.55
15 min	16.69	18.93	25.94	30.66	35.26	41.37	46.05
20 min	19.26	21.85	29.95	35.44	40.80	47.92	53.38
25 min	21.27	24.13	33.10	39.21	45.20	53.17	59.30
30 min	22.92	25.99	35.68	42.30	48.82	57.52	64.23
45 min	26.53	30.05	41.28	49.06	56.80	67.18	75.26
1 hour	29.02	32.84	45.10	53.68	62.28	73.87	82.96
1.5 hour	32.46	36.66	50.26	59.89	69.63	82.89	93.38
2 hour	34.88	39.32	53.79	64.11	74.60	88.97	100.42
3 hour	38.35	43.12	58.74	69.95	81.39	97.23	109.93
4.5 hour	42.01	47.11	63.87	75.93	88.26	105.44	119.29
6 hour	44.80	50.17	67.80	80.47	93.42	111.53	126.15
9 hour	49.10	54.91	73.95	87.60	101.53	120.99	136.69
12 hour	52.47	58.67	78.92	93.39	108.13	128.68	145.20
18 hour	57.70	64.56	86.93	102.87	119.05	141.41	159.27
24 hour	61.74	69.18	93.41	110.64	128.12	152.05	171.05
30 hour	65.03	72.99	98.87	117.27	135.93	161.28	181.32
36 hour	67.81	76.22	103.58	123.04	142.79	169.43	190.41
48 hour	72.29	81.46	111.35	132.63	154.24	183.18	205.84
72 hour	78.62	88.89	122.42	146.33	170.62	203.04	228.37
96 hour	82.93	93.90	129.64	155.07	180.87	215.57	242.79
120 hour	86.07	97.45	134.35	160.44	186.80	222.81	251.27
144 hour	88.45	100.03	137.28	163.38	189.55	226.09	255.24
168 hour	90.32	101.93	138.91	164.50	189.92	226.37	255.77

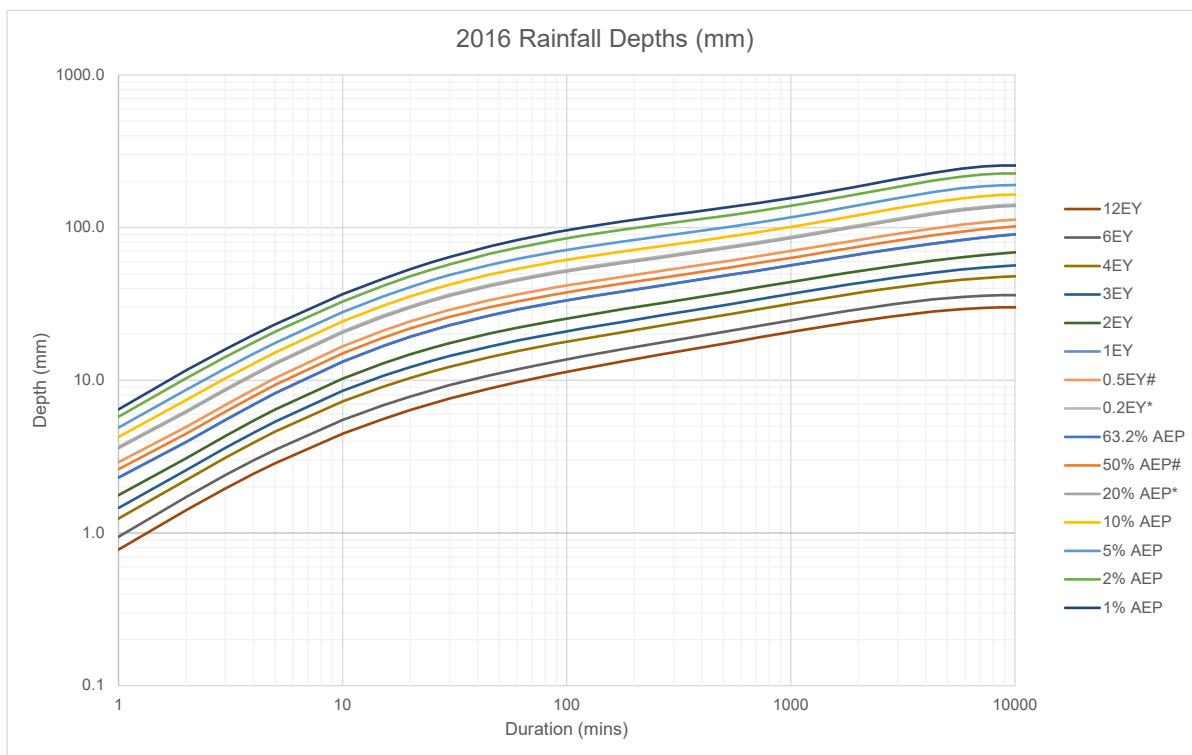
**IFD Design Rainfall Intensity (mm/h) - Frequent and Infrequent**

Duration	Annual Exceedance Probability (AEP)						
	63.2% AEP	50% AEP#	20% AEP*	10% AEP	5% AEP	2% AEP	1% AEP
1 min	138.64	157.18	215.58	255.44	294.61	346.71	386.83
2 min	117.93	133.71	185.24	222.01	259.42	309.32	348.42
3 min	109.86	124.52	171.97	205.47	239.29	284.38	319.58
4 min	103.86	117.71	162.08	193.03	223.95	265.15	297.15
5 min	98.71	111.87	153.72	182.61	211.26	249.39	278.89
10 min	79.47	90.11	123.39	145.90	167.84	196.97	219.28
15 min	66.77	75.74	103.74	122.65	141.06	165.49	184.19
20 min	57.78	65.54	89.84	106.31	122.39	143.76	160.14
25 min	51.06	57.91	79.45	94.11	108.48	127.62	142.33
30 min	45.84	51.98	71.35	84.61	97.65	115.05	128.46
45 min	35.37	40.07	55.04	65.42	75.73	89.58	100.35
1 hour	29.02	32.84	45.10	53.68	62.28	73.87	82.96
1.5 hour	21.64	24.44	33.51	39.93	46.42	55.26	62.25
2 hour	17.44	19.66	26.90	32.06	37.30	44.49	50.21
3 hour	12.78	14.37	19.58	23.32	27.13	32.41	36.64
4.5 hour	9.33	10.47	14.19	16.87	19.61	23.43	26.51
6 hour	7.47	8.36	11.30	13.41	15.57	18.59	21.02
9 hour	5.46	6.10	8.22	9.73	11.28	13.44	15.19
12 hour	4.37	4.89	6.58	7.78	9.01	10.72	12.10
18 hour	3.21	3.59	4.83	5.71	6.61	7.86	8.85
24 hour	2.57	2.88	3.89	4.61	5.34	6.34	7.13
30 hour	2.17	2.43	3.30	3.91	4.53	5.38	6.04
36 hour	1.88	2.12	2.88	3.42	3.97	4.71	5.29
48 hour	1.51	1.70	2.32	2.76	3.21	3.82	4.29
72 hour	1.09	1.23	1.70	2.03	2.37	2.82	3.17
96 hour	0.86	0.98	1.35	1.62	1.88	2.25	2.53
120 hour	0.72	0.81	1.12	1.34	1.56	1.86	2.09
144 hour	0.61	0.69	0.95	1.13	1.32	1.57	1.77
168 hour	0.54	0.61	0.83	0.98	1.13	1.35	1.52

Note:

# The 50% AEP IFD **does not** correspond to the 2 year Average Recurrence Interval (ARI) IFD. Rather it corresponds to the 1.44 ARI.

\* The 20% AEP IFD **does not** correspond to the 5 year Average Recurrence Interval (ARI) IFD. Rather it corresponds to the 4.48 ARI.



**AR&R Datahub Information**

<b>Adopted Temporal Pattern</b>	Central Slopes
---------------------------------	----------------

**Median Preburst Depths and Ratios (mm)**

Duration (hours)	AEP (%)					
	50	20	10	5	2	1
1	0.4	0.8	1.0	1.2	2.9	4.2
1.5	0.3	0.3	0.3	0.4	2.3	3.7
2	0.2	0.2	0.2	0.1	3.2	5.5
3	0.0	0.1	0.2	0.2	2.0	3.3
6	0.0	0.0	0.0	0.0	2.6	4.6
12	0.0	0.0	0.0	0.0	6.5	11.3
18	0.0	0.9	1.5	2.1	8.7	13.7
24	0.0	0.5	0.8	1.1	4.4	6.8
36	0.0	0.0	0.0	0.0	0.8	1.4
48	0.0	0.0	0.0	0.0	0.0	0.0
72	0.0	0.0	0.0	0.0	0.0	0.0

**Storm Losses**

<b>ID</b>	<b>24959</b>
Storm Initial Losses (mm)	67
Storm Continuing Losses (mm/h)	0.5
Time Accessed	30 August 2021 02:50PM
Version	2016_v1

**Adopted Previous Losses**

(Pre-burst rainfall - initial loss)	
Initial Loss (mm)	62.8
Continuing Loss (mm/hr)	0.5

**Interim Climate Change Factors**

Year	RCP 4.5	RCP 6	RCP 8.5
2030	0.972 (4.9%)	0.847 (4.2%)	1.052 (5.3%)
2040	1.225 (6.2%)	1.127 (5.7%)	1.495 (7.6%)
2050	1.452 (7.3%)	1.406 (7.1%)	1.971 (10.1%)
2060	1.653 (8.4%)	1.685 (8.6%)	2.480 (12.9%)
2070	1.827 (9.3%)	1.963 (10.1%)	3.023 (15.9%)
2080	1.974 (10.1%)	2.241 (11.6%)	3.599 (19.2%)
2090	2.095 (10.8%)	2.518 (13.1%)	4.208 (22.8%)

**River Region**

<b>Division</b>	<b>Murray-Darling Basin</b>
River Number	23
River Name	Condamine-Culgoa Rivers

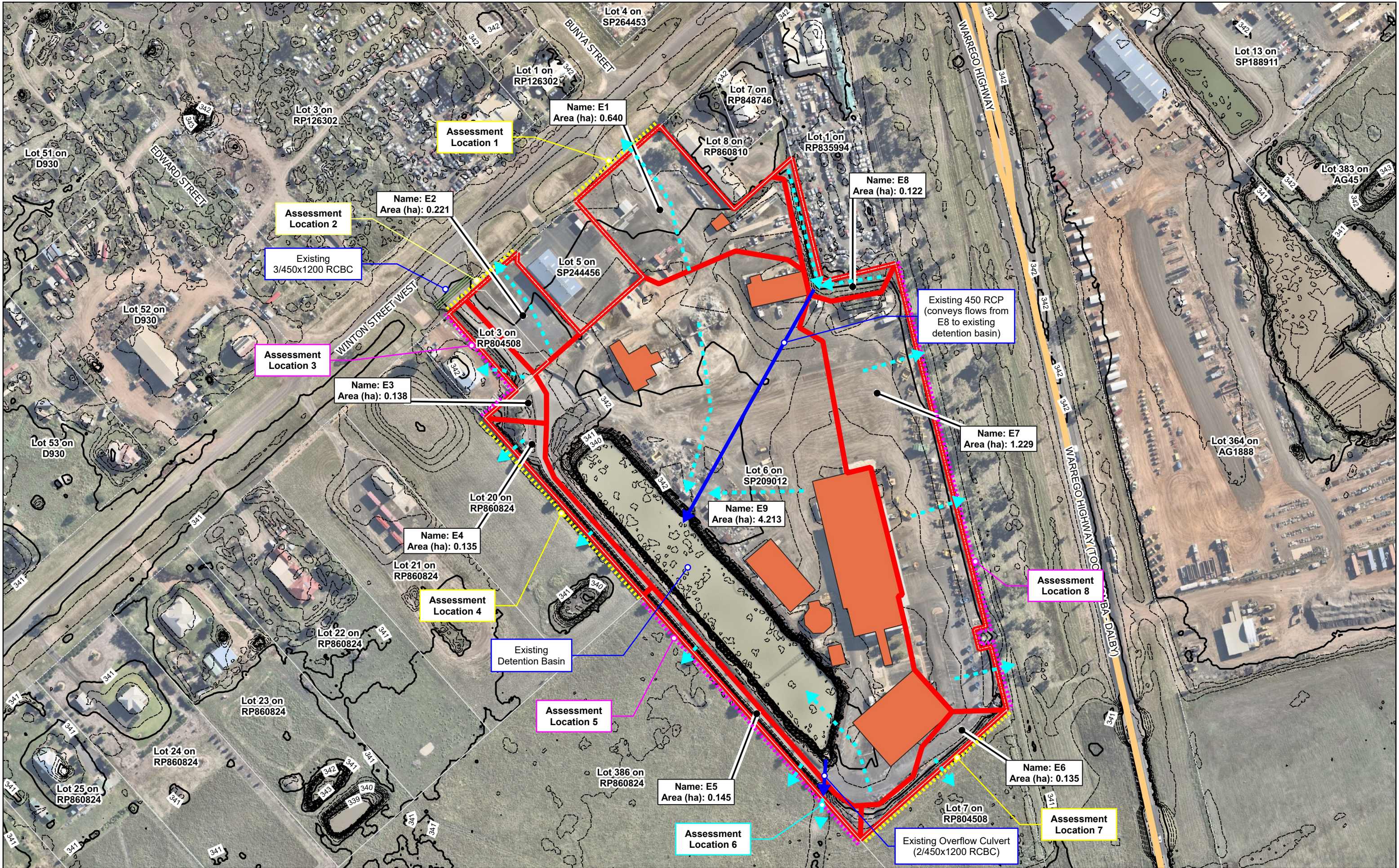
**ARF Parameters**

<b>Zone</b>	Semi-arid Inland QLD
-------------	----------------------

a	b	c	d	e	f	g	h	i
0.159	0.283	0.25	0.308	0.00000073	1	0.039	0	0

## Appendix C Pre-development Catchment Plan





N

0

20

40

60

80

Metres

Scale (at A3)

1:2,000

RMA

Engineers

Geocentric Datum of Australia 1994

Map Grid of Australia Zone 56

Legend:

Contour

Minor (0.2m)

Major (1m)

Pre-Developed Catchment Boundaries

Existing structures internal to site

State Controlled Roads

Assessment Location (Across Boundary)

Title:

Pre-developed Catchment Plan

Industrial Winton Street

Project Number:

16185

Rev:

A

Appendix C.1

Date:

25/11/2021

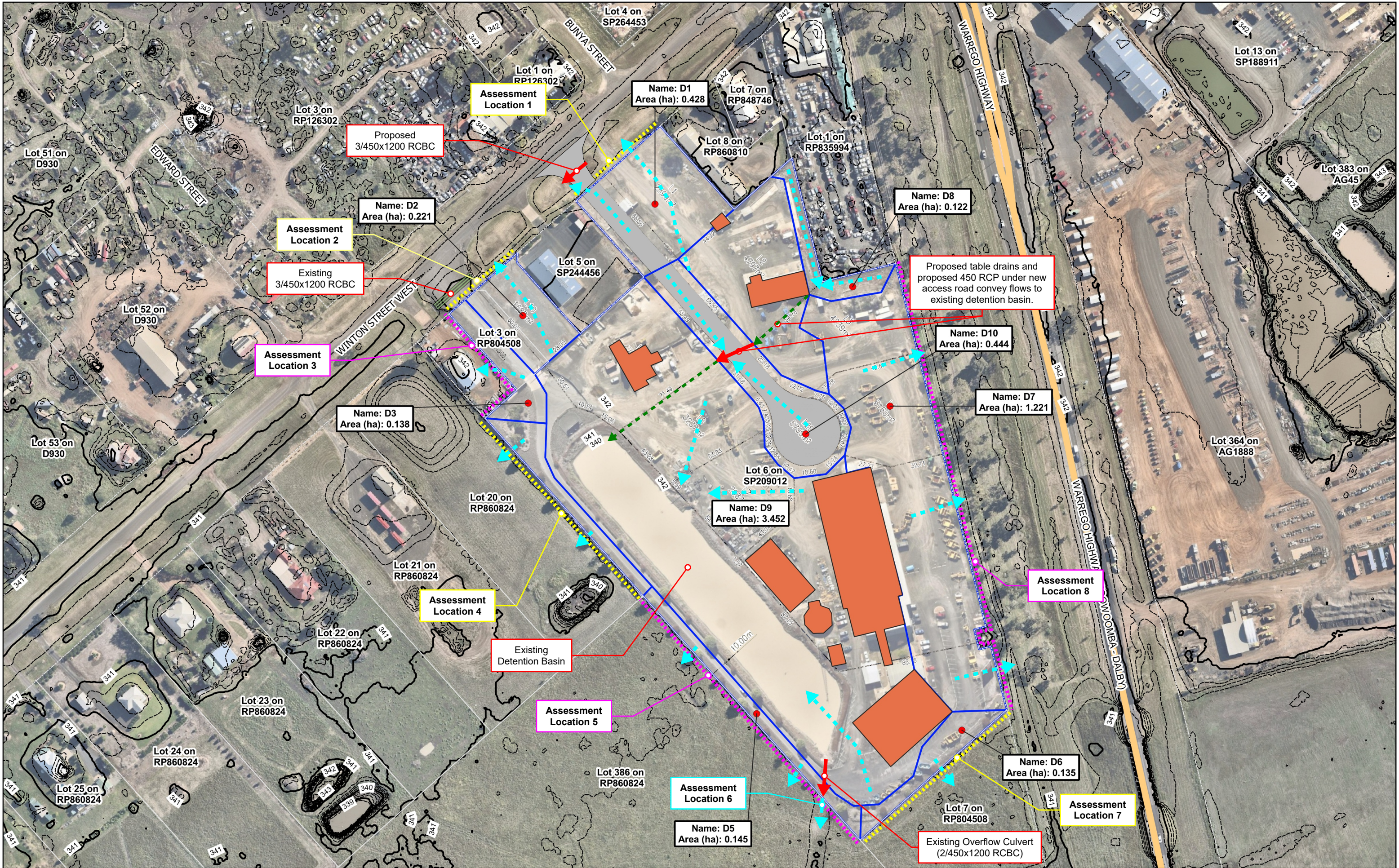
Page 160 of 400


Whilst every care has been taken to prepare this map, RMA Engineers Pty Ltd does not warrant, guarantee or make representations regarding the currency and accuracy of information contained in this map. N:\Synergy\Projects\16185 Industrial - Winton St\4 Design\GIS\Maps\16185\_Working\_JM.qgs




## Appendix D Post-development Catchment Plan















Scale (at A3)  
1:2,000  
0 20 40 60 80  
Metres  
Geocentric Datum of Australia 1994  
Map Grid of Australia Zone 56



**Legend:**

 Cadastral	 Post-Developed Catchment Boundaries	 Assessment Location (Across Boundary)
 Contours	 Existing structures internal to site	
 Minor (0.2m)	 State Controlled Roads	
 Major (1m)		

Title:

**Post-developed Catchment Plan  
Industrial Winton Street**

Project Number:	Rev:
<b>16185</b>	<b>A</b>
<b>Appendix D.1</b>	
Date:	25/11/2021



## Appendix E Flood impact assessment

# REPORT

## Flood Impact Assessment For 37 Winton Street, West Dalby

RMA Engineers

22 November 2021







## Document Status

Version	Doc type	Reviewed by	Approved by	Date Issued
Report	R01_V01	AJT	AJT	18/11/2021
Report	R01_V02	CJW	CJW	22/11/2021

## Project Details

<b>Project Names</b>	Flood Impact Assessment For 37 Winton Street, West Dalby
<b>Client</b>	RMA Engineers
<b>Client Project Manager</b>	Hamish Gadischkie
<b>Water Technology Project Manager</b>	Carl Wallis
<b>Water Technology Project Director</b>	Alister Daly
<b>Authors</b>	Isaac Boehme
<b>Document Number</b>	22020038_R01_V02



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22 November 2021

**Hamish Gadischkie**

Engineer

RMA Engineers

Via email: hamish.gadischkie@rmaeng.com.au

Dear Hamish

## Flood Impact Assessment For 37 Winton Street, West Dalby

We have pleasuring in providing you with the Flood Impact Assessment for the proposed development works at 37 Winton Street, Dalby. We trust this is satisfactory and please do not hesitate to contact us if you have any further questions.

Carl Wallis

Principal Engineer

RPEQ 16570

carl.wallis@watertech.com.au

**WATER TECHNOLOGY PTY LTD**



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## 1 INTRODUCTION

### 1.1 Introduction – Proposed Development

Water Technology understands the preliminary design stages for a development at 37 Winton Street, West Dalby are currently being finalised. The site (real property description of Lot 6 on SP209012 and Lot 3 on RP804508) is expected to be subdivided to accommodate the construction of a new driveway access and road through the site. RMA Engineers have engaged Water Technology to prepare a riverine hydraulic flood impact assessment and associated reporting. This flood impact assessment has been prepared and is expected to be part of the development application and will be submitted to Council addressing flooding related matters associated with the proposed development.

### 1.2 Purpose

The site has been mapped in the low, medium, high, and extreme flood hazard area in accordance with the Western Downs Regional Council (WDRC) Flood Hazard Overlay Mapping (OM-004) in the WDRC Planning Scheme and is therefore subject to hazardous flooding conditions. WDRC's Flood Hazard Overlay Code states that any development within the high or extreme flood hazard areas need to maintain hydrologic and hydraulic function and not increase the number of persons at risk. Therefore, Water Technology's hydraulic flood impact assessment has aimed at quantifying potential flood level impacts on neighbouring properties and infrastructure. The hydraulic modelling has been assessed using the Dalby Flood Model which was developed by Water Technology as part of the Dalby Flood Study Updated in 2021.

For reference, the location of the proposed development is indicated in Figure 1-1 and the WDRC Flood Hazard Overlay Mapping for the site's surroundings is provided in Figure 1-2. At this location, peak flood depths for the 1% AEP design flood event reach up to 1.2m along the eastern boundary adjacent to the Warrego Highway, and corresponding peak flood levels within the property boundary peaking at approximately 342.8m AHD. The maximum flood depth and level for the 1% AEP design flood event are also shown in Figure 1-3 and Figure 1-4.

This report outlines the methodology followed to produce the flood impact assessment and adequately addresses the relevant requirements of the Planning Scheme. All non-flooding or stormwater matters are to be addressed separately to this report at the discretion of RMA Engineering.





**Figure 1-1 Site Locality**



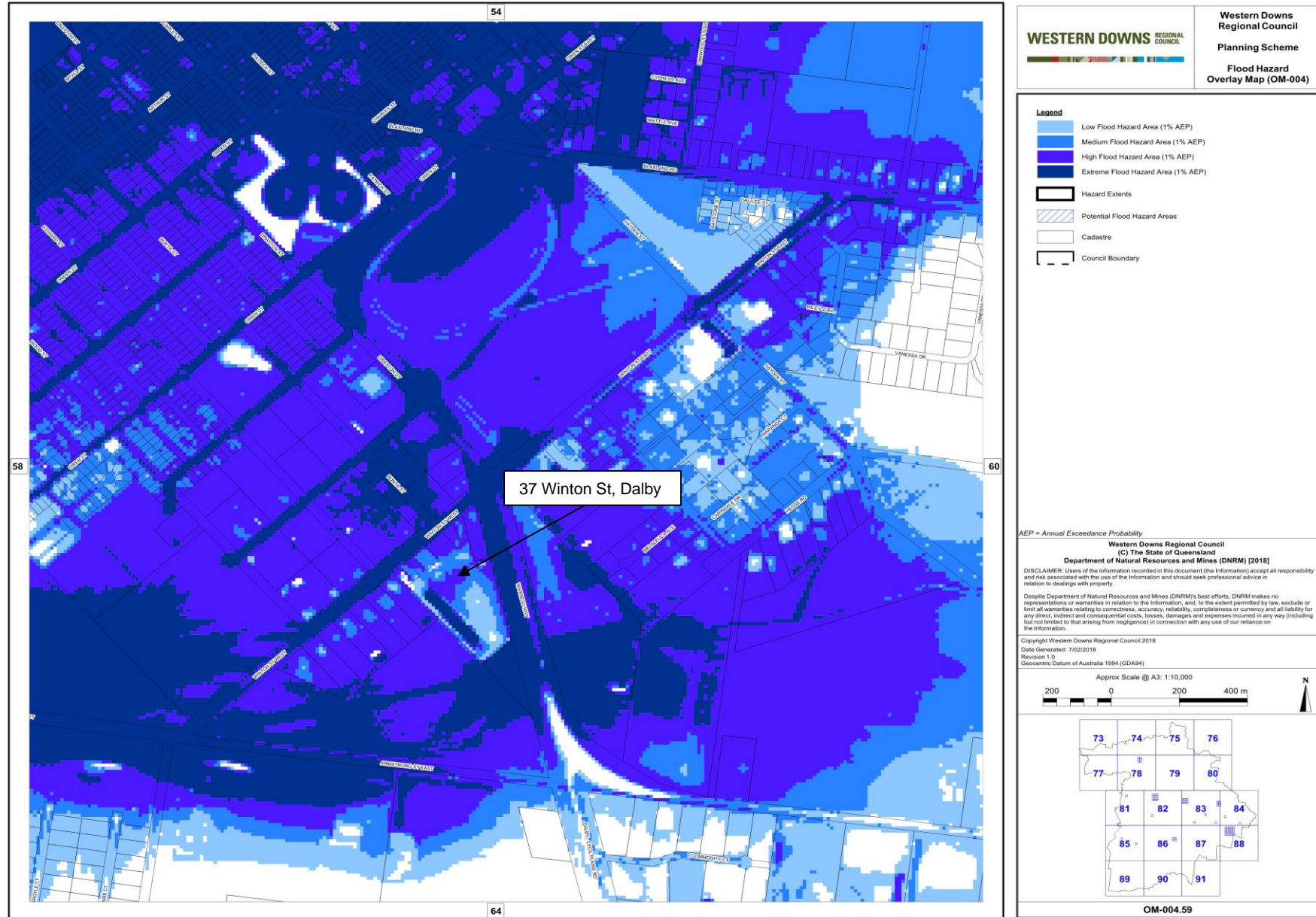
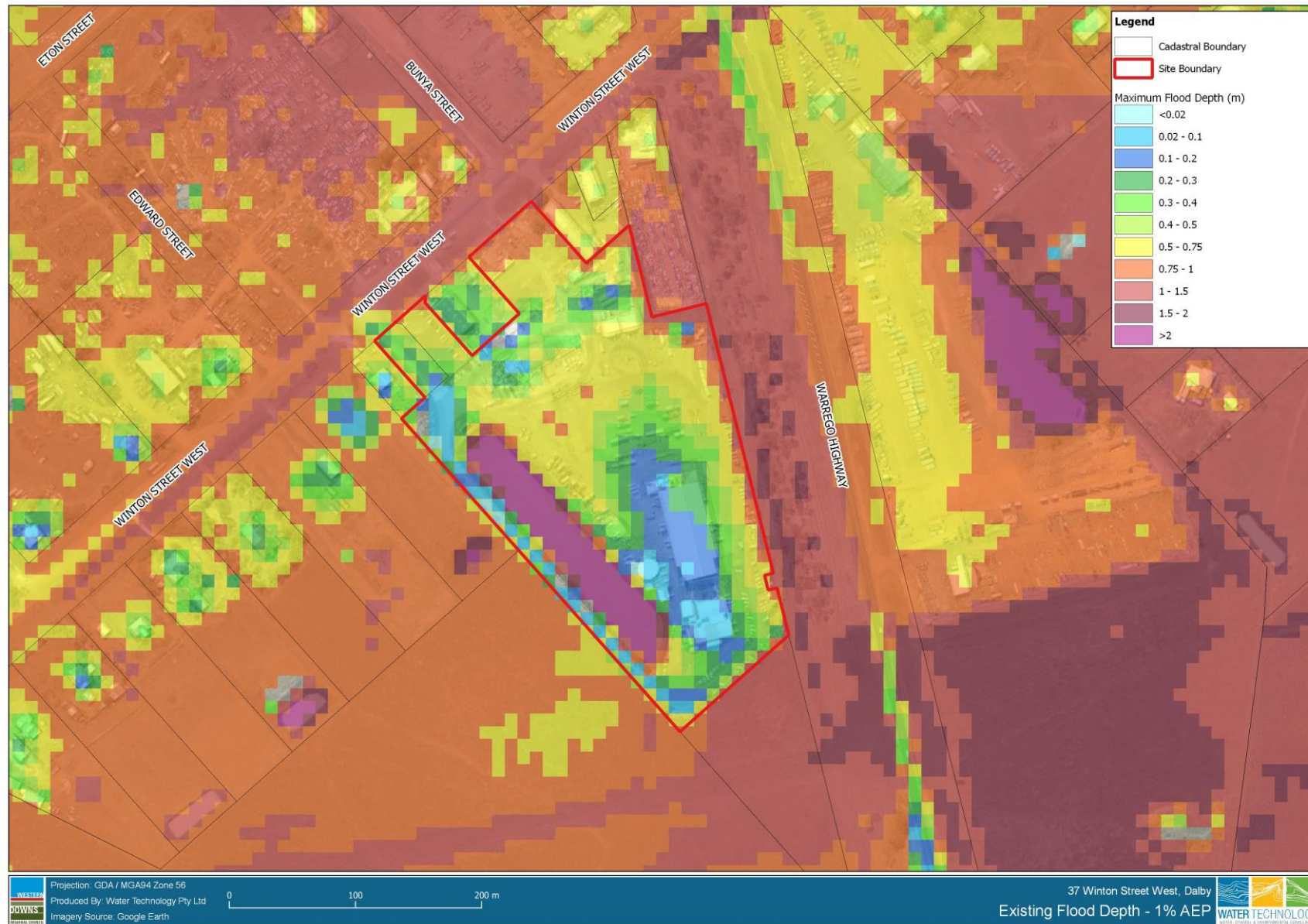


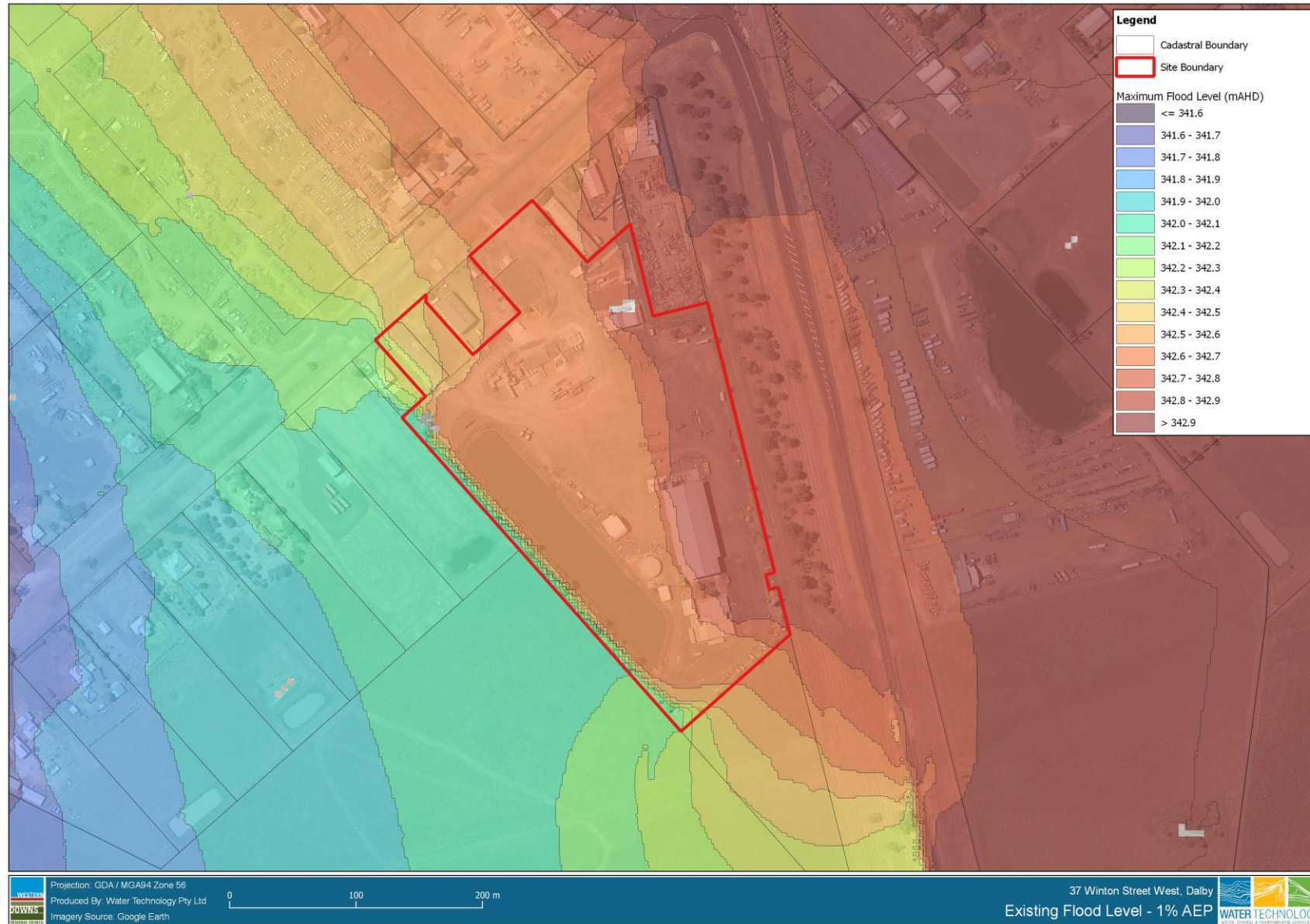
Figure 1-2 WDRC Flood Hazard Overlay Mapping





**Figure 1-3 Maximum Flood Depth – 1% AEP, Existing**





**Figure 1-4 Maximum Flood Level – 1% AEP, Existing**



## 2 PROPOSED DEVELOPMENT ARRANGEMENT

### 2.1 Existing Site Arrangement

The adopted topography for the existing scenario hydraulic model is illustrated in Figure 2-1. This topography includes any site survey provided for the project. Furthermore, the Dalby Flood Model adopted by Council did not include all non-critical cross drainage provisions throughout the Dalby township; more specifically, the cross-drainage underneath the existing site access was not included. To ensure the site-specific hydraulic modelling for the site at 37 Winton Street accurately reflects existing conditions, Water Technology have updated the existing scenario hydraulic model to include the culvert structure underneath the existing site access. The location of this structure is noted in Figure 2-1 with the culvert parameters summarised in Table 2-1.

**Table 2-1 Culvert Cross-Drainage Provisions – Existing**

Culvert Name	Quantity	Width (mm)	Height (mm)
Winton Street (SW)	3	1200	450

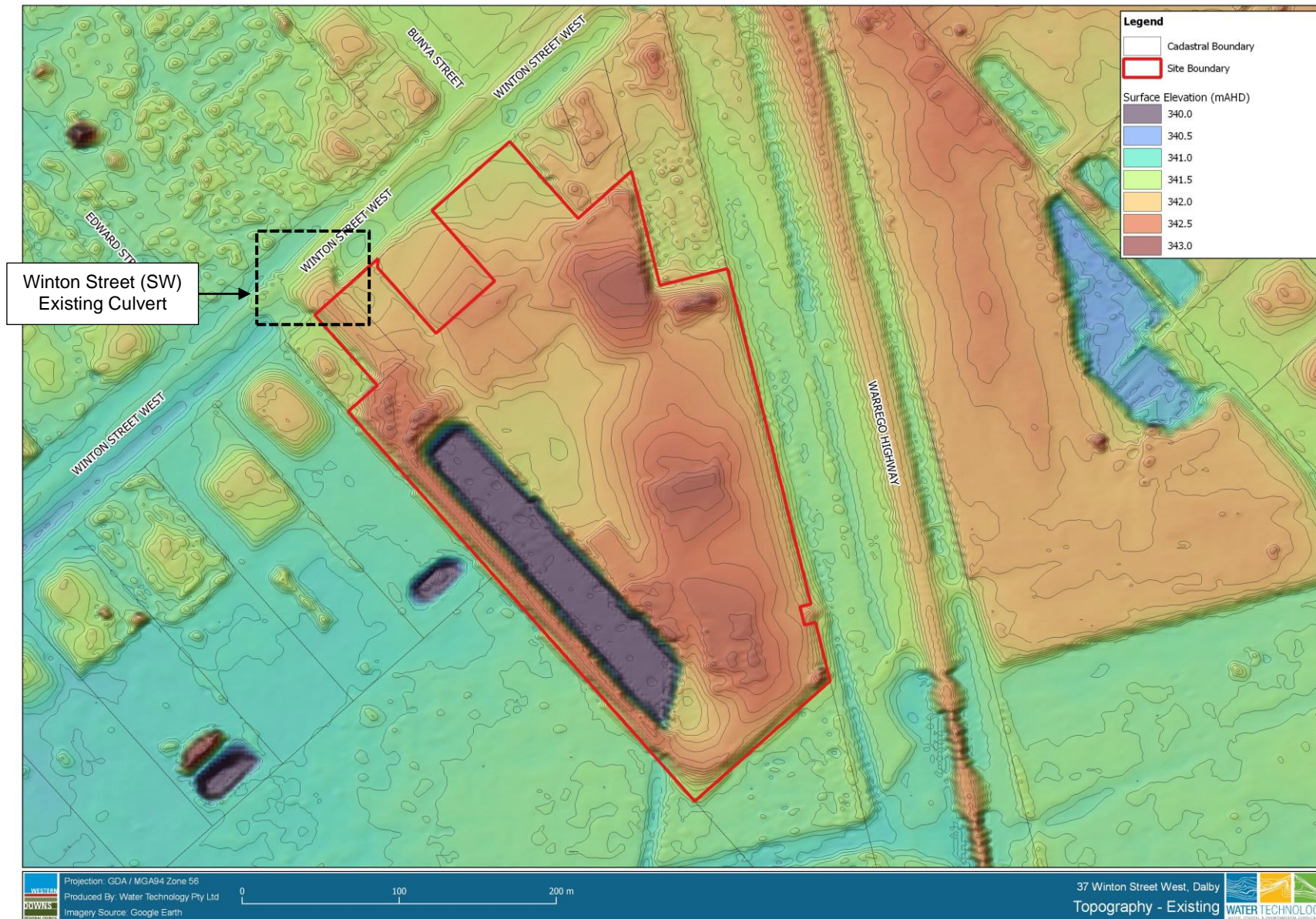
### 2.2 Proposed Developed Site Arrangement

The adopted topography for the developed scenario hydraulic model is illustrated in Figure 2-2. This topography is based on the existing scenario topography and additionally included any design surface digital elevation models (DEM's) provided. In addition to topographical modifications in the developed scenario, further cross-drainage infrastructure has also been included to enable floodwater to pass through the secondary site access driveway. The location of this added structure is also noted in Figure 2-2 with the culvert parameters summarised in Table 2-2.

**Table 2-2 Culvert Cross-Drainage Provisions – Developed**

Culvert Name	Quantity	Width (mm)	Height (mm)
Winton Street (SW)	3	1200	450
Winton Street (NE)	3	1200	450





**Figure 2-1 Site Topography – Existing**



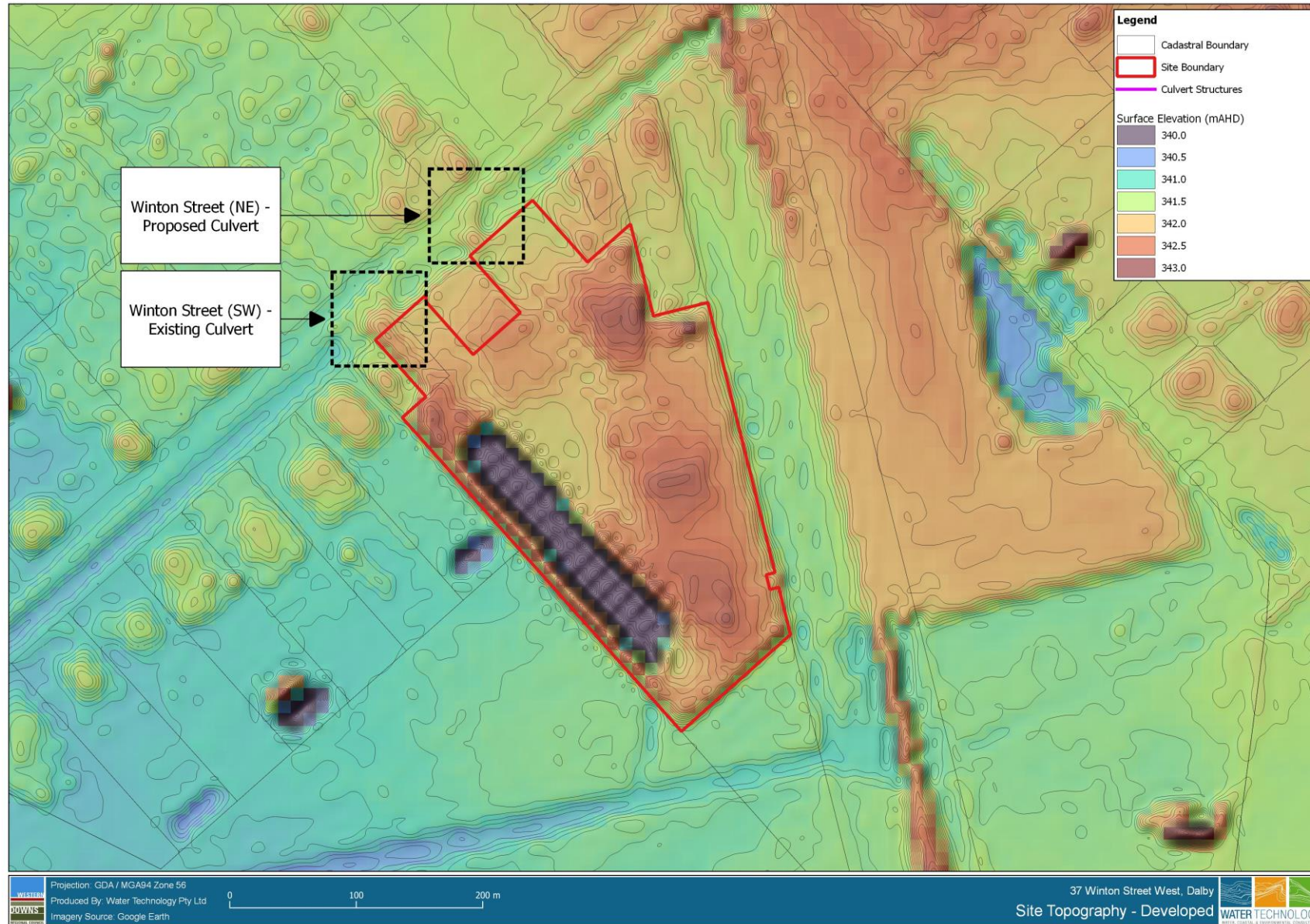


Figure 2-2 Site Topography - Developed



## 3 RESULTS AND DISCUSSION

### 3.1 Design Flood Result Maps

The hydraulic results generated by this assessment are presented as a series of GIS maps and are included in the Appendices. These maps summarise the maximum flood depth, level, and velocity for the 1% and 2% AEP design events, as well as any flood level afflux associated with the proposed fill and earthworks arrangement.

A summary of the Appendices is included below:

- **Appendix A** – Existing scenario flood mapping;
- **Appendix B** – Developed scenario flood mapping;
- **Appendix C** – Developed scenario flood level afflux mapping.

### 3.2 Hydraulic Results

#### 3.2.1 General Description of Flood Behaviour

Flooding at 37 Winton Street in the 1% and 2% AEP design flood events originates generally from the north-east and inundates the property following floodwater breakout over the Warrego Highway and through constructed drainage channels surrounding the property along the Warrego Highway and Winton Street. Floodwater velocities are generally higher to the north-west along Winton Street and at the southernmost site boundary. The 1% AEP event maximum flood velocity under existing conditions is shown in Figure 3-1 below.

#### 3.2.2 Hydraulic Impact Discussion

The TUFLOW hydraulic model was simulated for the 1% and 2% AEP design flood events for both the pre- and post-developed site conditions, and a flood impact assessment has been prepared as the difference in estimated maximum flood levels resulting from these site conditions. The flood level differences for these two design events are shown in Figure 3-2 and Figure 3-3 respectively.

For the 1% AEP event, flood level impacts greater than 10mm are generally contained within the site and adjacent road reserve with no significant impact on surrounding properties and infrastructure. The 2% AEP design event flood level impacts are more significant, with impacts greater than 10mm propagating onto several properties to the north of the site. In order to quantify the impacts on these affected properties in the 2% AEP design flood events, a flood level inundation summary has been provided in Table 3-1 (with the relevant dwelling locations indicated in Figure 3-4).

**Table 3-1 Finished Floor Level Inundation Summary**

Property Label	Existing Surface Level (At Point)	Finished Floor Level (FFL)	Existing 2% AEP Flood Level	Freeboard Existing 2% AEP Flood	Developed 2% AEP Flood Level	Freeboard Developed 2% AEP Flood
1	341.741	342.258	342.156	0.102	342.163	0.095
2	342.058	343.110	342.225	0.885	342.236	0.874
3	341.916	341.683	342.227	-0.544*	342.244	-0.561*
4	342.243	342.450	342.258	0.192	342.268	0.182

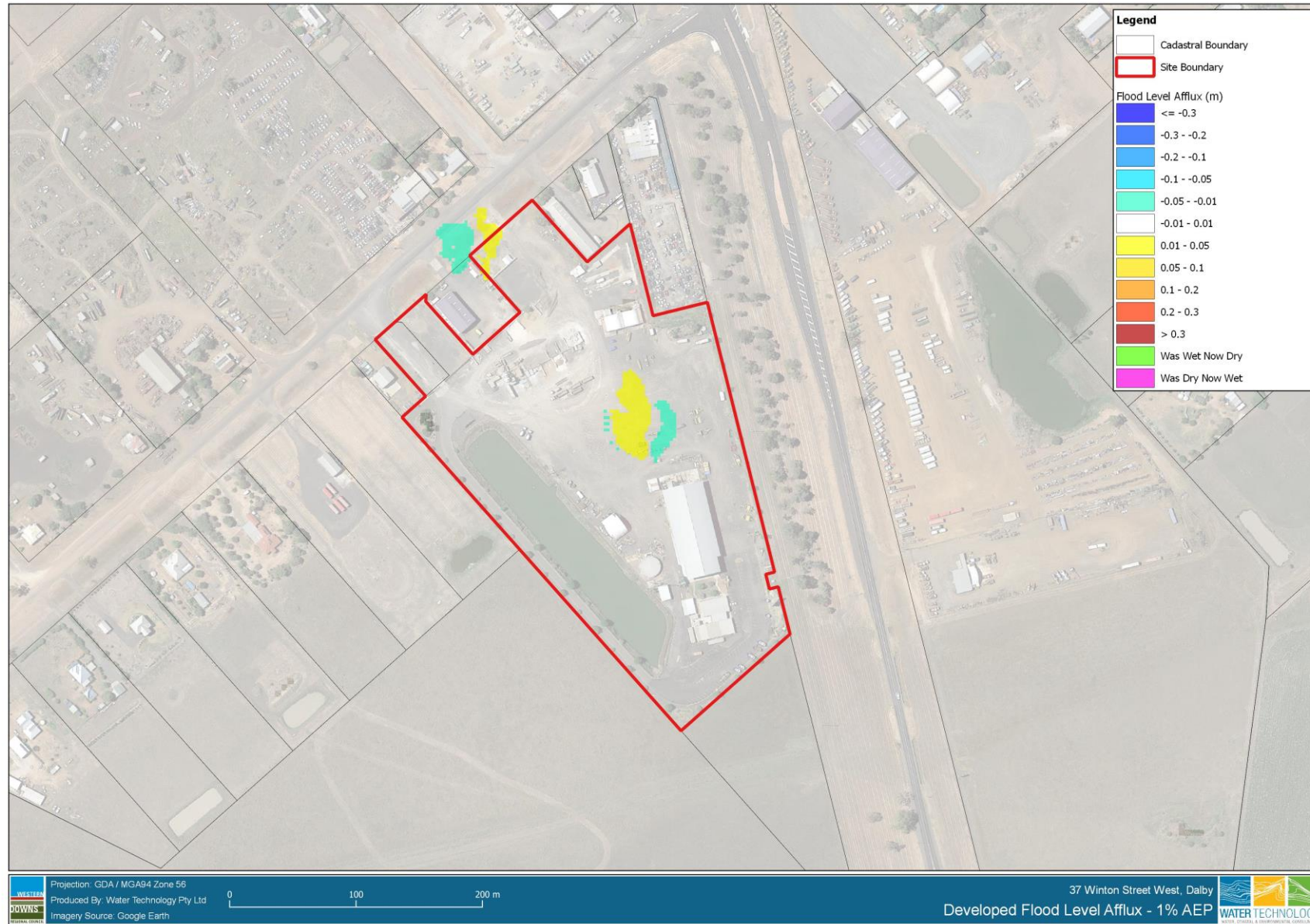
(\*) Indicates the dwelling is inundated above the FFL





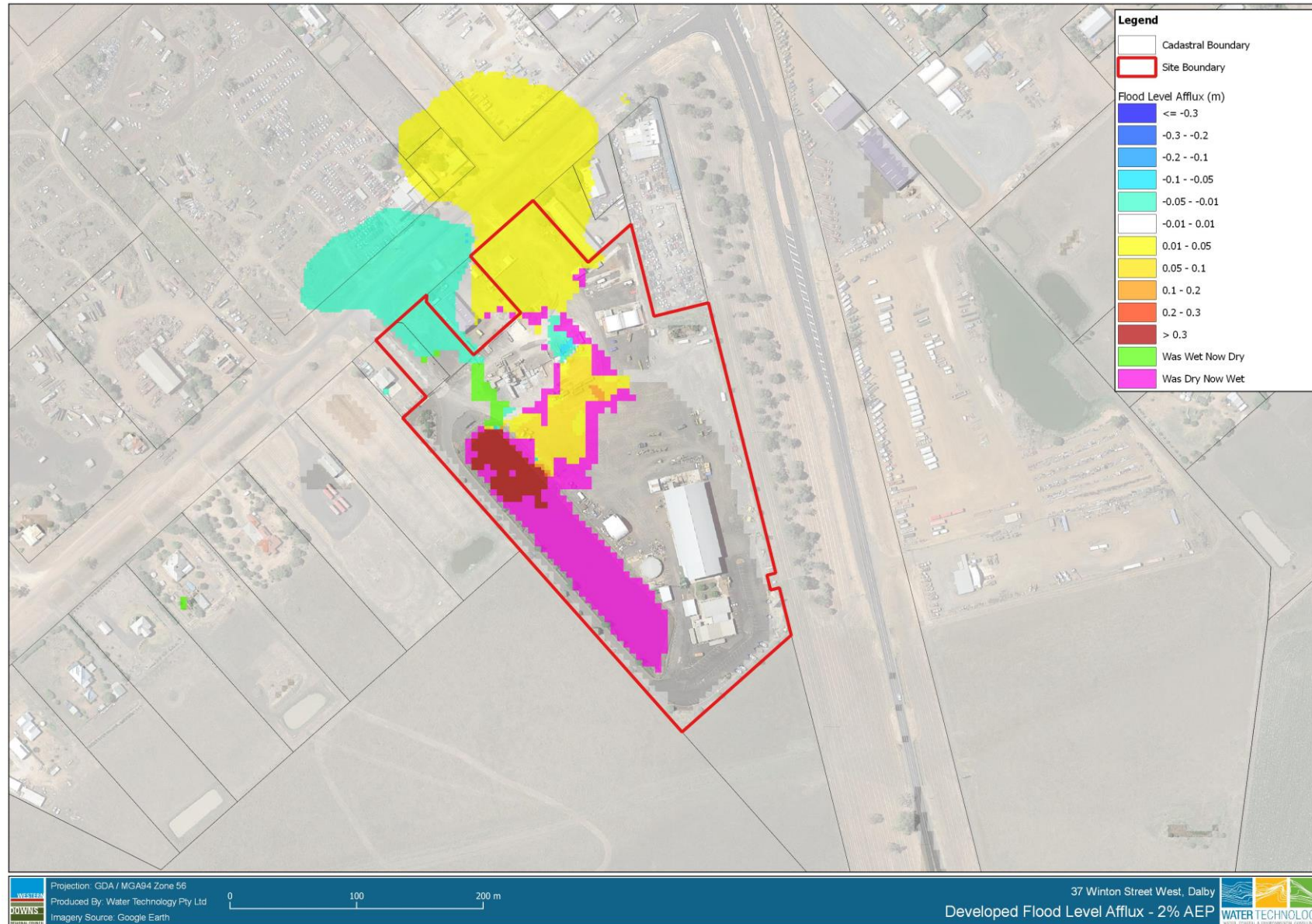
**Figure 3-1 Maximum Flood Velocity – 1% AEP, Existing**





**Figure 3-2 Change in Water Surface Level – 1% AEP**





**Figure 3-3 Change in Water Surface Level – 2% AEP**



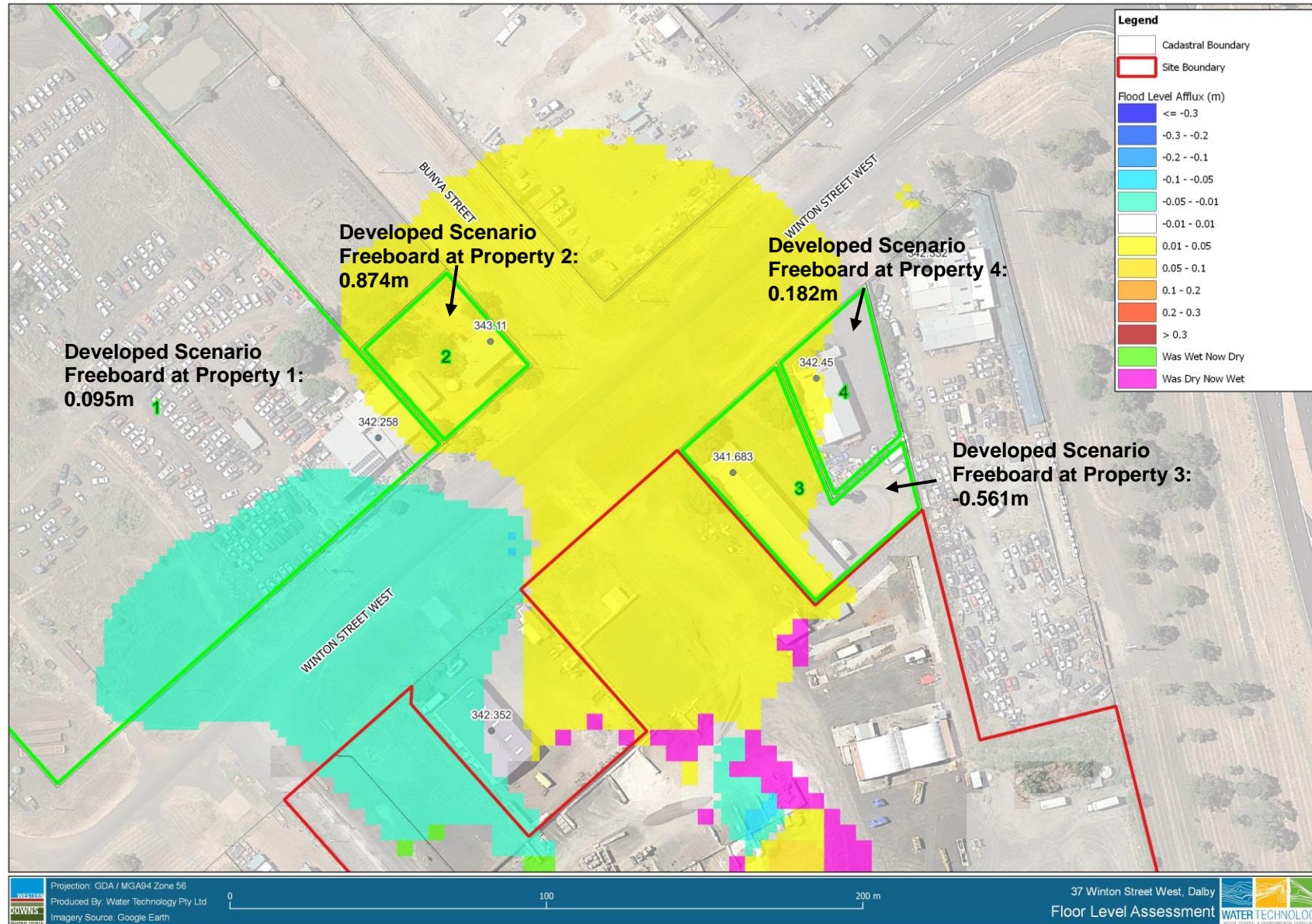


Figure 3-4 Floor Level Assessment – 2%AEP



The property labels noted above correspond to the following property addresses:

- 1 – 20a Winton Street
- 2 – 16 Winton Street
- 3 – 5 Winton Street
- 4 – 1 Winton Street

It is specifically noted that in pre-development flooding conditions, property 1, 2, and 4 have freeboard to the 2% AEP flood level of 102mm, 885mm, and 192mm, respectively, and are impacted by 7mm, 11mm, and 10mm, respectively; this suggests the dwellings are not inundated above floor level in either the pre- or post-development flooding scenario. Alternatively, property 3 is inundated above floor level by 544mm in the 2% AEP design event and is impacted by 17mm. This 17mm increase represents a small fraction (approximately 3%) of the pre-development inundation.

As a result, the modelling suggests the increases to flood levels at these properties are not likely to result in what would reasonably be considered an actionable nuisance as the dwellings are either:

- already inundated in the 2% AEP design event; or
- the flood level increase does not cause properties previously not inundated to subsequently become inundated.





## 4 SUMMARY

Water Technology understands the preliminary design stages for a development at 37 Winton Street, West Dalby is currently underway. The site (real property description of Lot 6 on SP209012 and Lot 3 on RP804508) is expected to be subdivided to accommodate the construction of a new driveway access and road through the site. RMA Engineers have engaged Water Technology to prepare riverine hydraulic flood impact assessment and associated reporting.

The site has been mapped in the low, medium, high, and extreme flood hazard area in accordance with the Western Downs Regional Council (WDRC) Flood Hazard Overlay Mapping (OM-004) in the WDRC Planning Scheme and is therefore subject to hazardous flooding conditions. WDRC's Flood Hazard Overlay Code states that any development within the high or extreme flood hazard areas need to maintain hydrologic and hydraulic function and not increase the number of persons at risk. As a result, Water Technology's Flood Impact Assessment aimed at quantifying potential flood level impacts on neighbouring properties and infrastructure to determine if these impacts would be considered actionable nuisances.

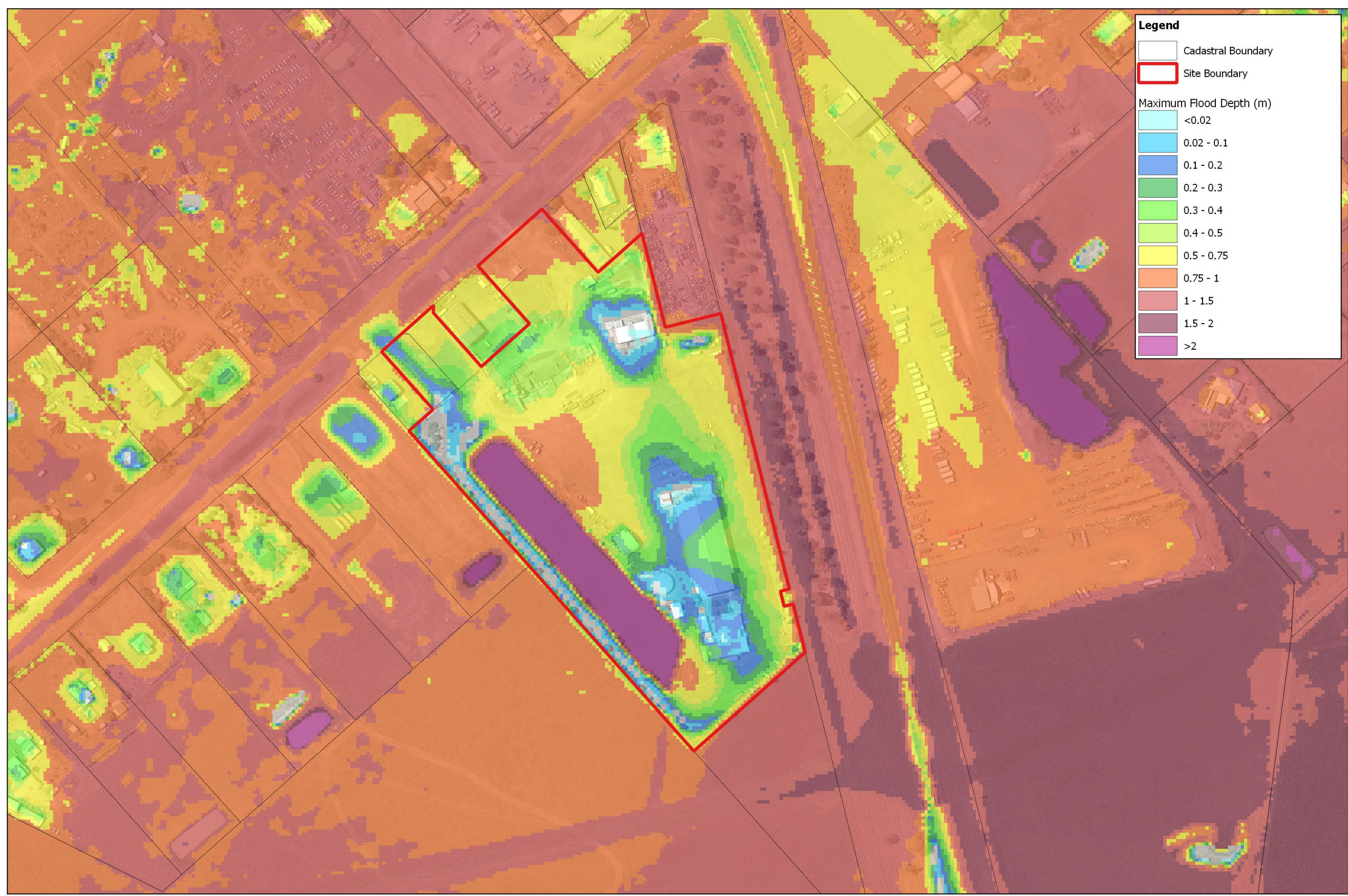
A Flood Impact Assessment was prepared to assess the change in peak flood levels between the pre- and post-development flood levels. For the 1% AEP event, flood level impacts greater than 10mm are generally contained within the site and adjacent road reserve with no significant impact on surrounding properties and infrastructure. However, for the 2% AEP event, flood level impacts were more widespread; a flood level inundation assessment was prepared using Council's property floor level data to determine if these impacts caused actionable nuisance. This ultimately concluded that all affected properties have freeboard to the finished floor level in both the pre- and post-development conditions or were already inundated above floor level and remained inundated in the post-developed flooding conditions.

We trust this is satisfactory and please do not hesitate to contact us if you have any further questions.



## APPENDIX A EXISTING FLOOD MAPS





**Legend**

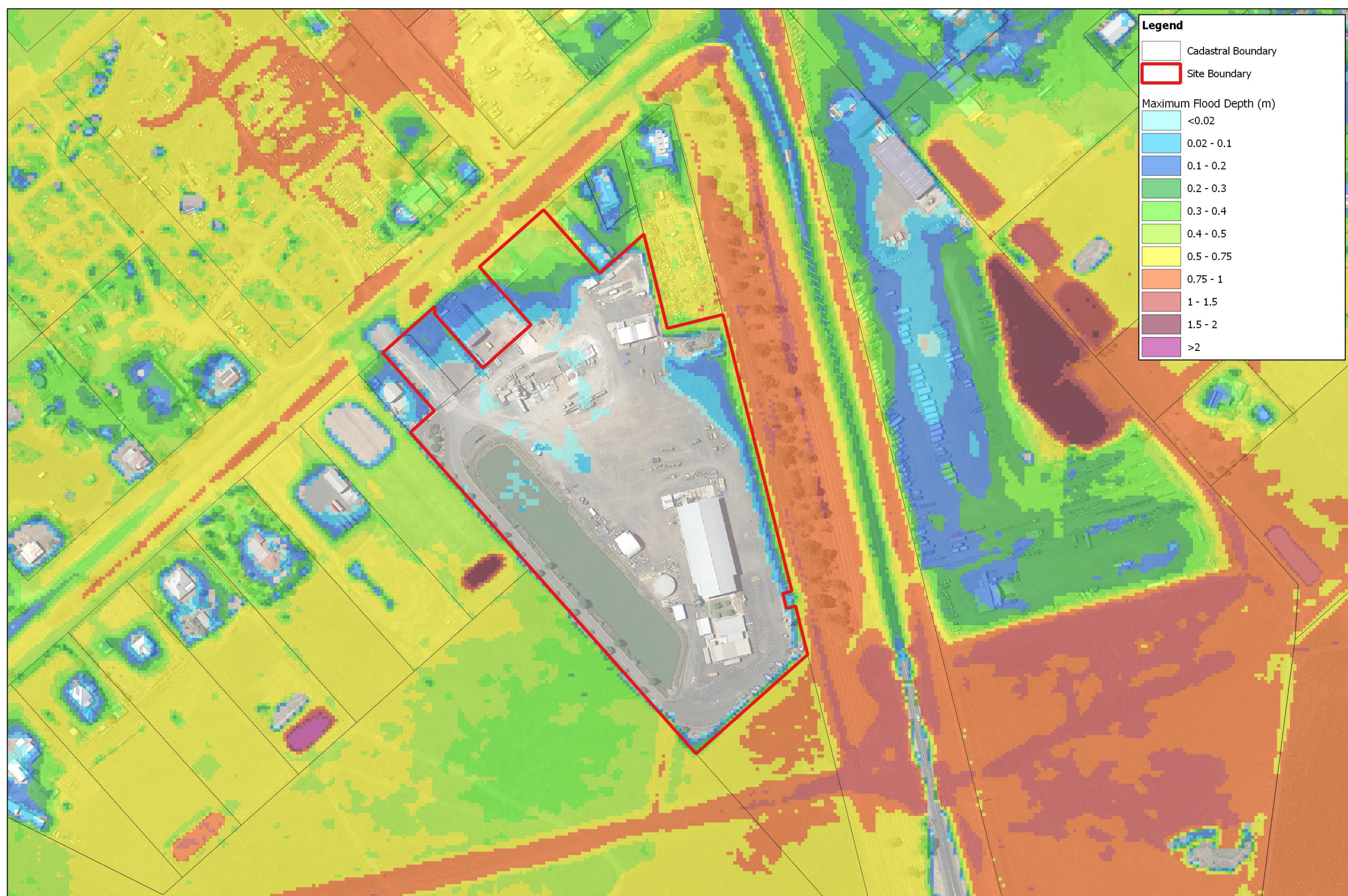
▬ Cadastral Boundary

▬ Site Boundary

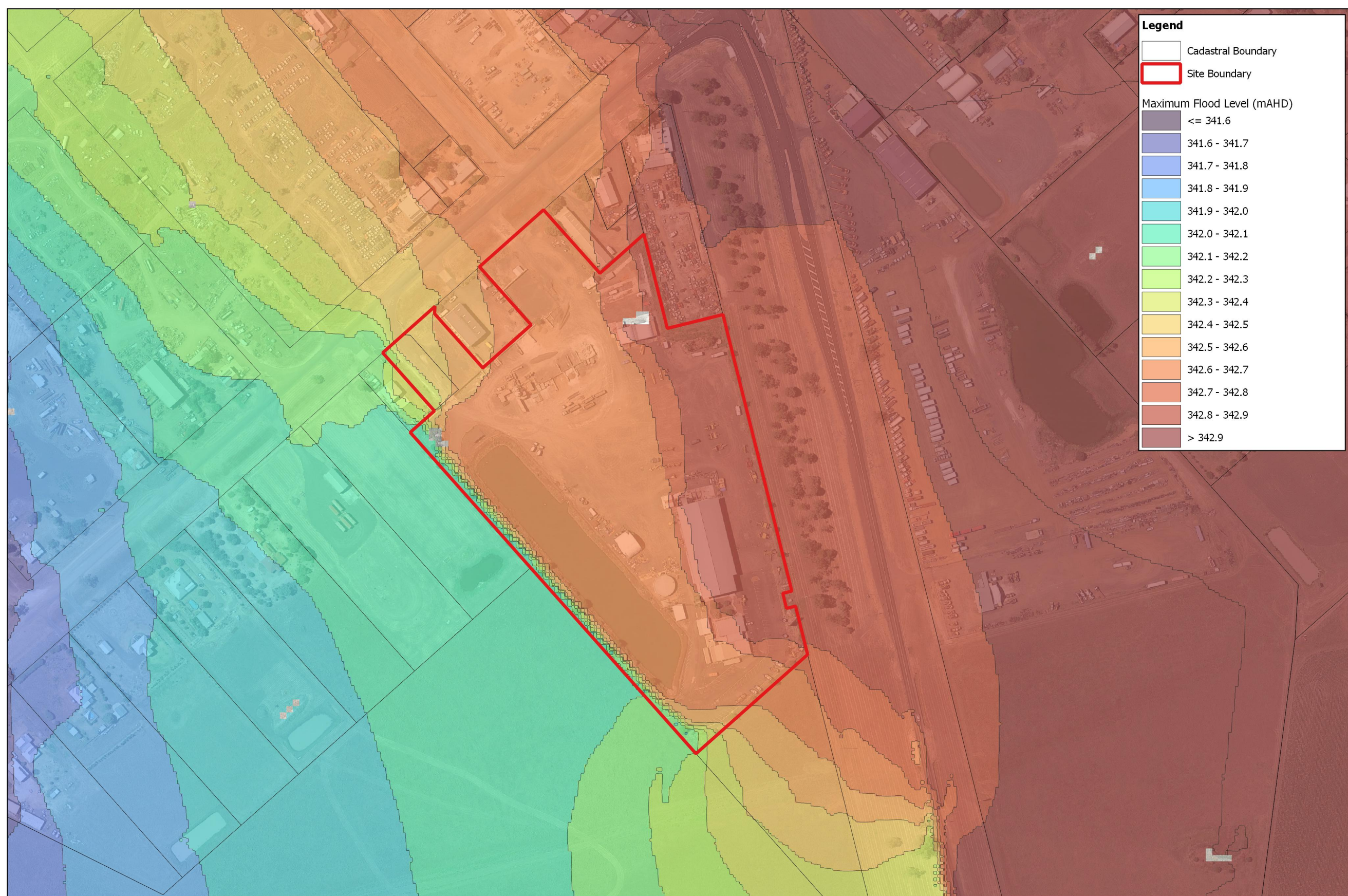
Maximum Flood Depth (m)

Light Blue	<0.02
Blue	0.02 - 0.1
Dark Blue	0.1 - 0.2
Green	0.2 - 0.3
Light Green	0.3 - 0.4
Yellow-Green	0.4 - 0.5
Yellow	0.5 - 0.75
Orange	0.75 - 1
Red-Orange	1 - 1.5
Dark Red	1.5 - 2
Purple	>2

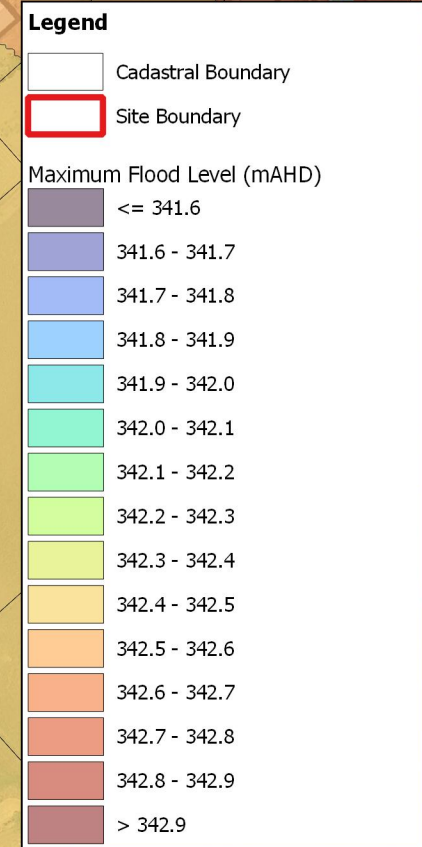
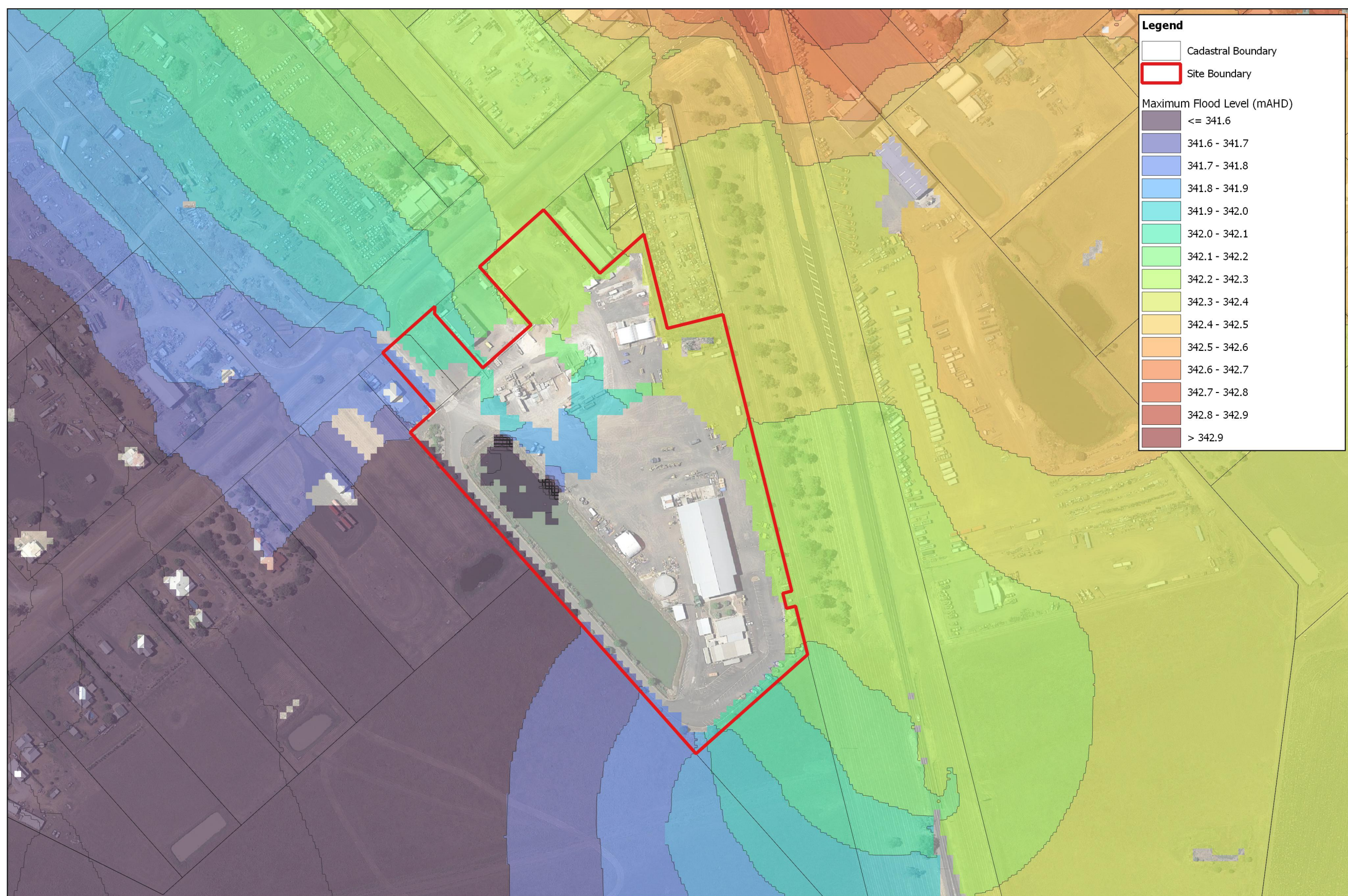




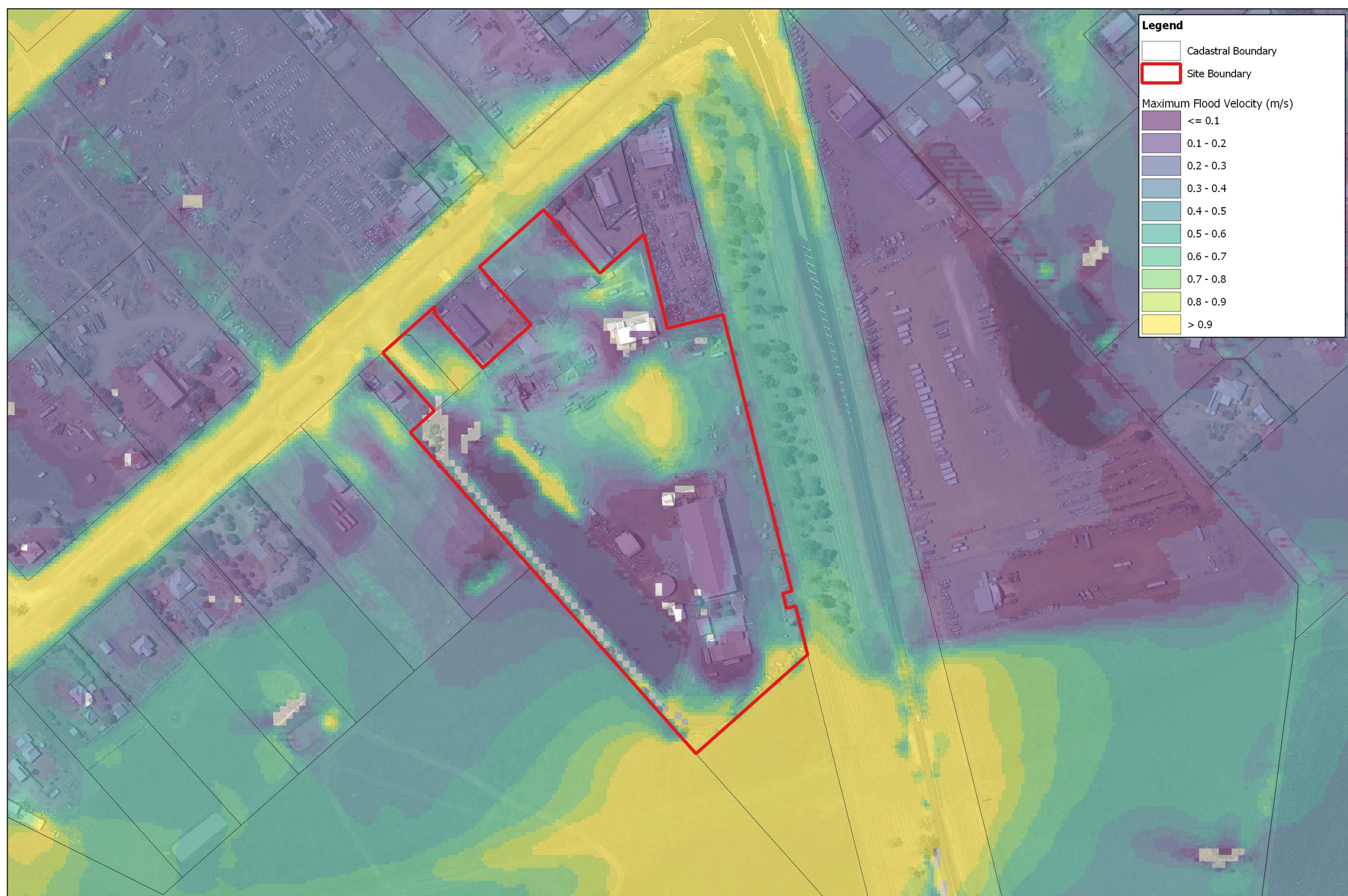












**Legend**

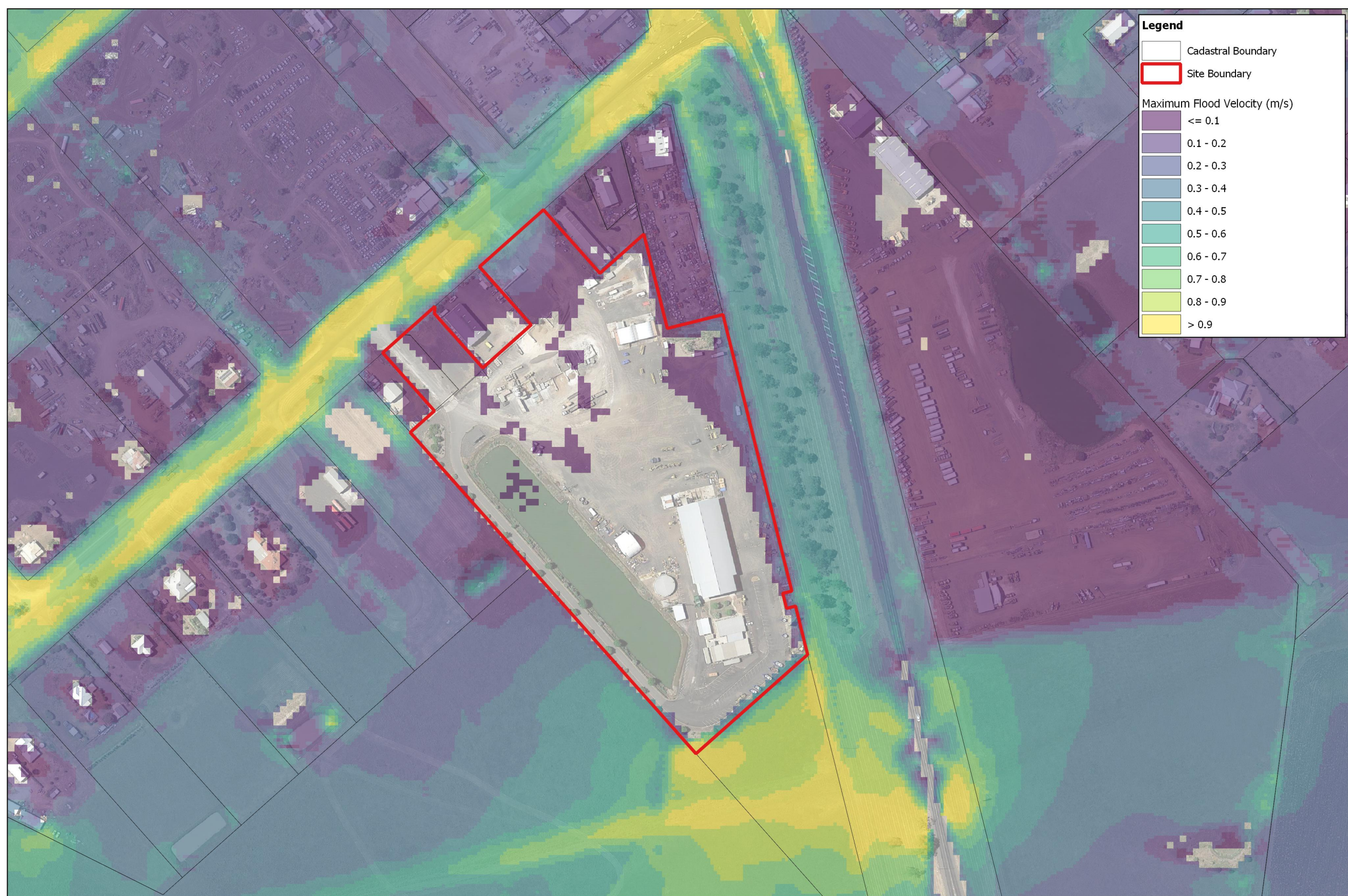
▬ Cadastral Boundary

▬ Site Boundary


Maximum Flood Velocity (m/s)


≤ 0.1
0.1 - 0.2
0.2 - 0.3
0.3 - 0.4
0.4 - 0.5
0.5 - 0.6
0.6 - 0.7
0.7 - 0.8
0.8 - 0.9
> 0.9















**Legend**

 Cadastral Boundary

 Site Boundary

Maximum Flood Velocity (m/s)

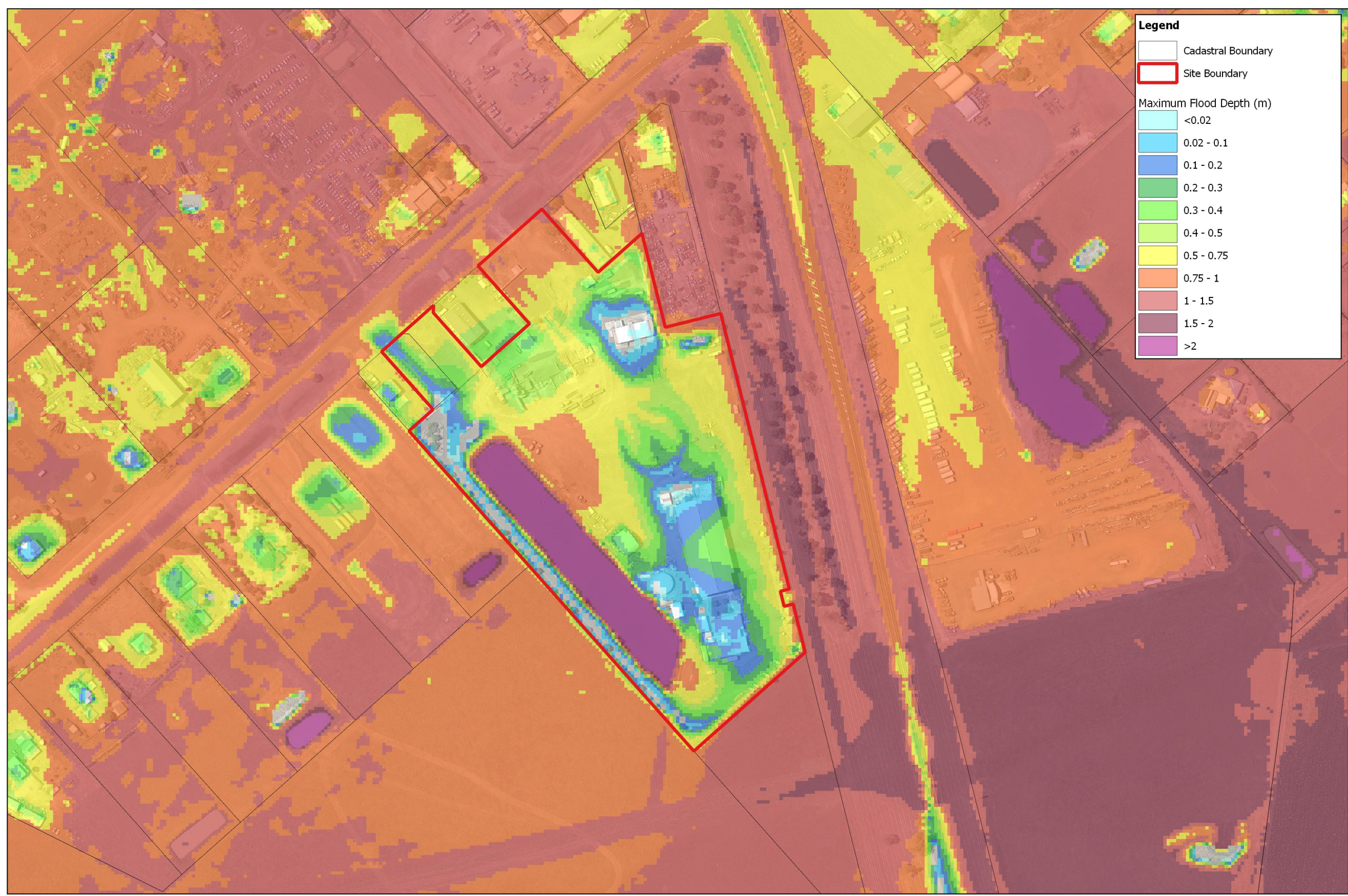
	≤ 0.1
	0.1 - 0.2
	0.2 - 0.3
	0.3 - 0.4
	0.4 - 0.5
	0.5 - 0.6
	0.6 - 0.7
	0.7 - 0.8
	0.8 - 0.9
	> 0.9







## APPENDIX B DEVELOPED FLOOD MAPS
















**Legend**

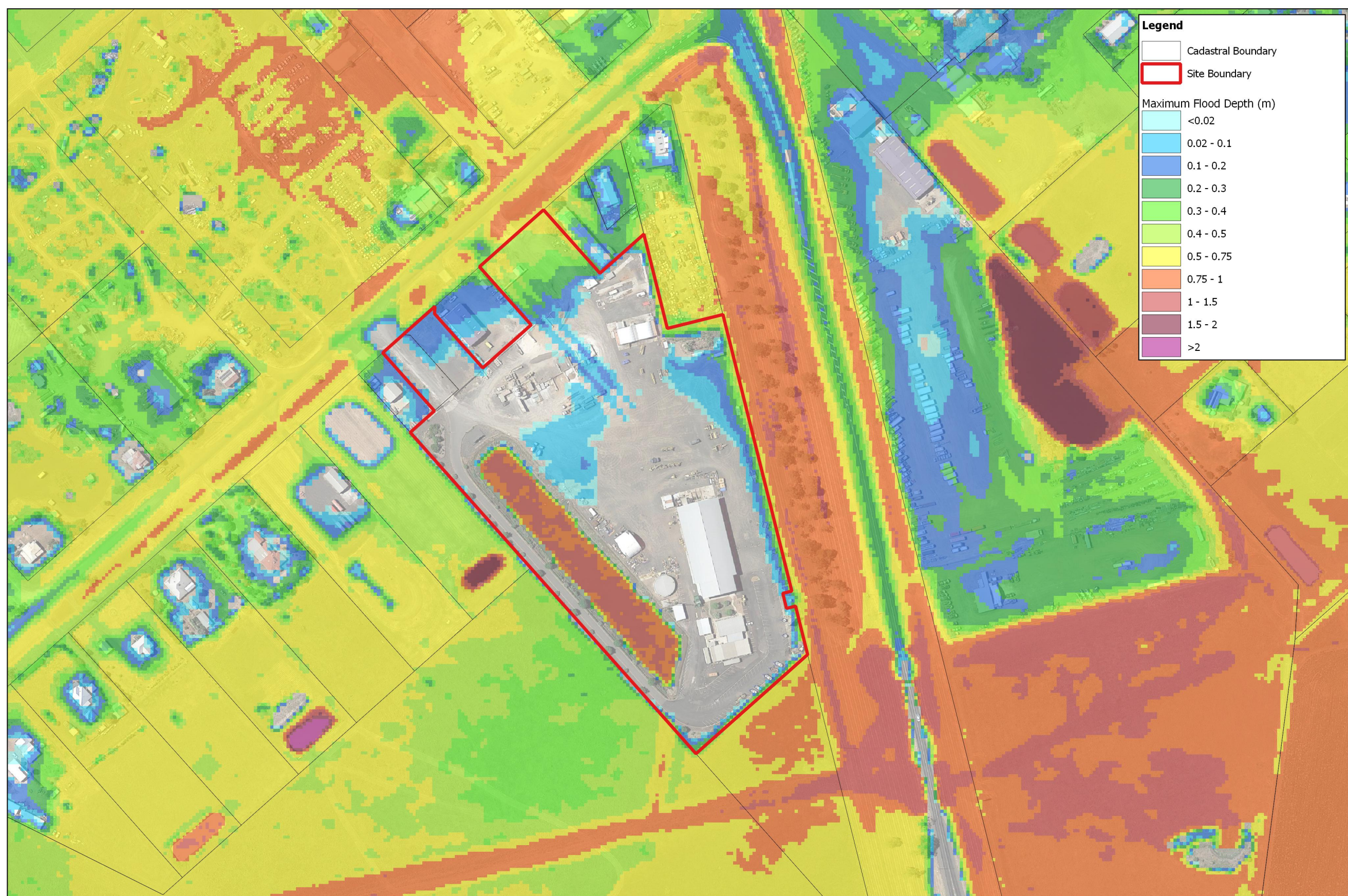
 Cadastral Boundary

 Site Boundary

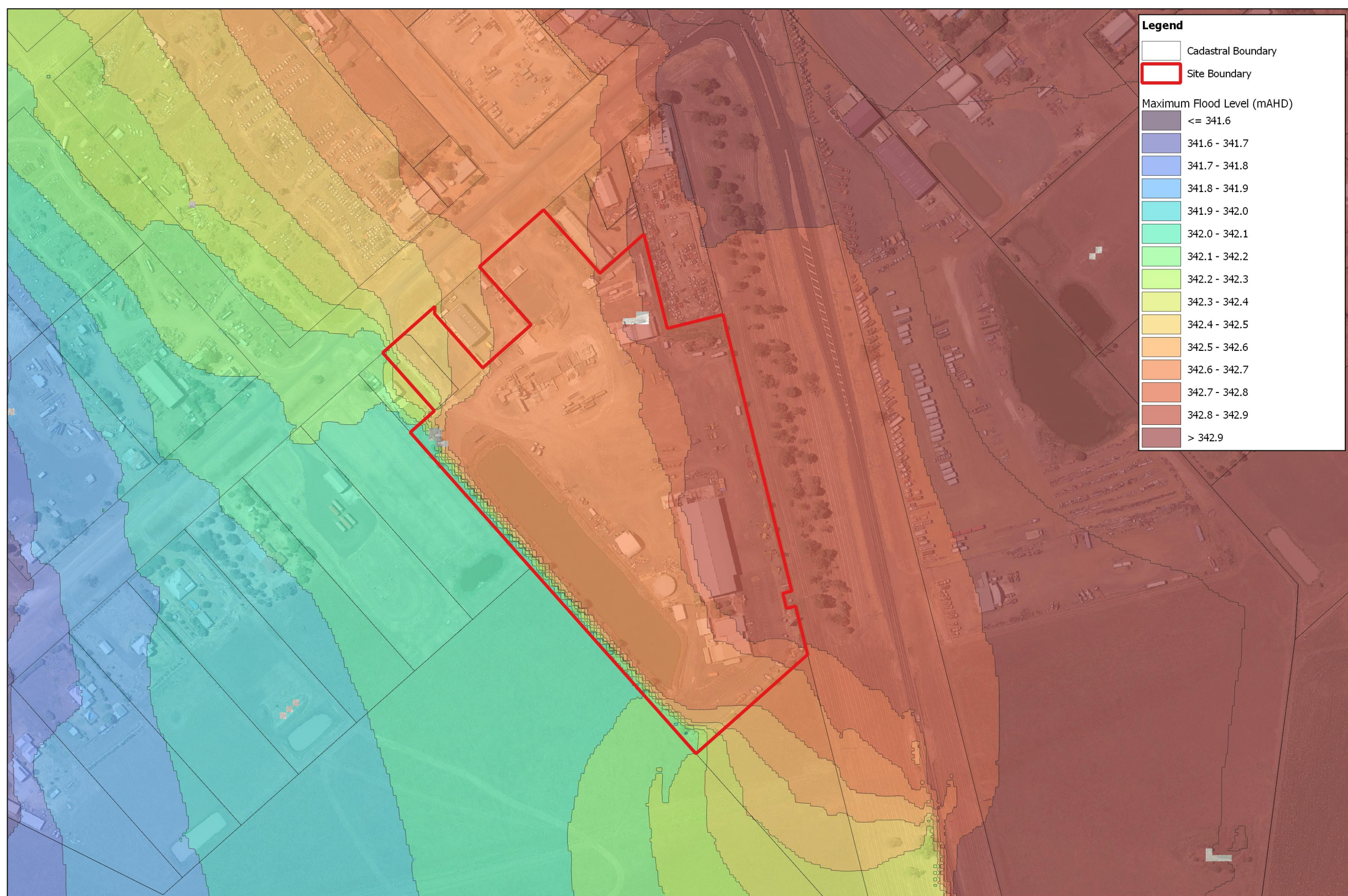
**Maximum Flood Depth (m)**

	<0.02
	0.02 - 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
	>2









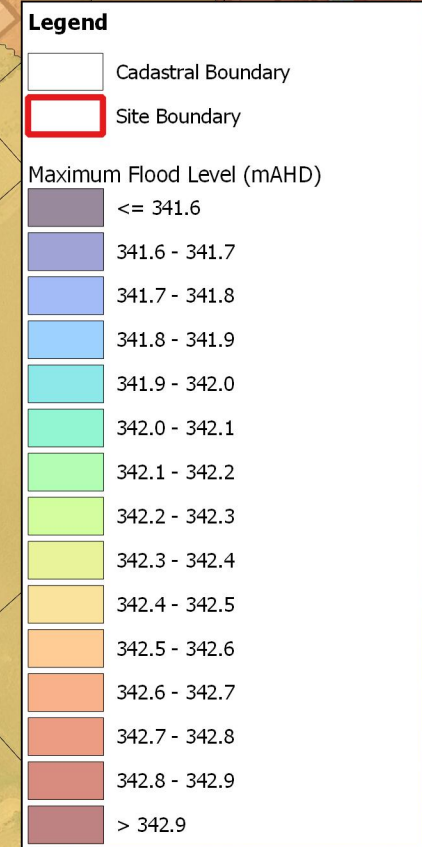
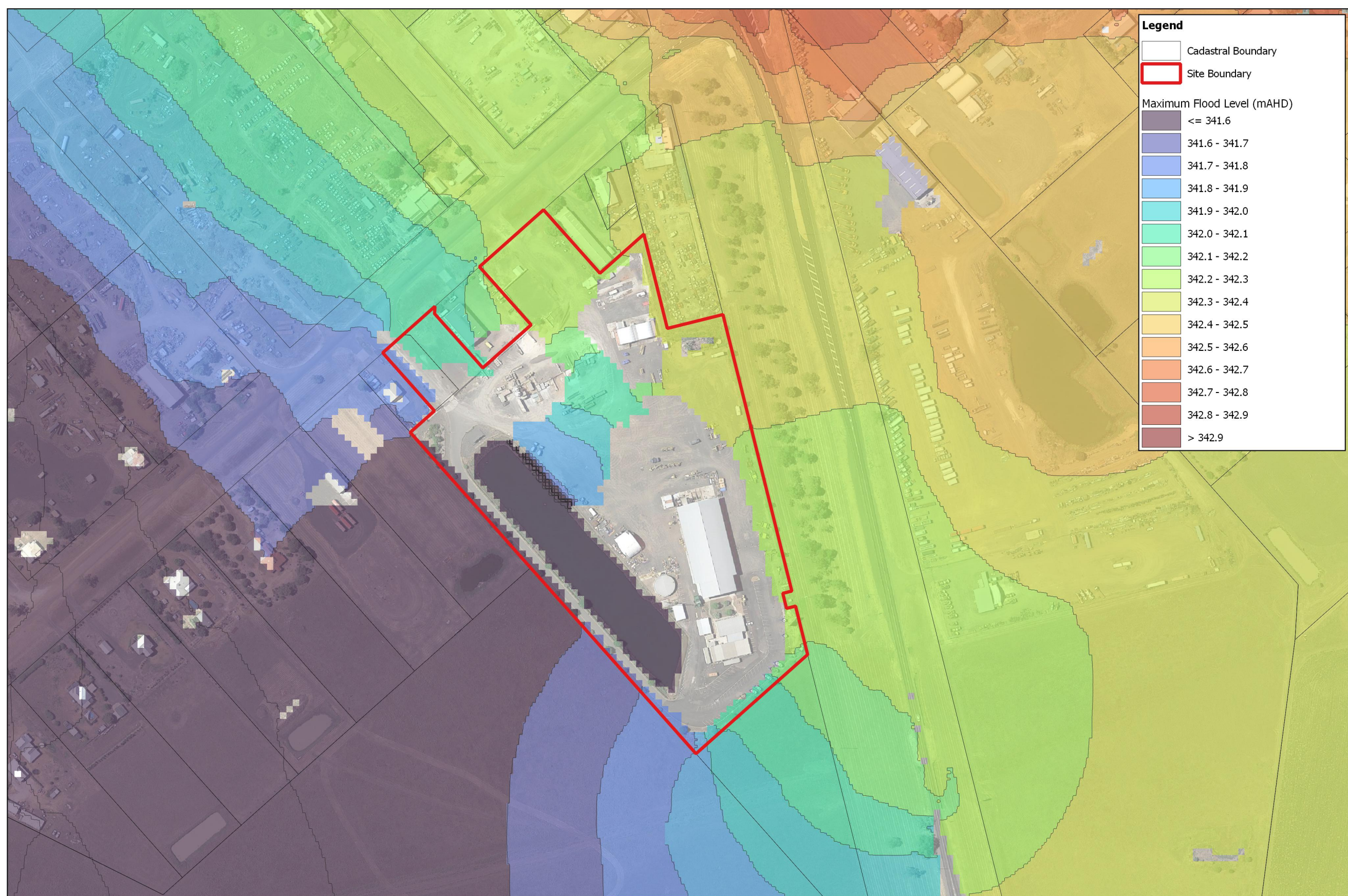
**Legend**

Cadastral Boundary  
 Site Boundary

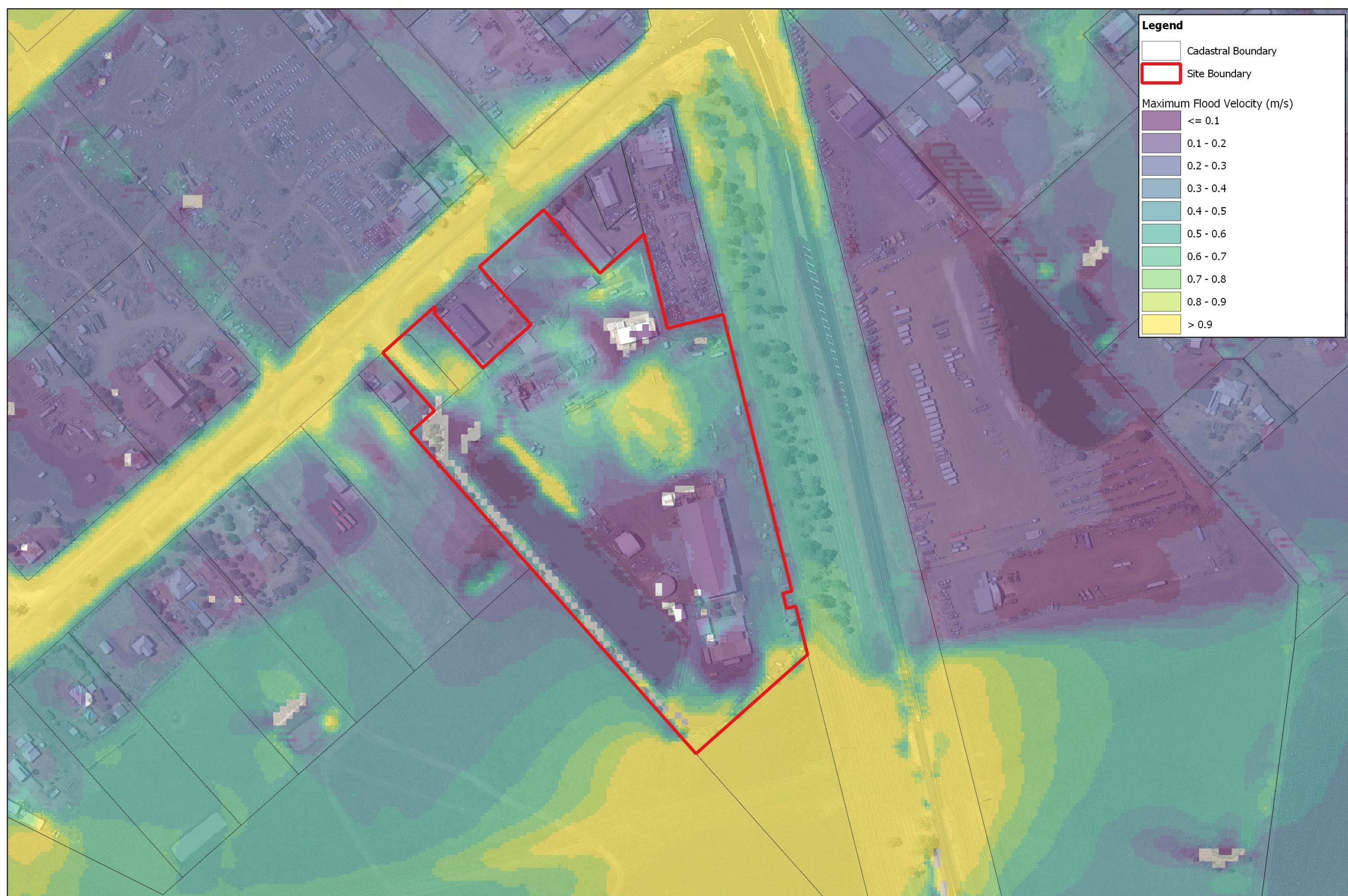
**Maximum Flood Level (mAHD)**

	<= 341.6
	341.6 - 341.7
	341.7 - 341.8
	341.8 - 341.9
	341.9 - 342.0
	342.0 - 342.1
	342.1 - 342.2
	342.2 - 342.3
	342.3 - 342.4
	342.4 - 342.5
	342.5 - 342.6
	342.6 - 342.7
	342.7 - 342.8
	342.8 - 342.9
	> 342.9

























**Legend**

 Cadastral Boundary

 Site Boundary

Maximum Flood Velocity (m/s)

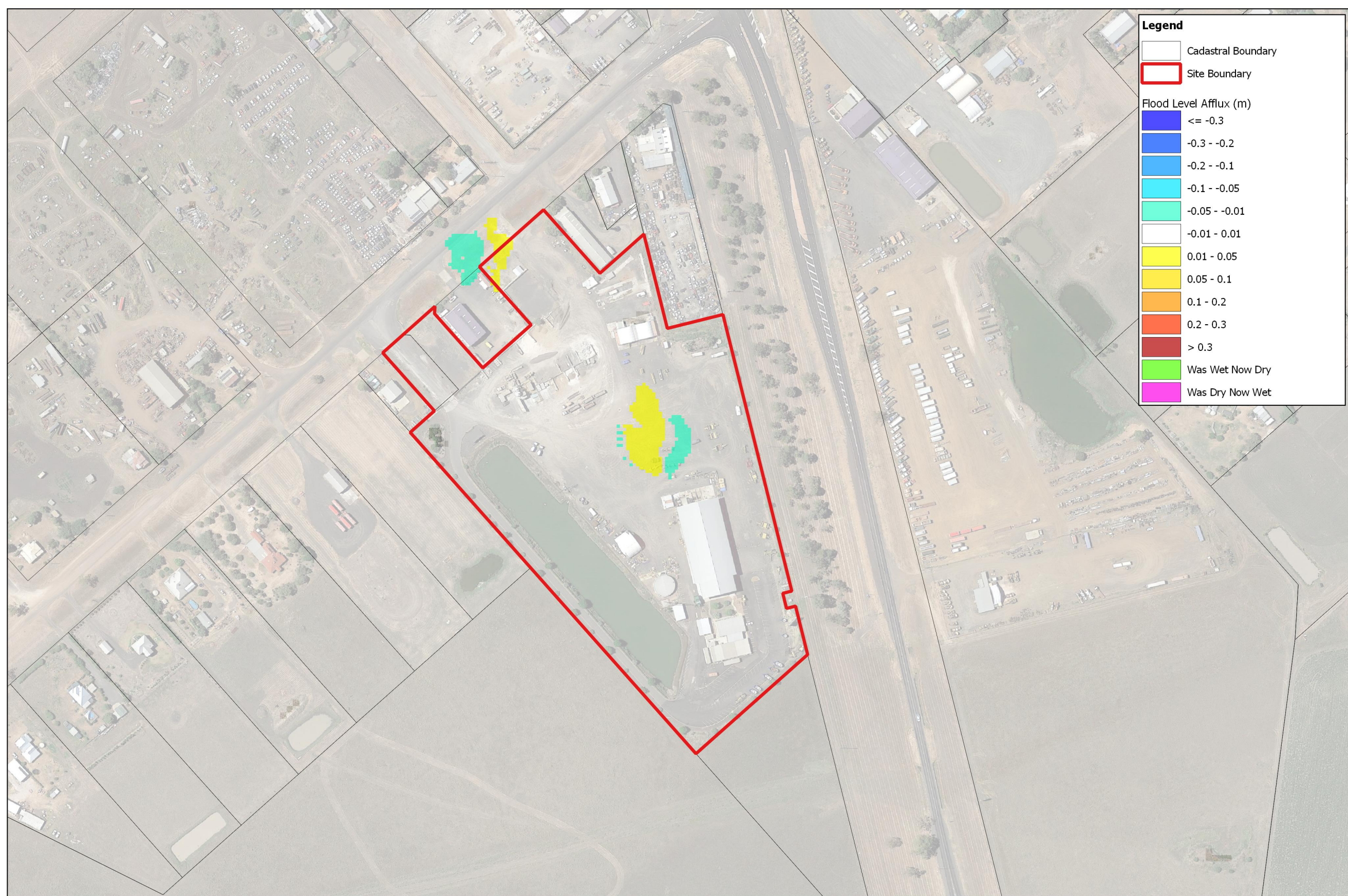
	≤ 0.1
	0.1 - 0.2
	0.2 - 0.3
	0.3 - 0.4
	0.4 - 0.5
	0.5 - 0.6
	0.6 - 0.7
	0.7 - 0.8
	0.8 - 0.9
	> 0.9



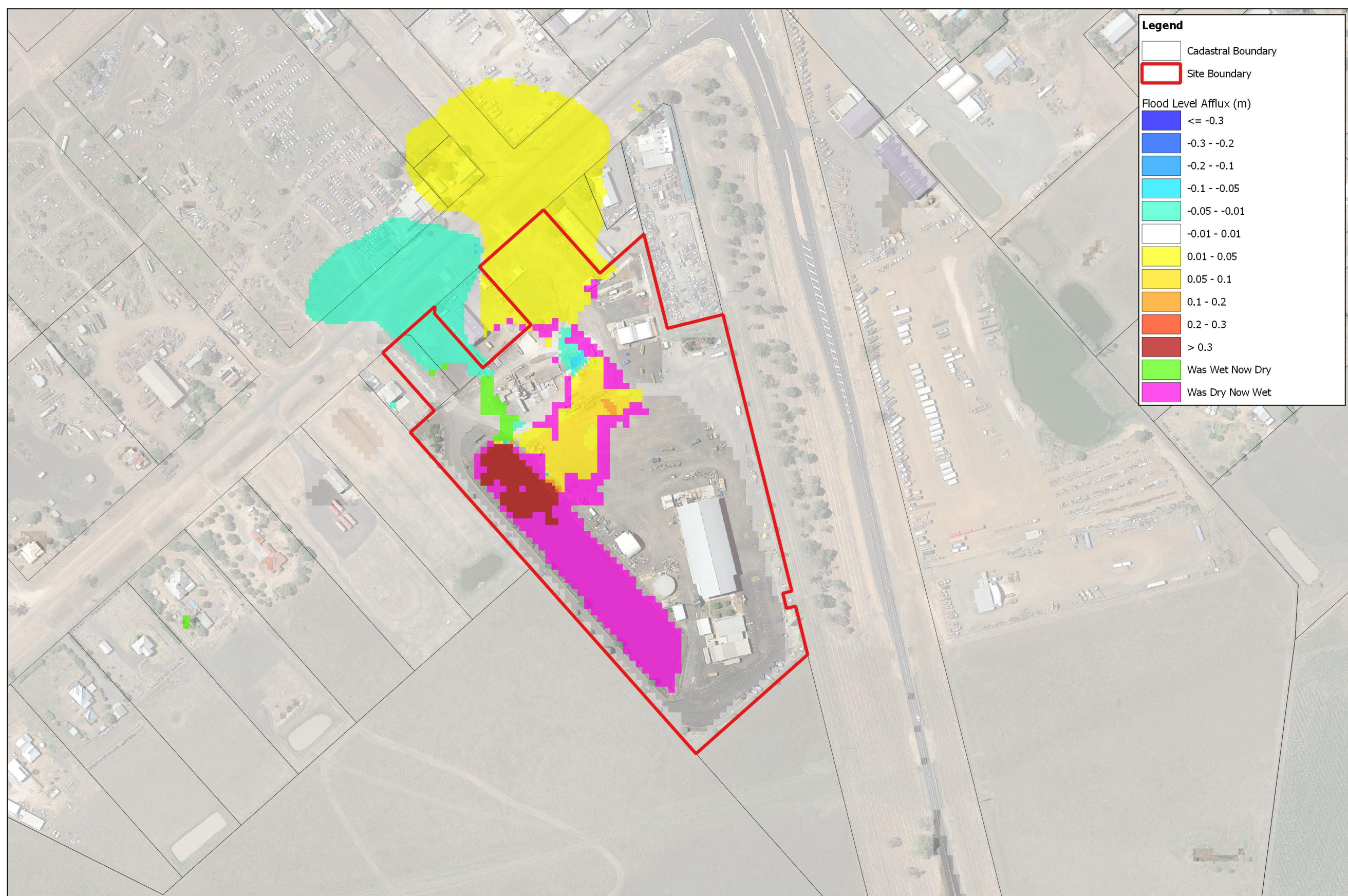


## APPENDIX C DEVELOPED FLOOD LEVEL AFFLUX MAPS









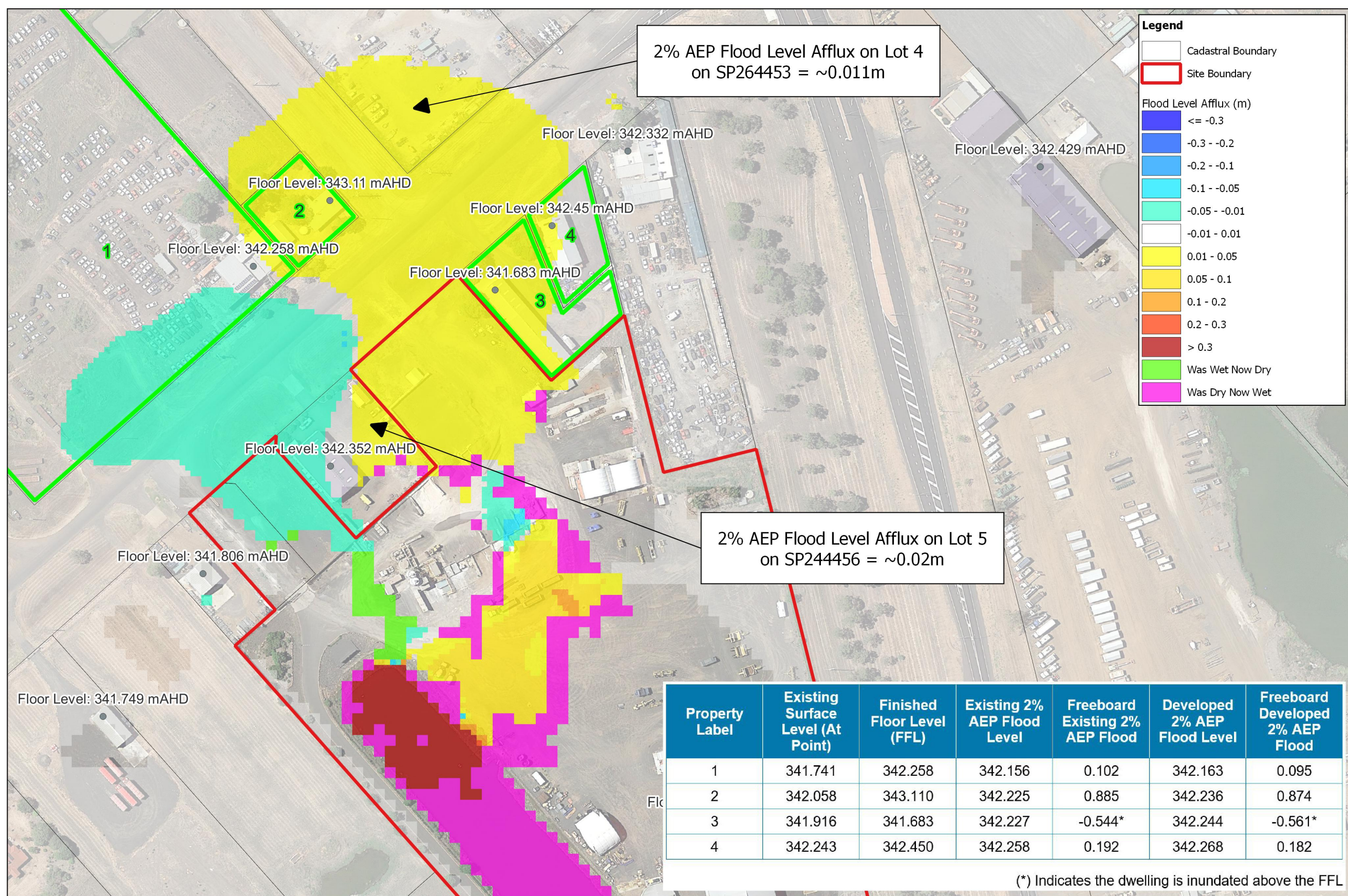
**Legend**

Cadastral Boundary  
 Site Boundary

**Flood Level Afflux (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
	Was Wet Now Dry
	Was Dry Now Wet







## INFRASTRUCTURE CHARGES NOTICE - STAGE 1

<b>APPLICANT:</b>	DOM Distribution
<b>APPROVED DEVELOPMENT:</b>	Reconfiguring a Lot (4 lots) at Winton Street West and 37 Winton Street West, Dalby
<b>FILE REFS:</b>	035.2021.510.001, A3253 & LG 7.9.1
<b>AMOUNT OF THE CHARGE:</b>	<b>Nil</b>
<b>LAND TO WHICH CHARGE APPLIES:</b>	Lot 3 on RP804508 and Lot 6 on SP209012
<b>PAYABLE TO:</b>	Western Downs Regional Council
<b>WHEN PAYABLE:</b>	Prior to execution of the Plan of Survey (Form 18B)

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:

DEVELOPMENT	Charge	Reference	No. of Units	Amount
Industrial up to 2,000m <sup>2</sup>	\$12.78* per m <sup>2</sup> of lot area (water, transport and parks networks)	Table 3.3.2, Col 2, Charge Area A	Proposed Lot 3 (1,689m <sup>2</sup> )	\$ 21,585.42
Industrial 2,001m <sup>2</sup> to 6,000m <sup>2</sup>	\$36,000.00 plus 9 x (AREA - 2,000) (water, transport and parks networks)	Table 3.3.2, Col 2, Charge Area A	Proposed Lot 1 (2,899m <sup>2</sup> )	\$ 31,304.61*
			Proposed Lot 2 (4,797m <sup>2</sup> )	\$ 43,432.83*
			Proposed Lot 4 (4,739m <sup>2</sup> )	\$ 43,062.21*
All Lots	\$2 per m <sup>2</sup> of lot area (stormwater network)	Table 3.3.2, Col 3	14,124m <sup>2</sup>	\$ 28,248.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Concrete Batching Plant use (High Impact Industry development class)	\$42.24* per m <sup>2</sup> GFA (water, transport and parks networks)	3.4(1)(c)	600m <sup>2</sup>	\$ 25,344.00
Existing Medium Impact Industry use (Industry development class)	\$30.17* per m <sup>2</sup> GFA (water, transport and parks networks)		3,229m <sup>2</sup>	\$ 97,418.93
All Uses	\$4 per m <sup>2</sup> impervious area (Stormwater)		69,772m <sup>2</sup>	\$279,088.00
* Includes a discount for development not within an area serviced by, or requiring connection to, Council's reticulated sewer network. The rate applied is in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			TOTAL CHARGE	NIL



## INFRASTRUCTURE CHARGES NOTICE - STAGE 2

<b>APPLICANT:</b>	DOM Distribution
<b>APPROVED DEVELOPMENT:</b>	Reconfiguring a Lot (3 lots) at Winton Street West and 37 Winton Street West, Dalby
<b>FILE REFS:</b>	035.2021.510.001, A3253 & LG 7.9.1
<b>AMOUNT OF THE CHARGE:</b>	<b>Nil</b>
<b>LAND TO WHICH CHARGE APPLIES:</b>	Lot 3 on RP804508 and Lot 6 on SP209012
<b>PAYABLE TO:</b>	Western Downs Regional Council
<b>WHEN PAYABLE:</b>	Prior to execution of the Plan of Survey (Form 18B)

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
Industrial 2,001m <sup>2</sup> to 6,000m <sup>2</sup>	\$36,000 plus 9 x (AREA - 2,000) (water, transport and parks networks)	Table 3.3.2, Col 2, Charge Area A	Proposed Lot 5 (3,237m <sup>2</sup> )	\$ 33,464.43*
			Proposed Lot 6 (2,932m <sup>2</sup> )	\$ 31,515.48*
			Proposed Lot 7 (4,239m <sup>2</sup> )	\$ 39,867.21*
All Lots	2m <sup>2</sup> of lot area (stormwater network)	Table 3.3.2, Col 3	10,408m <sup>2</sup>	\$ 20,816.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Credit remaining from Stage 1		3.4(1)(c)	-	\$234,217.90
* includes a discount for development not within an area serviced by, or requiring connection to, Council's reticulated sewer network. Rate applied in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			<b>TOTAL CHARGE</b>	<b>NIL</b>

## INFRASTRUCTURE CHARGES NOTICE - STAGE 3

<b>APPLICANT:</b>	DOM Distribution
<b>APPROVED DEVELOPMENT:</b>	Reconfiguring a Lot (3 lots) at Winton Street West and 37 Winton Street West, Dalby
<b>FILE REFS:</b>	035.2021.510.001, A3253 & LG 7.9.1
<b>AMOUNT OF THE CHARGE:</b>	<b>\$130,737.70</b>
<b>LAND TO WHICH CHARGE APPLIES:</b>	Lot 3 on RP804508 and Lot 6 on SP209012
<b>PAYABLE TO:</b>	Western Downs Regional Council
<b>WHEN PAYABLE:</b>	Prior to execution of the Plan of Survey (Form 18B)

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
Industrial 2,001m <sup>2</sup> to 6,000m <sup>2</sup>	\$36,000.00 plus 9 x AREA - 2,000) (water, transport and parks networks)	Table 3.3.2, Col 2, Charge Area A	Proposed Lot 8 (3,160m <sup>2</sup> )	\$ 32,972.40*
	\$2.00 per m <sup>2</sup> of lot area (stormwater)	Table 3.3.2, Col 3	3,160m <sup>2</sup>	\$ 6,320.00
Industrial Over 6,000m <sup>2</sup>	Total maximum charge per lot \$100,000	Table 3.3.2	Proposed Lot 9 (12,430m <sup>2</sup> )	\$100,000.00
	Total maximum charge per lot \$100,000		Proposed Lot 10 (23,858m <sup>2</sup> )	\$100,000.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Credit remaining from Stage 2		3.4(1)(c)	-	\$108,554.70
* Includes a discount for development not within an area serviced by, or requiring connection to, Council's reticulated sewer networks. The rate applied is in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			Water Stormwater Parks Transport	\$ 31,377.04 \$ 49,680.31 \$ 24,840.16 \$ 24,840.16
			<b>TOTAL CHARGE</b>	<b>\$130,737.70</b>

## 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.





SARA reference: 2107-23510 SRA  
Council reference: A3253 & LG7.9.1

18 January 2022

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

Attention: Kate Swepson

Dear Ms Swepson

## SARA response—Winton Street West and 37 Winton Street, 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 8 July 2021.

### Response

Outcome:	Referral agency response – with conditions.
Date of response:	18 January 2022
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### Development details

Description:	Development permit	Reconfiguring a lot for two (2) lots into 10 lots over three (3) stages
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (10.9.4.1.1.1) - State transport infrastructure (Planning Regulation 2017)	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1

(10.9.4.2.1.1) - State transport corridors and future State transport corridors (Planning Regulation 2017)

SARA reference: 2107-23510 SRA  
 Assessment Manager: Western Downs Regional Council  
 Street address: Winton Street West and 37 Winton Street, Dalby  
 Real property description: Lot 3 on RP804508 and Lot 6 on SP209012  
 Applicant name: DOM Distribution  
 Applicant contact details: C/- Precinct Urban Planning  
 PO Box 3038  
 Toowoomba QLD 4350  
 paul@precinctplan.com.au

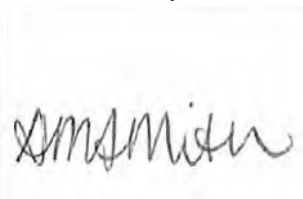
## Representations

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 David Hooper, Principal Planning officer, on 07 3452 7618 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Susan Kidd  
 Manager (Program Improvement)

cc DOM Distribution, paul@precinctplan.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 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
<b>Reconfiguring a lot</b>		
Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (10.9.4.1.1.1) and Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 (10.9.4.2.1.1) - The chief executive administering the <i>Planning Act 2016</i> nominates 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.	<p>(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road.</p> <p>(b) Any works on the land must not:</p> <ul style="list-style-type: none"> <li>i. create any new discharge points for stormwater runoff onto the state-controlled road;</li> <li>ii. interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road;</li> <li>iii. surcharge any existing culvert or drain on the state-controlled road;</li> <li>iv. reduce the quality of stormwater discharge onto the state-controlled road.</li> </ul>	<p>(a) At all times.</p> <p>(b) At all times.</p>

## Attachment 2—Advice to the applicant

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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 SARA's decision are:

The development complies with *State code 1: Development in a state-controlled road environment* 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.

The development complies with the relevant provisions of *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 transport infrastructure
- does not result in a worsening of the physical condition or operating performance of the state transport network
- does not compromise the state's ability to cost-effectively construct, operate and maintain state transport infrastructure
- does not impact upon existing public passenger transport infrastructure.

### 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 SARA
- The Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- *Human Rights Act 2019*.



## **Attachment 4—Representations about a referral agency response**

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**Title** **Executive Services Chief Executive Officer Report February 2022**

**Date** 8 March 2022

**Responsible Manager** J. Taylor, CHIEF EXECUTIVE OFFICER

**Summary**

The purpose of this Report is to provide Council with:

Significant meetings, forums and delegations attended by the Chief Executive Officer during the month of February 2022.

**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 February 2022:

Date	Who/Where	Details
1 February 2022	<ul style="list-style-type: none"> <li>• Meeting with Miles Historical Village Museum</li> </ul>	Dalby
2 February 2022	<ul style="list-style-type: none"> <li>• Special Meeting of Council</li> <li>• Councillor Information Session</li> </ul>	Dalby Dalby
3 February 2022	<ul style="list-style-type: none"> <li>• Breakfast Meeting with The Hon Dr David Gillespi, Federal Minister for Regional Health</li> <li>• Local Government Association Queensland Hydrogen Working Group</li> <li>• Queensland Resource Industry Development Planning Consultation Meeting with KPMG</li> <li>• Local Government Association Queensland Carbon Farming Webinar</li> </ul>	Teleconference Teleconference Teleconference
7 February 2022	<ul style="list-style-type: none"> <li>• Meeting with North Burnett Regional Council</li> <li>• Meeting with Capti Networks</li> </ul>	Teleconference Teleconference

8 February 2022	<ul style="list-style-type: none"> <li>Meeting with Rural &amp; Small Business Financial Counselling Service</li> <li>Meeting with CS Energy</li> </ul>	Dalby Dalby
14 February 2022	<ul style="list-style-type: none"> <li>Planning and Pre Agenda Meeting</li> <li>Councillor Information Sessions</li> <li>Development Assessment Panel Meeting</li> </ul>	
15 February 2022	<ul style="list-style-type: none"> <li>Meeting with Department of State Development, Infrastructure, Local Government and Planning</li> <li>Meeting with PHN Darling Downs &amp; West Moreton</li> <li>Meeting with Shell</li> <li>Meeting with Wandoan Community Stakeholders</li> </ul>	Dalby Teams Dalby Wandoan
16 February 2022	<ul style="list-style-type: none"> <li>Ordinary Meeting of Council</li> <li>Councillor Information Session</li> </ul>	Wandoan Wandoan
22 February 2022	<ul style="list-style-type: none"> <li>Meeting with Queensland Fire and Emergency Services</li> </ul>	Teams
23 February 2022	<ul style="list-style-type: none"> <li>Meeting with Local Government Association Queensland</li> <li>Meeting with McArthuis</li> </ul>	Brisbane Brisbane
24 February 2022	<ul style="list-style-type: none"> <li>Meeting with Queensland Investment Corporation</li> <li>Meeting with Queensland Music Festival</li> <li>Meeting with Queensland Reconstruction Authority</li> <li>Monthly Meeting with Senex</li> <li>Hydrogen Cluster Institute Launch</li> <li>Toowoomba Surat Basin Enterprise Evening at Parliament House</li> </ul>	Brisbane Brisbane Brisbane Brisbane Brisbane Brisbane
25 February 2022	<ul style="list-style-type: none"> <li>Monthly meeting with Shell</li> </ul>	Brisbane

#### Consultation (Internal/External)

Chief Executive Officer and Communication and Marketing Department

#### 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 February 2022.

#### **Attachments**

Nil.

**Authored by:** A. Lyell, Executive Services Administration Officer



**Title** **Executive Services Report Outstanding Actions February 2022**

**Date** 9 March 2022

**Responsible Manager** J. Taylor, 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 16 February 2022

**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 16 February 2022.

**1. Outstanding Council Meeting Action List (As at 16 February 2022)**

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
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
18/08/2021	Executive Services Report Communications and Engagement Strategy	AD6.6.2	Moved By: Cr. M.J. James Seconded by: Cr. K.A. Bourne  That this report be received and that:	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>1. Council proceeds with region-wide engagement to inform a Communications and Community Engagement Strategy for Western Downs Regional Council.</p> <p>CARRIED</p>	
19/01/2022	Corporate Services Report Land Disposal Part Lot 9 SP254412 Carmichael Street Chinchilla Ison Haulage	AD6.6.2	<p>Moved By: George Moore Seconded by: Kylie Bourne</p> <p>That this report be received and that Council;</p> <p>1. subdivide lot 9 to form a new lot, or lots, that satisfies the zoning requirements for Medium Impact Industrial Zone land, having regard to the land required for drainage.</p> <p>2. offer the new lot/s for sale by auction or tender, pursuant to the <i>Local Government Regulation 2012</i>.</p> <p>CARRIED (6 to 2) <b>Absent Did Not Vote:</b> Cr. K. A. Maguire</p>	Corporate Services
19/01/2022	Infrastructure Services Confidential Tender Evaluation Report Tender No MM10-21-22 Dalby Corporate Office Solar Upgrade	AD6.2.2	<p>Moved By: Andrew Smith Seconded by: Megan James</p> <p>That this Report be received and that Council;</p> <p>1. awards Contract MM10-21-22 for the design and construction of the Dalby Corporate Office Solar System Upgrade to Photon Energy Engineering Australia Pty Ltd for a tender price of \$658,480 (including gst).</p> <p>2. resolve to delegate authority to the Chief Executive Officer to negotiate, make, vary, and discharge the contract associated with the MM10-21-22 Solar, Dalby capital project.</p> <p>CARRIED</p>	Infrastructure Services
16/02/2022	Corporate Services Report Provision Additional Public Amenity Wandoan	AD6.6.2	<p>Moved By: Megan James Seconded by: Peter Saxelby</p> <p>That this Report be received, and that Council: Approve an additional single uni-sex disability compliant amenity block totalling \$115,000 on Lot 263 SP161830 and allocate funds as part of the current 2021/22 capital budget.</p> <p>CARRIED</p>	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:** A. Lyell, Executive Services Administration Officer



<b>Title</b>	<b>Corporate Services Report Call for Motions Australian Local Government Association General Assembly</b>
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<b>Date</b>	7 March 2022
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<b>Responsible Manager</b>	P. Greet, ACTING GENERAL MANAGER CORPORATE SERVICES
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## Summary

The purpose of this report is to seek Council endorsement of motions proposed to be submitted to the Australian Local Government Association for consideration at the 2022 National General Assembly

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.
- Our region is a recognised leader in agribusiness, energy, and manufacturing.
- We deliver water security to enable future economic growth.
- We proactively advance our region as a tourism destination.
- Our business and industry actively live and buy local.

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that Council endorse the following motions for the ALGA National General Assembly:

1. This National General Assembly calls on the Australian Government to increase and maintain the national grant entitlement for Financial Assistance Grants to at least 1.0% of Commonwealth taxation revenue.

2. This National General Assembly calls on the Australian Government to deliver a long-term reliable water source for regional communities to enable economic development opportunities, including hydrogen and agriculture.
3. This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure and the backlog of work.
4. This National General Assembly calls on the Australian Government to increase funding for Connectivity in regional areas and revisit co-contribution as part of assessment criteria.
5. This National General Assembly calls on the Australian Government to collaborate with State and Local Government Areas to develop a strategy to build regional Allied Health Precincts. These precincts would provide currently unavailable specialist services and provide outreach services to smaller rural communities, whilst assisting in the development of a local workforce. Further, this strategy should include an action plan with aligned funding.
6. This National General Assembly calls on the Australian Government to invest in an extension of Inland Rail to the Gladstone Port via an inland route.
7. This National General Assembly calls on the Australian Government to create incentives to attract and train qualified childcare staff.

## **Background Information**

The Australian Local Government Association National General Assembly (NGA) is being held 19-22 June 2022 in Canberra. This is an annual event for Local Government attracting 800 Mayors and Councillors from across Australia. The aim of the NGA is to engage with the Federal Government to drive development of National Policy, influence the future direction of Local Government Sector and our Communities.

## **Report**

The Australian Local Government Association (ALGA) considers motions submitted by local government for inclusion on the agenda for the National General Assembly. Motions are due by 25 March 2022 and must be endorsed by Council. The ALGA has identified themes for the NGA as follows:

- Building Back Better Business
- Opening Australia's Borders
- Workforce Shortages and Re-Engineering Work
- Climate Change
- Natural Disasters
- Environment
- The Circular Economy
- Affordable Housing

Council considered a number of proposals for motions submitted by the Executive Management Team at the Councillor Information Session held on 1 March 2022. These proposals are as follows:

1. Financial Assistance Grants.
2. Water/Nathan Dam.
3. Roads.
4. Connectivity.
5. Allied Health.
6. Inland Rail.
7. Child Care.

The background information for each is included with this report as an attachment.

### Consultation (Internal/External)

Executive Management Team  
Councillors

### 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 Australian Local Government Association National General Assembly provides Council with the opportunity to advocate on issues relevant to our region, and nationally by engaging with the Federal Government to drive development of National Policy and to influence the future direction of the Local Government Sector and our Communities.

#### **Attachments**

1. ALGA Motion - Financial Assistance Grants.
2. ALGA Motion - Water/Nathan Dam.
3. ALGA Motion - Roads.
4. ALGA Motion - Connectivity.
5. ALGA Motion - Allied Health.
6. ALGA Motion - Inland Rail.
7. ALGA Motion - Child Care.

**Authored by:** P. Greet, ACTING GENERAL MANAGER CORPORATE SERVICES



# **ALGA MOTION - FINANCIAL ASSISTANCE GRANTS**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

**Address 1\*** 30 Marble St,  
**Address 2\*** PO Box 551  
**Suburb/City\*** Dalby  
**Postcode\*** 4405  
**Phone\*** 07 4679 4012  
**Email\*** Jodie.Taylor@wdrc.qld.gov.au

## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to increase and maintain the national grant entitlement for Financial Assistance Grants to at least 1.0% of Commonwealth taxation revenue.

### **National Objective\*** **(Max 200 words)**

The objective of this motion is to secure reliable and equitable base level funding for local government services across Australia thereby providing certainty of funding to support essential services and the maintenance of core public infrastructure such as roads.

### **Summary of Key Arguments\*** **(Max 500 words)**

Local governments have three main sources of income - rates, fees and charges and grant income from Federal and State Government. The Federal Government provides support to fund the activities of local government by payment of Financial Assistance Grants (FAGs), which has two untied components - general purpose and roads.

In 1999-97, FAGs represented 1.01% of the total Commonwealth taxation revenue. In the 2012-22 Australian Government budget this has declined to an estimated 0.55% of total Commonwealth Taxation Revenue. FAGs are determined annually based on the national grant entitlement for the previous financial year multiplied by an escalation factor determined by the Treasurer with reference to population growth and the consumer price index. It is proposed a more fair and equitable approach would be for the national grant entitlement to be based on a percentage of Commonwealth taxation revenue.

Local governments are responsible for 75% of the nation's roads based on length and 33% of public infrastructure. The reducing rate of FAGs is impacting the ability of local governments to continue to provide their communities with essential services and maintain infrastructure. Further, local governments are assuming responsibility for more infrastructure and services without a commensurate increase in revenue.

Raising financial assistance grants will also create up to 4000 jobs, predominantly in rural and regional areas and contribute approximately \$1.4B to Australia's GDP.

### **Declaration\***



**This motion has been endorsed by Council**

# **ALGA MOTION - WATER / NATHAN DAM**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

**Address 1\*** 30 Marble St,  
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**Email\*** Jodie.Taylor@wdrc.qld.gov.au

## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to deliver a long-term reliable water source for regional communities to enable economic development opportunities, including hydrogen and agriculture.

### **National Objective\*** **(Max 200 words)**

Regional areas in Australia contribute significantly to the economy. The Regional Australian Institute estimates that regional Australia accounts for around 40 per cent of national economic output and employs around one third of Australia's workforce.

The mining, agriculture and manufacturing industries have traditionally been the driving force of economic growth, with health care and construction more recently contributing to the success of regions.

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 has catalysed efforts to achieve net zero emissions by 2050.

Regional areas traditionally driven by carbon-based fuels are favourably placed for renewable energy investment due to legacy infrastructure as well as the available pool of highly skilled workforce.

Delivery of long-term reliable water source for regional communities will support operations and further enable economic growth. This opens further hydrogen production opportunities and export opportunities as well as greatly benefit the strong agricultural sector.

The Regional Australian Institute estimates that 1 out of 5 households living in metropolitan areas is considering moving regionally. Investment in long-term reliable water sources will make the regions more attractive to live and work. This will assist with de-urbanising metropolitan areas.

### **Summary of Key Arguments\*** **(Max 500 words)**

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 has catalysed efforts to achieve net zero emissions by 2050.

A number of regional areas across Australia, including the Surat Basin, have seen strong investment in the resources industry over the past 15 years. Legacy infrastructure, as well as the available pool of highly skilled workforce as a result of this investment, positions these regions favourably for renewable energy generation, recognised by the proposed development of renewable energy zones across Australia.

This National General Assembly calls on the Australian Government to collaborate with Local Governments to enable the transition to renewable energy developments and to invest in a long-term reliable water supply, to

leverage of current power infrastructure and enable green hydrogen production from water electrolysis (electrolytic hydrogen) and renewable energy sources such as solar and wind.

Current economies traditionally driven by carbon-based fuels, gain significant interest from industry to establish high value industries due to supply chain advantages in the energy sectors. The single limiting factor for rapid industry development of Queensland is a reliable water source.

In Queensland, Nathan Dam and Pipelines project was intended to provide long-term reliable water supplies to mining, power, urban and existing agricultural customers in the Surat Coal Basin and the Dawson sub-region of Central Queensland. The project was originally linked to key customers in the mining sector that allowed a significant portion of the water allocation to be linked to high value investment return.

Existing energy companies are diversifying their energy portfolios and include renewable and green sources of energy generation. There is great interest in green hydrogen production, and this opportunity has the ability to transform regional economies by creating export opportunities as well as greatly benefit the strong agricultural sector.

The Surat Basin region has established itself as an energy hub on the back of some of Queensland's most productive agricultural land and beef production.

The region's resilience during prolonged drought events has driven the need to become highly efficient in water management. These gains in consumer efficiency places the diverse industry portfolios in a prime position to take advantage of new water sources.

It is expected that investment in long-term reliable water supplies for regional areas will transform regional economies to enable new economic development opportunities, such as hydrogen. Construction of water infrastructure will create a significant number of local jobs and will greatly benefit the agricultural and renewable energy sectors, further driving economic strength.

Water security will also assist with de-urbanising metropolitan areas The Regional Australian Institute estimates that 1 out of 5 households living in metropolitan areas is considering moving regionally. Investment in long-term reliable water sources will make the regions more attractive to live and work.

#### **Declaration\***



**This motion has been endorsed by Council**



# **ALGA MOTION - ROADS**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

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## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure and backlog of work.

### **National Objective\*** **(Max 200 words)**

Regional areas in Australia contribute significantly to the economy. The Regional Australian Institute estimates that regional Australia accounts for around 40 per cent of national economic output and employs around one third of Australia's workforce.

The mining, agriculture and manufacturing industries have traditionally been the driving force of economic growth, with health care and construction more recently contributing to the success of regions.

Australia relies heavily on regional areas for the production of commodities and the road network should serve this heavy freight task. The significant economic contribution of regional areas and the heavy freight task should be included in the criteria for the distribution of funds, in addition to the volume of road users.

### **Summary of Key Arguments\*** **(Max 500 words)**

The National Road Safety Strategy 2021-30 focuses on improving road safety through safe roads, safe vehicles and safe road use.

This action plan focuses on safety improvements however action also needs to remain on effective asset management of these assets.

Recent programs, such as the Warrego Highway Upgrade Program (WHUP), has addressed some of these concerns, but has focused predominantly on metropolitan areas, with a lower proportion of funding spent in regional and remote communities. Further, the works completed by this program in regional areas has focused on improvements such as wide centre line treatments and flattening of batter slopes, while many areas of road in poor condition remain unaddressed and continue to present a threat to road user safety.

The risk to road user safety is also predominantly borne by Local Government as the Network Steward for the state and national highway road networks within their respective regions. This risk is compounded by a lack of sufficient maintenance funding in these regions, for example in the 2021/22 Financial Year the Western Downs RMPC allocated \$1.45M to the National Highways within this region to address a recorded defect backlog value \$6.023M as of June 30 2021.

The National Road Safety Strategy identifies that there are significantly more road deaths on regional and remote areas of Australia than major cities (10.0 (regional), 25.1 (remote) and 2.2. (major cities) per 100,000 people) and require investment to ensure roads in these areas are fit-for-purpose.

Investment in road infrastructure should consider the heavy freight task in regional areas. The significant economic contribution of regional areas and the heavy freight task should be included in the criteria for the distribution of funds, in addition to the volume of road users.

Regional areas in Australia rely on safe and well-maintained state and federal road networks to enable industries' heavy freight task.

This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure **and backlog of work.**

It is expected that more investment on state and federal roads across Australia will provide a safe, well-maintained, and connective road network.

**Declaration\***



**This motion has been endorsed by Council**

# **ALGA MOTION - CONNECTIVITY**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

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**Email\*** Jodie.Taylor@wdrc.qld.gov.au

## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to increase funding for Connectivity in regional areas and revisit co-contribution as part of assessment criteria.

### **National Objective\*** **(Max 200 words)**

"The 2011-12 Regional Telecommunications Review identified a lack of adequate mobile voice and broadband coverage as the issue of greatest concern for regional communities" (Australian Government Department of Communications, Mobile Coverage Programme Discussion Paper, 16 December 2013).

Inadequate mobile phone coverage remains a significant issue as regional, rural and remote areas in Australia face significant challenges accessing reliable communication services. One of the main reasons for this is that telecommunication providers will only increase coverage when demand reaches a level to be financially attractive.

This is an issue faced by all regional and remote areas across Australia that have a low population which is not financially attractive to Telecommunications providers. In particular for Local Government Areas that cover large areas where significant co-contributions are not possible when grants are available.

### **Summary of Key Arguments\*** **(Max 500 words)**

Regional areas in Australia contribute significantly to the economy. The Regional Australian Institute estimates that regional Australia accounts for around 40 per cent of national economic output and employs around one third of Australia's workforce.

Fast and reliable Connectivity is a prerequisite to enable economic development and livability in regional Australia. Digital and mobile connectivity is a requirement to attracting investment and for existing businesses to run day-to-day operations and to improve productivity and reach markets anywhere in the world.

The mining, agriculture and manufacturing industries have traditionally been the driving force of economic growth, with health care and construction more recently contributing to the success of regions. These sectors particularly rely heavily on reliable and strong connectivity.

Agri-businesses utilise technology that is reliant on connectivity to enable them to stay competitive and build capacity. Our mobile phone network is relied upon for communication in emergency situations - particularly in the event of emergencies, road accidents, farm and industrial accidents.

The energy sector has highly developed workplace health and safety systems. This sector is highly reliant on the mobile phone network to provide communication services in order to provide a safe working environment for workers.



Next to businesses, nearly 7 million people (28% of Australia's population) live in rural and remote areas. Equitable access to connectivity is fast becoming a Human Right expectation as it enables communities in remote areas to have access to educational, social and health services that might otherwise not be possible. Connectivity can enable people living in regional and rural Australia to have access to many critical services not available in their areas such as Telehealth.

COVID-19 has accelerated opportunities for Australians to study and work remotely, providing a great opportunity for regional areas to attract and retain our population. The Regional Australian Institute estimates that 1 out of 5 households in metropolitan areas is considering to move regionally. Without suitable access to cost-effective telecommunications, towns are finding it very difficult to retain and attract residents.

The Federal Government has set aside \$380 million over six rounds under the Mobile Blackspots Program. Whilst this investment is welcomed, the program is nearing it's last round and there is still a significant part of regional Australia that faces connectivity issues.

Although specific funding has been previously allocated to regional areas, this often includes a co-contribution as part of the assessment criteria. This often results in Telecommunication providers not prioritising joint applications with areas that cannot contribute significantly.

Co-contribution is particularly difficult for Local Governments that cover a large geographic area with a (low density) small population base as these regions are more likely to experience connectivity challenges across multiple locations.

Whilst existing programs and policy measures are welcomed, we request a review of funding to regional areas and requirements for co-contribution as part of application assessment criteria.

The proposed change will assist to increase connectivity and disaster management readiness in regions that are financially less favourable.

Additional funding for regional areas and the removal of co-contribution criteria for connectivity funding assessments.

**Declaration\***



**This motion has been endorsed by Council**

# **ALGA MOTION - ALLIED HEALTH**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

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## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to collaborate with State and Local Government Areas to develop a strategy to build regional Allied Health Precincts. These precincts would provide currently unavailable specialist services and provide outreach services to smaller rural communities, whilst assisting in the development of a local workforce. This strategy should include an action plan with aligned funding.

### **National Objective\*** **(Max 200 words)**

Regional and remote areas in Australia face unique challenges affecting equity in the provision of health services. According to the Australian Institute of Health and Welfare, the lack of access to quality health care in rural and remote areas contributes to shorter lives and higher levels of disease and injury.

Next to poorer health outcomes, gaps in critical health services have a negative impact on the liveability and ability to attract and retain families for regional areas.

Allied Health Professions Australia estimated in 2019 that there were 195,000 registered allied health clinicians in Australia with only 15,000 professionals (7.6% of the total) working in rural and remote areas of Australia. This can be placed in sharp contrast when considering that approximately 7 million Australians live in rural and remote areas (equalling 28% of the population).

This undersupply and maldistribution significantly limits access to quality allied health services for many Australians.

### **Summary of Key Arguments\*** **(Max 500 words)**

Regional and remote areas in Australia often have limited or no access to critical health services locally as a result of workforce shortages. Whilst regions often experience staff shortages for doctors, GPs and nurses, they significantly lack availability of allied health services.

Allied Health Professions Australia estimated in 2019 that there were 195,000 registered allied health clinicians in Australia with only 15,000 professionals (7.6% of the total) working in rural and remote areas of Australia. This can be placed in sharp contrast when considering that approximately 7 million Australians live in rural and remote areas (equalling 28% of the population).

As a result of these gaps many regional Australians are unable to access the health care they require. Distance often excludes many residents from attending appointments due to the inability to access transport and the costs associated with longer stays if required. In addition, when residents must travel and stay elsewhere for treatment they are often having to do so without support.

Whilst some might consider telehealth as a solution for this issue, poor mobile and phone connectivity (quality and speed) in regional and remote areas limit this opportunity.

Gaps in these critical services result in poorer health outcomes of the population, as well as have a negative impact on the liveability and ability to attract and retain families to regional and remote areas.

The National Rural Health Commissioner suggests developing a regional, rural and remote holistic 'grow your own' health training system in order to overcome the current maldistribution of allied health professionals across Australia.

This National General Assembly calls on the Australian Government to collaborate with State and Local Government Areas to develop a strategy to build regional Allied Health Precincts providing outreach services to smaller rural communities and to develop a local workforce. This strategy should include an action plan with aligned funding.

Regional Allied Health Precincts would include a 'training hub' enabling regions to 'grow their own' qualified allied health staff to holistically address gaps in services and workforce.

It is considered that national grant funding for regional and rural Australia to develop Regional Allied Health Services Precincts will result in the attraction and training of a qualified Allied Health Care workforce.

**Declaration\***



**This motion has been endorsed by Council**



# **ALGA MOTION - INLAND RAIL**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

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## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to invest in an extension of Inland Rail to the Gladstone Port via an inland route.

### **National Objective\*** **(Max 200 words)**

Inland Rail is a freight project connecting Melbourne and Brisbane through regional Victoria, New South Wales and Queensland. Once completed it will provide a fast and reliable connection between regional centres and transform freight transport.

The project is a strategic investment designed to improve the reliability and resilience of the freight network, free up the metropolitan rail networks for passengers and local freight, reduce the impacts of heavy vehicles on the highway network and create jobs.

Extending Inland Rail to the Gladstone Port will open additional national and international opportunities, such as, renewable energy sector, water, recycling and agriculture. The link would also result in the development of support and complementary services.

This link will assist with de-urbanising metropolitan areas. The Regional Australian Institute estimates that 1 out of 5 households living in metropolitan areas is considering moving regionally.

### **Summary of Key Arguments\*** **(Max 500 words)**

The currently proposed Inland Rail line crosses Toowoomba, Helidon, Calvert, Kagaru and finished at Acacia Ridge at approximately 38km distance of the Port of Brisbane. This track poses several challenges, including increased freight movements through highly populous areas, and it is projected that overcoming these would cost 50% of the total Inland Rail costs, whilst only covering 8-10% of the total rail line.

Government support to fund a feasibility study for an inland extension of Inland Rail to the Port of Gladstone is welcomed. The Port of Gladstone offers a number of benefits over the Brisbane Port, including:

- A naturally deep harbour that currently services the largest dry bulk cargo ships in the world (Capesize, with a draft of 18.3m)
- Capacity to expand container berths at Port Central and additional berths able to be developed at Fisherman's Landing
- Gladstone Port is adjoined by an additional 27,000ha of medium-high impact developable land in the Gladstone State Development Area, which can be developed to support wholesale trade and other freight related industry.

This inland route via Miles, Queensland would include construction of the Rail link, a 210km rail line connecting the Moura system near Banana to the Western Railway System near Wandoan. Whilst this alignment was initially designed to unlock coal markets, there is a great demand for this line from the fast-growing renewable sector.

It is expected that the extension of Inland Rail to the Port of Gladstone, will unlock the potential to develop 888GL Nathan Dam, delivering needed water infrastructure to a large region supporting operations and further enabling economic growth. This opens further hydrogen production opportunities and export opportunities as well as greatly benefit the strong agricultural sector.

In addition to this huge renewable energy potential, the extension of Inland Rail to the Port of Gladstone will provide a better flow of materials and waste, which creates economic opportunities for waste recycling plants along the Melbourne to Gladstone route.

The Regional Australian Institute estimates that 1 out of 5 households living in metropolitan areas is considering moving regionally. The Inland Rail project will free up Queensland Rail network for passengers, making the regions more attractive to live and work. This will assist with de-urbanising metropolitan areas.

This National General Assembly calls on the Australian Government to invest in an extension of Inland Rail to the Gladstone Port via an inland route.

Construction of the inland route will create a significant number of local jobs in regional Queensland and will greatly benefit multiple sectors, further driving economic strength, significantly improve material flows, including recycled products and waste, renewables sector, and contribute to the circular economy and Climate Change initiatives.

**Declaration\***



**This motion has been endorsed by Council**

# **ALGA MOTION - CHILD CARE**

## **COUNCIL CONTACT**

**Title\*** Mrs  
**First Name\*** Jodie  
**Last Name\*** Taylor  
**Position\*** Chief Executive Officer (CEO)

## **COUNCIL**

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## **MOTION DETAILS**

### **Motion\***

This National General Assembly calls on the Australian Government to create incentives to attract and train qualified childcare staff.

### **National Objective\*** **(Max 200 words)**

Regional and remote areas in Australia face unique challenges in the provision of childcare services.

According to a survey from Australia Talks (2021) 57% of rural families struggle to access early childhood education and care (ECEC) services, equating to six out of ten regional families. In some instances, families have to travel over 100km to the nearest childcare centre. In metropolitan areas this is 4 out of 10 families.

The Australian Children's Education and Care Quality Authority predicts the sector will need an extra 39,000 staff across Australia by 2023. This workforce gap further exacerbates challenges for regional and remote child care centres to attract and retain staff.

Gaps in these critical services have a negative impact on the liveability Australia Wide and the ability to attract and retain families in regional and remote areas.

### **Summary of Key Arguments\*** **(Max 500 words)**

Regional and remote areas in Australia face unique challenges in the provision of childcare services. Despite the high demand for services, existing Childcare centres and family Day care are unable to increase their capacity due to the difficulty in attracting qualified staff.

This is exacerbated by stringent staff-child ratios and floorspace requirements. These requirements make services for children aged 0 – 3 years old less profitable compared to kindergarten arrangements in which staff members can supervise a higher number of children, therefore generating a higher profit. As family daycares are limited in the number, the spaces available for children aged 0 – 3 years old are even more limited.

As a result of the gaps in childcare services, many families in Australia struggle to access early childhood education and care. Gaps in these critical services have a negative impact on the liveability and ability of regional areas to attract and retain families.

The lack of access to childcare poses significant challenges for parents wishing to return to work and parents who wish to access these services for other reasons, including the social development of their children.

Child Care is a foundational requirement for addressing the skills shortages across all industries. The Federal Government should act to ensure that parents who wish to return to work can do so.



This National General Assembly calls on the Australian Government to create incentives to attract childcare workers and fund local training centres to meet the demand across Australia. Incentives to be considered:

- Increased wages to attract more staff to the industry;
- Increase child care subsidies to ensure more places and affordability of care;
- Local training facilities in regional Australia;
- Rural rotations;
- Distribution Priority Areas to attract skilled workers from overseas to regional and remote locations.

It is expected that the above federal incentives will attract more staff to work in early childhood education and care industry, and more staff to work in regional and remote locations to meet the demand for care.

**Declaration\***



**This motion has been endorsed by Council**

<b>Title</b>	<b>Corporate Services Report Bell Showgrounds Amenities Block</b>
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<b>Date</b>	9 March 2022
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<b>Responsible Manager</b>	A. Ritchie, FACILITIES MANAGER
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## Summary

The purpose of this report is to seek Council's approval to reallocate \$40,000 from the 2021-22 Facilities Capital Program to assist the Bell Recreation Reserve Committee with the construction of a new amenities block at the Bell Showgrounds.

### Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- Our parks, open spaces, and community facilities are alive with activities and connect our communities.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.

Strategic Priority: Sustainable Organisation

- We focus on proactive, sustainable planning for the future.
- Our effective asset management ensures that we responsibly maintain our community assets.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this report be received and that;

- 1) Council approves the construction of an amenities block at the Bell Showgrounds in accordance with the request of the Bell Recreation Reserve Committee for an estimate price of \$162,500.00; and
- 2) the project be funded over the 2021-22 and 2022-23 financial years from Bell Showgrounds accrued capital reserve funds of \$108,384, the \$20,000 capital reserve allocation for the 2022-23 financial year, with Council to supplement the balance of the project cost from savings identified in the adopted 2021-22 Facilities Capital Program.

### Background Information

At the Councillor Information Session held on 1 March 2022, Council gave in-principal support to allocate funds from the 2021-22 Facilities Capital Program to complete the Bell Showgrounds Amenities Block Project.

The total estimated cost of the project is \$162,500. To fund the project, the Bell Recreation Reserve Committee requested Council to allocate the Bell Showgrounds accrued capital reserve funds of \$128,384, which includes the anticipated \$20,000 allocation for the 2022-23 financial year, with Council to supplement the project with a further \$34,116 (estimated) to ensure this project comes to fruition.

### Report

In early 2020, the Bell Recreation Reserve Committee approached Council requesting approval to construct a new disabled compliant amenity block at the Bell Showgrounds. This request stemmed from the fact there were

no disabled compliant facilities on site, and the existing amenities could not cope during the larger events, causing safety issues due to septic overflow.

Re-designing the existing amenities block was investigated. However, this wasn't a viable option due to the non-compliant existing septic system and the unjustifiable cost to reconfigure the internal space to accommodate disabled compliance within the existing structure.

Portable toilet facilities were also investigated. However, this was not a cost-effective option due to ongoing management and transport costs. These facilities would also require Council staff to be on call to empty them when they are full or if any issues arise during an event.

After further consultation with the Committee, it was agreed the most viable option would be to construct a new disabled compliant amenity block with its own dedicated septic system and to demolish the old men's amenities structure near the stables along with the caretaker's shower and ablution block.

Council engaged a specialist septic designer to assess the site and the project requirements in order to produce an acceptable outcome that would satisfy Council's planning requirements whilst reducing the amount of land required for the effluent application area. Subsequently, a report was provided to Council with a preliminary septic treatment design with which Council used to seek indicative costings.

Detailed design, demolition and site preparation works will commence this financial year utilising funds from savings in the adopted 21-22 Facilities Capital Program.

The Showgrounds accrued capital reserve funds of \$128,384 will be called upon in the 2022-23 financial year to complete the project.

#### Consultation (Internal/External)

Bell Recreation Reserve Committee  
Reids Consulting Engineers  
WDRC Planning Department

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Council to allocate \$40,000 sourced from savings in the 2021-22 Facilities Capital Program with no increase in budget required.

The Bell Showgrounds capital reserve will be accessed in accordance with Council policy.

#### 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**

By Council subsidising this project, it will guarantee a low maintenance, fit for purpose facility is constructed on Council's land. The addition of this ablution block at the Bell Showgrounds will reduce the current risks to Council by reducing the chance of sewerage overflow during large events and alleviate the compliance risk regarding disabled compliant facilities.

It is recommended that Council approve the reallocation of funds from the 2021-22 Facilities Capital Program to allow this project to commence.



**Attachments**

Nil

**Authored by:** R. Martin, FACILITIES PROGRAM MANAGER

**Title** Corporate Services Report Disposal of Surplus Council Owned Land

**Date** 6 March 2022

**Responsible Manager** S. Thompson, GENERAL COUNSEL

## Summary

The purpose of this report is to seek Council's approval for the disposal by auction of the listed properties.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.

Strategic Priority: Quality Lifestyle

- We attract families to live, work, prosper, and play in our region.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our effective asset management ensures that we responsibly maintain our community assets.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this report be received and that Council;

1. Approve in accordance with s.224(7) of the Local Government Regulation 2012, the disposal of the following parcels of land:

Location	Street Address	Lot on Plan
Tara	4 Marfleet Street	Lot 12 on SP183239
	6 Marfleet Street	Lot 16 on SP209328
	8 Marfleet Street	Lot 10 on SP183239
	10 Marfleet Street	Lot 9 on SP183239
	9 Marfleet Street	Lot 6 on SP183239
	7 Marfleet Street	Lot 15 on SP209328
	5 Marfleet Street	Lot 14 on SP209328
	3 Marfleet Street	Lot 3 on SP183239
	1 Marfleet Street	Lot 2 on SP183239
	5 Henry Court	Lot 24 on SP209293
	6 Henry Court	Lot 11 on SP209293
	10 Henry Court	Lot 9 on SP209293
	26 Henry Court	Lot 1 on SP209293
Chinchilla	13 King Street	Lot 24 on SP188009
	26 Nowland Street	Lot 74 on RP869016
	28 Campbell Street	Lot 1 on SP199342
	139 Zeller Street	Lot 2 on SP199342
Wandoan	Corner North & West Streets	Lot 4 on SP130877

2. approve the public listing of any unsold properties for sale, and
3. delegate authority to the Chief Executive Officer to finalise and sign all necessary documents to effect the aforementioned disposal by auction.

## Background Information

Council owns a portfolio of property (unencumbered freehold land) that has been acquired pre and post amalgamation through:

1. Property being passed in at rates arrears auctions, and
2. Pre amalgamation Council developments

Given the current real estate market, the demand for property is solid and represents an ideal time to sell a selection of Council's property portfolio that is underutilised.

## Report

1. The following properties have been identified for disposal by auction.

Location	Street Address	Lot on Plan
Tara	4 Marfleet Street	Lot 12 on SP183239
	6 Marfleet Street	Lot 16 on SP209328
	8 Marfleet Street	Lot 10 on SP183239
	10 Marfleet Street	Lot 9 on SP183239
	9 Marfleet Street	Lot 6 on SP183239
	7 Marfleet Street	Lot 15 on SP209328
	5 Marfleet Street	Lot 14 on SP209328
	3 Marfleet Street	Lot 3 on SP183239
	1 Marfleet Street	Lot 2 on SP183239
	5 Henry Court	Lot 24 on SP209293
	6 Henry Court	Lot 11 on SP209293
	10 Henry Court	Lot 9 on SP209293
	26 Henry Court	Lot 1 on SP209293
Chinchilla	13 King Street	Lot 24 on SP188009
	26 Nowland Street	Lot 74 on RP869016
	28 Campbell Street	Lot 1 on SP199342
	139 Zeller Street	Lot 2 on SP199342
Wandoan	Corner North & West Streets	Lot 4 on SP130877

See Attachment 1 - Aerial view of the listed properties.

Consultation (Internal/External)

N/A

Legal/Policy Implications (Justification if applicable)

## Disposal of Council Owned Land

Disposal of Council owned land is considered a disposal of a valuable non-current asset (land) under the LGR section 224(7).

### **224 What div 2 is about**

- (1) This division explains what a local government must do before it enters into—
  - (a) a medium-sized contractual arrangement; or



- (b) a large-sized contractual arrangement; or
  - (c) a valuable non-current asset contract.
- ...
- (7) A valuable non-current asset is—
    - (a) land; or
    - (b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.

Land or another non-current asset must be disposed of either by auction or tender, as set out in LGR section 227.

#### **227 Valuable non-current asset contract—tenders or auction needed first**

- (1) A local government can not enter into a valuable non-current asset contract unless it first—
  - (a) invites written tenders for the contract under section 228; or
  - (b) offers the non-current asset for sale by auction.

As no exceptions apply under section 236 of the LGR, Council can dispose of the land by way of auction.

#### **Determining the reserve price for auction - Valuation**

Section 236 (3) LGR states

*A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.*

Section 236 LGR (5) requires a registered valuer to determine the market value of the land.

The reserve auction price is determined by a registered valuer's valuation report.

#### **Unsold properties**

Pursuant to section 236 (1)(a) any properties that did not sell at auction will then be listed with the local real estate agents and on Council's website for sale on the basis that the sale price is not less than the registered valuer's valuation.

Any contracts that are offered to Council from the public listing following the auction will be presented to Council for consideration as to whether the exceptions under section 236(1) LGR are approved before accepting the contract offer.

#### Budget/Financial Implications

The identified properties are vacant and unused and generate no income for Council. Sale of these properties will result in a capital gain to Council and introduce new ratepayers.

The sale process will incur;

1. valuation fees, and
2. agent's commission and auction fees/costs.

Drafting contracts and the conveyance will be conducted by Council's Legal Services.

#### 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 sale of the selected underutilised properties represents an opportunity for Council to better utilise various parcels of industrial and residential land while providing for local business and residents to establish themselves within our community.

### **Attachments**

1. Aerial view of the listed properties.

**Authored by:** S. Thompson, GENERAL COUNSEL

Attachment 1 - Aerial View of Listed Properties

Industrial Lots - Marfleet Street Tara



Residential Lots - 5, 6, 10 & 26 Henry Court Tara





13 King Street Chinchilla



26 Nowland Street Chinchilla





28 Campbell Street & 139 Zeller Street Chinchilla



Corner North & West Streets Wandoan



**Title** **Corporate Services Financial Report February 2022**

**Date** 2 March 2022

**Responsible Manager** T. Skillington, ACTING CHIEF FINANCIAL OFFICER

## Summary

The purpose of this Report is to provide Council with the Financial Report for the period ending 28 February 2022.

### Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received, and that:

1. Council notes the Financial Report as of 28 February 2022.

## Background Information

The Chief Executive Officer is required by Section 204 (2) of the Local Government Regulation 2012 to present the Financial Report at each meeting of the local government if each meeting is held less frequently than monthly, or monthly. The Financial Report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held (section 204 (3)).

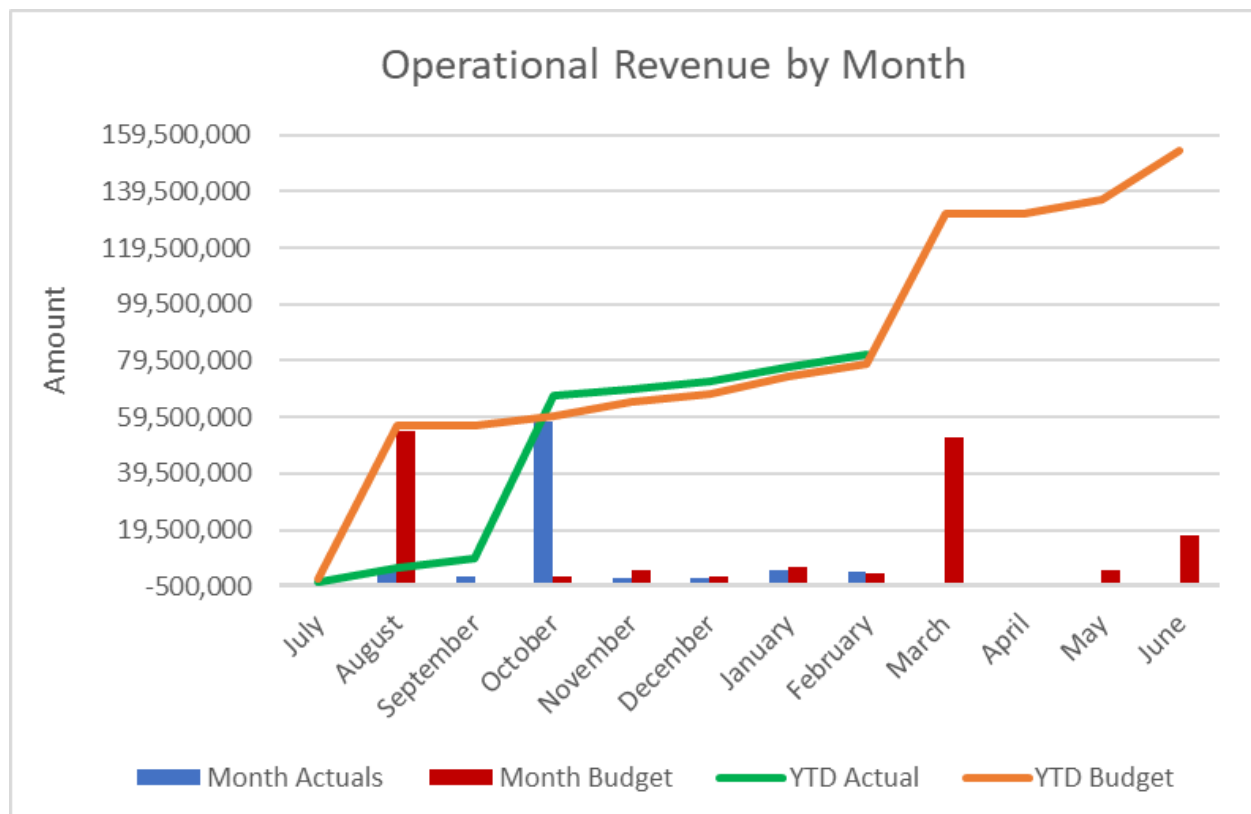
## Report

### 1. Operating Result

As of 28 February 2022, Council is making a \$10.645 million deficit compared to the budgeted deficit of \$21.004 million which is \$10.358 million better than budget. This favourable position is mainly due to revenue being greater than budget by \$3.375 million and expenditure being behind budget \$6.983 million. Council will continue to make a deficit until the second half year rates are levied in March.

Graphs and a summary of the major variances for revenue and expenses is provided below.

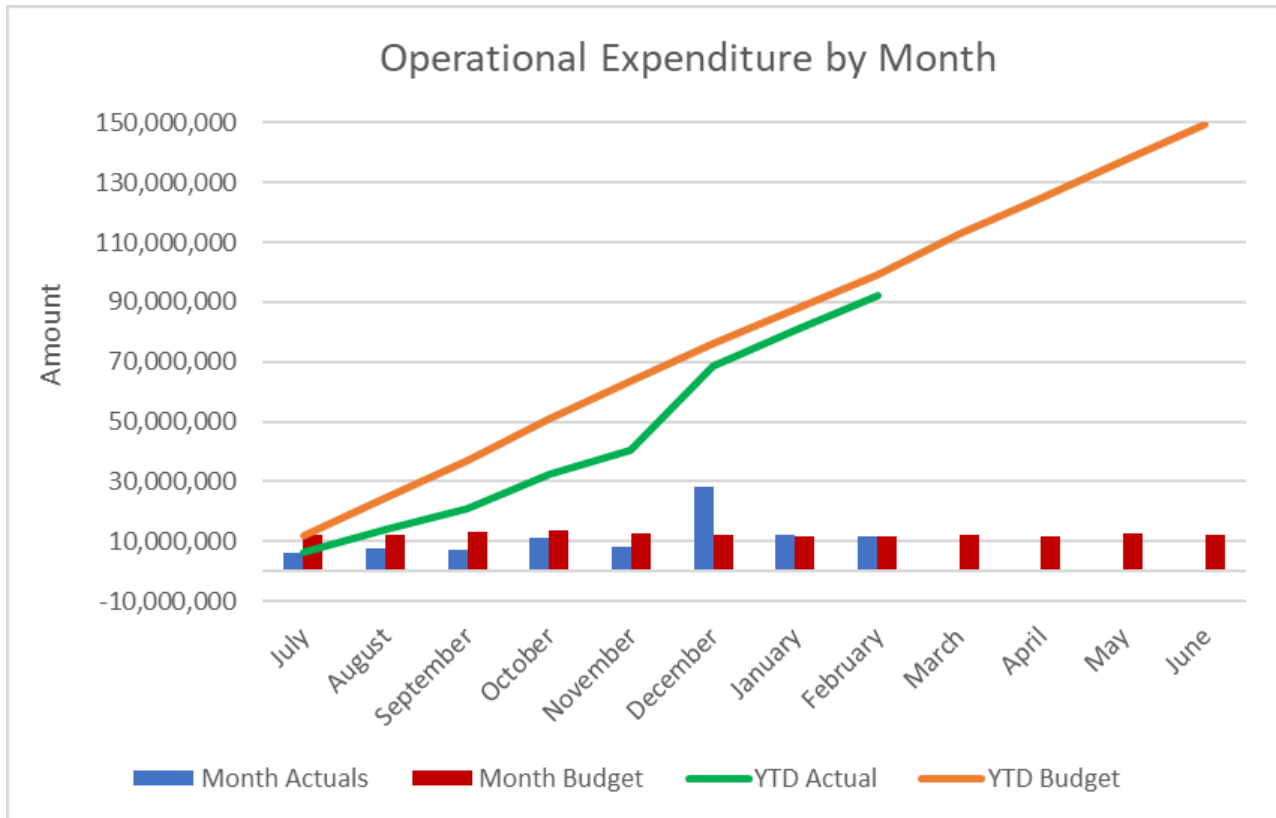




**Operational Revenue is \$3.375 million ahead of budget. This is due to:**

- ↑ \$4.303 million Rates and Utility Charges being ahead of budget due to the timing of sale of resource sector properties back to rural owners not progressing to date. It estimated that rates will remain ahead of budget for the year with this impact to affect later years (phasing issue). There is also \$1.601 million outstanding for the Fire Levy Payment. This will be paid in March. Once this is paid revenue will reduce.
- ↑ \$1.202 million Operating Grants and Subsidies being ahead of budget mainly due to health services being ahead of budget \$0.263 million with additional revenue 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. There is also \$0.120 million of revenue relating to 2020-21 in the 2021-22 year. \$0.449 million additional revenue received for the Financial Assistance Grant. It is now expected that this will come under budget for the year due to the grant allocation methodology being reviewed and Council now losing 11% each year until 2024-25. It is expected that this loss will be reflected in the last payment for the year. There has also been \$0.285 million additional revenue received for Trainee/Apprentice grants.
- ↑ \$0.831 million Fees and Charges being ahead of budget mainly due to town planning & building application fees being greater than budget by \$0.362 million, \$0.211 million ahead in fines and penalties and \$0.140 million ahead in Washdown Bay fees due to higher patronage (also tied in with higher numbers at the Saleyards).
- ↑ \$0.417 million Other Income being ahead of budget due to disposal proceeds (sale of equipment not on the asset register), legal fees recovered and reimbursements being ahead of budget.
- ↓ \$3.375 million Sales of Major Services behind budget mainly due to Quarry sales being behind budget \$1.005 million. Production is on schedule at the Quarry with booking out to jobs behind budget. This lag in booking to jobs is due to the wet weather and projects being pushed out to the 2nd half of the year.

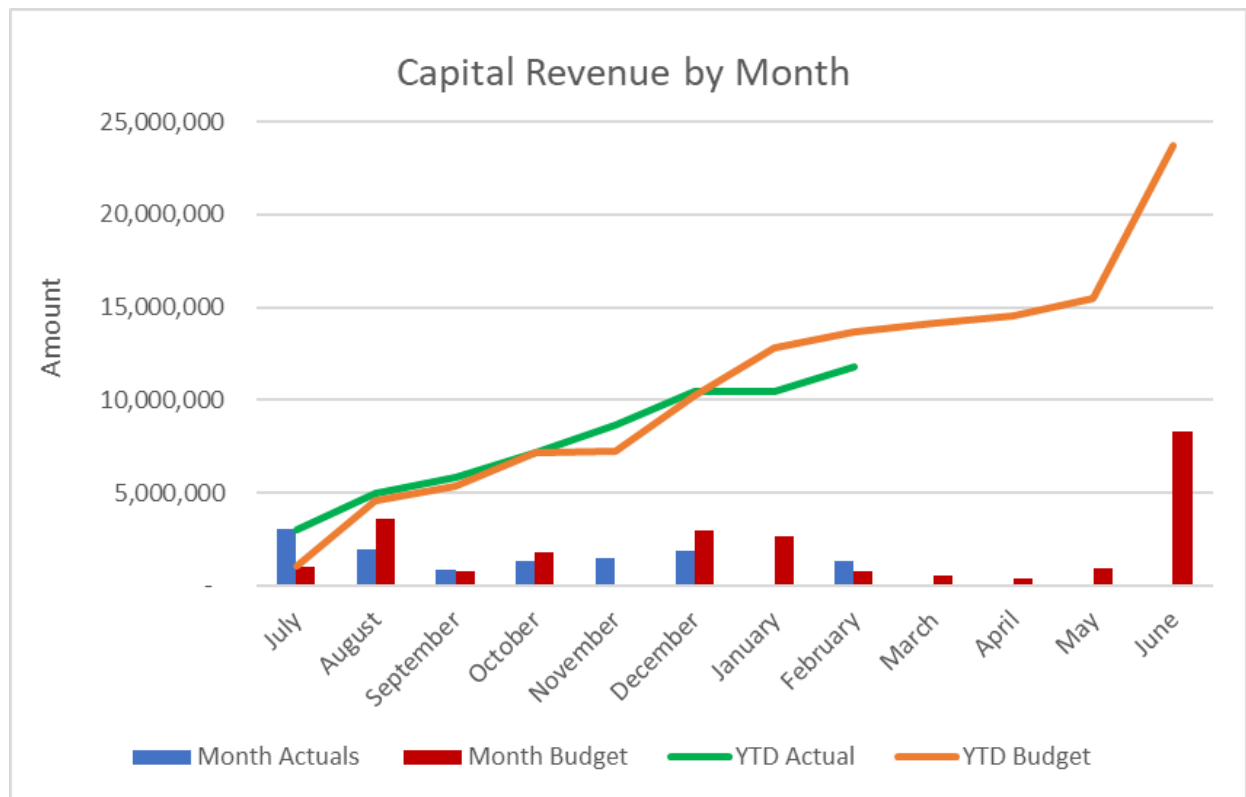
Commercial Works being behind budget \$2.541 million. This is due to outstanding progress claims and is a phasing issue. The recent flooding has also delayed the program and claims are taking longer to approve with flood claims becoming priority over the standard contract. All projects will be delivered by year end. (Expenditure is also down due to the delay in works). Saleyards however is ahead of budget \$0.261 million due to higher cattle numbers.



**Operational Expenditure is \$6.983 million behind budget. This is due to:**

- ↓ \$5.092 million Materials and Services behind budget. Implementation of Procure To Pay system in February enables recognising expenditure on receipt of goods and services (rather than receipt of invoice). This new process will reduce the lag previously seen between works being completed and receiving invoices. Large underspends are material and services costs for Commercial Works projects (\$1.355 million) and \$1.095 million outstanding waste contractor invoices.
- ↓ \$1.247 million Depreciation behind budget due to the write off of assets (road assets) and the indexation being lower than budget for roads, bridges and footpath assets. These assets were budgeted to increase by 2.75% but actually have decreased by 1.0% meaning a positive effect of 3.75%. Draft revaluation for land, buildings and site improvements is expected in March with increases being expected due to increases in various indices (e.g. construction cost index, CPI). This will increase depreciation in the last quarter of 2021-22.
- ↓ \$0.931 million Employee Benefits behind budget due to Workers Compensation coming under budget \$0.222 million and a lower FTE count than budgeted. It is expected that Employee benefits will be on budget for the year.

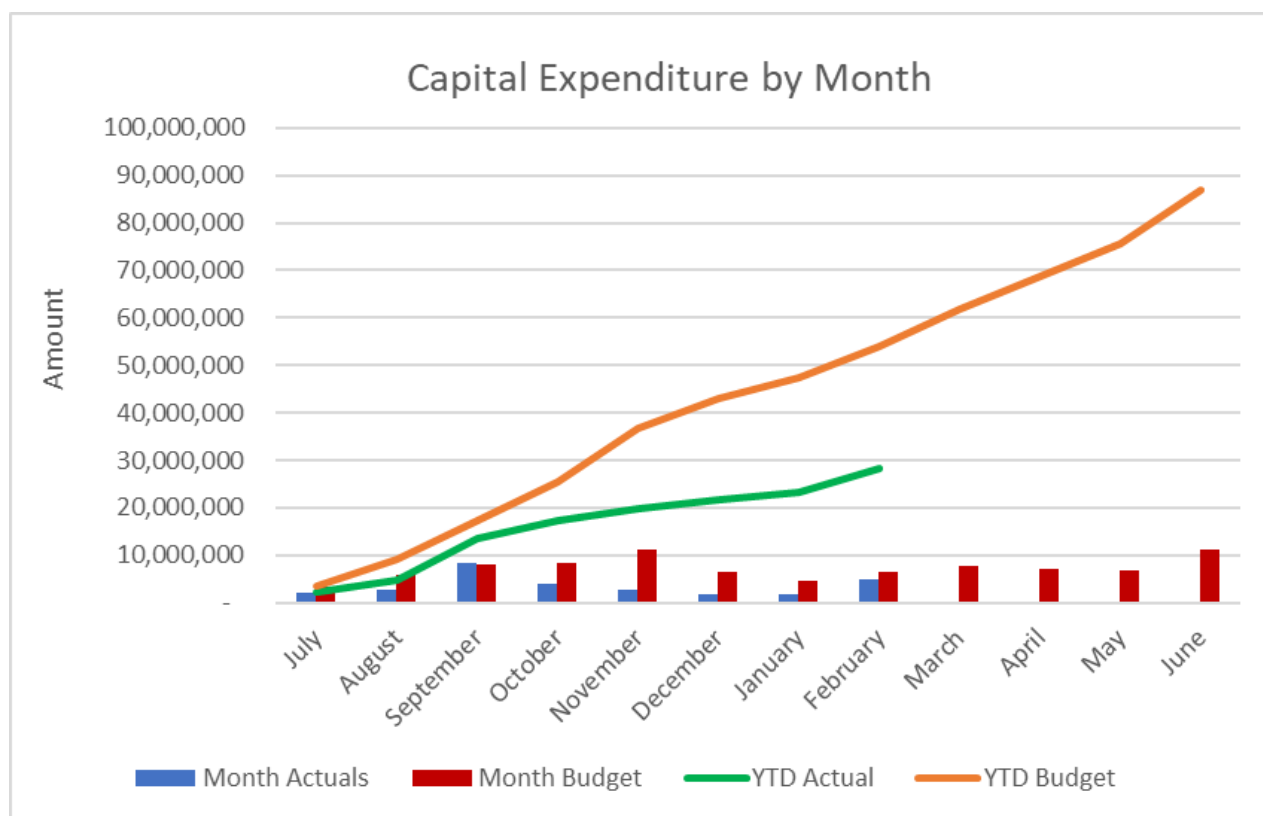
## 2. Capital Revenue and Expenditure



**Capital Revenue is ahead of budget by \$0.416 million due to:**

- ↑ Contributions from developers exceeding budget by \$0.214 million for road and utility assets. When this budget was formed it was based on best estimate of what will be contributed throughout the year at that point in time. This is a non-cash item.
- ↑ Disposal of Non-Current Assets exceeding budget by \$0.248 million mainly due to the sale of council owned land.





**Capital Expenditure is behind budget by \$25.747 million due to:**

- ↓ Implementation of Procure To Pay system in February enables recognising project expenditure on receipt of payment/contract claims (rather than receipt of invoice). This new process will reduce the lag previously seen between works being completed and receiving invoices as staff become familiar with the new process.
- ↓ Major projects behind budget are Tara Pool, 120 Cunningham Street, White Fleet Replacement vehicles, Regional Reseal & Prep, Regional Flood, Miles CBD and Russell Mountain Bike Trails projects. These projects are behind budget either due to phasing issues, contractor delays or weather. Project managers are closely watching these projects and are advising works should still be completed by year end.

Please note, following the Special Meeting of Council on 2 February 2022, the remainder of the Myall 107 project has now been removed with only \$4.600 million left to cover current costs and upcoming demolition costs.

### 3. Cash and Investments

Council's Cash and Investments as of 28<sup>th</sup> of February 2022 totalled \$203.790 million which represents 16.35 months of operating expenses including depreciation. The balance as of 30 June 2021 was \$201.035 million. The balance remains high due to expenditure being significantly behind budget. The balance will decline until the second half year rates are received in April. Council spends the majority of its expenditure in the second half of the year.

#### Consultation (Internal/External)

Nil

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Council adopted the FY2022 Original Budget on 23 June 2021. The attached one-page report details the progress made against Year-To-Date (YTD) budget for the period ending 28 February 2022. Budget points to be noted:

- The timing of sale of resource sector properties back to rural owners has not progressed in line with the estimated phasing with no impact on rates to date. Phasing was projected over a four-year period and will be re-estimated when developing the 2022-23 budget.
- The transfer of Health Services with the termination payouts and the donation payment to Southern Cross Care will occur this financial year.
- Queensland Local Government Grants Commission has advised a decrease in Council's allocation of the Financial Assistance Grant by 11%. This will take effect from 2022-23 with similar reductions to occur until 2024-25. This will affect the current year's budget as this grant is normally paid in advance (50% of 2022-23 allocation paid in 2021-22). The exact dollar impact on our grant allocation will not be known until May 2022, when the Federal government announces the size of the allocation pool.

#### 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**

Council is currently ahead of budget by \$10.358 million. The budget will continue to be closely monitored with a 30 June forecast to be prepared and updated over the coming months as the dollar impacts of the budget points above are quantified.

#### **Attachments**

1. One Page Report February 2022

**Authored by:** C. Prain, FINANCIAL PLANNING & ANALYSIS SUPERVISOR



Western Downs Regional Council  
One Page Result  
Period Ending: 28 February 2022

	Council Consolidated				Council Net				Commercial Works			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>												
Rates and Utility Charges	(96,237,784)	(48,131,410)	(52,687,542)	(4,556,132)	(74,892,215)	(37,458,624)	(41,939,030)	(4,480,406)	-	-	-	-
Volumetric	(6,344,978)	(3,172,489)	(2,982,256)	190,233	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,236,660	2,655,831	2,719,012	63,181	3,950,046	1,975,023	2,115,684	140,661	-	-	-	-
Net Rates and Utility Charges	(97,346,102)	(48,648,068)	(52,950,786)	(4,302,718)	(70,942,169)	(35,483,601)	(39,823,346)	(4,339,745)	-	-	-	-
Fees and Charges	(6,248,579)	(4,188,496)	(5,019,139)	(830,643)	(2,873,943)	(1,938,036)	(2,650,128)	(712,092)	-	-	-	-
Rental and Levies	(1,652,968)	(1,102,652)	(1,084,560)	18,092	(1,587,968)	(1,058,652)	(1,026,956)	31,696	-	-	-	-
Sales of Major Services	(24,659,198)	(13,416,624)	(10,041,828)	3,374,796	-	-	-	-	(12,017,500)	(4,677,498)	(2,136,623)	2,540,875
Operating Grants & Subsidies	(21,648,998)	(9,628,919)	(10,830,573)	(1,201,654)	(21,648,998)	(9,628,919)	(10,830,573)	(1,201,654)	-	-	-	-
Interest	(1,374,442)	(916,296)	(932,078)	(15,782)	(1,337,442)	(891,624)	(867,455)	24,169	-	-	-	-
Other Income	(1,001,376)	(417,715)	(834,747)	(417,032)	(941,376)	(377,715)	(805,986)	(428,271)	-	-	-	-
<b>Total Operating Revenue</b>	<b>(153,931,663)</b>	<b>(78,318,770)</b>	<b>(81,693,712)</b>	<b>(3,374,942)</b>	<b>(99,331,896)</b>	<b>(49,378,547)</b>	<b>(56,004,443)</b>	<b>(6,625,896)</b>	<b>(12,017,500)</b>	<b>(4,677,498)</b>	<b>(2,136,623)</b>	<b>2,540,875</b>
<b>Operating Expenses</b>												
Employee Benefits	56,773,001	38,292,372	37,293,788	(998,584)	47,080,037	31,848,805	30,806,397	(1,042,408)	2,146,710	1,426,891	1,280,093	(146,798)
Less Capitalised Employee Benefits	(6,814,413)	(3,555,297)	(3,487,602)	67,695	(6,392,288)	(3,273,909)	(2,994,055)	279,854	-	-	-	-
Net Employee Benefits	49,958,588	34,737,075	33,806,185	(930,890)	40,687,749	28,574,896	27,812,343	(762,553)	2,146,710	1,426,891	1,280,093	(146,798)
Materials and Services	54,489,395	34,696,535	29,604,648	(5,091,887)	25,441,001	15,896,961	13,761,339	(2,135,622)	8,069,856	5,329,365	3,974,498	(1,354,867)
Depreciation and Amortisation	44,708,456	29,805,656	28,558,705	(1,246,951)	36,277,815	24,185,224	23,139,329	(1,045,896)	-	-	-	-
Finance Costs	376,841	83,400	369,639	286,239	292,095	83,400	369,639	286,239	-	-	-	-
Corporate Overhead	-	-	-	-	(3,914,600)	(2,609,728)	(2,609,728)	-	435,173	290,112	290,112	-
<b>Total Operating Expenses</b>	<b>149,533,280</b>	<b>99,322,666</b>	<b>92,339,177</b>	<b>(6,983,489)</b>	<b>98,784,060</b>	<b>66,130,753</b>	<b>62,472,921</b>	<b>(3,657,832)</b>	<b>10,651,739</b>	<b>7,046,368</b>	<b>5,544,703</b>	<b>(1,501,665)</b>
<b>Operating (surplus)/deficit</b>	<b>(4,398,383)</b>	<b>21,003,896</b>	<b>10,645,465</b>	<b>(10,358,431)</b>	<b>(547,836)</b>	<b>16,752,206</b>	<b>6,468,478</b>	<b>(10,283,728)</b>	<b>(1,365,761)</b>	<b>2,368,870</b>	<b>3,408,080</b>	<b>1,039,210</b>
<b>Capital Revenue</b>												
Capital Grants & Subsidies	(19,692,779)	(8,729,767)	(8,755,222)	(25,455)	(19,489,799)	(8,526,787)	(8,414,018)	112,769	-	-	-	-
Contributions	(2,056,125)	(950,000)	(878,540)	71,460	(2,026,125)	(950,000)	(878,540)	71,460	-	-	-	-
Contributions - Contributed Assets	(250,000)	-	-	-	(250,000)	-	-	-	-	-	-	-
Contributions from Developers - Cash	(250,000)	(250,000)	(463,805)	(213,805)	(250,000)	(250,000)	(429,762)	(179,762)	-	-	-	-
Disposal of Non-Current Assets	(1,480,000)	(1,480,000)	(1,728,294)	(248,294)	(1,480,000)	(1,480,000)	(1,728,294)	(248,294)	-	-	-	-
<b>Total Capital Revenue</b>	<b>(23,728,904)</b>	<b>(11,409,767)</b>	<b>(11,825,861)</b>	<b>(416,094)</b>	<b>(23,495,924)</b>	<b>(11,206,787)</b>	<b>(11,450,614)</b>	<b>(243,827)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	40,982	40,982	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,200,000	4,300,000	4,522,747	222,747	7,500,000	4,000,000	4,142,153	142,153	-	-	-	-
<b>Total Capital Expenses</b>	<b>8,200,000</b>	<b>4,300,000</b>	<b>4,563,728</b>	<b>263,728</b>	<b>7,500,000</b>	<b>4,000,000</b>	<b>4,142,153</b>	<b>142,153</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(19,927,287)</b>	<b>13,894,129</b>	<b>3,383,333</b>	<b>(10,510,796)</b>	<b>(16,543,760)</b>	<b>9,545,419</b>	<b>(839,983)</b>	<b>(10,385,402)</b>	<b>(1,365,761)</b>	<b>2,368,870</b>	<b>3,408,080</b>	<b>1,039,210</b>
<b>Capital Funding Applications</b>												
Capital Expenditure - New Assets	17,872,685	15,428,185	9,081,482	(6,346,703)	15,961,102	14,534,102	8,627,791	(5,906,311)	-	-	-	-
Capital Expenditure - Upgrade Assets	13,763,831	5,656,231	2,837,484	(2,818,747)	12,113,735	5,293,865	2,750,903	(2,542,962)	-	-	-	-
Capital Expenditure - Replacement Assets	53,878,398	32,840,805	16,259,260	(16,581,545)	46,654,585	29,354,954	14,852,139	(14,502,815)	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	<b>85,514,914</b>	<b>53,925,221</b>	<b>28,178,226</b>	<b>(25,746,995)</b>	<b>74,729,422</b>	<b>49,182,921</b>	<b>26,230,833</b>	<b>(22,952,088)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





Western Downs Regional Council  
One Page Result  
Period Ending: 28 February 2022

	Gas				Water				Sewerage			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>												
Rates and Utility Charges	-	-	-	-	(6,180,459)	(3,090,230)	(3,083,762)	6,468	(9,393,219)	(4,696,610)	(4,754,409)	(57,799)
Volumetric	-	-	-	-	(6,344,978)	(3,172,489)	(2,982,256)	190,233	-	-	-	-
Less: Discounts & Pensioner Remissions	-	37,500	39,714	2,214	581,928	290,965	227,106	(63,859)	436,506	218,253	216,038	(2,215)
Net Rates and Utility Charges	-	37,500	39,714	2,214	(11,943,509)	(5,971,754)	(5,838,912)	132,842	(8,956,713)	(4,478,357)	(4,538,371)	(60,014)
Fees and Charges	(31,000)	(20,700)	(23,861)	(3,161)	(770,000)	(514,000)	(617,614)	(103,614)	-	-	(11,843)	(11,843)
Rental and Levies	-	-	-	-	(65,000)	(44,000)	(57,604)	(13,604)	-	-	-	-
Sales of Major Services	(2,924,488)	(1,959,639)	(1,839,447)	120,192	(12,070)	(8,070)	(42,680)	(34,610)	(12,500)	(8,100)	(3,624)	4,476
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(20,000)	(13,336)	(28,869)	(15,533)	(12,000)	(8,000)	(24,268)	(16,268)
Other Income	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>(2,955,488)</b>	<b>(1,942,839)</b>	<b>(1,823,594)</b>	<b>119,245</b>	<b>(12,810,579)</b>	<b>(6,551,160)</b>	<b>(6,585,679)</b>	<b>(34,519)</b>	<b>(8,981,213)</b>	<b>(4,494,457)</b>	<b>(4,578,106)</b>	<b>(83,649)</b>
<b>Operating Expenses</b>												
Employee Benefits	291,903	194,021	177,488	(16,533)	3,850,200	2,559,156	2,655,853	96,697	1,383,177	919,391	949,038	29,647
Less Capitalised Employee Benefits	-	-	-	-	-	-	(86,178)	(86,178)	-	-	(692)	(692)
Net Employee Benefits	291,903	194,021	177,488	(16,533)	3,850,200	2,559,156	2,569,675	10,519	1,383,177	919,391	948,346	28,955
Materials and Services	1,074,712	727,573	656,856	(70,717)	4,321,922	2,958,732	2,936,070	(22,662)	1,540,734	1,037,118	965,788	(71,330)
Depreciation and Amortisation	280,351	186,904	187,907	1,003	4,666,386	3,110,920	2,972,555	(138,365)	2,565,082	1,710,056	1,670,084	(39,972)
Finance Costs	49,467	-	-	-	6,075	-	-	-	-	-	-	-
Corporate Overhead	244,237	162,824	162,824	-	1,380,218	920,144	920,144	-	840,977	560,648	560,648	-
<b>Total Operating Expenses</b>	<b>1,940,670</b>	<b>1,271,322</b>	<b>1,185,076</b>	<b>(86,246)</b>	<b>14,224,801</b>	<b>9,548,952</b>	<b>9,398,444</b>	<b>(150,508)</b>	<b>6,329,970</b>	<b>4,227,213</b>	<b>4,144,866</b>	<b>(82,347)</b>
<b>Operating (surplus)/deficit</b>	<b>(1,014,818)</b>	<b>(671,517)</b>	<b>(638,518)</b>	<b>32,999</b>	<b>1,414,222</b>	<b>2,997,792</b>	<b>2,812,764</b>	<b>(185,028)</b>	<b>(2,651,243)</b>	<b>(267,244)</b>	<b>(433,240)</b>	<b>(165,996)</b>
<b>Capital Revenue</b>												
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(27,447)	(27,447)	-	-	(6,596)	(6,596)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(27,447)</b>	<b>(27,447)</b>	<b>-</b>	<b>-</b>	<b>(6,596)</b>	<b>(6,596)</b>
<b>Capital Expenses</b>												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	3,942	3,942	500,000	200,000	169,234	(30,766)	100,000	100,000	190,003	90,003
<b>Total Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>3,942</b>	<b>3,942</b>	<b>500,000</b>	<b>200,000</b>	<b>169,234</b>	<b>(30,766)</b>	<b>100,000</b>	<b>100,000</b>	<b>190,003</b>	<b>90,003</b>
<b>Net Result (surplus)/deficit</b>	<b>(1,014,818)</b>	<b>(671,517)</b>	<b>(634,576)</b>	<b>36,941</b>	<b>1,914,222</b>	<b>3,197,792</b>	<b>2,954,551</b>	<b>(243,241)</b>	<b>(2,551,243)</b>	<b>(167,244)</b>	<b>(249,832)</b>	<b>(82,588)</b>
<b>Capital Funding Applications</b>												
Capital Expenditure - New Assets	-	-	-	-	1,100,000	242,500	11,650	(230,850)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	1,637,112	349,382	83,354	(266,028)	12,984	12,984	3,227	(9,757)
Capital Expenditure - Replacement Assets	-	-	-	-	3,192,371	1,640,409	967,531	(672,878)	3,505,097	1,406,597	420,375	(986,222)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,929,483</b>	<b>2,232,291</b>	<b>1,062,535</b>	<b>(1,169,756)</b>	<b>3,518,081</b>	<b>1,419,581</b>	<b>423,602</b>	<b>(995,979)</b>



Western Downs Regional Council  
One Page Result  
Period Ending: 28 February 2022

	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
<b>Operating Revenue</b>																
Rates and Utility Charges	-	-	-	-	(5,771,891)	(2,885,946)	(2,910,341)	(24,395)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	268,180	134,090	120,469	(13,621)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,503,711)	(2,751,856)	(2,789,872)	(38,016)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(2,008,989)	(1,339,328)	(1,199,884)	139,444	-	-	-	-	(564,647)	(376,432)	(515,809)	(139,377)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(7,452,640)	(5,269,981)	(4,265,299)	1,004,682	-	-	-	-	(2,240,000)	(1,493,336)	(1,754,155)	(260,819)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(5,000)	(3,336)	(11,486)	(8,150)	-	-	-	-	-	-	-	-
Other Income	-	-	(3,474)	(3,474)	(60,000)	(40,000)	(25,287)	14,713	-	-	-	-	-	-	-	-
<b>Total Operating Revenue</b>	(7,452,640)	(5,269,981)	(4,268,773)	1,001,208	(7,577,700)	(4,134,520)	(4,026,529)	107,991	(2,240,000)	(1,493,336)	(1,754,155)	(260,819)	(564,647)	(376,432)	(515,809)	(139,377)
<b>Operating Expenses</b>																
Employee Benefits	1,142,950	760,509	708,903	(51,606)	397,258	264,055	402,388	138,333	382,163	254,002	226,941	(27,061)	98,603	65,542	86,686	21,144
Less Capitalised Employee Benefits	(422,125)	(281,388)	(305,254)	(23,866)	-	-	(99,385)	(99,385)	-	-	(2,039)	(2,039)	-	-	-	-
Net Employee Benefits	720,825	479,121	403,649	(75,472)	397,258	264,055	303,003	38,948	382,163	254,002	224,903	(29,099)	98,603	65,542	86,686	21,144
Materials and Services	4,522,304	2,756,791	2,585,201	(171,590)	7,872,602	4,926,449	3,830,500	(1,095,949)	1,305,264	842,242	598,338	(243,904)	341,000	221,304	296,058	74,754
Depreciation and Amortisation	21,842	14,560	13,558	(1,002)	441,702	294,472	286,108	(8,364)	424,174	282,784	266,791	(15,993)	31,104	20,736	22,373	1,637
Finance Costs	-	-	-	-	24,844	-	-	-	1,120	-	-	-	3,240	-	-	-
Corporate Overhead	316,671	211,112	211,112	-	461,927	307,952	307,952	-	180,702	120,472	120,472	-	54,695	36,464	36,464	-
<b>Total Operating Expenses</b>	5,581,642	3,461,584	3,213,520	(248,064)	9,198,333	5,792,928	4,727,563	(1,065,365)	2,293,423	1,499,500	1,210,504	(288,996)	528,642	344,046	441,581	97,535
<b>Operating (surplus)/deficit</b>	<b>(1,870,998)</b>	<b>(1,808,397)</b>	<b>(1,055,253)</b>	<b>753,144</b>	<b>1,620,633</b>	<b>1,658,408</b>	<b>701,035</b>	<b>(957,373)</b>	<b>53,423</b>	<b>6,164</b>	<b>(543,651)</b>	<b>(549,815)</b>	<b>(36,005)</b>	<b>(32,386)</b>	<b>(74,229)</b>	<b>(41,843)</b>
<b>Capital Revenue</b>																
Capital Grants & Subsidies	-	-	-	-	(202,980)	(202,980)	(341,204)	(138,224)	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	(30,000)	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Revenue</b>	-	-	-	-	(202,980)	(202,980)	(341,204)	(138,224)	(30,000)	-	-	-	-	-	-	-
<b>Capital Expenses</b>																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	2,119	2,119	-	-	38,863	38,863	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	17,414	17,414	-	-	-	-	100,000	-	-	-	-	-	-	-
<b>Total Capital Expenses</b>	-	-	19,533	19,533	-	-	38,863	38,863	100,000	-	-	-	-	-	-	-
<b>Net Result (surplus)/deficit</b>	<b>(1,870,998)</b>	<b>(1,808,397)</b>	<b>(1,035,720)</b>	<b>772,677</b>	<b>1,417,653</b>	<b>1,455,428</b>	<b>398,693</b>	<b>(1,056,735)</b>	<b>123,423</b>	<b>6,164</b>	<b>(543,651)</b>	<b>(549,815)</b>	<b>(36,005)</b>	<b>(32,386)</b>	<b>(74,229)</b>	<b>(41,843)</b>
<b>Capital Funding Applications</b>																
Capital Expenditure - New Assets	-	-	-	-	803,083	643,083	439,105	(203,978)	-	-	-	-	8,500	8,500	2,936	(5,564)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	64,500	22,000	16,919	(5,081)	416,845	416,845	2,296	(414,549)	45,000	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	-	-	-	-	<b>867,583</b>	<b>665,083</b>	<b>456,024</b>	<b>(209,059)</b>	<b>416,845</b>	<b>416,845</b>	<b>2,296</b>	<b>(414,549)</b>	<b>53,500</b>	<b>8,500</b>	<b>2,936</b>	<b>(5,564)</b>

<b>Title</b>	<b>Corporate Services Report Early Career Program 2022</b>
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<b>Date</b>	1 March 2022
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<b>Responsible Manager</b>	L. Mear, CHIEF HUMAN RESOURCES OFFICER
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## Summary

The purpose of this Report is to provide Council with an update on the Early Career Program.

## Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- Our people are skilled and values driven to make a real difference.
- 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 noted.

## Background Information

Council, through its Early Career Program is committed in its support to provide growth and development opportunities for the region's diverse youth and disadvantaged job seekers.

By building capacity within its regional workforce, Council's Early Career Program provides the opportunity for local youth to obtain a nationally recognised qualification, gain hands on experience and the skills necessary to have successful outcomes in relation to further study or employment opportunities.

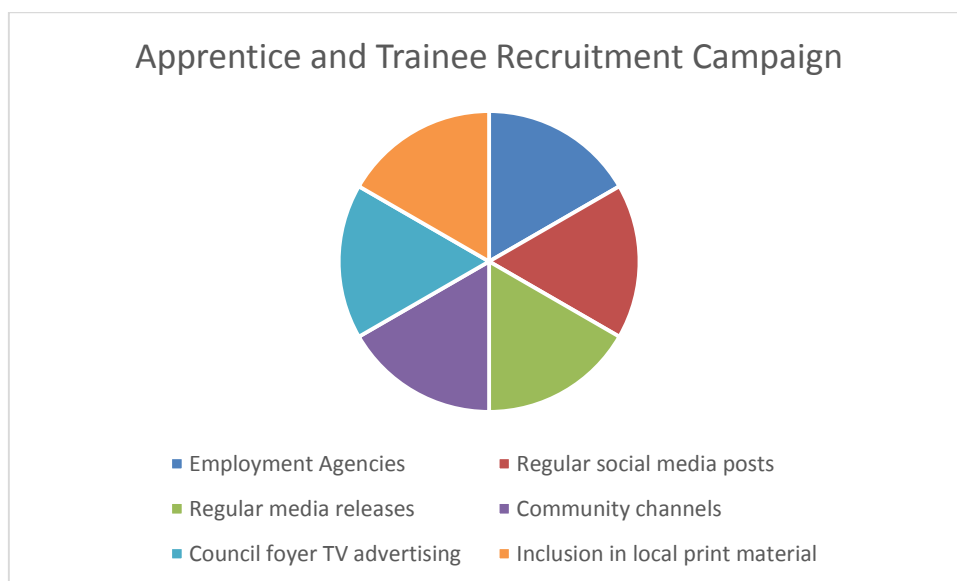
17 Trainees and Apprentices completed their study in 2021 with 12 having obtained positions within Council and 5 obtaining positions within the community. There are 8 Trainees which are continuing their trainee/apprenticeships into 2022.

## Report

Council's Apprentice and Trainee recruitment campaign was undertaken in December 2021 and January 2022 for 23 early career positions. Council received a positive response with applications for all 2022 Apprentice and Trainees positions, including the KickStart Disability Traineeships.

The success of the Early Career recruitment campaign in both quality and quantity of applicants can be attributed to partnering with the Communication and Marketing Team and expanding our promotional initiatives; which included:





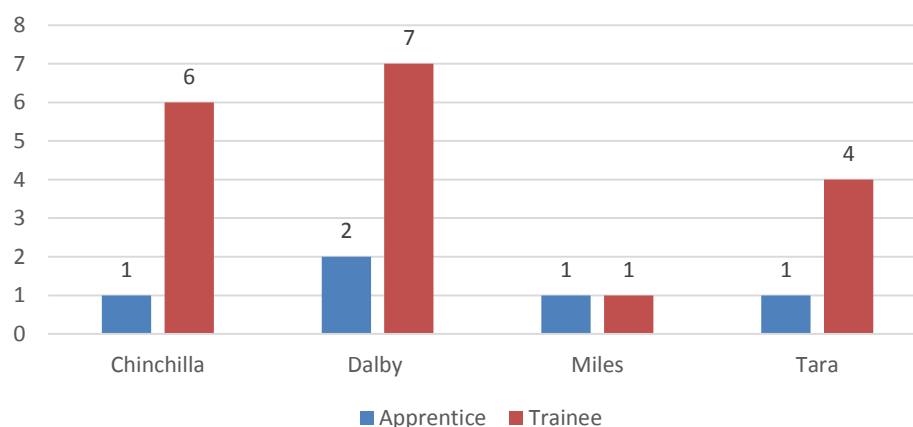
All high schools were visited by the Career Development Officer, with information provided directly to senior students; and with each school taking the opportunity to promote internally and through school networks.

Local employment agencies were provided information for them to promote and specialist employment agencies were contacted in promotion of the KickStart Disability Traineeship positions.

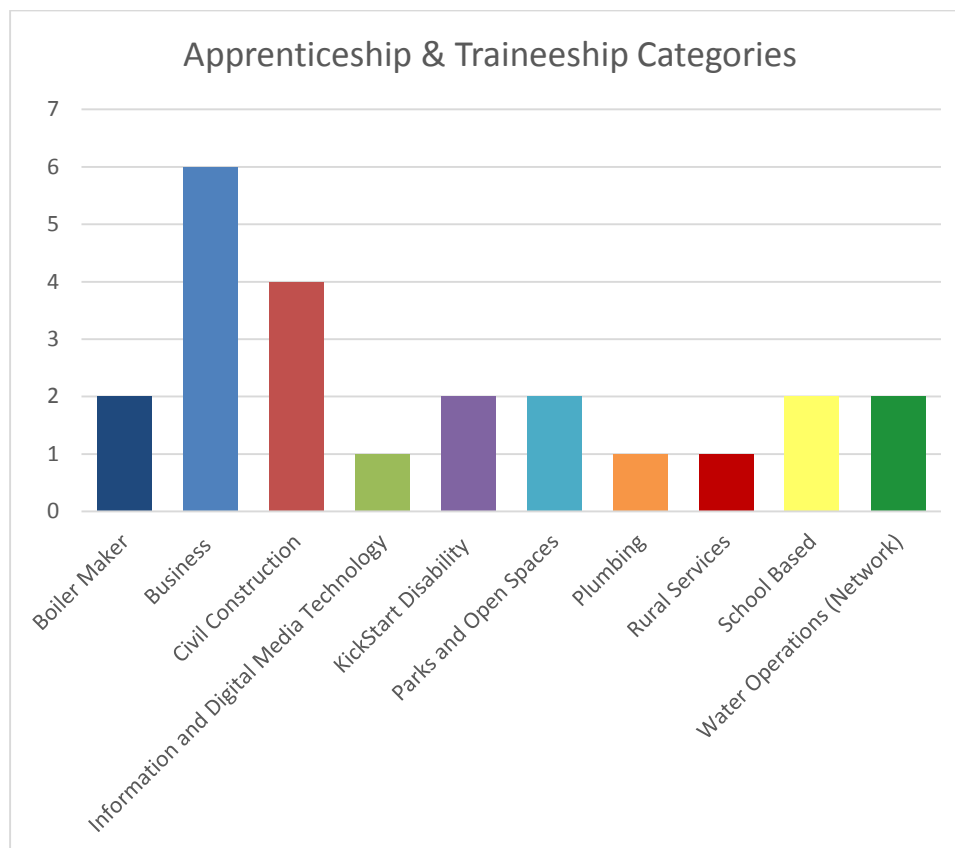
#### 1. 2022 Apprentice and Trainee Intake and Placement

The 2022 regional Apprentices and Trainees have been placed as follows:

### 2022 Apprentice and Trainee Regional Locations



The 2022 early careers program provides a variety of categories as outlined below:



## 2. 2022 AFL SportsReady Business Trainees

In relation to the AFL SportsReady Indigenous Trainee, location and placement was based on applications received and discussions held with Supervisors confirming their ability to support an additional trainee. Consultation was also held with AFL SportsReady regarding the appropriate alignment of roles, resulting in the previous AFL SportsReady Indigenous applicant continuing within Council's Infrastructure Services Administration Team to complete an additional qualification.

## 3. 2021 WDRC Community Spirit Bursaries

Seven regional graduating high school students were awarded the WDRC Community Spirit Bursary Award in 2021. Two of the graduating students have already taken the opportunity to submit work placement requests in the first half of 2022.

Providing and supporting opportunities to kick start careers in our region is a key pillar of Council's Early Career Program, equipping our region's future generations with job-ready skills and qualifications.

## 4. 2022 Kickstart Disability Trainees

This program was introduced to demonstrate WDRC's commitment to support a diverse, flexible and inclusive workforce and culture that empowers individuals of all backgrounds and abilities to reach their full potential. The successful Kickstart Disability applicants for 2022 are undertaking a 12 month Traineeship in Business and a 24 month Traineeship in Parks and Open Spaces.

### Consultation (Internal/External)

Employees (Internal/External)  
Human Resources Department  
Communication and Marketing Team  
Executive Management  
Regional High Schools  
Employment Agencies

### 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**

Through its Early Career Program, Council has continued to support the growth and development of our region by embracing the diversity of its youth and disadvantaged job seekers. By continuing Council's Traineeship and Apprenticeship opportunities, and other Early Career initiatives, Council is safeguarding the future of our region, by ensuring that local youth are retained through local employment opportunities.



**Attachments**

Nil

**Authored by:** F. Henderson, Career Development Officer

<b>Title</b>	<b>Infrastructure Services Works February 2021/2022 Capital Works Progress Update</b>
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<b>Date</b>	2 March 2022
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<b>Responsible Manager</b>	D. Dibley, WORKS MANAGER CONSTRUCTION
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## Summary

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2021/2022 Capital Works Program for the month of February 2022.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- Our business and industry actively live and buy local.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and noted.

## Background Information

On 21 July 2021, Council adopted the 2021/22 Budget including Council's Capital Works Program.

## Report

To ensure Council are well informed with key infrastructure projects, monthly reports will be presented outlining recently completed projects, projects in progress and upcoming projects.

## RECENTLY COMPLETED PROJECTS

- Milne Street, Tara Road Upgrade Project (Gravel Pavement to Bitumen Seal);
- Roberts Street, Tara Upgrade Project (Gravel Pavement to Bitumen Seal);
- Dalwogan Road Gravel Resheet & Upgrade Project (Natural Formation to Gravel Pavement);
- Booral Road Ch 7.66 - 11.47km, Bundi Reconstruction Project;
- John Street, Meandarra Upgrade Project (Gravel Pavement to Bitumen Seal);
- Ashmore Street, Dalby Bitumen DustSuppressions x2;
- Walton Street, Meandarra Upgrade Project (Gravel Pavement to Bitumen Seal) and

- Meandarra Rubbish Dump Access Road Upgrade Project (Gravel Pavement to Bitumen Seal).

## **PROJECTS IN PROGRESS**

- Condamine Street, Dalby Ch 0.43 - 0.94km - Reconstruction Project, including a kerb and channel upgrade;
- River Road, Nandi - Gravel Resheet (Resource Sector contribution);
- Old Chinchilla Road, Guluguba - Gravel Resheet;
- D'Atkins Road, Langlands - Reconstruction of bitumen floodways;
- Baskervilles Road, Langlands Ch: 3.4-6.3 - Reconstruction Project;
- Halliford Road, Ducklo CH: 0.00 - 6.44 - Upgrade from gravel pavement to bitumen seal;
- Glenern Road, Glenmorgan Ch:7.75 - 13.75 - Road widening project;
- Bundi Rd Ch 1.3km Bridge Replacement / Upgrade.
- Dulacca South Road, Dulacca Ch: 27.4-30.5 - Road widening;
- 21/22 Regional (Bitumen) Reseal Program;
- QRA REPA Flood Damage Restoration Package # 10 (Giligulgul area);
- QRA REPA Flood Damage Restoration Package # 11 (Dalby/Kaimkillenbun area);
- QRA REPA Flood Damage Restoration Package # 8 (Chinchilla area)

## **UPCOMING PROJECTS**

- Jimbour Station Rd/Bunya Hwy Intersection Upgrade;
- Gill Weir Access Road, Gill Weir Ch: 0.00 - 1.25 - Upgrade Project gravel pavement to bitumen seal;
- Moreton Street, Dalby Ch: 0.462-0.925 - Reconstruction Project, including a kerb and channel upgrade;
- QRA REPA Flood Damage Restoration Packages 9, 12 & 13 (Bell and Jimbour, Miles and Dulacca, and Jandowae areas);
- Mary St Precinct Stormwater Infrastructure Upgrade Project;
- Bundi Road, Bundi Ch: 33.7 - 39.2 Road Upgrade Project gravel pavement to bitumen seal; and
- Glasson Street, Chinchilla - parking lane upgrade / dust suppressions.

## **21/22 PROJECTS DESIGN STATUS UPDATE**

Technical Services' Design Department have completed the following number of civil designs for the 2021/2022 Capital Works Program:-

- 90% - Roadworks Design Program (47/52) projects Issued for Construction (IFC)
  - 2 Projects have received DTMR approval and will be issued IFC
  - 3 Projects awaiting DTMR approval
- 100% - Footpath Design Program (12/14) projects Issued for Construction. (noting 2 projects removed)

## **COMMERCIAL WORKS PROJECTS IN PROGRESS**

- Disaster Recovery Funding Arrangement (Flood Damage) works on the state road network
- DTMR Reseal Prior Works Program (various state-controlled roads within the Western Downs)

## **UPCOMING COMMERCIAL WORKS**

- Dalby Cooyar Road Rehabilitation Stage 2 (Ch. 0 to 4)
- 26B Leichardt Highway Rehabilitation (Wandoan Area)

## Consultation (Internal/External)

Following Council's resolution to receive the report, updates will be posted on Council's social media platforms to inform Western Downs Regional Council's community.



Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Local Expenditure for the Works - Capital Works Projects for the month of February is \$291,870.79 (41.08%).

Local Expenditure for the Works - Capital Works Projects for 2021/2022 financial year year-to-date is \$3,007,581 (55.27%) of the Capital Works expenditure.

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**

Due to the recent inclement weather and regional flooding events in December 2021 and February 2022, the Works 2021 / 22 Capital Works program is tracking behind program.

**Attachments**

Nil

**Authored by:** Debbie Dibley, WORKS MANAGER CONSTRUCTION

<b>Title</b>	<b>Infrastructure Services Report Transport Asset Maintenance Management Review and Update</b>
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<b>Date</b>	7 March 2022
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<b>Responsible Manager</b>	S. Fitzgerald, WORKS MANAGER MAINTENANCE
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## Summary

The purpose of this Report is to provide Council with a summary of changes made to Council's Transport Asset Maintenance Management Plan following review of the plan 2 years after implementation.

## Link to Corporate Plan

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That the Report be received and that Council;

1. Finalise the current trial of Transport Asset Maintenance Management Plan (TAMMP)
2. Implement the updated Transport Asset Maintenance Management Plan Version 1.7 as tabled

## Background Information

The Transport Asset Maintenance Management Plan (TAMMP) has been developed to promote effective recording, prioritisation, and application of strategic direction to Western Downs Regional Council's transport asset maintenance. This is done by setting inspection frequencies for assets based on hierarchy, and the identification of defects of varying severity based on the risk posed to the public and the asset. More severe defects are assigned a higher priority and higher priority defects planned to be delivered within a shorter response time, reducing the time the more severe defects are present on Council's network.

Council inspects its assets and records defect information to be able to effectively program maintenance and understand the maintenance demands of its network. Not performing inspections would reduce efficiency when delivering maintenance and potentially reduced asset life. As such, performing inspections and recording defects is considered vital to the ongoing effective operation of the Works Maintenance department.

However, inspection and recording of defects presents a risk to Council as the protections afforded by *Civil Liability Act 2003 (Qld)* s. 37 no longer apply if *"at the time of the alleged failure the authority had actual knowledge of the particular risk the materialisation of which resulted in the harm."*

To mitigate this risk, the TAMMP defines Council's general procedures for transport asset maintenance. These procedures comply with the relevant industry standards, and so afford protection under the *Civil Liability Act 2003 (Qld)* s. 35 (d) *"the authority may rely on evidence of its compliance with its general procedures and any applicable standards for the exercise of its functions as evidence of the proper exercise of its functions in the matter to which the proceeding relates."*

Section 35 of the Act also gives protection to Council where a duty of care has been breached due to the limited resources of the authority and the generally diverse and competing functions of that authority. This section also protects Council in stating that *"the general allocation of financial or other resources by the authority is not open to challenge"*.

The net result of these obligations and protections is that Council must inspect its assets in order to effectively plan and deliver maintenance, and that Council must document its procedures regarding how the risk posed by a defect is managed to protect it in the event of legal action due to damages caused as a result of that defect.

It is critical that the procedures Council sets for itself are appropriate and achievable, otherwise the protections afforded by s. 35 of the Act are compromised resulting in an increased risk of litigation due to damages caused by defective assets.

This review assessed the appropriateness and achievability of the trial TAMMP standards. This review follows a previous review performed in 2020 which recommended extension of the TAMMP trial period to allow further assessment and implementation of the Stormwater assets module.

## **Report**

This report provides a summary of the evaluation of the trial Transport Asset Maintenance Management Plan (TAMMP) regarding compliance during the trial period and suitability of the trial standards. Recommended changes are provided to ensure the TAMMP is fit for purpose in the ongoing delivery of transport asset maintenance and management of the associated risks to Council.

### Module 1 - Sealed Roads

Compliance with trial targets for module 1 for sealed roads was generally good, particularly completion of warranted defects and inspection frequencies. Records show that response times for the higher priority defects with shorter response times were not being met on average over the trial period, as was the finding in the 2020 review. This is attributed to fluctuations in maintenance demand and the commitment of existing resources to other works.

The risk associated with overdue defects during periods of peak maintenance demand is currently managed by applying temporary safety measures, such as warning signage, at these sites until such time as repairs can be performed and reporting these defects to the General Manager Infrastructure Services monthly, and Executive Team quarterly. This report clearly defines why a response time wasn't achieved, when repair is planned, and what has been done to mitigate the risk of the defect to the public in the interim.

In review of Module 1 it was found that night inspection had not been performed at the target frequencies, which were half the day inspection frequency for the relevant road hierarchy. This was attributed to a lack of available inspectors to perform the forecast 520 hours of night inspections each year. On review, it was considered that the inspection frequencies required by the TAMMP were excessive, requiring annual inspections on some roads, considering night inspections primarily aim to assess a lack of reflectivity for road signs and guideposts. These assets are reasonably robust and not considered to deteriorate at a rate requiring such frequent inspections. As such, the frequency of all night inspections was reduced to 3 years.



Clarification was also added to the Priority 3 defect response time to ensure these low priority, low risk defects aren't obliged to be repaired if capital works are planned within the next 3 years.

#### Module 2 - Unsealed Roads

The review of module 2 for unsealed roads found that grader productivity had increased to 4.79km per day from 4.3km per day recorded in 2020, though the total kilometres graded had decreased to 5,517km from 7,368km in 2020. This decrease in the total kilometres graded was due to a number of staff vacancies and long-term sick leave during this period, with the available graders being reduced by up to 50% at times to fill grader operator vacancies in construction and maintenance crews and due to long term health complications of a number of staff.

Despite this, unsealed road condition was recorded by Council's Road Asset Condition Assessment Survey (RACAS) in 2021 and found that the unsealed road condition aligns well with Council's target conditions as set by the TAMMP. The RACAS survey recorded 16% of the unsealed road network at a condition 3 or worse, with condition 3 being Council's restoration standard of a general 70km/h travel speed. Comparing to Council's available resources for maintenance grading, this represents 10 days productivity for the allocated 14 maintenance graders. This timeframe complies with the 2-month target response time of the TAMMP for unsealed road surface defects.

No modifications were proposed to the Unsealed Roads Module as part of this review.

#### Module 3 - Footpaths

Module 3 for footpaths found that compliance was generally good in terms of completing warranted defects and record keeping practices have improved greatly since the 2020 review. Inspection compliance was found to be 100% compliant with TAMMP requirements, and the value of the defect backlog has decreased significantly since 2020, with most defects now being of a low, priority 3 severity.

No modifications were proposed to the Stormwater Module as part of this review.

#### Module 4 - Stormwater

The stormwater module was implemented following the 2020 TAMMP Review. Implementation and operation since this time has identified a number of modifications required to ensure the operational practice of this module is practical and efficient.

Existing inspection frequencies required by the TAMMP were onerous, requiring the inspection of all above ground assets once per year. This was not able to be achieved with the two inspectors allocated to the Works Maintenance Team, and only 66% of these assets were inspected in the two-year period since implementation began. Analysis of the productivity of these inspections indicates that, to achieve the existing target of inspecting all above ground stormwater assets once per year, 2,200 hours inspection time would need to be allocated to this task, the equivalent of approximately 1.5 full time positions.

As such, these frequencies are proposed to be reduced to 3 years and incorporated into the Technical Services Department's compulsory 3 yearly asset condition assessments. This reduction is considered appropriate due to the slow rate of deterioration of stormwater asset materials, generally reinforced concrete. This proposed change will also align frequencies with Council's available resources and provide efficiency by incorporation into an existing process.

#### Module 5 - Bridges & Major Culverts

The bridges and major culverts module was found to be generally compliant. All major structural inspections have been completed on schedule, excluding one inspection that was not able to be completed due to consultant inspector availability. For this outstanding structure an inspection has been ordered and will be performed in April 2022. Maintenance works are found to be effectively programmed on the outputs of these inspections, and Council's bridges are all in satisfactory condition, or have works planned to restore them to a satisfactory condition in the near future.

The TAMMP references the department of Transport and Main Roads Structures Inspection Manual (SIM) for this module. The SIM requires annual visual inspection be completed when performing routine maintenance. This has not previously been performed as Council's inspectors were not appropriately trained or experienced to conduct these inspections.

It is proposed that Level 1 inspections will be undertaken internally following training of Council's inspectors. Performance of these inspections was considered when assessing inspection demand and the need for additional resources.

#### Modifications to TAMMP

A summary of changes made to the TAMMP v1.7 are below:

#### General

1. Section 3.5 modified to reflect conclusion of the trial period.

#### Module 1 - Sealed Roads

1. Night inspection frequency was modified to 3 years for all roads. These inspections seek to check reflectivity of signs and markers to ensure they still function appropriately at night. Degradation of reflectivity is not influenced by the road hierarchy or traffic volume, and so the inspection frequency was reduced and made consistent across all road hierarchies. This is also better in line with Council's available resources to perform these inspections.
2. The response time for Priority 3 defects remain as 12 months, with the condition that this is subject to resource and budget availability, and no planned capital works to address the defect within the next 3 financial years.

#### Module 2 - Unsealed Roads

1. No modifications are proposed to Module 2

#### Module 3 - Footpaths

1. No modifications are proposed to Module 3

#### Module 4 - Stormwater

1. Risk management assumptions be modified to reflect that detailed inspections of all above ground assets are not required to be conducted annually, and that risks posed to traffic due to the stormwater asset condition are detected when performing road inspections required by module 1 and module 2.
2. Inspections of all above ground assets be changed to a 3 year frequency from the current 12 month frequency, and be performed by Council's Technical Services team in their existing asset condition assessment inspections already performed at this interval.
3. Technical Services, in assuming control for stormwater defect inspections, will collate and distribute work packages for repairs to the appropriate Works Department teams, expected to be Construction or Strategic Planning for Structural repairs, and Maintenance for serviceability defects.
4. Response times for structural defects be clarified further to clearly detail that repair of these defects is dependent on resource availability such as crews and components, capital budget processes where repair will require replacement of a structure, and that immediate safety measures shall be installed as deemed necessary by the inspector.

#### Module 5 - Bridges and Major Culverts

1. Level 1 bridge inspections be performed by Council's inspectors in accordance with the Department of Transport and Main Roads Structures Inspection Manual, which forms the basis of the TAMMP Module 5. Inspector resources to perform these inspections has been considered in the resource review performed.

## Resource Allocation

1. Although not included in the TAMMP, this review identified a lack of inspector resources required to meet the TAMMP inspection frequencies. Council Officers primarily sought opportunities to improve efficiencies or reduce inspection frequencies where appropriate. However, not all inspection frequencies could be responsibly reduced and, as a result, a review of inspector duties and productivity was conducted to identify the annual hours required to meet inspection obligations. This review identified 3.21 Full Time Equivalent (FTE) positions are required to meet the reduced inspection frequencies proposed as part of this review. This is reduced from the previous 5.01 FTE positions required to meet previous inspection frequencies. Council currently has 2 FTE inspector positions allocated to these duties with the remaining 1.21 FTE yet to be resourced. A review of resourcing will be undertaken following the adoption of the TAMMP by Council. It is envisaged that the remaining inspection workload can be met by sharing responsibilities with existing rolls.

## Asset Management

Successful implementation of the TAMMP will ensure best practice maintenance of Council's transport infrastructure which is expected to extend the useful life of these assets.

## Consultation (Internal/External)

Council officers consulted with Works Management regarding findings of the report and proposed changes. Council's General Counsel was consulted in the 2020 review of the TAMMP and provided input on proposed modifications at that time. Changes as part of the 2022 TAMMP review have not influenced areas requiring General Counsel review.

## Legal/Policy Implications (Justification if applicable)

Nil

## Budget/Financial Implications

Council's Works Department is currently allocated an operational budget for maintenance of the transport assets within the scope of the TAMMP. Considering current defect register values this budget is adequate to fund the works requirements of the TAMMP.

Allocation of an additional inspector resources to the Works Maintenance team is required to meet the demand presented by the required inspection frequencies. A workforce review will be undertaken but it is envisaged that the 1.21FTE currently identified as not resourced can be shared with existing roles within the organisation.

## 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**

Council's compliance with TAMMP targets is generally good, with existing processes in place to effectively manage risks associated with noncompliance due to fluctuations in maintenance demand and Council's limited resources.

The modifications to the TAMMP proposed will ensure sustainable and achievable targets in the ongoing maintenance of Council's Transport Infrastructure Assets.

Following two reviews and subsequent modifications to the TAMMP. The current iteration of the TAMMP is considered fit for purpose and ready for adoption, and the trial of the TAMMP be concluded.



**Attachments**

1. Transport Asset Maintenance Management Plan V 1.7

**Authored by:** Sam Fitzgerald, WORKS MANAGER MAINTENANCE



# **Transport Asset Maintenance Management Plan**

**V1.7**

**(TAMMP)**

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## **1.0 EXECUTIVE SUMMARY**

A local government road authority is subject to conflicting priorities on a daily basis from both internal and external customers whilst trying to conduct its operations within the limitations of its available resources and limited budget. Along with the challenge of balancing the need to provide a safe road corridor and preventative maintenance to stop the degradation of its assets, the management of transport infrastructure provides a complex and challenging operational environment for local government road authorities.

The responsibilities and accountabilities of a road authority in relation to statutory obligations are both distinctive and readily acknowledged by society through legislation and action by the courts. It is clear that an authority needs to consider a magnitude of issues in designing and implementing a system and maintenance processes. The transport infrastructure maintenance management plan provides a practical and justified approach to the prioritisation of remedial works based on the authority's network, budget, resources and other operational considerations.

This plan aims to promote best practice in the maintenance management of transport infrastructure and reduce the liability exposure of the road authority. The risk management approach is based on engineering science which gives special consideration to managing the network through asset dynamics, and defect type and severity. The plan has been designed to reflect best practice by a road authority in achieving the following principles in maintenance management:

- Demonstrate Duty Of Care
- Effective Reactive and Preventative Maintenance
- A Reasonable Risk Management Approach
- Diligent Documentation

- System Compliance
- Continuous Improvement and Review

## 2.0 INTRODUCTION

### 2.1 - Western Downs Regional Council

The Western Downs Regional Council (WDRC) is located on the western darling downs incorporating the towns of Dalby, Chinchilla, Tara, Miles and Wandoan. The Western Downs Region has an approximate population of 32,000 and the area is historically reliant on the agriculture and associated industries, however in the past 5 years the area has predominantly become subject to rapid expansion of the energy sector. Major growth in power stations, coal seam gas exploration and coal extraction have caused significant increase in traffic through industry operations and an additional flow on effect through associated domestic growth.

Figure 2.1 provides a location overview of Western Downs.



**Figure 2.1 - Map of Western Downs**



## 2.2 - WDRC Works Department

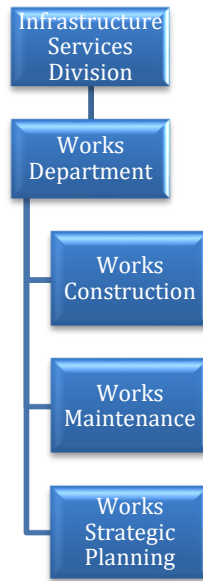
WDRC currently owns and maintains a road network totalling 7,729 km of which 2,106km is sealed and 5,623 km is unsealed. With the largest road network for a regional local government road authority in Queensland, the road dynamics and environment present significant maintenance challenges for WDRC. The network is symbolic of many regional local governments with both large rural network built on industry plus an extensive urban network that serves the major centres. A large proportion of the network is built on reactive subgrades which presents a major risk to the performance of the transport assets.

The Council's asset base is worth approximately \$1.01B and the WDRC's Works Department currently undertakes core operations in maintaining the following assets:

- Sealed Roads
- Unsealed Roads
- Footpaths
- Stormwater
- Bridges and Culvert Structures
- Parks and Gardens

WDRC's Works Department currently operates with a combined annual budget of \$85M and as a road authority Council aims to deliver services with internal resources wherever possible. The department employs a strong workforce of approximately 250 staff and has major operational depots at Dalby, Chinchilla, Tara, Miles and Wandoan.

The Works Department provides a management structure to support both its operational objectives and geographical challenges. Figure 2.2 outlines the management structure:



**Figure 2.2 - Works Management Structure**

## **2.3 - Legislation and Asset Ownership**

A local government road authority is both an asset owner and a service provider. As an asset owner they have responsibility to provide essential and safe transport infrastructure to the community for effective transport routes, property access and protection of assets. As a service provider they have an obligation to provide economic and efficient maintenance services to keep the transport infrastructure both functional and safe for community use. Council's and all road authorities have a duty of care to motorists and pedestrians that use an authority's assets.

In addition to providing a duty of care, local governments are duty bound to effectively manage their infrastructure in accordance with sound asset management practices and associated policy. Western Downs Regional Council as a road authority is required to maintain its transport infrastructure within its operational limitations including resources and budget. The Civil Liability Act 2003 and Local Government Act 2009 outline Council's statutory obligations and provide guidance on the objectives of Council in conducting its road operations.

Council is only obligated to maintain and manage assets that it currently owns and operates. Ownership of assets is best described as constructed assets within an open road or park reserve. These assets include:

- Sealed roads within the road reserve
- Unsealed roads within the road reserve
- Formed roads within the road reserve
- Roads from developments once the development is constructed, certified and approved as "off maintenance"
- Constructed footpaths for pedestrian use within road or park reserve
- Constructed stormwater infrastructure and structures
- Constructed parks on designated reserves

It should be noted that Council does not maintain or own unconstructed road reserve, this is the property of the State of Queensland.



## **3.0 CAPABILITY AND PROTOCOLS**

### **3.1 - Purpose of the Plan**

Queensland Local Governments have been directed by legislation to achieve financial stability through effective asset management practices. Effective and efficient spending on asset renewals and asset operations such as maintenance management have become a major focus for Council's to achieve sustainable asset management plans. Effective and economic maintenance management systems and practices is key to ensuring the validity and success of the local government road authorities. Road authorities have a key task to prevent accelerated degradation of assets and whilst delivering there programs on tight budgets.

Good maintenance management is essential to ensure that assets in the road corridor and reserves are satisfactorily maintained for safe use by motorists, pedestrians and the community. Council's need effective systems or models to identify and prioritise defects for repair to ensure public safety, prevent asset degradation and best utilise available funding in line with available resources. Council's require real time control of their asset base and determine problem network areas, when defects should be fixed, how they should be fixed and estimate how much it should cost.

The maintenance management plan aims to provide a safe road corridor by allowing Council operations to take effective control of its assets through effective reactive and preventative maintenance programs. The plan establishes the maintenance management systems and levels of service for the following assets which are under operational control of the Works Department:

- Module 1 - Sealed Roads
- Module 2 - Unsealed Roads
- Module 3 - Footpaths

- Module 4 - Stormwater Infrastructure
- Module 5 - Bridges and Major Culverts

The plan defines Western Downs Regional Council as a local government road authority and outlines the key elements and actions by Council in effectively managing its transport infrastructure including:

- Asset Inspection Program
- Defect Definitions
- Defect Intervention Levels
- Prioritisation of Defect Remedial Works
- Target Response Times
- Operational Protocols

### **3.2 - Link to Asset Management Plan**

The Transport Asset Maintenance Management Plan supplements Council's broader Asset Management Plan.

### **3.3 - System Implementation and Trial**

This transport infrastructure maintenance management plan represents a new operational system and framework to be implemented by Western Downs Regional Council. The system is generated from industry research and has been applied specifically to Western Downs Regional Council. The plan's trial period concluded in March 2022 after a 4 year trial period and was adopted by Council for use after two separate reviews in 2020 and 2022.

### **3.5 - System Review**

The authority should look to review and where necessary modify the following important characteristics of the system:

- Review the value and data of the defect backlog
- Review any trends that appear in the defect data such as an increase or reduction in priority 1 or priority 2 safety defects
- Review the validity of the risk management assumptions and risk management controls
- Review whether the inspection regime is adequate to manage defects
- Review the defect priority category and definitions
- Review defect definitions
- Defect intervention levels
- Defect priorities
- Review system compliance with auditing

### **3.6 - Existing Systems**

Western Downs Regional Council currently has an approved customer service charter. The charter and customer service protocols should be reviewed prior to implementation of the plan and revised accordingly. In addition to the element protocols outlined in the plan, Council will continue to utilise the customer service system to be informed of hazards on its asset network after which they are to be populated through the maintenance management system.

### **3.7 - Suspension of Plan**

The Transport Asset Maintenance Management Plan is has been created based on the reasonable considerations and limitations that a local government road authority operates within. Following advice from the General Manager Infrastructure Services, the Chief Executive Officer reserves the right to suspend the plan at any time when the plan becomes invalid from



circumstances beyond the control of the road authority. Events that may cause this are (but not limited to):

- Events of Natural Disaster or heavy rainfall
- Industrial Action that affects the operation of Council
- Logistic restrictions such as supply of materials or services
- Forced Majeure

## **4.0 SYSTEM PRINCIPLES**

### **4.1 - System Overview**

The responsibilities and accountabilities of a road authority in relation to statutory obligations are both distinctive and readily acknowledged by society through legislation and action by the courts. In recent times, society has applied an expectation for local councils to achieve effective asset management practices by introducing changes to state and federal government legislation and funding policies. From the literature review it can be stated that the systems and information available to local government in being able to make clear policy and operational decisions is both limited and variable. Although there is guidance documentation provided by both government and private entities it is clear that an authority needs to consider a magnitude of issues in designing and implementing a system and maintenance processes.

It's essential to recognise that not all systems are suitable for use by alternative road authorities and it's important for all road authorities to design and implement a system that meets their needs and operational capabilities. The research has shown that there is no "right or wrong" system or methodology for managing transport infrastructure. Whilst the principles of best practice presented here could be altered based on alternative opinion and protocols, they

do set out the core requirements and objectives that should be achieved by a local government road authority in managing and defects on its network.

The system has been developed through research and the formulation of principles of best practice which are considered key objectives in the design of Western Downs Regional Council's Transport Infrastructure Maintenance Management Plan. The principles are:

- Demonstrate Duty of Care
- Effective Reactive and Preventative Maintenance
- A Reasonable Risk Management Approach
- Diligent Documentation
- System Compliance and Continual Review

## **4.2 - Duty of Care**

By way of definition, for an authority to achieve duty of care it must discharge its operations in a diligent manner to be aware of and effectively manage defects and/or hazards on its road network, taking into account the authority's capabilities and limitations. The second part of the definition signifies that it is unreasonable to expect a road authority can fix every problem on the network, whether they are aware of the hazard or not. The intent of the legislation is to acknowledge that road authorities have expectations in today's society by creating accountability but also offer protection for authorities who diligently manage their asset network in accordance with their operational and financial limitations.

To achieve duty of care, it's imperative that a road authority system achieves the following objectives:

- Meet the requirements of the Civil Liability Act 2003, in particular Section 35 and 37

### **35 Principles concerning resources, responsibilities etc. of public or other authorities**

The following principles apply to a proceeding in deciding whether a public or other authority has a duty or has breached a duty—

(a) The functions required to be exercised by the authority are limited by the financial and other resources that are reasonably available to the authority for the purpose of exercising the functions;

(b) The general allocation of financial or other resources by the authority is not open to challenge;

(c) The functions required to be exercised by the authority are to be decided by reference to the broad range of its activities (and not merely by reference to the matter to which the proceeding relates);

(d) The authority may rely on evidence of its compliance with its general procedures and any applicable standards for the exercise of its functions as evidence of the proper exercise of its functions in the matter to which the proceeding relates.

### **37 Restriction on liability of public or other authorities with functions of road authorities**

(1) A public or other authority is not liable in any legal proceeding for any failure by the authority in relation to any function it has as a road authority—

(a) to repair a road or to keep a road in repair; or

(b) to inspect a road for the purpose of deciding the need to repair the road or to keep the road in repair.

(2) Subsection (1) does not apply if at the time of the alleged failure the authority had actual knowledge of the particular risk the materialisation of which resulted in the harm.

- Ensuring it adequately identifies risks or hazards on the network through inspection
- Ensuring it adequately repairs and manages the risks or hazards on the road network
- An authority diligently conducts and manages its operations in accordance with the reasonable expectations of society taking into account the authority's budget, resources, conflicting priorities and asset base

It is acknowledged that limited resources, both funds and personnel, limit Council's ability to meet the obligations of the TAMMP. When Council's resources prevent defect that present a risk



to the public from being repaired within the accepted response times, these defects shall be reported to Executive Management. This shall clearly document when a requirement of the TAMMP has not been met due to Council's limited resources and afford Council the opportunity to consider reallocation of resources.

### **4.3 - Effective Reactive and Preventative Maintenance**

The more information an authority knows about the condition of its network, the better equipped it will be to make good operational decisions. Effective reactive and preventive maintenance will minimise asset degradation and hold true the statement 'prevention is better than cure' by actively reducing the likelihood of dangerous defects.

Road authorities should consider the following objectives when designing their system to implement effective reactive and preventative maintenance measures:

- An inspection regime reflective of network size, construction standard and environment
- Identify and categorise defects that pose a risk to the integrity of the asset
- Establish early and appropriate defect intervention levels
- A prioritisation methodology to execute remedial works that minimises further defect degradation and subsequent risk to the assets integrity
- Record defects in a format that allows for operational planning to be undertaken in the most economical and efficient manner.

### **4.4 - A Reasonable Risk Management Approach**

It is best practice for a road authority to formulate an inspection and prioritisation strategy around a risk management approach. A supporting key element to that statement is that the strategy and every action by the authority for that matter, needs to be considered reasonable.

It's important to clearly define reasonable in this instance as an assumption, strategy or action by the road authority in keeping with the sound expectations of society and can be logically supported and acknowledged. The road authority's risk management strategies follow AS31000:2009 Risk Management - Principles and Guidelines. It is acknowledged that majority of the proceeding information is taken directly from the standard and presented here. It applying reasonable risk management system design the following important considerations have been identified:

- It would be considered reasonable for an authority should have a suitable asset inspection program in place to be made aware of the hazards or risks on its network
- It would be reasonable to expect that a road authority cannot repair every defect on its network
- It would be reasonable to expect that the authority provide an operational response to its priorities in accordance with its capabilities including budget and resources
- It would be reasonable to assume that the authority regularly reviews its system for compliance and accuracy

## **4.5 - Diligent Documentation**

Diligent documentation needs to be provided to clearly justify that the system meets the requirements of the Civil Liability Act 2003 and the authority is being reasonable in managing its conflicting priorities. The road authority will need to provide details of how the system was formed, how it works and in particular, the decision process involved in its risk management methodology. In addition to presentation at possible legal proceedings, the authority should consider the standard it requires to effectively communicate the document to its staff for

understanding and implementation. Any documents created by system to capture data should also encourage compliance.

Diligent documentation in system design is achieved by:

- Documenting the system in its entirety
- Documenting the methodology behind the system's elements
- Documenting any assumptions, considerations or any relevant supporting information that was utilised in the methodology when formulating the system
- Provide relevant definitions of terms and sufficiently define the protocols to be undertaken the authority
- Document any reviews or revisions of the system

## **4.6 - System Compliance and Continuous Review**

To achieve a high level of compliance, the authority should ensure that all elements of the system are 'fit for purpose' and also remember that the system is only as good as the information put into it. The system has required input from operational staff at all levels and the authority has kept forms to receive field data as simple as possible.

The system should also undergo regular auditing for compliance and performance. It is imperative as well as good practice to review the system at regular interval to ensure the system is accurate and performing to the expectation of the authority and the community. Regular review will keep the system accurate and shall be an active part of the risk management strategy to limit liability exposure. The road authority can easily change any of its information, protocols or objectives in the system as often as it likes provided it keeps relevant documentation.

Key objectives that should be considered in formulating a system to encourage and achieve compliance:

- Using a system methodology which is supported by the authority's budget, resources and limitations
- Developing an achievable inspection regime
- Developing appropriate priorities for defects that the authority can actively manage
- Setting appropriate intervention levels and appropriate response times
- Defining when the authority may provide an alternative or exception to following its system
- Ensure the system meets the authority's objectives but can easily communicated and understood by staff
- Keeping forms to record field data as simple as possible
- Auditing of compliance by staff
- Regular review of system performance and protocol for making amendments



## **Module 1 - Sealed Roads**

## **5.0 SEALED ROAD SYSTEM FRAMEWORK**

### **5.1 - System Input**

The system requires input from key stakeholders which include:

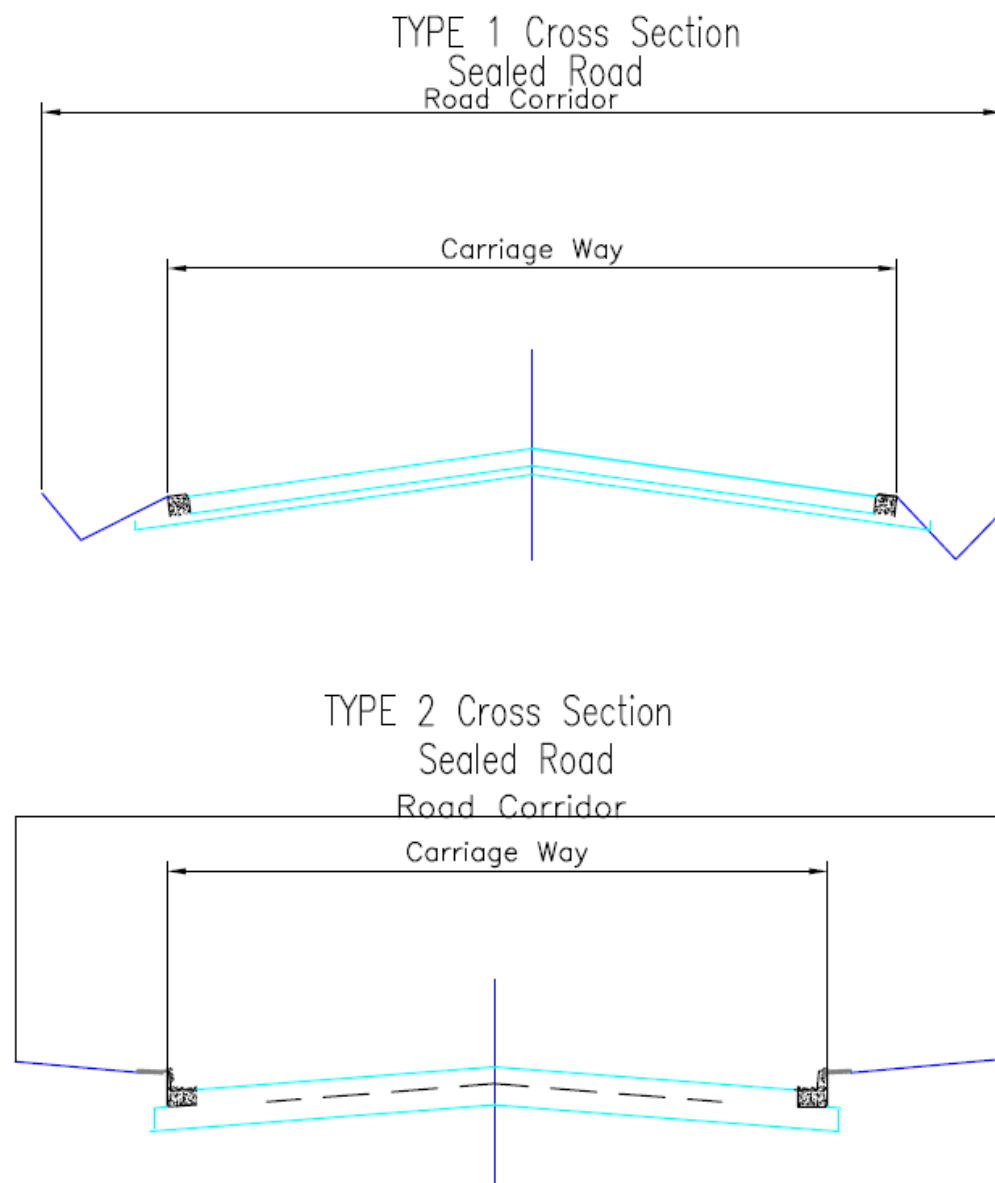
- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

### **5.2 - Defect Context**

This plan only represents management of defects and roadside activities within the sealed road corridor (excluding constructed footpaths). The corridor is defined by figures 5.1 below. Note that this module does not include small isolated sections of seal on otherwise unsealed roads. These segments are not considered to present the same road environment and risks as a continuous sealed road and are instead features of an unsealed road network, similar to a concrete floodway.



**Figure 5.1 - Road Corridor - Typical Cross Sections**

### 5.3 - Application of Risk Management and Analysis

There are two key objectives an authority wants to achieve with a sealed road management plan; safe roads and protection of assets. In developing a sealed road management plan that there are two major technical risks that need to be considered by the local government road authority:

#### Technical Risks

- Sealed road defects cause danger and damage to road users.
- Sealed road defects lower the integrity of the asset and may accelerate degradation of the asset.

For the purpose of risk analysis, safety defects are defined as defects that are located in the sealed road carriage way and may cause danger or damage to road users. The risk analysis for safety defects is shown below in figure 5.2.

**Figure 5.2 - Risk Analysis Safety Defects**

	LIKELIHOOD	CONSEQUENCES				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
Increase in AADT	<b>Almost Certain</b> Is expected to occur at most times	H	H	E	E	E
	<b>Likely</b> Will probably occur at most times	M	H	H	E	E
	<b>Moderate</b> Might occur at most times	L	M	H	E	E
	<b>Unlikely</b> Could occur at some time	L	L	M	H	E
	<b>Rare</b> May occur in rare circumstances	L	L	M	H	H
		Increase in Vehicle				

The risk analysis makes number of reasonable assumptions about the effect of safety defects:



- The increase in traffic significantly increases the likelihood of the defect affecting a vehicle, but low traffic does not decrease the risk or consequence.
- Reasonable application - the likelihood of a defect damaging or affecting vehicle is increased as the AADT increases

The consequence of the defect risk is increased as the vehicle speed increases. Reasonable application - a safety defect on the carriage way is just as dangerous at 100 km/hr on a collector road as a defect is at a 100km/hr on a local access road

Defects that require reactive maintenance are defined as defects that are at intervention level and if left without early treatment are likely to cause significant and immediate damage to the asset and/or likely to form safety defects through further degradation.

Defects that require preventative maintenance are defined as defects that have a low intervention level and are likely to cause weakening of the asset over a long period of time and/or are likely to cause the formation of reactive maintenance defects.

The risk analysis for maintenance defects that cause asset degradation is shown in figure 5.3.

**Figure 5.3 - Risk Analysis Maintenance Defects**

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
<b>Almost Certain</b> Is expected to occur at most times	H	H	E	E	E
<b>Likely</b> Will probably occur at most times	M	H	H	E	E
<b>Moderate</b> Might occur at most times	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur in rare circumstances	L	L	M	H	H

The risk analysis makes number of reasonable assumptions about the effect of reactive and preventative maintenance defects:

- The increase in traffic and heavy vehicle loading significantly increases the likelihood of the defects forming. Reasonable application - defects are more likely to occur or be caused by traffic loading in conjunction with current standard of the asset for example, seal and pavement failure
- The increase in traffic and vehicle loading significantly increases the risk likelihood of asset degradation as a defect worsens. Reasonable application - a defect present on the network is likely to become exacerbated quicker due to higher traffic loading. The traffic effect on the defect condition will accelerate even faster if impacted by additional factors such as weather and soil type
- The consequence of the defect on the asset is determined by the defect type and severity. Reasonable application - the type of defect, location and how severe it is will govern how much damage is likely to be caused to the asset. Generally the severity of the defect will be determined by the intervention level
- Reactive maintenance defects on the sealed carriageway are likely to become safety defects due to traffic loading if left untreated and increase the risk to the authority.

## **5.4 - Risk Control**

By examining the cause, effects and assumptions of the technical risks, the key elements of the road management plan are developed to control their impact on the road authority and the road network. The technical risks are to be controlled through the development of the road management plan's key elements:

- Road Inspection Program

- Defect Definition, Prioritisation and Management
- Defect Intervention Levels
- Defect Target Response Times

## 6.0 ROAD INSPECTION PROGRAM

### 6.1 - Road Hierarchy

The road hierarchy allows road authorities to clearly demonstrate that their roads are not of equal importance and the determination of a road class is by an engineering standard and considerations. WDRC currently uses a modified NAASRA System as shown in table 6.1.

The classification system gives credence to the dynamic challenge of owning both large rural and urban road networks. The length of network is shown with both sealed and unsealed kilometres to demonstrate the significant operational challenge the authority faces in being able to reasonably inspect and manage its road network.

**Table 6.1 - WDRC Road Hierarchy**

Road Description	NAASRA Class	Assumed Characteristics and Operating Parameters	Total Length (km)	Sealed Length (km)	Unsealed Length (km)
Rural Collector	4	High order rural road as a major link between locations or areas of regional significance  <u>Assumed Characteristics</u> AADT > 200 Speed > 60 km/hr Significant Commercial Vehicle Use	1410	1046	364
Rural Feeder	5a	Provides primarily for main traffic movements into and through a region and local connection to high order or state controlled roads  <u>Assumed Characteristics</u> AADT 50 - 200 Speed > 60 km/hr Some Commercial Vehicle Use	1720	571	1149

Road Description	NAASRA Class	Assumed Characteristics and Operating Parameters	Total Length (km)	Sealed Length (km)	Unsealed Length (km)
Rural Access	5b	Provide access to residential or rural properties <u>Assumed Characteristics</u> AADT < 50 Speed ≥ 60 km/hr Minimal Commercial Vehicle Use	4083	308	3775
Rural Unformed	5c	Low level road Provides access to adjacent properties for agricultural operations <u>Assumed Characteristics</u> AADT < 10 Speed < 40 km/hr Minimal Commercial Vehicle Use	40	0	40
Urban Collector	8	High order urban street whose main function serves the purpose of collecting and distributing traffic from local areas to the wider road network, including access to abutting properties. Street that provide a link between residential access roads to a higher class of road with in township areas. <u>Assumed Characteristics</u> AADT > 300 Speed ≤ 60 km/hr Significant Commercial Vehicle Use	24	24	0
Urban Feeders	9a	Street main function is to provide access to residences and properties and/or provide the access to commercial or industrial properties to allow for the carrying out day to day activities, business or occupations. <u>Assumed Characteristics</u> AADT < 300 Speed ≤ 50 km/hr Significant Commercial Vehicle Use	36	36	0
Urban Access	9b	Urban street whose main function is to provide access to residences and properties; or <u>Assumed Characteristics</u> AADT < 100 Speed ≤ 50 km/hr Minimal Commercial Vehicle Use	245	219	26
Parking Lanes	10a	Those roads whose main function is provide a safe place to park alongside a road of a higher order  • Provide exclusively for one activity or function	23	23	0



## 6.2 - Road Inspections Protocols

A regular road inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of road users. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards on the road network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing road environment. The inspections to be performed are defined in table 6.2 shown below:

**Table 6.2 – Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is to undertake a detailed defect inventory of the road asset including road surface, pavement, k&amp;c, shoulders, and open table drains.</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li> </ul>
Programmed Defect Backlog Inspection (Night)	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is to undertake a detailed defect inventory of safety defects that are identifiable at night and relate to road safety, road signage and delineation</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Works Supervisor</li> </ul>

Type	Definition	Reporting Requirements	Responsible Officer
Corridor Safety Inspection	<ul style="list-style-type: none"> <li>These inspections are in response to reports of dangerous defects by the public and shall be performed reactively</li> <li>These inspections are to inspect reports of specific damages or danger only and the route taken to perform this inspection shall not be inspected for the purpose of measuring and recording defects.</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Contrary works order to be completed with the defect if immediate work undertaken</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g., Patrolman, Ganger, Works Supervisor</li> </ul>

### 6.3 - Road Inspections Regime

The risk management process supports an inspection regime based on road hierarchy. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its sealed road network at least once per annum
- It is reasonable to expect that a road authority would inspect its higher order roads more often than its lower order roads due to the higher risk factors
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects
- It is reasonable to expect that a road authority provide additional inspections to check the carriage way safety of its higher order roads due to higher traffic and increased heavy vehicle use. These roads could be subject to the likelihood of additional hazards such as debris from vehicles

- It is reasonable to expect that an authority inspects its roads at night time to identify safety hazards that cannot be foreseen during the day. Given the likelihood these 'night only hazards' is considerably less, it is reasonable to conduct night inspections at a lower interval than day inspections

Table 6.3 details the inspection regime for sealed roads owned by Western Downs Regional Council:

**Table 6.3 – Road Inspection Program**

<b>Road Description</b>	<b>Sealed Length To Be Inspected (km)</b>	<b>Inspection Type</b>	<b>Interval</b>
Rural Collector	1046	Programmed Backlog (Day)	6 months
		Programmed Backlog (Night)	3 years
		Corridor Safety Inspection	Reactive
Rural Feeder	571	Programmed Backlog (Day)	9 months
		Programmed Backlog (Night)	3 years
		Corridor Safety Inspection	Reactive
Rural Access	308	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	3 years
Urban Collector	24	Programmed Backlog (Day)	6 months
		Programmed Backlog (Night)	3 years
		Corridor Safety Inspection	Reactive
Urban Feeder	36	Programmed Backlog (Day)	9 months
		Programmed Backlog (Night)	3 years
		Corridor Safety Inspection	Reactive
Urban Access	219	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	3 years
Parking Lanes	23	Programmed Backlog (Day)	12 months
		Programmed Backlog (Night)	3 years

Road inspections are to be logged using a maintenance management data base in the following format:

Road Number	Road Name	Start Chainage (km)	End Chainage (km)	Hierarchy	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	0	27.2	Urban Collector	1/10/14	A.Meehan

## 7.0 DEFECT PRIORITISATION

### 7.1 - Prioritisation Methodology

The authority is required to prioritise and balance its requirement effectively deal with sealed road defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The road management plan proposes to prioritise defects to achieve a suitable balance between an authority's obligation to provide a safe corridor and maintain its assets. In the case of Western Downs Regional Council it does have to consider a dynamic network with significant lengths of both urban and rural roads. The methodology relies on the need to manage defects based on speed, defect type and location. The defect priorities are determined and defined based on the following assumptions in addition to the previous risk analysis:

- It can generally be assumed that the speed on urban streets is a maximum of 60 km/hr and generally is required to actually be 50km/hr
- It can generally be assumed that the speed on rural roads is 60km/hr or more with a likely maximum speed of 100 km/hr



- It is then reasonable to assume that a key difference between the safety defect risks on the urban and rural roads is speed
- It is then reasonable to represent the network dynamics of urban and rural roads is to differentiate by the typical speed environment
- It is reasonable to assume that an authority can reasonable make a differentiation that safety defects located on a road with a speed greater than 60km/hr generate more severe consequences and therefore should be given highest priority
- It is reasonable for an authority to give higher priority to safety defects than to maintenance defects that minimise asset degradation
- It is reasonable for an authority to repair defects that pose the higher risk to the integrity of the asset as opposed to defects that could be repaired through normal preventative maintenance

## 7.2 - Prioritisation Definitions

Based on the risk analysis and additional assumptions above, the defect priorities are determined in table 7.1

**Table 7.1 – Defect Priorities**

<b>Safety Defects</b>		<b>Asset Maintenance Defects</b>		
Defects > 60 km/hr	Defects ≤ 60 km/hr	Reactive Maintenance	Preventative Maintenance	Miscellaneous & Aesthetic
1	2	3	4	5

Defect priorities are defined as follows:

### **Priority 1 - Safety Defects > 60 km/hr**

Defects located on the carriage way that create an imminent danger to road users by causing vehicle damage, injury or are likely to affect the safe travel of a vehicle. Defects are considered 1st priority for the road authority where the speed environment is greater than 60km/hr and it is reasonable to assume the subsequent consequences are higher than other priorities. Defects also include traffic management defects that are essential to the safe use of the road.

### **Priority 2 - Safety Defects ≤ 60 km/hr**

Defects located on the carriage way that create an imminent danger to road users by causing vehicle damage, injury or are likely to affect the safe travel of a vehicle. Defects are considered 2nd priority for the road authority where the speed environment is less than or equal to 60km/hr and it is reasonable to assume the subsequent consequences are higher than other maintenance priorities. Defects also include traffic management defects that are essential to the safe use of the road.

### **Priority 3 - Reactive Maintenance Defects**

Defects located on the road corridor that are pose a negotiable hazard to road users and/or are causing accelerated damage to the asset. Defects in this category are likely to become safety defects and/or cause further damage to the pavement if reactive maintenance isn't undertaken in a reasonable time. Defects also include traffic management defects that impact on the useability and are required improve safe use of the road.

### **Priority 4 - Preventative Maintenance Defects**

Defects on the road corridor that is likely to cause degradation to the asset over a longer period of time or exacerbate to a priority 3 defect. Defects in this category should be able to be repaired with remedial treatments at general intervention levels that do not expose significant risk to the asset if repaired early.

### **Priority 5 - Miscellaneous Maintenance and Aesthetics**

Defects that are on the road corridor that affect the overall appearance of the corridor or are considered minor maintenance defects that are unlikely to affect traffic or performance of the asset.

## 8.0 INTERVENTION LEVELS AND RESPONSE TIMES

### 8.1 - Target Response Times

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional corridor safety inspection programs and customer service the authority anticipates it will be able to identify and remove immediate threats to the safe travel of road users within an appropriate interval.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency.

The target response times are shown below in table 8.1. These response times are targets only and, while a reasonable attempt should be made to achieve these targets, not achieving these response times does not constitute a non-compliance if it is the result of operational constraints associated with the diverse and competing responsibilities of Council's Works Department Resources.

**Table 8.1 - Target Response Times**

<b>Priority Classification</b>	<b>Response Time for Intervention</b>
Corridor Safety Defects	24 Hours
Priority 1	1 Month
Priority 2	3 Months
Priority 3	12 Months (subject to budget and resource availability, and no planned capital works to address these defects within the next 3 financial years)
Priority 4	No Response Time
Priority 5	No Response Time



## 8.2 - Intervention Levels

To ensure the system is effective and achieves a high level of compliance, the system only identifies defects within categories that are likely to be present on Wester Down's sealed road network. The intervention levels have been developed through the research and application of standards by other road authorities. The intervention levels are documented in table 8.2 to table 8.5.

**Table 8.2 Corridor Safety - Dangerous Defects**

Defect ID	Intervention Level	Priority	Identification Method
Loose stones	Hazardous location or > 25mm depth	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Dead Animals	On Road in hazardous Location i.e. carriage way or trafficable shoulder	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Debris On Road	On Road in hazardous Location i.e. carriage way or trafficable shoulder	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service
Other roadway hazards	Defects likely to be a danger to motorists for e.g., sunken pavement.	24 Hour Response once notified. Hazard to be removed or controlled	Identified by Corridor Safety Inspection or Customer Service

**Table 8.3 - Surface Defects**

Defect ID	Intervention Level	Priority	Description
Rutting	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Shoving	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Isolated surface Depression/Bump	100 mm (depth)	1, 2	Safety
	50 mm (depth)	3	Reactive Maintenance
Potholes	200mm dia and/or >50mm (depth)	1, 2	Safety
	100 mm dia and/or <50mm (depth)	3	Reactive Maintenance
Surface Cracking	Crocodile cracking > 1 m <sup>2</sup>	3	Reactive Maintenance
	Crocodile cracking < 1 m <sup>2</sup>	4	Preventative Maintenance
	All other cracking >5mm width	4	Preventative Maintenance
Edge Break (sealed shoulder)	75 mm drop off	3	Reactive Maintenance
Edge Break (unsealed shoulder)	> 75 mm drop off	1,2	Safety
	< 75 mm drop off	3	Reactive Maintenance

Seal Bleeding or Stripping	Area > 5 m <sup>2</sup> or greater than 10m in wheel path	4	Preventative Maintenance
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**Table 8.4 - Traffic Management Devices**

Defect ID	Intervention Level	Priority	Description
Guide Posts Missing or Damaged	At a critical location	1,2	Safety
	Missing or damaged general	3	Reactive Maintenance
Pavement Markings	Lines unseeable or missing at critical location	3	Reactive Maintenance
	Lines faded or RPMS missing	4	Preventative Maintenance
Traffic Management Devices	Damaged or Missing Guardrail	1	Safety
	Missing or damaged at a critical location	3	Reactive Maintenance
	Damaged or fading signs	4	Preventative Maintenance
Street Signs	Missing or Damaged	3	Reactive Maintenance

**Table 8.5 - Road Side Drainage**

Defect ID	Intervention Level	Priority	Description
Kerb and Channel	Damaged or Defective	3	Reactive Maintenance
	Cracked, minor defects	4	Preventative Maintenance
Table Drains	Debris or obstructed	3	Reactive Maintenance
	Water Ponding	4	Preventative Maintenance

## 9.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 9.1 – Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order. The backlog is to be recorded and managed electronically in the following format shown in table 9.1:

**Table 9.1 - Defect Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Start Chainage (km)</b>	<b>End Chainage (km)</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.100	0.110	Rutting	1	N	10/10/14	123
257	Aarons Road	0.25	0.25	Pothole	3	Y		

## **Module 2 - Unsealed Roads**



## **10.0 UNSEALED ROAD SYSTEM FRAMEWORK**

### **10.1 - System Input**

The system requires input from key stakeholders which include:

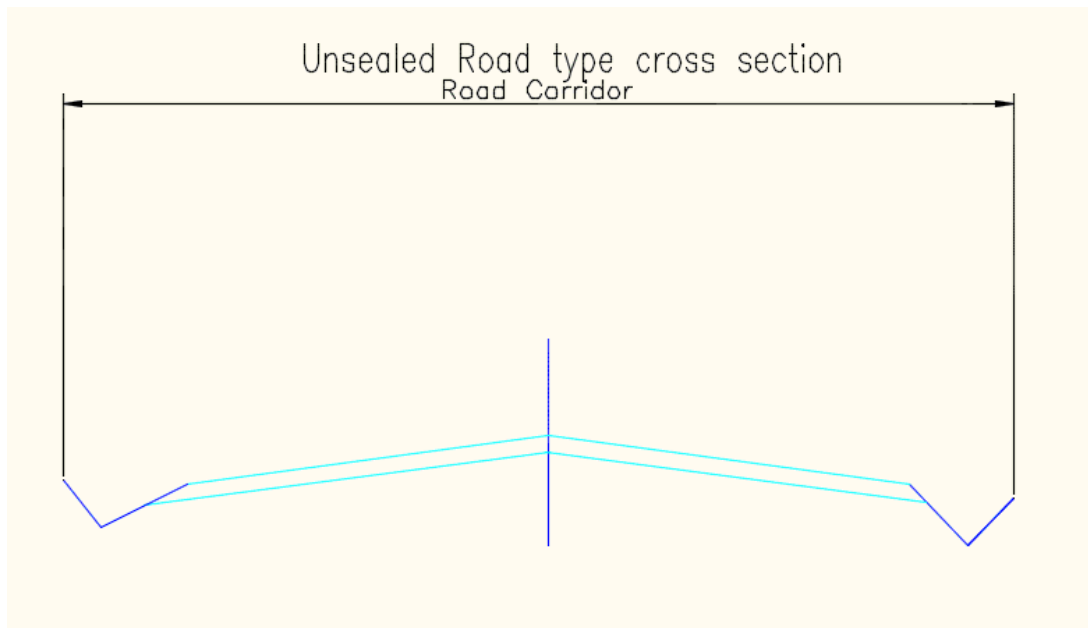
- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

### **10.2 - Defect Context**

This plan only represents management of defects and roadside activities within the unsealed road corridor. The corridor is defined by figure 10.1 below:



**Figure 10.1 - Unsealed Road Corridor**

### **10.3 - Application of Risk Management and Analysis**

Unsealed roads represent a complex asset to manage given the high variability in the condition of the road corridor due the sudden changing effects traffic and the environment. There are two key outcomes an authority wants to achieve with an unsealed road management plan; safe roads and improved rideability for road users.

For the purpose of risk analysis, consequential degradation of the unsealed running surface is shown below in figure 10.2

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
<b>Almost Certain</b> Is expected to occur at most times	H	H	E	E	E
<b>Likely</b> Will probably occur at most times	M	H	H	E	E
<b>Moderate</b> Might occur at most times	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur in rare circumstances	L	L	M	H	H

**Figure 10.2 - Risk Analysis Consequential Surface Defects**

The risk analysis makes a number of reasonable assumptions about the effect of traffic and the environment on unsealed roads:

- The increase in traffic and heavy vehicle loading significantly increases the likelihood of the defects forming. Reasonable application - defects are more likely to occur or be caused by traffic loading in conjunction with current standard of the asset for example, corrugations and potholes
- The environmental effects particularly from weather increase the severity of surface defects
- Given the variability in surface conditions on unsealed roads, speed is not considered a critical factor as a duty of care is placed on motorists to drive to the condition of the road.

## 10.4 - Risk Control

Council currently operates with a cyclic routine maintenance program for unsealed roads. Within this program Council performs Patrol Grading and Heavy Formation Grading. Each year Council is able to perform a maximum number of grades which equates to approximately 15754 km per annum.

Given that Council's unsealed network is 5284km this allows Council to undertake multiple grades across its network. The cyclic maintenance program is undertaken with consideration of Council's available resources, budget limitations and the dynamics of a large unsealed road network. The program is designed to manage the network on following reasonable assumptions:

- Traffic on the higher order roads increases the likelihood of surface degradation and therefore it is reasonable to expect Council would grade higher order roads more than its lower order roads
- Higher order roads would be expected to be a more efficient route of travel and should be maintained more regularly to achieve higher travel speeds and improved reliability where possible
- The condition of road following routine maintenance will also be variable and dependent on the type of work that was able to be performed and the pre-existing condition of the road
- The cyclic program time is dependent on the condition of the network and Council expects that the network will have some level of resilience to ensure that not every road will be graded on each cycle



By examining the risk analysis and assumptions of the cyclic maintenance program for unsealed roads, the key elements of the road management plan are developed to control their impact on the road authority and the road network. The network risks are to be controlled through the development of the road management plan's key elements:

- Road Inspection Program
- Defect Definition, Prioritisation and Management
- Defect Intervention Levels
- Defect Target Response Times

## **11.0 ROAD INSPECTION PROGRAM**

### **11.1 - Road Hierarchy**

The road hierarchy allows road authorities to clearly demonstrate that their roads are not of equal importance and the determination of a road class is by an engineering standard and considerations. WDRC currently uses a modified NAASRA System as shown in table 6.1.

The classification system gives credence to the dynamic challenge of owning both large rural and urban road networks. The length of network is shown with both sealed and unsealed kilometres to demonstrate the significant operational challenge the authority faces in being able to reasonably inspect and manage its road network.

### **11.2 - Road Inspections Protocols**

A regular road inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of road users. Given that the authority provides a regular cyclic maintenance program on its unsealed roads, the authority will not provide backlog inspections on the network. Travel by the maintenance grader will constitute an inspection and defects on the surface will be addressed in accordance with this unsealed maintenance management plan and in accordance with Council's operational limitations. The authority will however conduct condition auditing of its network to ensure that network condition is being appropriately monitored in accordance with this plan.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing road environment. The inspections to be performed are defined in table 11.2 shown below:

**Table 11.2 – Inspection Protocols**

<b>Type</b>	<b>Definition</b>	<b>Reporting Requirements</b>	<b>Responsible Officer</b>
Cyclic Maintenance Inspection (Day)	<ul style="list-style-type: none"> <li>Assessment of road condition undertaken to determine if the road surface is to be graded and/or additional maintenance is required</li> </ul>	<ul style="list-style-type: none"> <li>Grading of road to be recorded</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g. Grader operator, Road supervisor</li> </ul>
Corridor Safety Inspection	<ul style="list-style-type: none"> <li>Programmed asset inspection in accordance with scheduled interval</li> <li>Purpose is identify and remove defects that are likely to cause imminent danger to road users on the road carriage way.</li> <li>Examples of defects include debris, dead animals and dangerous surface defects.</li> <li>Each street and road is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Contrary works order to be completed with the defect if immediate work undertaken</li> <li>Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>Nominated Council Officer e.g., Patrolman, Ganger, Works Supervisor</li> </ul>

## 11.3 - Road Inspections Regime

The risk management process supports an inspection regime based on road hierarchy. The interval values are identified as trial cyclic maintenance values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its unsealed road network at least once per annum
- It is reasonable to expect that a road authority keep a detailed record of the condition of the road

Table 11.3 details the inspection regime for unsealed roads owned by Western Downs Regional Council:

**Table 11.3 – Road Inspection Program**

Road Description	Unsealed Length To Be Inspected (km)	Inspection Type	Interval
Rural Collector	364	Cyclic Maintenance Inspection (Day)	2 months
		Corridor Safety Inspection	Reactive
Rural Feeder	1149	Cyclic Maintenance Inspection (Day)	3 months
Rural Access	3775	Cyclic Maintenance Inspection (Day)	6 months
Rural Unformed	40	Cyclic Maintenance Inspection (Day)	24 months
Urban Access	26	Programmed Backlog (Day)	3 months



## 12.0 DEFECT PRIORITISATION

### 12.1 - Prioritisation Methodology and Response Times

The authority is required to prioritise and balance its requirement effectively deal with unsealed road defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation and rideability issues. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The unsealed road management plan proposes to prioritise works as part of its cyclic maintenance program to improve the condition of the unsealed surface. The condition of the unsealed surfaces is described in Table 12.1

**Table 12.1 - Unsealed Surfaces**

Condition	Condition Description
1	Good running course and ride ability, can generally be driven at 100km/hr.
2	Satisfactory running course and ride ability, can generally be driven at 80km/hr.
3	Minor shape loss, minor defects such as small potholes, loose surface material, can generally be driven at 70km/hr
4	Shape loss causing ponding of water, minor defects such as potholes, corrugations, rutting, loose surface material, can generally be driven at 50 km/hr
5	Major defects including severe potholing, corrugations and roughness. Can generally be driven at 20 km/hr.

Based on its cyclic inspection and maintenance program Council will perform works on an unsealed road based on the following assessment and response times:

**Table 12.1 - Unsealed Road Intervention Levels**

Condition	Intervention Level	Response Time
1	No Action	N/A
2	No Action	N/A
3	No Action	N/A
4	Maintenance Grading to Level 3 or greater	2 Months (based on cycle)
5	Maintenance Grading to Level 3 or greater	2 Months (based on cycle)

The above tables are intended to provide a comparative guide of surface condition for the purpose of assessing and prioritising works for an unsealed road cyclic maintenance program. Caution should be taken at all times to make a reasonable assessment of the road based on the design standard of the road and application of general speed criteria. It is also reasonable that a road will be in different level of condition with the majority rating to apply in assigning a condition. As such only some sections of the road may be graded and Council will endeavour to restore the road to condition 3 or better. If this cannot be achieved, the road will be prioritised accordingly for gravel resheeting or additional capital works.

## **Module 3 - Footpaths**

## **13.0 FOOTPATH SYSTEM FRAMEWORK**

### **31.1 - System Input**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

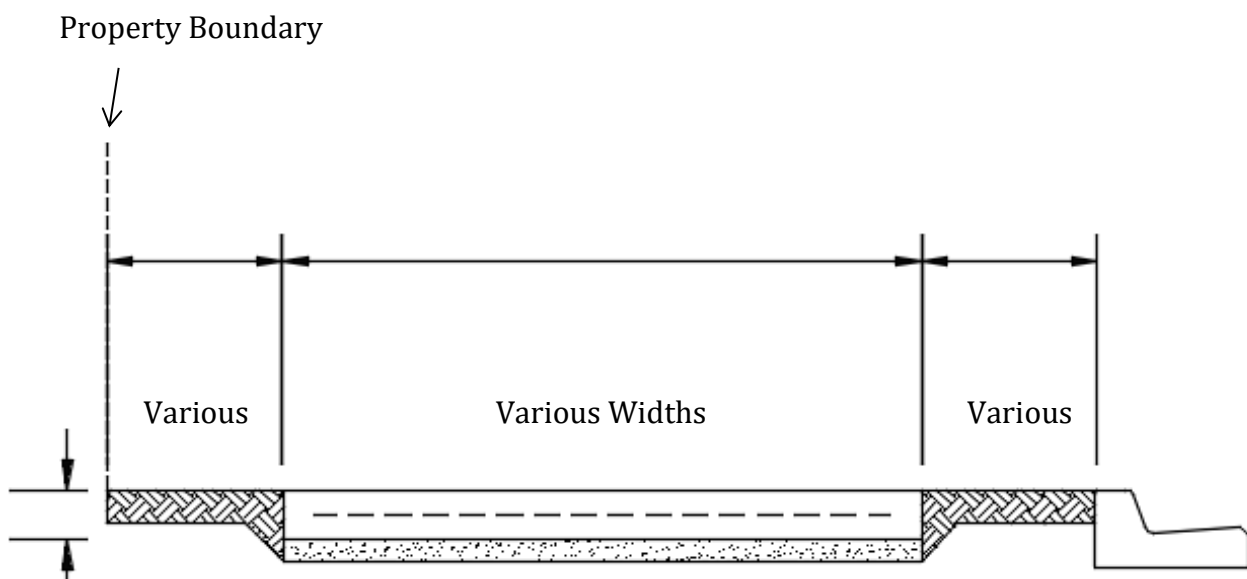
- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority



## 13.2 - Defect Context

This plan only represents the management of defects on constructed footpaths that are located on open road reserves and park reserves. Constructed footpaths are defined as footpaths designed for pedestrian and cyclist travel and are constructed from concrete, asphalt, bitumen and paving like products.

The system specifically excludes the repair of driveway accesses which are to be maintained in accordance with Council's Access and Driveway Policy. Driveway defects that are likely to cause risk to pedestrians who travel a constructed footpath will be logged for appropriate action as per this plan. All other defects found on footpaths including natural earth surface defects are not inspected by the system due to resource requirements and these defects can be referred to Council via the customer service system. The constructed footpath is identified in diagram below:



Constructed Concrete Footpath

**Diagram 13.1 - Constructed Footpath**

### **13.3 - Application of Risk Management and Analysis**

In accordance with the IPWEA NAMS Practice Note 1 - Footpaths and Cycleways, the authority aims to achieve the following with the footpath maintenance management plan:

- To provide safe access for the pedestrians and other users of Council footpaths.
- To efficiently allocate available funding and resources for the maintenance and repair of the footpath network.
- To develop a priority for repairs
- To minimise the ongoing maintenance problems by using effective repair treatments
- To develop a system for recording and reporting on the condition of Council's footpaths that is auditable and demonstrates improvement in service levels
- To reduce public liability claims and strengthen legal defence in cases of litigation

The risk management approach is undertaken in accordance with the IPWEA NAMS Practice Note 1 - Footpaths and Cycleways and considers the following elements to determine the risk and consequence:

- Differential height differences (trip hazards)
- Cracking
- Slipperiness and texture
- Edge drop off
- Obstructions

The following factors are assessed to determine the risk and likelihood:

- Location
- Pedestrian/cyclist volume

- Types of pedestrian or cycle users

The risk analysis makes number of reasonable assumptions about the effect of footpath defects and footpath utilisation:

- Footpath traffic is likely to be proportional to the road hierarchy, e.g. footpath traffic will be higher on an urban collector as opposed to an urban access street
- Footpath traffic is likely to be proportional to the park hierarchy, e.g. footpath traffic will be higher around premier parks
- Footpath traffic is likely to be higher around significant community facilities such as CBD, schools and sporting centres
- Footpaths around medical centres, retirement accommodation and senior citizen facilities are likely to be used more by mobility assistance devices and the risk of trip and fall will also be higher
- Park areas with designated fitness footpaths will have higher traffic

From the above it can be stated that:

- The increase in traffic significantly increases the likelihood of the defect affecting a pedestrian or cyclist, but low traffic does not decrease the consequence.
- The type of footpath traffic has a significant effect on likelihood of the defect risk. It can be further stated that an elderly person or child is less likely to be able to avoid hazards on a footpath.

## 13.4 - Risk Control

Through the risk analysis, the key elements of the footpath management plan are developed to control their impact on the road authority and the footpath network. The risks are controlled through the footpath management plan key elements:

- Footpath Inspection Program
- Defect Definition, Prioritisation and Management
- Defect Intervention Levels

## 14.0 FOOTPATH INSPECTION PROGRAM

### 14.1 - Footpath Hierarchy

The footpath hierarchy and inspection programs allows road authorities to clearly demonstrate that their footpaths are not of equal importance and the determination of footpath class is by engineering standard and other considerations such as pedestrian dynamics. Currently Council only has footpaths within its urban townships and therefore applies the following hierarchy:

**Table 14.1 - Footpath Hierarchy**

Footpath Location	Hierarchy Class	Width (m)	Length (km)
Arterial Road	4	1.5 - 2.5	18.483
CBD Precinct	4	Various	6.601
Collector Road	8	1.5 - 2.0	7.333
Premier Park			0.410
Fitness Trail			16.087
Feeder Road	9A	1.0 - 1.8	17.278
High Profile Park			1.018
Access Road	9B	1.0 - 1.5	31.129
All Other Parks			0.907



## 14.2 - Footpath Inspections Protocols

A regular footpath inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the safe travel of footpath users. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards on the road network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing footpath environment. The inspections to be performed are defined in table 14.2 shown below:

**Table 14.2 – Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"><li>• Programmed asset inspection in accordance with scheduled interval</li><li>• Purpose is to undertake a detailed defect inventory of the footpath asset including trip hazards, unevenness and slipperiness</li><li>• Each street and park footpath is to be recorded along with the detailed chainage of the defect as determined by Council approved GPS device and software</li></ul>	<ul style="list-style-type: none"><li>• Defects to be recorded on authorised forms including electronic format where available</li><li>• Defects to be transferred to current backlog register</li><li>• Inspection details to be recorded</li></ul>	<ul style="list-style-type: none"><li>• Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li></ul>

## 14.3 - Footpath Inspections Regime

The risk management process supports an inspection regime based on footpath hierarchy. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its footpath network at least once per annum
- It is reasonable for an authority to conduct its inspection regime within its resource limits and given the degradation of footpaths is slow and is not adversely affected by pedestrian or cyclist loading or speed, factors that increase risk likelihood are not mitigated through the inspection regime.
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects

Table 14.3 details the inspection regime for sealed roads owned by Western Downs Regional Council:

**Table 14.3 – Footpath Inspection Program**

<b>Footpath Description</b>	<b>Footpath Length To Be Inspected (km)</b>	<b>Inspection Type</b>	<b>Interval</b>
Arterial Road CBD Precinct	18.483 6.601	Programmed Backlog (Day)	6 months
Collector Road Premier Park Fitness Trail	7.333 0.410 16.087	Programmed Backlog (Day)	12 months
Feeder Road High Profile Park	17.278 1.018	Programmed Backlog (Day)	12 months
Access Road All Other Parks	31.129 0.907	Programmed Backlog (Day)	12 months

Road inspections are to be logged using a maintenance management data base in the following format:

Road/ Park Number	Road/ Park Name	Start Chainage (km)	End Chainage (km)	Hierarchy	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	0	27.2	Urban Collector	1/10/14	A.Meehan

## 15.0 DEFECT PRIORITISATION

### 15.1 - Prioritisation Methodology and Intervention Levels

The authority is required to prioritise and balance its requirement effectively deal with footpath defects to maintain a safe corridor as well as maintain its assets to minimise physical degradation. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity.

The footpath management plan proposes to prioritise defects to achieve a suitable balance between an authority's obligation to provide a safe corridor and maintain its assets. In the case of Western Downs Regional Council it does have to consider a dynamic network with significant transport infrastructure assets. The methodology relies on the need to manage defects based on defect type, anticipated footpath traffic and traffic volume. The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis.

The following defect prioritisation methodology and intervention levels are adapted from IPWEA NAMS Practice Note 1 - Footpaths and Cycleways:

**Table 15.1 - Prioritisation Methodology and Intervention levels**

<b>Trip Size (mm)</b>	<b>Unevenness</b>	<b>Slipperiness</b>	<b>Risk of Public Injury</b>	<b>Priority</b>
> 30 mm	Extreme	Extreme	High	1
20mm to 30 mm	Very	Very	High	2
10mm to 20mm	Uneven	Slippery	Low	3
Imminent safety defects e.g. Obstruction, Collapsed Path			High	Safety

## **15.1 - Target Response Times**

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional corridor safety inspection programs and customer service the authority anticipates it will be able to identify remove immediate threats to the safe travel of footpath users within an appropriate interval.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a collapsed path way or is unable to conduct full repairs of a defect, the authority will take appropriate which may include and not limited to, signage and delineation, temporary repairs and asset closure.



The target response times are shown below in table 15.2. These response times are targets only and, while a reasonable attempt should be made to achieve these targets, not achieving these response times does not constitute a non-compliance if it is the result of operational constraints associated with the diverse and competing responsibilities of Council's Works Department Resources.

**Table 15.2 - Target Response Times**

<b>Priority Classification</b>	<b>Response Time for Intervention</b>			
	Arterial Road CBD  All paths within 200m of school or community facility	Collector Road Premier Park Fitness Trail	Feeder Road High Profile Park	Access Road Other Parks
Corridor Safety Defects	24 Hours	24 Hours	24 Hours	24 Hours
Priority 1	1 Month	2 Months	3 Months	6 Months
Priority 2	2 Months	3 Months	6 months	9 Months
Priority 3	3 Months (Subject to resource allocation)	6 Months (Subject to resource allocation)	12 Months (Subject to resource allocation)	12 Months (Subject to resource allocation)

## **16.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT**

### **16.1 – Backlog**

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair

recorded with the works order. The backlog is to be recorded and managed electronically in the following format shown in table 16.1:

**Table 16.1 - Defect Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Start Chainage (km)</b>	<b>End Chainage (km)</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.100	0.110	Trip	1	N	10/10/14	123
257	Aarons Road	0.25	0.25	Uneven	3	Y		

## **Module 4 - Stormwater**

## **17.0 SYSTEM INPUT**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority



## **17.1 - Defect Context**

This plan only represents the management of defects on constructed stormwater infrastructure that are located on open road reserves, park reserves and stormwater drainage easements. Constructed stormwater infrastructure is defined as assets that are constructed for the movement of stormwater and classed as road side culverts, underground RCP's and RCBC's, open concrete and earth drains, side entry/gully pits. This management plan explicitly excludes major culvert structures, bridges and roadside table drains.

## **17.2 - Application of Risk Management and Analysis**

The authority aims to achieve the following with the stormwater maintenance management plan:

- Limit flooding of public and private property through efficient movement of stormwater through stormwater infrastructure
- Ensure stormwater and drainage infrastructure performs appropriately to ensure health and safety of the community and limit the impact on pedestrian and vehicular traffic
- To efficiently allocate available funding and resources for the maintenance and repair of the stormwater network.
- To develop a priority for repairs
- To minimise the ongoing maintenance problems by using effective repair treatments
- To develop a system for recording and reporting on the condition of Council's stormwater infrastructure that is auditable and demonstrates improvement in service levels
- To reduce public liability claims and strengthen legal defence in cases of litigation

The IPWEA NAMS Practice Note 5 -Stormwater Drainage identifies multiple risks that can cause failure of stormwater infrastructure resulting in the following:

- Flooding of property, roads, pathways and public spaces
- Flooding of utilities and other services such as telecommunications
- Creating hazards to traffic
- Creating hazards to the public
- Property, infrastructure and environmental damage including erosion, scouring and pollution
- Damage to structures and possible injury or loss of life

The following distress modes that create risks to stormwater infrastructure is modified from

The IPWEA NAMS Practice Note 5 -Stormwater Drainage:

RCP's and RCBC's	
Structural Defects	Serviceability
Cracking Fracturing Displaced Joints Deformation Surface Damage Erosion Lining Failure Breaking Collapse	Silt Debris Corrosion Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti

Pits and Chambers	
Structural Defects	Serviceability
Cracking Fracturing Breaking and Deformation Lid Defects Surface Damage Inlet and Outlet defects including corrosion and deformation	Silt Debris Corrosion Obstruction Vermin

Open Lined Channels	
Structural Defects	Serviceability
Cracking or lining collapse Joint Deformation, opening or displacement Scouring under slab Surface Damage	Silt Vegetation Scouring Erosion Inlet/Outlet Damage Fencing Obstruction

For stormwater infrastructure the seriousness of risks associated with these assets can vary, making some parts of the system more critical than others. Critical elements are defined as those that have a high or serious consequence if they do not meet their service level target and their risk can also be determine by considering the probability of them failing. For risk analysis, the following reasonable assumptions are made about stormwater infrastructure within Western Downs:

- Stormwater infrastructure located above ground will be more subject to serviceability and structural distress due to the increased impact of the environment, increased traffic loading, and human intervention.
- Stormwater infrastructure above ground is more likely to cause failure consequences
- The seriousness of distress modes is highly variable and the probability of failure is also highly variable
- The structural distress modes are generally caused over a long period of time
- Serviceability defects are generally caused at any time and are difficult for the authority to mitigate

## 17.3 - Risk Control

Through the risk analysis, the key elements of the stormwater infrastructure management plan are developed to control their impact on the road authority and the stormwater network. The risks are controlled through the stormwater infrastructure management plan key elements:

- Stormwater Infrastructure Inspection Program
- Defect Definition, Prioritisation and Management

## 17.4 - Stormwater Infrastructure Inspection Program

The stormwater infrastructure asset data allows road authorities to clearly demonstrate to the dynamic challenge of owning both large rural and urban road networks and associated stormwater infrastructure requirements. The quantity of network shown in Table 17.1 demonstrates the significant operational challenge the authority faces in being able to reasonably inspect and manage its stormwater infrastructure.

**Table 17.1 - Stormwater Assets**

<b>Stormwater Infrastructure</b>	<b>Quantity</b>
Roadside RCP's and RCBC's	4709
Underground RCP's and RCBC's	81.304 km
Gully/Side Entry Pits	817
Stormwater Chambers	1361
Concrete Lined Channels/ponds	4.257 km
Earth Lined Channels/ponds	13.715 km
Earth Lined Channel - Easements	



## 17.5 - Stormwater Infrastructure Inspections Protocols

An appropriate stormwater infrastructure inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the performance of the infrastructure resulting in failure. Inspections of the network provide essential information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards and distress modes on the stormwater network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing environment. The inspections to be performed are defined in table 17.2 shown below:

**Table 17.2 – Inspection Protocols**

<b>Type</b>	<b>Definition</b>	<b>Reporting Requirements</b>	<b>Responsible Officer</b>
Programmed Defect Backlog Inspection (Day)	<ul style="list-style-type: none"> <li>• Programmed asset inspection in accordance with scheduled interval</li> <li>• Purpose is to undertake a detailed defect inventory of the stormwater asset including structural and serviceability defects</li> <li>• Each street and road is to be recorded along with the detailed chainage and structure type as determined by Council approved GPS device and software</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer e.g. Technical Officer, Junior Engineer, Experienced Road Supervisor</li> </ul>
Reactive Structural Inspection	<ul style="list-style-type: none"> <li>• Inspection of the stormwater infrastructure to assess and manage structural defects that are identified on the backlog</li> </ul>	<ul style="list-style-type: none"> <li>• Defects to be recorded on authorised forms including electronic format where available</li> <li>• Defects to be transferred to current backlog register</li> <li>• Inspection details to be recorded</li> <li>• Inspector to arrange immediate safety measures as required, such as delineation, partial road closure, or detour</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated Council Officer or Contractor who is suitably qualified and experienced to assess the defects</li> </ul>

## 17.6 - Stormwater Infrastructure Inspections Regime

The risk management process supports an inspection regime based on criticalness of the stormwater infrastructure and the likelihood of failure or distress modes being presented. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The assumptions in determining the inspection regime are as follows:

- It is reasonable to expect that a road authority would inspect its above ground stormwater infrastructure network for defects posed to the road users at least once per annum
- It is reasonable that the slow rate of deterioration of stormwater asset components would require regular inspection at a frequency not more than 3 years
- It is reasonable for an authority to conduct its inspection regime within its resource limits and given the structural degradation of concrete stormwater infrastructure is slow that structural inspections are not mandatory unless evidence is provided
- It is reasonable to expect that a road authority keep a detailed backlog of the inspection defects

Inspections of all above ground stormwater assets shall coincide with Council's existing Asset Condition Inspections which are performed on a 3 year interval. These inspections shall be performed by the Technical Services Department in delivery of the Asset Condition Inspections, and any required maintenance referred to the Works Department for action.

Table 17.3 details the inspection regime for stormwater infrastructure owned by Western Downs Regional Council:

**Table 17.3 – Stormwater Infrastructure Inspection Program**

<b>Stormwater Description</b>	<b>Quantity To Be Inspected</b>	<b>Inspection Type</b>	<b>Interval</b>
Roadside RCP's and RCBC's	4709	Programmed Backlog (Day)	3 years
		Reactive Structural	As Required
Gully/Side Entry Pits	817	Programmed Backlog (Day)	3 years
		Reactive Structural	As Required
Concrete Lined Channels	4.257 km	Programmed Backlog (Day)	3 years
		Reactive Structural	As Required
Earth Lined Channels in reserve		Programmed Backlog (Day)	3 years
		Reactive Structural	As Required
Underground RCP's and RCBC's	81.304 km	Programmed Backlog (Camera)	5 Years

		Reactive Structural	As Required
Stormwater Chambers	1361	Programmed Backlog (Day)	5 Years
		Reactive Structural	As Required

Road inspections are to be logged using a maintenance management data base in the following format:

Road/Park Number	Road/Park Name	Start Chainage (km)	End Chainage (km)	Type	Date Of Inspection	Inspector
<b>Example</b>						
251	Aarons Road	27.2	27.2	RCBC	1/10/14	A.Meehan

## 18.0 DEFECT PRIORITISATION

### 18.1 - Prioritisation Methodology and Response Times

The authority is required to prioritise and balance its requirement effectively deal with stormwater infrastructure serviceability and structural defects to maintain serviceability and minimise further degradation of the asset. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity. In addition, the authority's ability to manage the seriousness and variability of stormwater defects needs to be considered.

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional customer service protocols the authority anticipates it will be able to identify remove immediate defects that may be present after inspection.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a



collapsed culvert or is unable to conduct full repairs of a defect, the authority will take appropriate action which may include and not limited to, load limits, signage and delineation, and asset closure.

Structural defects are not identified for response times due to the variability in seriousness and distress mode. It is Council's intention to implement a management plan of these defects with supporting documentation on a case by case basis. The plan is to be authorised by the Area Works Manager and may include additional processes including but not limited to, additional monitoring and inspections, temporary treatments or repairs, load limits, signage and delineation and asset closure until such time as the asset can be replaced by available capital funding.

The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis. The following defect prioritisation methodology and response times is shown below in table 18.1

Defect ID	Intervention Level	Priority	Response Time
Roadside Culverts	Structural Damage	1	Dependant of resource availability, and capital budgeting as appropriate. Immediate safety measures will be implemented if deemed necessary by the inspector.
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Gully/Side Entry Pits	Structural Damage	1	Dependant of resource availability, and capital budgeting as

			appropriate. Immediate safety measures will be implemented if deemed necessary by the inspector.
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Concrete Lined Channels in Reserve	Structural Damage	1	Dependant of resource availability, and capital budgeting as appropriate. Immediate safety measures will be implemented if deemed necessary by the inspector.
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Earth Lined Channels in Reserve	Structural Damage	1	Dependant of resource availability, and capital budgeting as appropriate. Immediate safety measures will be implemented if deemed necessary by the inspector.
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	As per budget availability
Underground RCP's and RCBC's, Stormwater Chambers	Structural Damage	1	Dependant of resource availability, and capital budgeting as appropriate. Immediate safety measures will be

			implemented if deemed necessary by the inspector.
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	3	12 Months
Earth Lined Channels in Easement	TBA	TBA	TBA

## 19.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 19.1 - Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, Asset Type and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order. The backlog is to be recorded and managed electronically in the following format shown in table 19.1:

**Table 19.1 - Defect Backlog**

Road ID	Road Name	Start Chainage (km)	End Chainage (km)	Type	Defect ID	Priority	Active (Y/N)	Date Completed	Works Order
256	Johns Road	0.110	0.110	RCBC	Silt	2	N	10/10/14	123
257	Aarons Road	0.25	0.25	RCBC	Crack	I	Y		

## **Module 5- Bridges and Major Culvert Structures**



## **20.1 - SYSTEM INPUT**

The system requires input from key stakeholders which include:

- Operational Managers
- Operational Staff
- Elected Representatives
- The community

The system is developed with consideration to limitations that are specific to Western Downs

Regional Council:

- Asset Network including Size and Dynamics
- Operational Budget
- Resources
- Services and Priorities of the Authority

## **20.2 -Defect Context**

This plan only represents the management of defects on constructed bridge which classified as concrete, timber, steel or fibre composite. Major culverts included culvert structures that are constructed of steel or culverts height greater than 1.5m and a water way area of greater than 3 m<sup>2</sup> per cell. The plan only covers defects on the structure and running surface between end guardrails, abutments, relieving slabs, and the end is determined at the greatest distance.

## **20.3 - Application of Risk Management and Analysis**

The authority aims to achieve the following with the bridge structures maintenance management plan:

- Ensure the safety of road users and pedestrians who utilise the structure for transportation
- Minimise the ongoing degradation of the asset
- Minimise reactive maintenance costs
- Minimise the reduction in the serviceability of the structure to the community and road users

The maintenance issues and requirements of bridge structures is highly variable in both distress mode and seriousness. Following table s 20.1 to 20.5 highlights some of the more likely distress modes that occur on Western Downs Regional Council's network

**Table 20.1 - Concrete Bridge Defects**

<b>Concrete Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Cracking Fracturing Joint Failure Moisture Ingress Deformation Surface Damage Erosion Collapse Spalling Corrosion	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Scouring

**Table 20.2 - Timber Bridge Defects**

<b>Timber Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Excessive deck deflection Termites Splitting Internal Rot Snipes and Notching	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring

**Table 20.3 - Steel Bridge Defects**

<b>Steel Bridges</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
<p>Examples:</p> <p>Corrosion Cracking Weld Failure Pitting Coating</p>	<p>Examples:</p> <p>Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring</p>

**Table 20.4 - Steel Bridge Defects**

<b>Fibre Composite</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
<p>Examples:</p> <p>Coating UV damage Stressing of Laminates Cracking</p>	<p>Examples:</p> <p>Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring</p>



**Table 20.5 - Major Culvert Defects**

<b>Major Culverts</b>	
<b>Structural Defects (Level 2)</b>	<b>Serviceability (Level 1)</b>
Examples:  Cracking Fracturing Displaced Joints Deformation Surface Damage Erosion Lining Failure Breaking Collapse	Examples:  Silt Guardrail or Protection Debris Obstruction Root Intrusion Infiltration Defective Connections Vermin Aesthetics - Graffiti Debris Scouring

For bridges and major culvert structures the seriousness of risks associated with these assets can vary, making some parts of the system more critical than others. Critical elements are defined as those that have a high or serious consequence if they do not meet their service level target and their risk can also be determine by considering the probability of them failing.

## 20.4 - Risk Control

To effectively manage and assess risks associated with Council's bridge infrastructure, the management plan identifies the following key elements:

- Bridge and Major Culvert Inspection Program
- Defect Definition, Prioritisation and Management

### Bridge Infrastructure Inspection Program

The bridge and major culvert structure asset data allows road authorities to clearly demonstrate to the dynamic challenge of owning both large rural and urban road networks and associated infrastructure requirements.

**Table 20.6 - Bridge Assets**

Bridge Infrastructure	Quantity
Concrete Bridges	18
Timber Bridges	23
Fibre Composite Bridge	1
Steel Bridges	1
Major Culvert Structures	32

## 20.5 - Bridge and Culvert Infrastructure Inspections Protocols

An appropriate bridge and major culvert structure inspection program provides a key step in an authority demonstrating duty of care to meet the requirements of the *Civil Liability Act 2003*. Through regular inspections an authority will have reasonable knowledge of the network condition and any hazards that may be present that could adversely impact on the performance of the infrastructure resulting in failure. Inspections of the network provide essential

information to the road authority which would allow it undertake preventative and minor reactive maintenance to minimise asset degradation and further prevent the formation of dangerous hazards and distress modes on the bridge and major structure network.

The inspection types are designed for the authority to manage its network in accordance with its operational capabilities whilst reasonably allowing for a variable and often sudden changing environment. The inspections to be performed are defined in table 20.7 shown below:

**Table 20.7 - Bridge Inspection Protocols**

Type	Definition	Reporting Requirements	Responsible Officer
Level 1 Inspection		<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> </ul>	Qualified Level 1 Inspector
Level 2 Inspection		<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> <li>Structure management plan to be recorded</li> </ul>	Qualified Level 2 Inspector
Level 3 Inspection		<ul style="list-style-type: none"> <li>Defects to be recorded on authorised forms including electronic format where available</li> <li>Defects to be transferred to current backlog register</li> <li>Inspection details to be recorded</li> <li>Structure management plan to be recorded</li> </ul>	Qualified Level 3 Inspector

## 20.6 - Bridge Infrastructure Inspections Regime

The risk management process supports an inspection regime based on critical location and nature of the bridge and major culvert infrastructure and the likelihood of failure or distress modes being presented. The interval values are identified as trial values based on what could be considered reasonable for an authority of Western Down's network size, existing resources and budget. The inspection regime also takes into account the detailed and onerous protocols in undertaking bridge inspections on a periodic basis. Bridge inspections have been attained in accordance with the DTMR Bridge Inspection Manual for bridges that are in condition 1 or 2:

**Table 20.8 - Bridge Inspection Intervals**

Structure Type	Inspection ID	Frequency
Concrete Bridge	Level 1	12 Months
	Level 2	5 years
	Level 3	As Required
Timber Bridge	Level 1	12 Months
	Level 2	2 years
	Level 3	As Required
Steel Bridge	Level 1	12 Months
	Level 2	5 Years
	Level 3	As required
Fibre Composite	Level 1	12 Months
	Level 2	5 Years
	Level 3	As required
Major Culverts Steel	Level 1	12 Months
	Level 2	2 Years
	Level 3	As Required
Major Culverts Concrete	Level 1	12 Months
	Level 2	5 Years
	Level 3	As Required

Bridge inspections are to be logged using a maintenance management data base in the following format:



Road/Park Number	Road/Park Name	Start Chainage (km)	End Chainage (km)	Bridge	Type	Date Of Inspection	Inspector
<b>Example</b>							
251	Aarons Road	27.2	27.2	Timber	Level 1	1/10/14	Bede

## 21.0 DEFECT PRIORITISATION

### 21.1 - Prioritisation Methodology and Response Times

The authority is required to prioritise and balance its requirement effectively deal with bridge and major culvert structures serviceability and structural defects to maintain serviceability and minimise further degradation of the asset. The defect prioritisation definitions and protocols need to be established with consideration to the size of the authority's network, current standard of condition and the authority's operational capacity. In addition, the authority's ability to manage the seriousness and variability of bridge defects needs to be considered.

The response times have been identified as trialled values in accordance with the operational limitations of Western Downs Regional Council. Through its additional customer service protocols the authority anticipates it will be able to identify remove immediate defects that may be present after inspection.

Western Downs Regional Council as a road authority reserves the right to undertake works of a lower priority in conjunction with its maintenance program where it demonstrates operational and economic efficiency. Where the authority is made aware of a critical safety issue such as a collapsed culvert or is unable to conduct full repairs of a defect, the authority will take appropriate action which may include and not limited to, load limits, signage and delineation, and asset closure.

Structural defects are not identified for response times due to the variability in seriousness and distress mode. It is Council's intention to implement a structural management plan of these

defects with supporting documentation on a case by case basis. The plan is to be authorised by the Area Works Manager and may include additional processes including but not limited to, additional monitoring and inspections, temporary treatments or repairs, load limits, signage and delineation and asset closure until such time as the asset can be replaced by available capital funding.

The defect priorities are determined and defined based on the assumptions identified in the previous risk analysis. The following defect prioritisation methodology and response times is shown below in table 21.1:

**Table 21.1 - Structure Defect Definition and Prioritisation**

Defect ID	Intervention Level	Priority	Response Action
All Structures	Condition State 5	1	Immediate Closure
	Condition State 3 and 4	2	Structure Management Plan
	Condition State 1 and 2	4	As per budget availability
	Serviceability Defect - Critical	2	1 Month
	Serviceability Defect - Non Critical	4	As per budget availability

## 22.0 SYSTEM BACKLOG AND DEFECT MANAGEMENT

### 22.1 – Backlog

The most efficient method to record and manage defect data is via a backlog. A backlog is best described as a list of defects found during inspection and which are then dissected to program remedial works. Once the defect is repaired, it should be removed from the backlog or defect list. The backlog is to record important details regarding the defect including defect ID, road name, chainage, Asset Type and priority. Using these details operational managers shall be able to filter data and establish a forward works program. The defects should also have a date of repair recorded with the works order.

The backlog is to be recorded and managed electronically in the following format shown in table 22.1:

**Table 22.1 - Bridge Backlog**

<b>Road ID</b>	<b>Road Name</b>	<b>Chainage (km)</b>	<b>Type</b>	<b>Defect ID</b>	<b>Priority</b>	<b>Active (Y/N)</b>	<b>Date Completed</b>	<b>Works Order</b>
256	Johns Road	0.110	Timber	SMP	2	Y		
257	Aarons Road	0.25	Concrete	Silt	2	N	10/10/14	123

## **System Summary**



## 25.0 CONTINUOUS IMPROVEMENT

Western Downs Regional Council is a maturing road authority which is faced with both internal and external challenges. The sealed road management maintenance plan is only one part of Council's engineering operations and will be continually reviewed for improvement as Council receives and evaluates real data. Council is also developing its concurrent asset management systems and plans and these documents should be reviewed in conjunction with the asset maintenance plans in the future. In addition, Council should review its risk management strategies in conjunction with its maintenance plans to ensure that the organisation's objectives are effectively risk managed.

### 25.1 - Best Practice Review

The system is to be actively monitored and reviewed for performance as per Section 3 of the plan. The system is an operational working document that aims to meet the critical objectives of the authority. Table 25.1 provides a summary of the systems design and performance indicators in ensuring the plan represents best practice in sealed road maintenance management.

**Table 25.1 - Best Practice Vs System Elements**

Principle of Best Practice	Application by Western Downs Regional Council System
Demonstrate Duty of Care	<p>The system provides a methodology for inspecting assets</p> <p>The system identifies hazards on the road network</p> <p>The system provides a methodology for prioritising remedial works by the road authority</p> <p>The system provides interim values based on the specifics of WDRC's budget, current resources, asset configuration and size</p>
Effective Reactive and Preventative	<p>The system encourages effective reactive and preventative maintenance by:</p> <ul style="list-style-type: none"><li>• Identifying defects at appropriate intervention levels</li><li>• Groups the defects into appropriate categories</li><li>• Prioritises works</li><li>• Allows operational managers to plan and execute works based on locality and type with effective backlog management</li></ul>
A Reasonable Risk	The system presents a reasonable risk management approach to

Management Approach	<p>identify and manage defects on the authority's network.</p> <p>The system provides a reasonable approach to:</p> <ul style="list-style-type: none"> <li>• Define the system objectives and responsibilities of the authority</li> <li>• Define risks to the authority and its objectives</li> <li>• Evaluate the risks</li> <li>• Treat and control the risks</li> <li>• Monitor the risks of the system</li> </ul>
<b>Principle of Best Practice</b>	<b>Application by Western Downs Regional Council System</b>
Diligent Documentation	<p>The system presented adequately meets the requirements in presenting diligent documentation.</p> <p>The system highlights the critical elements of the methodology and clearly outlines how the system is to operate without isolation.</p> <p>The system provides adequate documentation if it was to be used in a court proceeding or claim against the authority</p>
System Compliance	<p>The system does outline the need and processes to achieve good compliance.</p> <p>The system also provides a summary of the implementation plan that will be developed by the authority</p>
Continual Review	<p>The system provides specific timeframes and actions that are to be undertaken by authority as part of its risk management and system review processes.</p>

<b>Title</b>	<b>Community and Liveability Report Community Activation Program Round 2 2021.2022</b>
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<b>Date</b>	24 February 2022
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 in relation to the Assessment of Round Two of the 2021/2022 Community Activation Program; and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

## Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed; and

b. That the applicants for Round Two of the 2021/2022 Community Activation Program be advised as follows:

## Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants to community organisations and individuals. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Murilla Community Centre	Local News Matters	\$86,997.00	\$20,350.00	\$10,000.00	<b>\$10,000.00</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. K.A. Maguire		
<b>TOTAL FUNDED</b>						<b>\$10,000.00</b>		

made to community organisations and individuals within the Western Downs Regional Council area.

The purpose of the Community Activation Program is to aid community, sport and recreation organisations to make a positive contribution to active, vibrant communities in the Western Downs through capacity building, encouraging partnerships, long-term planning, good governance and self-sufficiency.

In accordance with the Community Grants - Council Policy - Community Activation Program, Council may allocate funds in each annual budget.

There are three **Competitive Rounds** for this program per year for applications \$2000.00 and over, and a **Responsive Round** for applications up to \$2000.00 that is open all year. This Report relates to Round Two of the competitive rounds which closed on 1 February 2022.

## Report

Round Two of the Community Grants - Council Policy - Community Activation Program closed on 1 February 2022. One application was received from a Western Downs community group.

The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 February 2022 - Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group.

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

### Consultation (Internal/External)

The Community Activation Program is implemented and coordinated by the Communities Department.

The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round One of the 2021/2022 grant applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 16 February 2022.

### Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Activation Program.

After awarding funds to a community group, and the funds are used, in accordance with the Community Grants - Council Policy - Community Activation Program - a financial report must be submitted by the recipient within 6 weeks of the completion date of the event and non-submission may affect future funding applications.

### Budget/Financial Implications

The Community Activation Program has a budget allocation of \$30,000.00 for the 2021/2022 year.

Under the Responsive Round one application has been assessed, for a total amount of \$2,000.00.



Under the Competitive Round, Round Two, the Reference Group has reviewed one application and recommends the disbursement of funding of \$10,000.00.

That leaves a balance remaining of \$18,000.00.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Activation Program	2021/2022 \$30,000.00	Competitive Round 1	\$0.00
		Responsive Round	\$2,000.00
		Competitive Round 2	\$10,000.00
		Balance	\$18,000.00

#### 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**

The Community Grants - Council Policy - Community Activation Program supports the development and growth of community organisations across the Western Downs. This funding program may aid community organisations through cash contributions of a maximum of \$10,000.00 per application.

The Reference Group at its Meeting on 16 February 2022 assessed the applications in accordance with the Community Grants - Council Policy - Community Activation Program and the Reference Group's recommendations are presented for Council's consideration.

#### **Attachments**

1. Minutes of Community Grants Assessment Reference Group Community Activation Program 16 February 2022.

**Authored by:** Kerri Wood, Community Grants Officer

**MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY ACTIVATION PROGRAM) MEETING HELD AT THE CUMBOOLA FUNCTION ROOM, LEICHHARDT CENTRE, DAWSON STREET, MILES ON WEDNESDAY 16 FEBRUARY 2022 AT 4.10 PM**

**Council Representatives:**

Cr. K.A. Bourne (Chairperson), Cr. K. A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne (Chairperson), Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

**Apology:**

Officers: Mrs. L. Tyrrell, Mrs. K. Walker, Ms. K. Wood, Miss M. Mathews, Mrs N. Franklin

Ref: W1	Welcome	
Ref: A2	Conflict of Interest	Cr. K.A. Maguire, who has declared a Conflict of Interest in her capacity as President of the Chinchilla Community Centre committee, left the room and did not vote.
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. C. T. Tillman SECONDED Cr. P. T. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 27 April 2020</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 were considered by Council at its Meeting on Wednesday, 27 April 2020. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Refer Attachment 1
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil
	<b>Economic Development Stream</b>	
	Destination Events Program	

	Assess Applications	Nil
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# WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. C.T. Tillman      SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Two (2) of the 2021/2022 Community Activation Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Murilla Community Centre	Local News Matters	\$86,997.00	\$20,350.00	\$10,000.00	<b>\$10,000.00</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. K.A. Maguire		
	<b>TOTAL FUNDED</b>					<b>\$10,000.00</b>		



		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Activation Program will be held following the receipt of Applications for Round Three of the 2021/2022 Program in May 2022.</p> <p>The Chairperson declared the Meeting closed at 4.21 am/pm</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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<b>Title</b>	<b>Community and Liveability Report Community Projects Program Round Two 2021.2022</b>
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<b>Date</b>	24 February 2022
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022. This is in relation to the assessment and proposed adoption of Round Two of the 2021/2022 Community Projects Program.

## Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1.Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022.

2.The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021, copies of which have been circulated to Members, be taken as read and confirmed.

b. That the applicants for Round Two of the 2021/2022 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	Sports Condamine Association Inc	Replace Kitchen Floor	\$8,325.00	\$4,000.00	\$4,325.00	\$4,325.00		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
2	Chinchilla Polocrosse Club Inc	Purchaser Ride On Mower	\$13,299.00	\$5,000.00	\$8,299.00	\$6650.00		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
3	Wandoan Arts Council	Soldier Sculpture Project	\$25,113.30	\$13,777.60	\$10,000.00	\$10,000.00		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
<b>TOTAL FUNDED</b>						<b>\$20,975.00</b>		

## Background Information

Council area. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs.

The purpose of the Community Projects Program is to support projects that are for equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations and community expectations, meet changing community needs and/or increase facility usage.

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional

In accordance with the Community Grants - Council Policy - Community Projects Program, Council may allocate funds in each annual budget. The Community Projects Program has a budget allocation of \$90,000.00 for the 2021/2022 year.

There are three **Competitive Rounds** for this program per year for applications over \$2,000.00 and a **Responsive Round** for applications \$2,000.00 and under that is open all year.

This Report relates to Round Two of the Competitive Round this financial year which closed on 1 February 2022.

This funding program aids through cash contributions to a maximum amount per application of \$10,000.00.

## Report

Round One of the Community Grants - Council Policy - Community Projects Program closed on 1 February 2022. Three applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 February 2022. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

## Consultation (Internal/External)

The Community Projects Program is implemented and coordinated by the Communities Department.

The Reference Group consisting of Cr. K. A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman and Communities Staff assessed Round One of the 2021/2022 grant application based on its level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 16 February 2022.

#### Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Projects Program.

In accordance with the Community Grants - Council Policy - Community Projects Program - any community organisation that receives funding in this round, must submit a financial report on the application of funding received, within 6 weeks of the completion date of the event. Non-submission of a financial report may affect future funding applications.

#### Budget/Financial Implications

The Community Projects Program has a budget allocation of \$90,000.00 for the 2021/2022 year.

Under the **Responsive Round** four applications have been assessed, for a total amount of \$4,484.53.

Under the **Competitive round**, the Reference Group has reviewed four applications and recommends the disbursement of funding for Round One of \$22,194.00.

Under the **Competitive round**, the Reference Group has reviewed three applications and recommends the disbursement of funding for Round Two of \$20,975.00.

That leaves a balance remaining of \$42,346.47

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Projects Program	\$90,000.00	Responsive Rounds	\$4,484.53
		Competitive Round 1	\$22,194.00
		Competitive Round 2	\$20,975.00
		Balance	\$42,346.47

#### 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 Reference Group at its Meeting on 16 February 2022 assessed the application in accordance with the Community Grants - Council Policy - Community Projects Program and the Reference Group's recommendation is presented for Council's consideration.

#### **Attachments**

1. Minutes of Community Grants Assessment Reference Group Community Projects Program 16 February 2022.



**Authored by:** Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROJECTS PROGRAM) MEETING HELD AT THE CUMBOOLA FUNCTION ROOM, LEICHHARDT CENTRE, DAWSON STREET, MILES ON WEDNESDAY 16 FEBRUARY 2022 AT 4:22PM.

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology:

Officers: Mrs. L. Tyrrell, Mrs. K. Walker, Ms. K. Wood, Miss. M. Mathews, Mrs N. Franklin

Apology: Nil

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. O.G. Moore SECONDED Cr. C.T. Tillman</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 copies of which have been circulated to Members, be taken as read and confirmed. <b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 27 October 2021</u></b> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 were considered by Council at its Meeting on Wednesday, 27 October 2021. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	<p><b>Inglestone Sports Club &amp; Community Centre.</b></p> <p>At its meeting of 6 October 2021 the Community Grants Assessment Reference Group approved the application for "Installation of a playground at Inglestone Sports Club &amp; Community Centre" for \$10,000.00 "Conditional upon provision of an itemised quote". The result was a reduction in costs and the amount subsequently paid to the applicant became \$6,005.00.</p>
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Refer Attachment 1
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund	

	Program	
	Assess Applications	Nil
	<b>Economic Development Stream</b>	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP  
RECOMMENDATION

MOVED Cr. C.T. Tillman  
SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for Round Two (2) of the 2021/2022 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	Sports Condamine Association Inc	Replace Kitchen Floor	\$8,325.00	\$4,000.00	\$4,325.00	\$4,325.00	FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
2	Chinchilla Polocrosse Club Inc	Purchaser Ride On Mower	\$13,299.00	\$5,000.00	\$8,299.00	\$6650.00	FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
3	Wandoan Arts Council	Soldier Sculpture Project	\$25,113.30	\$13,777.60	\$10,000.00	\$10,000.00	FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
	<b>TOTAL FUNDED</b>					<b>\$20,975.00</b>		



		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Projects Program will be held following the receipt of Applications for Round Three (3) of the 2021/2022 financial year (May 2022).</p> <p>The Chairperson declared the Meeting closed at 4.39PM</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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<b>Title</b>	<b>Community and Liveability Report Local Events Program Round Two 2021.2022</b>
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<b>Date</b>	24 February 2022
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 in relation to the Assessment of Round Two of the 2021/2022 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

## Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 copies of which have been circulated to Members, be taken as read and confirmed; and

b. That the applicants for Round Two of the 2021/2022 Local Events Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/Conflicts of Interest
1	Tara Race Club	2022 Annual Tara Cup	\$16 900.00	\$14 900.00	\$2 770.00 (\$2 000.00 Cash plus \$770.00 In Kind Assistance)	\$2 770.00 (\$2 000.00 Cash plus \$770.00 In Kind Assistance)		FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST: DID NOT VOTE:
2	Jandowae Race Club	2022 Jandowae Races	\$13 000.00	\$2 000.00	\$3260.00 (\$2 000.00 cash plus \$1 260.00 In Kind Assistance)	\$3 260.00 (\$2 000.00 cash plus \$1 260.00 In Kind Assistance)		FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST: DID NOT VOTE:
3	Reining Australia Inc	Australian Reining Breeders Classic "ARBC" Show	\$251,871.50	\$44,000.00	\$8,918.00	\$7,466.00		FOR: Cr. C.T. Tillman, Cr. K.A. Bourne, Cr. P.T. Saxelby AGAINST: Cr. K.A. Maguire, Cr. O.G. Moore DID NOT VOTE: Nil
4	Dalby and District Rugby Football Club Inc	GDL battle in the Bush Rugby Gala	\$34,000.00	\$15,000.00	\$3,000.00	\$2000.00		FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST: DID NOT VOTE:
<b>TOTAL FUNDED</b>						<b>\$13,466.00 cash plus \$2030.00 In Kind Assistance</b>		

c. Wandoan Show Society

That it be a recommendation to Council that Council acknowledge that the 2022 Wandoan Show has been cancelled and agree to the funds being utilised for a 2022 Community Christmas Party to be hosted by the Wandoan Show Society on the condition that an event plan be supplied.

## Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional Council area.

The aim of the Local Events Program is to support our local social, cultural and sporting events that celebrate our unique experiences, what is great about our region, achieve regional participation, connect our community and activate our parks, open spaces and community facilities.

In accordance with the Community Grants - Council Policy - Local Events Program, Council may allocate funds in each annual budget.

There are three **Competitive Rounds** for this program per financial year for applications over \$2,000.00, and a **Responsive Round** for applications up to and including \$2,000.00 that is open all year.

This Report relates to Round Two of the Competitive rounds this financial year, which closed on 1 February 2022.

## Report

Round Two of the Community Grants - Council Policy - Local Events Program closed on 1 February 2022. A total of four applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 February 2022 - (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

### Consultation (Internal/External)

The Local Events Program is implemented and Coordinated by the Communities Department.

The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Two of the 2021/2022 grant applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 16 February 2022.

### Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Local Events Program.

In accordance with the Community Grants - Council Policy - Local Events Program - all local events that received funding through this program, must submit a financial report within 6 weeks of the completion date of the event. The non-submission may affect future funding applications

### Budget/Financial Implications

The Local Events Program has a budget allocation of \$120,000.00 plus \$30,000.00 In Kind Assistance for the 2021/2022 year.

Under the Competitive round, the Reference Group has reviewed six applications and recommends the disbursement of funding for Round One of \$27,850.00 cash plus \$0.00 of In Kind Assistance.

Under the Responsive round twenty-four (24) applications have been assessed, for a total amount of \$28,100.00.

Under the Competitive round, the Reference Group has reviewed four applications and recommends the disbursement of funding for Round Two of \$13,466.00 cash plus \$2,030.00 of In Kind Assistance.

That leaves a balance remaining of \$50,584.00 cash plus \$27,970.00 of In Kind Assistance.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Local Events Program	2021/2022 \$120,000.00 cash plus \$30,000.00 In Kind Assistance	Responsive Rounds	\$28,100.00 cash plus \$0.00 In Kind Assistance
		Competitive Round 1	\$27,850.00 cash plus \$0.00 In Kind Assistance
		Competitive Round 2	\$13,466.00 cash plus \$2,030.00 In Kind Assistance

		Balance	\$50,584.00 cash plus \$27,970.00 In Kind Assistance
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### 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 Community Grants - Council Policy - Local Events Program supports the development and growth of community events across the region and sponsorship of awards and competitions. This funding program may aid through cash and/or In Kind Assistance contributions to a maximum amount per application of \$10,000.00.

The Reference Group at its Meeting on 16 February 2022 assessed the applications in accordance with the Community Grants - Council Policy - Local Events Program and the Reference Group's recommendations are presented for Council's consideration.

### **Attachments**

1. Minutes of Community Grants Assessment Reference Group Local Events Program 16 February 2022.

**Authored by:** Kerri Wood, Community Grants Officer



**MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (LOCAL EVENTS PROGRAM) MEETING HELD AT THE CUMBOOLA FUNCTION ROOM, LEICHHARDT CENTRE, DAWSON STREET, MILES ON WEDNESDAY 16 FEBRUARY 2022 AT 3.33PM.**

**Council Representatives:**

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

**Present:** Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

**Apology:**

**Officers:** Mrs. L. Tyrrell, Mrs. K. Walker, Ms. K. Wood, Miss M. Mathews, Mrs N. Franklin

**Apology:** Nil

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p><b>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</b></p> <p>MOVED Cr. P.T. Saxelby SECONDED Cr. O.G. Moore</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 copies of which have been circulated to Members, be taken as read and confirmed. <b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 27 October 2021</u></b> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 were considered by Council at its Meeting on Wednesday, 27 October 2021. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	<p><b>Wandoan Show Society</b></p> <p>As part of Round One 2021.2022 an application was approved from the Wandoan Show Society for the 2022 Wandoan Show for \$4,850.00. Correspondence has since been received advising Council of the cancellation of the Wandoan Show and requesting permission to use the approved funds for a Community Christmas Party scheduled for 26 November 2022.</p> <p><b>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</b></p> <p>MOVED Cr. C.T. Tillman SECONDED Cr. K.A. Maguire</p> <p>That it be a recommendation to Council that Council acknowledge that the 2022 Wandoan Show has been</p>

		cancelled and agree to the funds being utilised for a 2022 Community Christmas Party to be hosted by the Wandoan Show Society on the condition that an event plan be supplied.
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Refer Attachment 1
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil
	<b>Economic Development Stream</b>	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP  
RECOMMENDATION

MOVED Cr. K.A. Maguire  
SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Two (2) of the 2021/2022 Local Events Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Tara Race Club	2022 Annual Tara Cup	\$16 900.00	\$14 900.00	\$2 770.00 (\$2 000.00 Cash plus \$770.00 In Kind Assistance)	<b>\$2 770.00 (\$2 000.00 Cash plus \$770.00 In Kind Assistance)</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
2	Jandowae Race Club	2022 Jandowae Races	\$13 000.00	\$2 000.00	\$3 260.00 (\$2 000.00 cash plus \$1 260.00 In Kind Assistance)	<b>\$3 260.00 (\$2 000.00 cash plus \$1 260.00 In Kind Assistance)</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
3	Reining Australia Inc	Australian Reining Breeders Classic "ARBC" Show	\$251,871.50	\$44,000.00	\$8,918.00	<b>\$7,466.00</b>		
						<b>FOR:</b> Cr. C.T. Tillman, Cr. K.A. Bourne, Cr. P.T. Saxelby <b>AGAINST:</b> Cr. K.A. Maguire, Cr. O.G. Moore <b>DID NOT VOTE:</b> Nil		
4	Dalby and District Rugby Football Club Inc	GDL battle in the Bush Rugby Gala	\$34,000.00	\$15,000.00	\$3,000.00	<b>\$2000.00</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE:</b>		
	<b>TOTAL FUNDED</b>					<b>\$13,466.00 cash plus \$2030.00 In Kind Assistance</b>		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Local Events Program will be held following the receipt of Applications for Round Three (3) of the 2021/2022 financial year (May 2022).</p> <p>The Chairperson declared the Meeting closed at 4.09pm</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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<b>Title</b>	<b>Community and Liveability Report Regional Arts Development Fund Round Two 2021.2022</b>
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<b>Date</b>	16 March 2022
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022. This is in relation to the assessment and proposed adoption of Round Two of the 2021/2022 Regional Arts Development Fund Program.

## Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 be adopted as follows:
  - a. Confirmation of Minutes of Previous Meeting  
That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020, copies of which have been circulated to Members, be taken as read and confirmed.
  - b. That the applicants for Round Two of the 2021/2022 Regional Arts Development Fund Program be advised as follows:

## Background Information

The purpose of the Regional Arts Development Fund (RADF) is to support professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities. The program is a partnership between the Queensland Government through Arts Queensland and Western Downs Regional Council to support local arts and culture. In accordance with the Community Grants - Council Policy - RADF Program,



	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/ Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
1	Hannaford Club Incorporated	Brushes in the Bush	\$4,773.00	\$100.00	\$3,102.00	<b>\$2,863.00</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
2	This Story Australia Ltd	Heroes of the Western Downs	\$12,961.75	\$2,641.75	\$10,000.00	<b>\$0.00</b>	<b>Declined due to a lack of community collaboration and engagement with key stakeholders. There is no clear benefit to the local community. There was a lack of information or detail in the project plan including who the subjects of the videos would be.</b>	
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
3	Gallery 107 @ Dalby Incorporated	From Easel to Exhibition	\$11,103.50	\$3,227.00	\$4,348.50	<b>\$4,348.50</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
<b>TOTAL FUNDED</b>						<b>\$7,211.50</b>		

Council may allocate funds in each annual budget. This Report relates to RADF Round One (1) 2020/2021 which was assessed 7 October 2020.

## Report

Round Two of the RADF Program received three applications from community groups across the Western Downs Regional Council area. The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 February 2022 (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

## Consultation (Internal/External)

The RADF Program is implemented and coordinated by the Communities Department.

The Reference Group comprising of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman and Communities Staff assessed Round Two of the 2021/2022 grant applications based on its level of community benefit and how it meets the selection criteria.

The Meeting of the Reference Group was held on 16 February 2022.

#### Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Regional Arts Development Fund Program.

After awarding funds to a community group, and the funds are used, in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program - a financial report must be submitted by the recipient within 6 weeks of the completion date of the event; non-submission may affect future funding applications.

#### Budget/Financial Implications

The Regional Arts Development Fund Program has a budget allocation of \$40,000.00 for the 2021/2022 year.

Under the **Responsive Round** two applications have been assessed, for a total amount of \$2,121.00.

Under the **Competitive round**, the Reference Group has reviewed three applications and recommends the disbursement of funding for Round Two of \$7,211.50.

That leaves a balance remaining of \$30,667.50

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Regional Arts Development Fund Program	\$40,000.00	Responsive Rounds	\$2,121.00
		Competitive Round 2	\$7,211.50
		Balance	\$30,667.50

#### 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 Community Grants - Council Policy - Regional Arts Development Fund Program supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities.

The Reference Group at its Meeting on 16 February 2022 assessed the applications in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program and the Reference Group's recommendations, presented for Council's consideration.

#### **Attachments**

1. Minutes of the Community Grants Assessment Reference Group Regional Arts Development Fund 16 February 2022

**Authored by:** Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (REGIONAL ARTS DEVELOPMENT FUND PROGRAM) MEETING HELD AT THE CUMBOOLA FUNCTION ROOM, LEICHHARDT CENTRE, DAWSON STREET, MILES ON WEDNESDAY 16 FEBRUARY 2022 AT 4.40PM

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby

Apology:

Officers: Mrs. L. Tyrrell, Mrs. K. Walker, Ms. K. Wood, Miss M. Mathews, Mrs. N. Franklin

Apology: Nil

Ref: W1	Welcome	
Ref: A2	Conflict of Interest	Cr. C.T. Tillman has declared a Conflict of Interest in her capacity as President of Galley 107@ Dalby committee and has left the room and did not vote.
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. Maguire                      SECONDED Cr. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held 21 October 2020</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 were considered by Council at its Meeting on Wednesday, 21 October 2020. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Refer Attachment 1
	<b>Economic Development Stream</b>	

	Destination Events Program	
	Assess Applications	Nil

UNCONFIRMED

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. O. G. Moore

SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Two (2) of the 2021/2022 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	Hannaforde Club Incorporated	Brushes in the Bush	\$4,773.00	\$100.00	\$3,102.00	<b>\$2,863.00</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
2	This Story Australia Ltd	Heroes of the Western Downs	\$12,961.75	\$2,641.75	\$10,000.00	<b>\$0.00</b>	<b>Declined due to a lack of community collaboration and engagement with key stakeholders. There is no clear benefit to the local community. There was a lack of information or detail in the project plan including who the subjects of the videos would be.</b>	
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
3	Gallery 107 @ Dalby Incorporated	From Easel to Exhibition	\$11,103.50	\$3,227.00	\$4,348.50	<b>\$4,348.50</b>		
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore and Cr. P.T. Saxelby <b>AGAINST:</b> <b>DID NOT VOTE:</b> Cr. C.T. Tillman		
	<b>TOTAL FUNDED</b>					<b>\$7,211.50</b>		



		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Regional Arts Development Fund Program will be held following the receipt of Applications for Round Three of the 2021/2022 financial year (May 2022).</p> <p>The Chairperson declared the Meeting closed at 4.58 PM</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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**Title** **Community and Liveability Report Destination Events Program 2020.2021**

**Date** 16 March 2022

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

## Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 in relation to the Assessment of the 2021/2022 Destination Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We proactively advance our region as a tourism destination.

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 February 2022 be adopted as follows:
  - a. Confirmation of Minutes of Previous Meeting  
That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 May 2021, copies of which have been circulated to Members, be taken as read and confirmed.
  - b. That the applicants for the 2021/2022 Destination Events Program be advised as follows:

## Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. Council has established its grants program

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Reining Australia Inc	Australian Reining Breeders Classic "ABRC" Show	\$258,371.50	\$20,000.00	\$15,956.50	\$0.00	Decision referred to Local Events Program. The Community Grants Assessment Reference Group suggest that the ARBC work to develop a sustainable financial model that would better reflect the event's success and impact.	
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
<b>TOTAL FUNDED</b>						<b>\$0.00</b>		

to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional Council area.

The purpose of the Destination Events Program is to support social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering economic benefits to the Western Downs Region through increased expenditure.

In accordance with the Community Grants - Council Policy - Destination Events Program, Council may allocate funds in each annual budget.

There is a **Competitive Round** for this program open all year for applications between \$5,000.00 and \$20,000.00.

This Report relates to an application received in January and assessed on 16 February 2022.

## Report

The Community Grants - Council Policy - Destination Events Program opened on 1 July 2021. One application was received from a community group in the Western Downs.

The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 February 2022. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

The applicant will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

#### Consultation (Internal/External)

This application under the Destination Events Program was coordinated by the Communities Department.

The Reference Group consisting of Cr. K. A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Acting Economic Development Manager assessed this application based on its level of community benefit and how it met the selection criteria.

The Meeting of the Reference Group was held on 16 February 2022.

#### Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Projects Program.

In accordance with the Community Grants - Council Policy - Destination Events Program - any community organisation that receives funding in this round, must submit a financial report on the application of funding received, within 6 weeks of the completion date of the event. Non-submission of a financial report may affect future funding applications.

#### Budget/Financial Implications

The Destination Events Program has a budget allocation of \$60,000.00 for the 2020/2021 year.

The Reference Group has reviewed one application and recommends the application be declined under the Destination Events Program and be assessed under the Local Events Program.

#### 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 Community Grants - Council Policy - Destination Events Program supports social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering economic benefits to the Western Downs Region through increased expenditure. This funding program may aid through cash contributions to a maximum amount per application of \$20,000.00.

The Reference Group at its Meeting on 16 February 2022 assessed the application in accordance with the Community Grants - Council Policy - Destination Events Program and the Reference Group's recommendations are presented for Council's consideration.

### **Attachments**

1. Minutes of Community Grants Assessment Reference Group Destination Events Program 16 February 2022.

**Authored by:** Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (DESTINATION EVENTS PROGRAM) MEETING HELD AT THE CUMBOOLA FUNCTION ROOM, LEICHHARDT CENTRE, DAWSON STREET, MILES ON WEDNESDAY 16 FEBRUARY 2022 AT 3.17 PM.

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby, Cr. C.T. Tillman

Apology:

Officers: Mrs. N. Franklin, Mrs L. Tyrrell, Ms. K. Walker, Ms. K. Wood, Miss M. Mathews

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. Tillman SECONDED Cr. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 May 2021 copies of which have been circulated to Members, be taken as read and confirmed. <b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 23 June 2021</u></b> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 May 2021 were considered by Council at its Meeting on Wednesday, 23 June 2021. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 May 2021 be adopted as resolutions of Council.</p>
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil
	<b>Economic Development Stream</b>	
	Destination Events Program	
	Assess Applications	Refer Attachment 1

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. Maguire

SECONDED Cr. Moore

That it be a recommendation to Council that the applicants for the 2021/2022 Destination Events Program be advised as follows:



UNCONFIRMED

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Reining Australia Inc	Australian Reining Breeders Classic "ABRC" Show	\$258,371.50	\$20,000.00	\$15,956.50	\$0.00	Decision referred to Local Events Program. The Community Grants Assessment Reference Group suggest that the ARBC work to develop a sustainable financial model that would better reflect the event's success and impact.	
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST: DID NOT VOTE:		
	TOTAL FUNDED					\$0.00		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Destination Events Program will be held following the receipt of Applications for 2021/2022 Program.</p> <p>The Chairperson declared the Meeting closed at 3.31 pm</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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**Title** **Community and Liveability Report Planning Application Fee Review**

**Date** 8 March 2022

**Responsible Manager** T. Summerville, PLANNING AND ENVIRONMENT MANAGER

## Summary

The purpose of this report is to discuss Council's adopted Fees and Charges for multiple use Development Applications.

## Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.

Strategic Priority: Sustainable Organisation

- 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 the Council amend the 21/22 Adopted Fees and Charges, line 370, to read as follows:

*Combined Applications involving more than 1 type of development - i.e. Material Change of Use and a Reconfiguring of a Lot in one application - and for applications with multiple uses: Fees for a combined development application are to be the sum of those fees that would have been required in the event of a separate development application being lodged for each type (e.g. Material Change of Use, Reconfiguring a Lot, Building Work etc.).*

*The Chief Executive Officer is to determine a Price on Application fee for a Development Application where multiple uses are proposed in a single application (e.g. MCU application involving two or more use types).*

## Background Information

The Fees and Charges are currently set by Council resolution at its annual Budget Meeting. The *Local Government Act 2009* ("LGA") provides that Council may vary its Fees and Charges at any time by resolution. The following is an extract from Section 97:

### **Cost-recovery fees**

*(1) A local government may, under a local law or a resolution, fix a cost-recovery fee.*

Section 97 of the LGA categorises fees into one of two categories - one being Cost Recovery, and the other being Commercial Fees. Commercial fees are for a product or service that can be obtained from Council or from any other provider on the open market. For example, gravel for a road construction job can be purchased from a Council quarry or it can be obtained from any other commercial entity. In this case, usual market forces will be relevant when calculating fees.

However, Cost Recovery fees are for a product or service that only Council can provide, and most examples of these cost recovery fees are for application fees where Council is the assessing entity. For those cost recovery items, section 97 of the LGA provides that the fee charged by Council must not exceed the actual cost of providing that service. An extract of section 97 of the act is as follows:

*(4) A cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged*

Where a cost recover fee charges an amount that is greater than the cost of providing that service, the fee is unlikely to be compliant with the legislation.

## **Report**

### Review and Analysis Undertaken

Council received a request to review application fees for a Multiple Use Development Application.

The Adopted 21/22 Fees and Charges provides the following for combined application (for where an application contains both Material Change of Use and Reconfiguring a Lot components in one application) or Multiple Use applications (where several development uses are contained in a single Material Changes of Use application). Line 370 of the Adopted Fees and Charges is as follows:

*Combined Applications (involving more than 1 type of development and/or multiple land uses): Fees for a combined application are to be the sum of those fees that would have been required in the event of a separate development application being lodged for each type (e.g. Material Change of Use, Reconfiguring a Lot, Building Work etc.). Where an application involves more than 1 type of land use, the fee is to be based on the highest land use fee plus 75% of the fee for each additional land use proposed as part of the application.*

An analysis of time taken, and hourly costings was undertaken to determine the costs associated with the assessment of an application consisting of an impact assessable that comprises of several 'uses' that are incorporated into a single application. This analysis has been undertaken on what is a relatively a complex application, and applications can range considerably from highly complex and difficult assessments to more straightforward assessments.

It should be noted that with 57 use types contained in Council's Fees and Charges, there are a large number of combinations of use types and scenarios that could be included as part of a development application. It is not possible to list the numerous combinations for Council to fix a charge for each.

The analysis, which is contained in Attachment A, was developed on a scenario of Impact Assessable and code assessable uses and included all effort and costs associated with the Development assessment process.

This analysis on a cost recovery basis, indicates that the cost of Council assessing this example of a multiple use Application, is less than what is provided in Council's Fees and Charges, even with the application of the current 25% discount on second and subsequent uses.

There are some efficiencies gained in terms of administrative processes associated with a multiple use applications. For example, when examining an application against a specific zone code within the planning scheme, it is not a great deal of additional work to assess two uses against a zone code when compared to only assessing a single use against that zone code.

If the fees assessed in this review are considered as a single use development application, the fees equate to a cost recovery amount and do not exceed the cost associated with the assessment of that application.

### Addressing the LGA Requirement

Council Officers do not have delegated authority to vary the fees and charges. As an alternative, a Council resolution could be sought to address the fee charges where a fee is considered excessive, however, there would be a significant delay for prospective applicants associated with such an approach.



In this regard, it is proposed to provide a delegation to the Chief Executive Officer to undertake an assessment of the fees on a cost recovery basis in compliance with the LGA.

The review process discovered that other larger Councils provide a similar delegation, to that proposed by this report, to a Council Officer to allow them to vary a Planning Act application fee where the adopted Cost Recovery fee is not reflective of the cost associated with the performance of the assessment.

This approach would also necessitate the amendment of the 21/22 Adopted Fees and Charges to amend the section, within Line 370, that deals with combined use applications. The first part of the current Line 370 remains a valid and necessary part of the fees and charges to deal with scenarios such as where a Material Change of Use is lodged at the same time as a Reconfiguring a Lot application.

It is proposed the second part of Line 370 be amended by removing the reference to the application of the 25% discount and replace it with the CEO delegated authority to assess combined applications on a "price on application" basis.

#### Consultation (Internal/External)

The A/General Manager (Community and Liveability) and General Counsel have been consulted regarding this issue.

#### Legal/Policy Implications (Justification if applicable)

The requirements of section 97 of the LGA in relation to the Cost Recovery Fees and Charges should not exceed the cost associated with have been noted in this report.

It should be noted that some of the costs associated with the delivery of Council's Development Assessment program cannot be incorporated into these application fees, for example, the costs associated with pre-lodgement, to general development enquiries, appeal costs etc; as these are not directly attributable to the costs of assessing a development application.

#### Budget/Financial Implications

Any reduction in fees will have an associated decrease in Council's revenue. However, the review has revealed that there are relatively few applications lodged each year for multiple uses, indeed, only 5 multiple use applications were lodged in the previous financial year.

#### Human Rights Considerations

There are no human rights implications associated with this report.

### **Conclusion**

Under the provisions of the LGA, the fee charged by Council in a Cost Recovery scenario cannot exceed the costs associated with that activity.

At present, there is no mechanism to address such a concern, apart from taking each individual matter to an Ordinary Meeting, which will result in delays for all parties.

In this regard, to address the relevant provisions of the LGA, it is proposed to introduce a Price on Application process enabling the Chief Executive Officer to make a determination, for applications with multiple uses.

### **Attachments**

Multiple Use Development Application Scenario.

**Authored by:** T. Summerville, Planning and Environment Manager.

**Fee Review**

<b>Fee Type</b>	<b><i>For an application with a Single Use</i></b>			<b><i>For an application with Multiple Uses</i></b>	
	<b>Hours</b>	<b>Reviewed Cost (Separate)</b>	<b>Adopted Fee</b>	<b>Adopted Fee (inc 25% Discount)</b>	<b>POA - Multiple Uses</b>
Use 1 (Impact assessable)	118.5	\$11,913.16	\$12,270.00	\$12,270.00	
Use 2 (Code Assessable)	92	\$8,452.90	\$8,590.00	\$6,442.50	
Use 3 (Code Assessable)	92	\$8,452.90	\$8,590.00	\$6,442.50	
Use 4 (Code Assessable)	92	\$8,452.90	\$8,590.00	\$6,442.50	
Total	394.5	<b>\$37,271.86</b>	<b>\$38,040.00</b>	<b>\$31,597.50</b>	<b>\$ 13,485.00</b>

**Title** **Community and Liveability Good News Report Safe Phones Project**

**Date** 11 March 2022

**Responsible Manager** A. Yardley, Acting General Manager, Community and Liveability

## Summary

The purpose of this Report is to share a good news report to Council on the Safe Phones project. Western Downs Regional Council has facilitated the donation of its old refurbished mobile phones to assist in getting domestic violence victims the help they need.

## Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received.

## Background Information

Community and Liveability in conjunction with the Information and Communications Department have facilitated the donation of its old refurbished mobile phones to two organisations: DV Safe Phones and WESNET to assist in getting domestic violence victims the help they need.

## Report

DV Safe Phones and WESNET are charities that collect, repurpose and gift mobile phones to victims of domestic violence, with the Dalby Police Station accepting Council's 98 phones which have been readied for distribution.

Collaborating with DV Safe Phones and WESNET is just another initiative from Council to offer support for victims of domestic violence.

Last year Council partnered with the Dalby Police Station to deliver a brightly painted bench that was placed outside the Dalby Courthouse as part of the Red Rose Foundation's 'Red Bench' initiative that draws attention to domestic and family violence. Further "Red Benches" will be installed throughout the region in the near future.

Council also offers a number of online and hard copy resources for the community that is accessible through Western Downs Libraries. The resources have been recommended by health care professionals and organisations directly involved in health care and cover topics that could assist those in domestic violence situations.

#### Consultation (Internal/External)

Consultation was had with the following external services: Dalby Police Station, DV Safe Phones, WESNET, St Vincent De Paul, DVAC, Goolburri Services, Helping Hands, Internal: Comms and Marketing and ICT

#### Legal/Policy Implications (Justification if applicable)

NIL

#### Budget/Financial Implications

Council has previously disposed of the handsets to a recycling organisation for a minimal fee.

#### 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**

Western Downs Regional Council is proud to have facilitated this donation of its "End of Life" mobile phones to assist domestic violence victims within our Community the help they need.

#### **Attachments**

Photo taken at Red Bench on 10 March 2022

**Authored by:** Bridget Donald, Executive Officer, Community and Liveability

