

Ordinary Meeting of Council

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

On Wednesday, 15 March 2023

Commencing at 9:30am

**J. Taylor
CHIEF EXECUTIVE OFFICER**

15 March 2023

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 Ordinary Meeting of Council Minutes 15 February 2023 1
The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 18 January 2023
6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS
7. DECLARATIONS OF CONFLICTS OF INTEREST
8. PRESENTATION OF PETITIONS BY COUNCILLORS
 - 8.1 Miles Disabled Parking - CEO Jodie Taylor 37
9. MAYORAL UPDATE
 - 9.1 Executive Services Mayoral Report March 2023 42
The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of February 2023.

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

- 10.1.1 Executive Services Confidential Report Legal Proceedings
The purpose of this Report is to seek Council's direction to commence legal proceedings to enforce the Settlement Deed if non-compliance is not resolved within a reasonable time.

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

- 10.4.1 IS Confidential Report Bundi Road Bridge Replacement Project Update and Budget Adjustment
The purpose of this report is to provide a project status update for the Bundi Road Bridge Replacement project and to adjust the budget in accordance with the 2022/23 Budget - Council Policy.

11. DEPUTATION

12. PLANNING

- 12.1 (030.2022.686.001) Community and Liveability Report Development Application for Material Change of Use Short-term Accommodation Lots 0, 2 and 3 on GTP100450 56 Bunya Street Dalby Walman Pty Ltd atf Robin Cameron Family Trust C/- Precinct Urban Planning 44
The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish Short-term Accommodation on land legally described as Lots 0, 2 and 3 on GTP100450, located at 56 Bunya Street, Dalby.

13. EXECUTIVE SERVICES

- 13.1 Executive Services Chief Executive Officer Report February 2023 70
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 2023.
- 13.2 Executive Services Report Outstanding Actions February 2023 73
The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 15 February 2023

14. CORPORATE SERVICES

14.1	Corporate Services Report Auction Results Sale of Land for Rates Arrears 2022 and Proposed Process for 2023	76
	The purpose of this Report is to provide Council with the results of the sale of land for rates arrears process for 2022, which concluded with a public auction conducted 4 November 2022. A write-off of uncollected rates will be required for one property. Support is also sought for the 2023 process, with one property currently identified for this process also requiring a write-off of uncollected rates and charges as the property is unable to be sold.	
14.2	Corporate Services Draft Investment Policy and Draft Financial Management and Investment Strategy 2022-23	99
	The purpose of this report is to seek Council's support and endorsement of the attached draft policies which will enable Council to consider additional investment products for its cash balances.	
14.3	Corporate Services Financial Report February	113
	The purpose of this Report is to provide Council with the Financial Report for the period ending 28 February 2023.	
14.4	Corporate Services Report Early Career Programme 2023	124
	The purpose of this Report is to provide Council with an update on the Early Career Programme.	
15.	INFRASTRUCTURE SERVICES	
15.1	Infrastructure Services Report - Bundi Road Bridge Naming Consideration	127
	This report requests Council's direction regarding formal naming of the newly constructed bridge over Wandoan Creek on Bundi Road, Wandoan.	
15.2	Infrastructure Services Works 2022/23 Capital Works Progress Update - January - February 2023	133
	The purpose of this Report is for the Works Department to provide an update to Council regarding the 2022/23 Capital Works Program for the months of January and February 2023.	
16.	COMMUNITY AND LIVEABILITY	
16.1	Community and Liveability Report Community Projects Program Round Two 2022.2023	137
	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 15 February 2023. This is in relation to the assessment and proposed adoption of Round Two of the 2022/2023 Community Projects Program	

16.2 Community and Liveability Report Local Events Program Round Two 2022.2023

145

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 15 February 2023 in relation to the Assessment of Round Two of the 2022/2023 Local Events Program and to seek adoption of the

recommendations contained in those Unconfirmed Minutes.

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 15 February 2023**

Date 3 February 2023

Responsible Manager J. Taylor, CHIEF EXECUTIVE OFFICER

Summary

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 15 February 2023

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 15 February 2023, 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, 15 February 2023.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Date: Wednesday, 15 February 2023

Time: 9:30am

Location: Western Downs Regional Council - Corporate Office
30 Marble Street, Dalby QLD 4405

Councillors:

- Cr. P. M. McVeigh (Chairperson)
- Cr. A. N. Smith
- 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
- B. Bacon, General Manager (Corporate Services)
- D. Fletcher, General Manager (Community & Liveability)
- G. K. Cook, General Manager (Infrastructure Services)
- C. Craig, Senior Executive Officer
- S. Volker, Senior Executive Communications Advisor
- A. Lyell, Executive Services Administration Officer
- E. Kendal, Communications & Marketing Manager

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.33AM.

It is noted that notice of the ordinary meeting, scheduled for 9.30am, Wednesday 15 February 2023, at Wandoan, was provided to councillors in accordance with section 4.1 of Council's *Meetings - Council Policy*. Due the bushfire incidents across the region, it was determined that it would be prudent to relocate the meeting to Dalby. Notice of the alternative venue was provided to Councillors by the Chief Executive Officer as soon as practicable, being 14 February 2023.

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That Council approves the attendance of Cr. A. N. Smith, and Cr. M. J. James by Teleconference. Councillors joined the meeting at 9.35am

CARRIED

2. OPENING PRAYER AND MINUTE SILENCE

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

3. APOLOGIES

Moved By Cr. C. T. Tillman

Seconded By Cr. P. T. Saxelby

That Council accept the apology for non-attendance from Cr. K. A. Bourne

CARRIED

4. CONGRATULATIONS

Cr Moore would like to extend a special mention to our Emergency Services for their ongoing service to the Western Downs in particular this past month.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 18 January 2023

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 18 January 2023

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 18 January 2023, 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

14.1 Corporate Services Report Land Development to Extend the Leasing Area at Dalby Aerodrome

Cr. M. J. James

In accordance with Chapter 5B of the Local Government Act 2009, Cr. M. J. James informed the meeting of a declarable conflict of interest in respect to this matter due to:

1. she is a close personal friend of two of the Directors of Helismart, Ben and Steph Smart.

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. M. McVeigh

In accordance with Chapter 5B of the *Local Government Act 2009*, Cr. P. M. McVeigh informed the meeting of a declarable conflict of interest in respect to this matter due to:

1. The owners of Helismart Pty Ltd are also the owners and operators of Smart Air Services who contract agricultural air services to our family farming properties

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

8. PRESENTATION OF PETITIONS BY COUNCILLORS

Nil

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report January 2023

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of January 2023.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. C. T. Tillman

That this Report be received and noted

CARRIED

10. CONFIDENTIAL ITEMS

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- (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;
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Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

COUNCIL RESOLUTION - CLOSE MEETING

That Council resolve to close the Meeting in accordance with Sections 275 (1) (A-H) of the *Local Government Regulation 2012* at 10.17AM to discuss the following Confidential Reports:

10.2.1 - Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2022

10.3.1 - Community and Liveability Confidential Report Results of Winfield Rd Landfill Cell 1B Tender

10.4.1 - Infrastructure Services Confidential Report Russell Park Mountain Bike Trail Project Update and Budget Adjustment

CARRIED

Moved By Cr. P. T. Saxelby

Seconded By Cr. C. T. Tillman

COUNCIL RESOLUTION - REOPEN MEETING

That Council resolve to reopen the Meeting at 10.38AM.

CARRIED

10.1 EXECUTIVE SERVICES

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2022

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 December 2022.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. O. G. Moore

That Council resolve to receive the *Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2022*.

CARRIED

10.3 COMMUNITY AND LIVEABILITY

10.3.1 Community and Liveability Confidential Report Results of Winfield Rd Landfill Cell 1B Tender

This report is to present the results of tender MM07-22-23 for construction of the Winfield's Road Landfill Cell1B liner and for Council to resolve to award the tender and enter into a contract.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. A. N. Smith

That Council resolves:

1. To increase the budget allocation for the approved 2022-23 Winfield's Road Cell 1b project by \$947,468 GST inclusive, for a total budget allocation of \$2,090,289 GST inclusive. This additional budget will be phased over two financial years, 2022-23 and 2023-24 with \$500,000 GST inclusive to be spent in the 2023-24 financial year, and

2. To award Contract MM07-22-23 for the Winfield's Road Landfill Cell1B construction to Durack Civil Pty Ltd for the lump sum amount of \$1,958,988.90 GST inclusive, and
3. To delegate authority to the Chief Executive Officer to:
 - a. finalise negotiations and execute the formal contract between the parties, and
 - b. approve contract variations up to 10% of the Lump Sum amount.

CARRIED

10.4 INFRASTRUCTURE SERVICES

10.4.1 Infrastructure Services Confidential Report Russell Park Mountain Bike Trail Project Update and Budget Adjustment

The purpose of this report is to provide a project status update for the Russell Park Mountain Bike Trails project and to adjust the project budget in accordance with the 2022/23 Budget - Council Policy.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman
Seconded By Cr. M. J. James

That this Report be received and that;

1. The Russell Park Mountain Bike Trails project budget be increased to \$4,500,000 to accommodate the additional cultural heritage and phytosphora management costs associated with its construction.

CARRIED

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr P. T. Saxelby
Seconded By Cr. O. G. Moore

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10.42am

The Meeting resumed at 11.03am

11. DEPUTATION

Nil.

12. PLANNING

- 12.1 **(030.2022.369.001) Community and Liveability Report Development Application for Material Change of Use for Animal Keeping (Dog Breeding) on Lot 10 on SP193880 at 88 Hedge Road Dalby Huntley**

The purpose of this Report is for Council to decide the development application for a Material Change of Use for Animal Keeping (Dog Breeding) on land described as Lot 10 on SP193880, located at 88 Hedge Road, Dalby.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That this Report be received and that:

1.The development application for a Material Change of Use to establish Animal Keeping (Dog Breeding) on land described as Lot 10 on SP193880 and situated at 88 Hedge Road, Dalby, be approved, subject to the following conditions:

APPROVED PLAN

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

Plan No.	Plan Title	Dated
10226	Site Plan	1.8.2022

2.Where there is a 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 Animal Keeping (Dog Breeding) as shown on the Approved Plan.

4.No more than six (6) breeding dogs are to be kept in the development at any given time.

5.All kennels used for housing and whelping of dogs are to have floors and walls constructed of an impervious material.

6.Whelping of dogs is to occur as part of the approved development on the property. Whelping of dogs is not permitted on a property that is not subject to this approval, with the exception of a licensed Veterinary Clinic.

COMPLIANCE, TIMING AND COSTS

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

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

9.Four (4) pre-announced compliance inspections will be undertaken by Council per calendar year.

FEES AND CHARGES

10.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

11.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.

MAINTENANCE

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

VISUAL AND GENERAL AMENITY

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

NOISE EMISSIONS

14.Breeding dogs is to be kept within roofed buildings or structures at all times and between the hours of 6.00pm and 7.00am.

The walls and ceiling of the approved dog breeding building are to have an effective acoustic treatment installed to effectively limit noise emissions. The selected acoustic treatment is to be reviewed and endorsed by Council's Planning and Environment Manager or an authorised delegate prior to commencement of use.

15.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*.

AIR EMISSIONS

16.Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2019*.

LIGHTING

17.All lighting is to enhance the security of the site and surrounds without creating unnecessary glare or overspill to the detriment of surrounding activities. Direct lighting or lighting must not exceed 8.0 lux at 1.5 metres beyond the boundary of the site.

ANIMAL BREEDING LEGISLATIVE REQUIREMENTS

18.The Operator of the Animal Keeping Facility must hold a current Supply Number (Breeder Identification Number or equivalent) under the Queensland Dog Breeder Register in accordance with the *Animal Management (Cats and Dogs) Act 2008*. A copy of the Notice of Registration is to be supplied to Council upon commencement of the use and ongoing Registration Renewal Notices are to be supplied to Council annually.

19.All **breeding dogs** contained in the Animal Keeping Facility are to be implanted with a Prescribed Permanent Identification Device (PPID) (microchip) in accordance with the *Animal Management (Cats and Dogs) Act 2008*. Evidence of microchipping of all breeding dogs contained within the Facility is to be supplied to Council.

20.All **puppies** bred in the Animal Keeping Facility are to be implanted with a PPID (microchip) prior to their sale in accordance with the *Animal Management (Cats and Dogs) Act 2008*. Evidence of microchipping of all puppies bred in the Facility is to be supplied to Council.

21. All **dogs over the age of 12 weeks** contained in the Animal Keeping Facility are to be registered with Western Downs Regional Council and fitted with a collar displaying their registration tag.

WASTE DISPOSAL

22. Faecal waste is to be stored on the property in a waste bin for collection by a licensed waste contractor.

ENGINEERING WORKS

23. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.

PARKING AND ACCESS - GENERAL

24. Construct all driveway and parking areas with a gravelled surface.

25. Provide adequate car parking spaces.

VEHICLE ACCESS

26. Maintain the existing gravel crossover during the life of the use.

STORMWATER MANAGEMENT

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

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

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).

ADVISORY NOTES

NOTE 1 -Flood Hazard

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

NOTE 2 -Duty of Care under the *Animal Protection and Care Act 2001*

It is advised that as a Dog Breeder, you as the Operator, have a duty of care to all dogs on the property in accordance with the *Animal Protection and Care Act 2001*. It is advised that you are required to operate the development in compliance with the standards for dog breeding under the *Animal Protection and Care Regulation 2012* to ensure that you meet the duty of care.

NOTE 3 -Currency Period

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

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

(i) the period stated for that part of the approval; or

(ii)if no period is stated—6 years after the approval starts to have effect."

NOTE 4 -Aboriginal Cultural Heritage

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

<http://www.datsip.qld.gov.au/>

NOTE 5 -General Environmental Duty

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

NOTE 6 -Property Note (Audit of Conditions)

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

NOTE 7 -Duty to Notify of Environmental Harm

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

NOTE 8 -Commencement of Use

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

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

NOTE 9 -Infrastructure Charges

An Infrastructure Charges Notice is attached to this approval.

NOTE 10 -Animal Management (Protecting Puppies) and Other Legislation Amendment Act 2016

In accordance with the *Animal Management (Protecting Puppies) and Other Legislation Amendment Act 2016* and Condition 18 of this approval **Animal Breeding Legislative Requirements**, any Breeder of dogs must have a Supply Number if they give away, supply, sell or advertise a dog or puppy.

The Supply Number can be any one of the following:

(i)a Breeder Identification Number (BIN) - available on-line when registering as a Breeder;

(ii)a Breeder's Membership Number provided by a Breeder Organisation that accredits Dog Breeders, and is approved by the Minister as an "Approved Entity";

(iii)a Breeder Permit Number provided by a Local Government issuing Permits/Registrations to Dog Breeders and approved by the Minister as an “Approved Entity”;

(iv)a unique number that identifies a person as a recognised interstate Breeder and is provided within their State; or

(v)a Breeder Exemption Number (BEN) – available to certain eligible persons who qualify for a Breeder Exemption.

You must not give away, supply, sell or advertise a dog or puppy without a Supply Number that identifies the Breeder or provides an Exemption. The Supply Number must be displayed whenever a dog or puppy is advertised for give away, supply or sale. All suppliers, including Pet Shops, must display the Supply Number when selling, advertising or otherwise supplying dogs and puppies.

NOTE 11 -Excess Dog Permit

It is advised that all dogs not subject to this approval for a Material Change of Use for Animal Keeping (Dog Breeding), will need to be registered under an Excess Dog Permit issued by Western Downs Regional Council's Environmental Health Department.

It is advised that an Excess Dog Permit requires all dogs not subject to the Development Approval for a Material Change of Use for Animal Keeping (Dog Breeding) to be desexed.

CARRIED

12.2 (030.2022.494.001) Community and Liveability Report Development Application MCU Short-term Accommodation 9 Coolibah Street Dalby Gough

The purpose of this Report is for Council to decide the development application for a Material Change of Use for Short-term Accommodation (3 Dwelling Units) on land described as Lot 25 on SP189632 and located at 9 Coolibah Street, Dalby.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. A. N. Smith

That this Report be received and that:

1.The development application for a Material Change of Use to establish Short-term Accommodation (3 Dwelling Units) on land described as Lot 25 on SP189632, situated at 9 Coolibah Street, Dalby, be approved, subject to the recommended conditions of approval.

APPROVED PLANS

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

Job No.	Description	Dated
00024-09	Site Plan and Staging Plan, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09
00024-09	Ground Floor Plan - Stage 1, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09
00024-09	First Floor Plan - Stage 1, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09
00024-09	Floor Plans - Stage 2, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09
00024-09	Elevations Plan - Stage 1, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09
00024-09	Elevations - Stage 2, prepared by AG Martin Design & Drafting, as amended by Deborah and Warren Gough on 24.01.2023	30-01-09

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 Work; and

3.2 Plumbing Works.

APPROVED DEVELOPMENT

4. The approved development is a Material Change of Use for Short-term Accommodation (3 Dwelling Units) as shown on the Approved Plans.

5. The development is to occur sequentially in the following Stages as shown on the Approved Plans:

Stage 1: Dwelling Units 1 and 2

Stage 2: Dwelling Unit 3

6. Conditions within this approval are applicable to each Stage of the development, unless otherwise specified.

COMPLIANCE, TIMING AND COSTS

7. 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.

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

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.

MAINTENANCE

10. 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.

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

INFRASTRUCTURE CHARGES

12. All infrastructure charges including those associated with Council's Sewer, 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.

VISUAL AND GENERAL AMENITY

13. Any graffiti on the buildings must be removed.

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

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

16. 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.

WASTE MANAGEMENT

17. 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 *Waste Reduction and Recycling Act 2011*.

18. 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

19. 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

20. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Receptors" in accordance with the *Environmental Protection (Noise) Policy 2019*.

OUTDOOR LIGHTING

21. Outdoor lighting must be designed, installed and regulated in accordance with the parameters outlined in Australian Standard 1158.1.1 – Control of Obtrusive Effects of Outdoor Lighting.

ENGINEERING WORKS

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

23.Be responsible for the full cost of any alterations 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.

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

24.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.

25.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.

WATER SUPPLY

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

SEWERAGE

27.Connect the development to Council's existing reticulated sewerage system via a single connection under the supervision of Council.

ELECTRICITY AND TELECOMMUNICATIONS

28.Provide the development with electricity and telecommunication services.

VEHICLE ACCESS

29.Maintain the existing concrete crossover during the life of the use.

PARKING AND ACCESS - GENERAL

30.Provide a minimum of 6 car parking spaces to service the development and in accordance with the Approved Plans.

31.Construct all driveway and parking areas with a gravelled surface.

FLOODING - GENERAL

32.Ensure that the minimum habitable floor level of Dwelling Unit 3 is elevated 300mm above Council's defined flood level for the property current at the time of construction.

EARTHWORKS - GENERAL

33.Any building pad for proposed Dwelling Unit 3 is limited to 300mm above the existing natural ground level of the development footprint unless otherwise approved in writing by Council's Planning and Environment Manager or authorised delegate.

STORMWATER MANAGEMENT

34. 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.

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

36.Do not concentrate post-development flows to adjoining properties.

EROSION AND SEDIMENT CONTROL - GENERAL

37.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.

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

ENVIRONMENTAL HEALTH

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

39.1do 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; and

39.2remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety.

40.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:

40.1 uncontaminated overland stormwater flow; and

40.2 uncontaminated stormwater to the stormwater system.

REFERRAL AGENCY RESPONSE

The application is subject to the following Referral Agency requirements:

1.The State Assessment and Referral Agency issued a Concurrence Agency response dated 25 November 2022.

ADVISORY NOTES

NOTE 1 - Flood Hazard

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

NOTE 2 -Currency Periods

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

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

(i) the period stated for that part of the approval; or

(ii)if no period is stated—6 years after the approval starts to have effect."

NOTE 3 -Aboriginal Cultural Heritage

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

<http://www.datsip.qld.gov.au/>

NOTE 4 -General Environmental Duty

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

NOTE 5 -General Safety of Public During Construction

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

NOTE 6 -Property Note (Audit of Conditions)

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

NOTE 7 -Duty to Notify of Environmental Harm

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

NOTE 8 -Infrastructure Charges

An Infrastructure Charges Notice for each Stage of the development is attached to this approval.

NOTE 9 -Referral Agency Response

The Concurrence Agency response provided by the State Assessment and Referral Agency is attached.

CARRIED

12.3 (030.2022.517.001) Community and Liveability Report Development Application for Material Change of Use for Extractive Industry (Quarry up to 100,000 tonnes per annum) at 234 Gulera Road Kumbarilla Tierney Crushing & Transport C/- Precinct Urban Planning

The purpose of this Report is for Council to decide the application for Material Change of Use for an Extractive Industry (Quarry up to 100,000 tonnes per annum) on land legally described as Lot 38 on RP196685 and located at 234 Gulera Lane, Kumbarilla.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1.The application for a Material Change of Use to establish an Extractive Industry (Quarry up to a maximum of 100,000 tonnes per annum) on land described as Lot 38 on RP196685 and situated at 234 Gulera Lane, Kumbarilla, be approved, subject to the following conditions:

APPROVED PLANS AND DOCUMENT

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

Plan/Document No./Reference	Description	Dated
1313, Sheet D.02	Site Plan, prepared by Duke Building Design	2/12/2021
1313, Sheet D.04	Site Development Setout Plan, prepared by Duke Building Design	2/12/2021
1313, Sheet D.05	Site Office Plan, prepared by Duke Building Design	2/12/2021
Project No. J000627	Site Based Management Plan, prepared by Range Environmental Consultants	20/04/2022

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.

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

3.1Building Work;

3.2Operational Work; and

3.3Plumbing Works.

APPROVED DEVELOPMENT

4.The approved development is a Material Change of Use for an Extractive Industry (Quarry up to a maximum of 100,000 tonnes per annum) as shown on the Approved Plans and Document.

COMPLIANCE, TIMING AND COSTS

5.All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

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

FEES AND CHARGES

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

MAINTENANCE

8.A record of each year's output must be kept on-site and be available for review upon the request of Council's Planning and Environment Manager or authorised delegate, within 48 hours of such request.

8.1Material extracted from the property must not exceed an output of 100,000 tonnes per annum.

9.The development shall be maintained in accordance with the Approved Plans and Document subject to and modified by any conditions of this approval.

CONTOUR PLANS

10.Prior to the commencement of any extraction, Council must be provided with an initial Contour Plan of the general extraction area shown on the Approved Plans. The Plan is to be prepared by a Licensed Surveyor.

11.On the first anniversary of this Development Permit taking effect, and every twelve (12) months thereafter, a new Contour Plan of the active Extraction Pit/s must be prepared by a Licensed Surveyor and must be submitted to Council for review.

HOURS OF OPERATION/LOADING AND UNLOADING

12.Quarrying operations including crushing, screening, loading, haulage and the operation or maintenance of plant equipment, must operate between the following hours:

Monday to Friday: 6am to 6pm

Saturday: 8am to 2pm

Sunday and Public Holidays: No operation

13.Blasting operations are to occur between the following hours:

Monday to Friday: 9am to 5pm

Saturday: Not permitted

Sunday and Public Holidays: Not permitted

ENVIRONMENTAL MANAGEMENT PLAN

14.The approved use must be carried out in accordance with the Approved Document entitled Site Based Management Plan, prepared by Range Environmental Consultants, dated 20 April 2022, except as altered by conditions of this development approval.

15.The Approved Site Based Management Plan must be implemented, maintained and modified where necessary, to maintain compliance with the requirements of this Development Approval at all times.

VISUAL AND GENERAL AMENITY

16. The site shall be maintained in a clean and tidy manner at all times.

LANDSCAPING - MISCELLANEOUS

17.All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance.

NOISE EMISSIONS

18.Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Policy (Noise) 2019*.

AIR EMISSIONS

19.Air emissions (dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2019*.

LIGHTING

20.Fixed site lighting associated with the development is to comply with Australian Standard 4282 Control of the Obtrusive Effects of Outdoor Lighting.

WASTE MANAGEMENT

21. 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 *Waste Reduction and Recycling Act 2011*.

22. 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*.

ENGINEERING WORKS

23.Submit to Council for approval, a development application for Operational Work for road safety improvement works, traffic signage, access crossover and driveway and road upgrade works at each trigger for Gulera Road at the site access.

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

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

24.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.

25.Repair all damage to any Council and public utility services infrastructure and assets where damage is a result of the proposed development.

26.Repair any damage to infrastructure assets immediately where it creates a hazard to the community, including a pedestrian or vehicular safety hazard and all other instances repair immediately upon completion of the work associated with the development.

ROAD SIGNAGE

27.Install "Truck Warning" signage on Gulera Road on both approaches to the proposed access location.

HAUL ROUTE

28.The approved haul route for the Extractive Industry is from the site entrance to Moonie Highway.

29. The section of Gulera Road between Moonie Highway and the site entrance to the use, is not currently an approved route for 36.5 metre Road Trains (ie A-Double and B-Triple vehicles). Obtain an approval for the route to be used by multi-combination vehicles, from the National Heavy Vehicle Regulator prior to allowing access for the above multi-combination vehicles or higher, via the above road section.

ROAD UPGRADES – GULERA ROAD

30. Road upgrades are required to Gulera Road based on the scale of extraction of the approved Quarry as follows:

30.1 Trigger: 0 – 20,000t in any 12 month period

No upgrades to Gulera Road are required, however, the road maintenance costs for the haul route are to be recouped from the applicant by way of a special rate charge. This is a charge that is calculated based on the maintenance costs incurred by Council for the upkeep of the haul route.

30.2 Trigger: Over 20,000t in any 12-month period.

The applicant shall undertake the upgrade to the approved haul route to Western Downs Regional Council standards, prior to commencement of the use. The road upgrade works shall be from the intersection of Gulera Road and Moonie Highway, to 50 metres north of the proposed site access point.

Summary of Works Required

- Haul Route: Provide a 7-metre-wide gravel pavement on an 8-metre formation (Rural Access 1 without bitumen seal).
- Provide a gravel re-sheet to the road comprising a minimum of 150mm gravel.
- Council shall be contacted to confirm that the proposed gravel type is suitable.

Timing: Within 6 months of 20,000t being exceeded in any 12-month period.

Advice: A development application for Operational Work for roadworks is required for each trigger level. A maintenance period of 2 years will apply to each Operational Work approval, and the applicant will be required to maintain the road during this period.

It is noted that the requirement for maintenance, after the 2 year maintenance period, on the section of roadworks to be constructed under this approval, is not addressed under the conditions forming part of this approval.

Where applicable, maintenance costs are to be recouped by the levying of an annual special rate on the land or in some circumstances, by agreement between a major road user and Council.

These approaches allow for charges to be based on actual maintenance required, rather than preliminary estimates. It also allows for an equitable apportionment of costs where there are a number of major road users on a particular section of road.

STORMWATER

31. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any activities undertaken as part of the proposed development.

VEHICLE ACCESS

32. Design a crossover between the property boundary and the edge of the Gulera Road pavement generally in accordance with Council's Standard Drawing No. R-007. Ensure that crossover splay is designed to accommodate turning movements of the largest expected design vehicle and meets the following requirements:

32.1 Construct the access driveway to provide a minimum 6 metre wide all-weather gravel access.

32.2 Ensure that any driveway access works would not re-direct any existing overland flow onto adjoining properties or the road reserve.

32.3 Provide "Left Turn Only" signage for all heavy vehicles exiting the site.

ANNUAL OPERATIONAL REPORT

33. Submit to Council, an annual Operations Report detailing, but not limited to the following:

33.1 General operational summary including:

- total staff employed;
- maximum staff employed;
- maximum staff on-site;
- days and hours of operation;
- overall quantities of material mined, processed and stockpiled;
- overall operational performance summary;
- safety and environmental incidents; and
- a copy of any reports and monitoring supplied to relevant State Government Department/s.

33.2 Weighbridge details including:

- total annual tonnages;
- peak daily tonnages;
- peak hourly tonnages; and
- detailed Log of all material leaving the site with date, time and tonnage.

EROSION AND SEDIMENT CONTROL

34.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.

35.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.

WATER SUPPLY

36.Provide a potable water supply for the development.

ON-SITE WASTEWATER DISPOSAL

37. Connect the development to an on-site wastewater disposal system in accordance with AS1547 and the Queensland Plumbing and Wastewater Code.

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

ELECTRICITY

39.Connect the development to the reticulated electricity network.

ENVIRONMENTAL

40.The operations and construction work associated with this development are to be carried out to the requirements of Council. In particular, no nuisance is to be caused to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours. Where material is spilled or carried onto existing roads, it is to be removed forthwith so as to restrict dust nuisance and to ensure traffic safety.

REHABILITATION

41.Submit to Council, a "Rehabilitation Management Plan" outlining the works to be undertaken to rehabilitate the site at the time of decommissioning of the extraction operations in conjunction with a development application for Operational Work.

REFERRAL AGENCY RESPONSE

1.The applicant is to be advised of the attached Concurrence Agency response from the State Assessment and Referral Agency dated 24 November 2022.

ADVISORY NOTES

NOTE 1 -Special Rates

In lieu of levying infrastructure charges payable in conjunction with this Development Permit in accordance with the *Planning Act 2016*, road maintenance and depreciation costs associated with the Extractive Industry operations will be recouped by levying an annual special rate on the land on which the Extractive Industry is located.

NOTE 2 -Currency Periods

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

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

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

NOTE 3 -Aboriginal Cultural Heritage

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

<http://www.datsip.qld.gov.au/>

NOTE 4 -General Environmental Duty

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

NOTE 5 -General Safety of Public during Construction

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

NOTE 6 -Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken three (3) months after the approval takes effect. If the 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 7 -Duty to Notify of Environmental Harm

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

NOTE 8 -Referral Agency Response

The Referral Agency response is attached to the approval.

NOTE 9 -Commencement of Use

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.

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.

CARRIED

12.4 (030.2022.587.001) Community and Liveability Report Development Application Material Change of Use for a Warehouse on Lot 5 on SP171829 Bennie Street Dalby Dalby Business Park Pty Ltd C/- Precinct Urban Planning

The purpose of this Report is for Council to decide the proposed development for Material Change of Use to establish a Warehouse on land described as Lot 5 on SP171829 and situated at Bennie Street, Dalby.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. C. T. Tillman

That this Report be received and that:

1.The application for Material Change of Use to establish a Warehouse on land described as Lot 5 on SP171829 and situated at Bennie Street, Dalby be approved, subject to the following conditions:

APPROVED PLAN AND DOCUMENT

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

Plan/Document No./Reference	Title and Details	Dated
C100, Version A	Site Layout Plan, prepared by Burchills Engineering Solutions	05-10-22
22020305_R01_V01	Stage 1 - Hydraulic Impact Assessment For 5 Bennie Street, Dalby, prepared by Water Technology Pty Ltd	1 August 2022

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

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

3.1Operational Work

APPROVED DEVELOPMENT

4.The approved development is a Material Change of Use for a Warehouse as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

5.All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

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

FEES AND CHARGES

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

INFRASTRUCTURE CHARGES

8.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

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

LANDSCAPING – GENERAL

10.The developer must submit to Council's Planning and Environment Manager or authorised delegate for endorsement, a detailed Landscape Plan for all landscaping associated with the development, prior to commencement of the development.

11.The Landscape Plan must detail:

11.1a minimum 2-metre-wide landscaped buffer to the site's Darlow Street and Bennie Street frontages, exclusive of vehicular access points;

11.2the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;

11.3the number and size of plants; and

11.4the typical planting detail including preparation, backfill, staking and mulching.

12.The developer must prepare and landscape the property in accordance with the Approved Landscape Plan, or as otherwise approved in writing by Council's authorised delegate. Any amendments approved by Council's authorised delegate are taken to be a part of the Approved Landscape Plan.

13.All approved landscaping treatments for the development are to be maintained on the property at all times.

FENCING

14.The applicant shall install a chain wire fence with a minimum height of 1.8 metres along the boundaries of the property.

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

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

LIGHTING

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

REFUSE STORAGE AREAS

18. 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.

WASTE MANAGEMENT

19. 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 *Waste Reduction and Recycling Act 2011*.

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*.

ACOUSTIC AMENITY - NOISE LIMITS

21. Noise from activities 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.

AIR QUALITY AND AMENITY - AIR RELEASE LIMITS

22. Air emissions (odour and dust) from the development shall not cause environmental nuisance or exceed the Air Quality Objectives listed in the *Environmental Protection (Air) Policy 2019* as measured at any sensitive place or commercial place.

ENGINEERING WORKS

23. Submit to Council, a development application for Operational Work for all civil works including earthworks and roadworks.

24. 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 commencement of the use unless stated otherwise.

25. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, standards, relevant design guidelines, and Australian Standards.

26. Be responsible for the full cost of any alterations 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.

27. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plan and to Council's requirements, prior to commencement of the use.

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

28. 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.

29. 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.

FLOODING AND STORMWATER MANAGEMENT

30. Provide flooding and stormwater management generally in accordance with the report Stage 1 - Hydraulic Impact Assessment For 5 Bennie Street, Dalby prepared by Water Technology, Revision R01_V01, dated 1 August 2022.

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

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

WATER SUPPLY

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

SEWERAGE

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

VEHICLE ACCESS

35. Construct a commercial crossover between the property boundary and the edge of the Bennie Street road pavement, having a minimum width of 6 metres, generally in accordance with Council's Standard Drawing IPWEAQ Std Dwg RS-051, Rev F. Ensure that crossover splay is designed to accommodate turning movements of an Articulated Vehicle.

36. 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).

ROADWORKS - FRONTAGE WORKS

37. Design and construct a 2-metre bitumen sealed pavement widening along the Bennie Street frontage of the proposed development. Design and construct the widening in accordance with Council's Standards, relevant Austroads' Standards and Council's Planning Scheme.

ROADWORKS AND PEDESTRIAN SAFETY

38. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

39. 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 works.

40. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY

41. Connect the development to electricity services.

EARTHWORKS - GENERAL

42. Earthworks per site involving cut or fill with a nett quantity of material greater than 20m³, requires an Operational Work Development Permit.

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

44. Earthworks shall be constructed in accordance with Approved Document No. 22020305_R01_V01, entitled Stage 1 - Hydraulic Impact Assessment For 5 Bennie Street, Dalby, prepared by Water Technology, dated 1 August 2022.

EROSION AND SEDIMENT CONTROL - GENERAL

45. Ensure that all reasonable action is taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

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

ENVIRONMENTAL HEALTH

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

47.1 do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;

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

47.3 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 the landscaping or areas disturbed during construction.

48. 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:

48.1 uncontaminated overland stormwater flow; and

48.2 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.

REFERRAL AGENCY RESPONSE

The application is subject to the following Referral Agency requirements:

1.State Assessment and Referral Agency's Concurrence Agency response dated 18 November 2022.

ADVISORY NOTES

NOTE 1 -Currency 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 .

<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.

CARRIED

13. EXECUTIVE SERVICES

13.1 Executive Services Chief Executive Officer Report January 2023

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 January 2023.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. M. J. James

GM Cook left the meeting at 11.31am.

GM Cook re-joined the meeting at 11.32am.

That this Report be received.

CARRIED

13.2 Executive Services Report Outstanding Actions January 2023

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 18 January 2023

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. I. J. Rasmussen

That this Report be received.

CARRIED

13.3 Executive Services Quarterly Report October to December 2022

The purpose of this Report is to provide Council with an update in relation to the Executive Services Division for the second quarter of the 2022 / 2023 Financial Year.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. O. G. Moore

That this Report be received.

CARRIED

14. CORPORATE SERVICES

14.1 Corporate Services Report Land Development to Extend the Leasing Area at Dalby Aerodrome

This report concerns the land development of five new commercial land allotments at the Dalby Aerodrome to facilitate a recently approved lease proposal for a new hangar site and to prepare for future demand.

Cr. M. J. James declared a conflict on this item. (In accordance with Chapter 5B of the Local Government Act 2009, Cr. M. J. James informed the meeting of a declarable conflict of interest in respect to this matter due to: she is a close personal friend of two of the Directors of Helismart, Ben and Steph Smart. 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. M. McVeigh declared a conflict (In accordance with Chapter 5B of the Local Government Act 2009, Cr. P. M. McVeigh informed the meeting of a declarable conflict of interest in respect to this matter due to: The owners of Helismart Pty Ltd are also the owners and operators of Smart Air Services who contract agricultural air services to our family farming properties. Having given due consideration to his position he determined that he would leave the Meeting while the matter is considered and voted on)

Cr. P. M. McVeigh and Cr. M. J. James left the meeting at 11.36am.

Cr A. N. Smith assumed the chair.

Cr. P. M. McVeigh and Cr. M. J. James re-joined the meeting at 11.51am

GM D Fletcher left the meeting at 11.52am.

Acting GM T Summerville joined the meeting at 11.52am.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

This report be received and noted and a meeting between Executive and Council be held to discuss this report, prior to any further reports on this matter being brought to council.

CARRIED

14.2 Corporate Services Report Dalby Aquatic Centre Outdoor Pool Heating

The purpose of this Report is to provide advice to Council in response to a petition which was received by Council at its Ordinary Meeting of 26 October 2022, in respect of heating for the outdoor swimming pool at the Dalby Aquatic Centre.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. O. G. Moore

That Council resolves to note the issues raised in the petition received at its Ordinary Meeting of 26 October 2022 regarding heating for the outdoor swimming pool at the Dalby Aquatic Centre and advise the authors of the petition that the matter will be addressed as part of the Aquatic Centres strategy currently under development and due for completion in the 2022-2023 financial year.

CARRIED

14.3 Corporate Services Report Continuation of Tara Amateur Swimming Club Support Measures

The purpose of this report is to seek an adjustment to the support measures approved for the Tara Amateur Swimming Club while the Tara Pool Construction project progresses.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. M. J. James

That Council resolves to approve the extension of the terms for the Tara Amateur Swimming Club subsidy of \$14,000 in 2022-23, approved at its Ordinary Meeting of 7 December 2022, to include club members travelling to and from any aquatic centre located within the Western Downs region, until the new Tara pool has opened.

CARRIED

14.4 Corporate Services Report Consideration Voting Method 2024 Western Downs Local Government Election

The purpose of this Report is to seek Council's direction regarding the preferred voting method for the 2024 Western Downs Local Government Election.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. P. T. Saxelby

That Council resolve pursuant to section 45AA(1) of the *Local Government Electoral Act 2011* to make application to the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning for the poll to be conducted by full postal ballot for all of the Western Downs Regional Council local government area for the 2024 quadrennial election.

CARRIED

14.5 Corporate Services Report 2022-23 Quarter Two Enterprise Risk Management and Operational Plan Review

The purpose of this report is to provide Council with the status of the strategic risks which Council manages under the *Enterprise Risk Management Framework* and the second quarter progress towards achieving the *2022-23 Operational Plan*.

COUNCIL RESOLUTION

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

That Council resolves to:

1. receive the Quarter Two *2022-23 Operational Plan* and *Enterprise Risk Management* review; and
2. amend the *2022-23 Operational Plan*, as outlined in Attachment One.

CARRIED

14.6 Corporate Services Financial Report January

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 January 2023.

COUNCIL RESOLUTION

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

That Council resolves to receive the Financial Report as of 31 January 2023.

CARRIED

14.7 Corporate Services Quarterly Report October to December 2022

The purpose of this Report is to provide Council with a summary of the Corporate Services Division's strategic and operational activities for the second quarter of the 2022-2023 financial year.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby
Seconded By Cr. M. J. James

That Council resolve to receive the Corporate Services Quarterly Report for the period October to December 2022.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Quarterly Report October to December 2022

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.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Report Amendment to the Housing and Land Development Incentives Council Policy

The purpose of this Report is to seek approval to amend the Housing and Land Development Incentives - Council Policy.

COUNCIL RESOLUTION

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

That this report be received and that the attached "Amended Housing and Land Development Incentives - Council Policy" be approved.

CARRIED

16.2 Community and Liveability Report Economic Development Strategy 2023 - 2028

The purpose of this report is to seek Council's endorsement of the new Economic Development Strategy 2023 - 2028.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. O. G. Moore

That this report be received and the new Economic Development Strategy 2023 - 2028 endorsed.

CARRIED

16.3 Community and Liveability Report Tourism & Destination Events Strategy 2023 - 2028

The purpose of this report is to seek Council's endorsement of the new Tourism & Destination Events Strategy 2023 - 2028,

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this report be received and the new Tourism & Destination Events Strategy 2023 - 2028 endorsed.

CARRIED

16.4 Community and Liveability Quarterly Report (Q2) October to December 2022

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 2022 / 2023 Financial Year.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

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 12.31pm

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 15 February 2023

Submitted to the Ordinary Meeting of Council held this Wednesday, 15 March 2023.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

RECEIVED
DATE 16/2/23 BY KLS

13.6.23

1151 DAISY ST
MINEA

WESTERN DOWNS COUNCIL

Q. 4415

DEAR SIR (MADAM),

THIS PETITION IS TO
SHOW THAT DISABLED PEOPLE AND
THEIR CAREERS NEED A PARKING
SPACE AT THE PHARMACY

YOURS FAITHFULLY
Lorraine McArthur

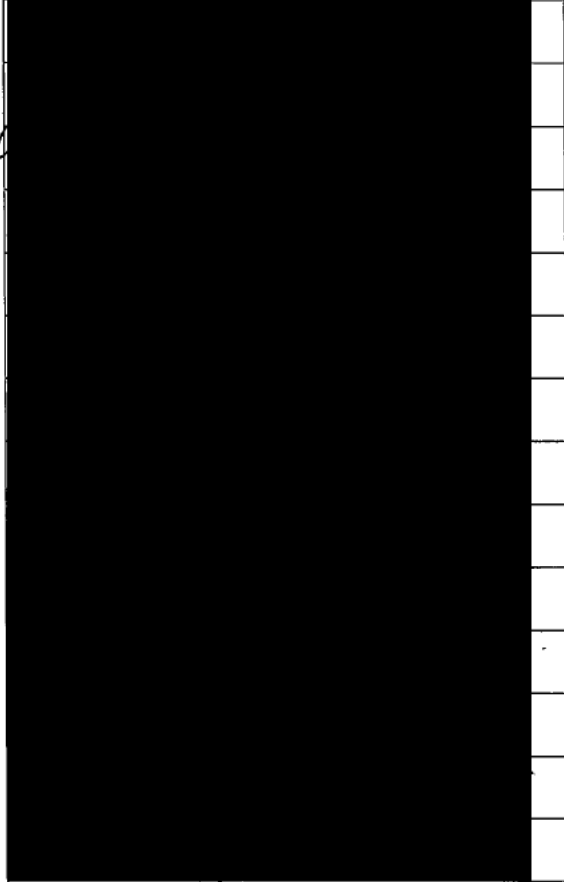
W.D.R.C RECEIVED		
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Time call/com		
17 FEB 2023		
Officer	Dist	Task
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Retention	9	
SCM		

PETITION FOR DISABILITY PARKING SPACE
OUTSIDE CHEMIST

PLEASE SIGN	NAME
	Leanne Corcoran
	LAURENCE GESLER
	M C [unclear]
	GEORGE PADGETT
	Dmy England
	Horetta Richard
	GARY MOFFATT.
	Linda Scott
	Daniel Cordwell
	Meredith GRAY
	EWAN HOSKING
	Injilay
	BARRY FARNHAM
	EMILY MACKEN
	Amanda Vounhoff
	Ms Judy Thorne
	William S Brown
	Sharon Holland
Edward Brooker	
Deb Staines	
LYNDA TALBOT	
JENNIFER SINGFIELD	

D. Weldon
N. Best

9.19.10

PLEASE SIGN	NAME
	MARY PARKER
	Jenni Schifcofske
	IDE RUSH
	KEVIN DAVIES
	Robyn Hartley
	AM KAHN
	GAIL L. COURTE
	Bev BENDEN
	Carole Adams
	PAUL Hewitt
	DIANNE MACDONALD
	Tiffini Buddee Francis St. John

U1/51 DAISY ST
WESTERN DOWNS MINE 3
COUNCIL Q 4415

DEAR SIR/MADAM,

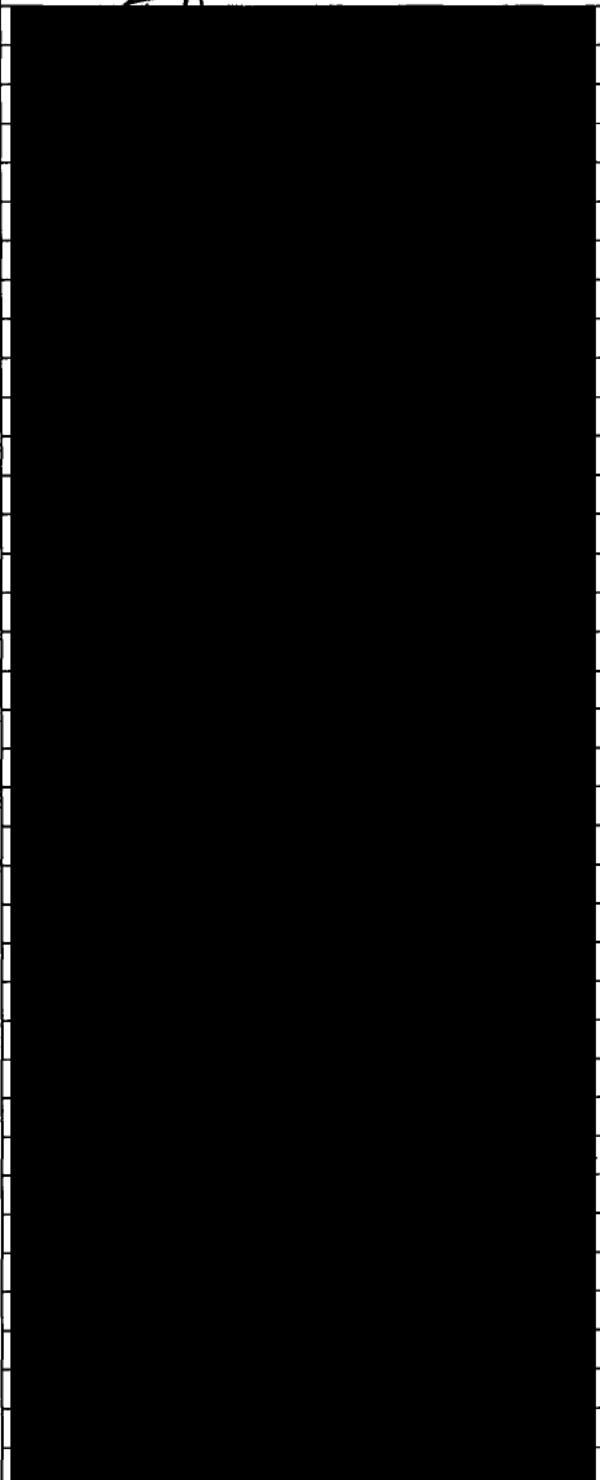
THIS IS TO
SHOW THAT DISABLED
PEOPLE AND THEIR
CARERS NEED A
PARKING SPACE AT THE
PHARMACY

YOURS FAITHFULLY
Lorraine McArthur

W.D.I.C RECEIVED
Post/Hand/Original

28 FEB 2023

PETITION FOR DISABILITY PARKING SPACE OUTSIDE CHEMIST

PLEASE SIGN	NAME	City
	Jessica Tigne	maple
	LYNDAN REARDON	
	Ken Brun	
	FRANCISCO	
	SUNG CARLEDG	
	VIKKI Knight	
	KEVIN BRENNAN	
	Johanna Wright	
	CRYSTAL MEALOR	
	RICHARD GOLDEN	
	Nicki Ste...	
	DAN BOAZD	
	SIM LITTLE	
	BOB HOFFER	
	PAT HONKERY	
	Ken Savell	
	VALDA STILLER	
	K FOWLER	
	S. LLOYD	
	R. GARDNER	
	R. EASTWELL	
	MAREE REID	
	A. P. REID	
	Adeyan Nixon	
	Carolyn Schifopka	
HELEN B. MOORE		
DOY MOOSE		
SHARIE MURRAY		
SHIRLEY MURRAY		
Kirsten Landers		
Margaret Middleton		
Michael Holland		
David Hahn		
John Coffey		
BERNARD FANLAK		
Jeanne Gent		
James Hill		

Title **Executive Services Mayoral Report March 2023**

Date 7 March 2023

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 2023.

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:

1 February 2023	<ul style="list-style-type: none"> • Councillor Information Sessions • Toowoomba Surat Basin Enterprise Energy CEO Catch up 	Dalby Brisbane
8 February 2023	<ul style="list-style-type: none"> • Development Assessment Panel Meeting 	Dalby
13 February 2023	<ul style="list-style-type: none"> • Meeting with Prime Ministers Office • Meeting with The Hon Kirsty McBain • Meeting with The Hon David Littleproud • Meeting with The Hon Madeline King 	Canberra Canberra Canberra Canberra
14 February 2023	<ul style="list-style-type: none"> • LDMG Meeting • Western Downs Recovery Meeting 	Dalby Dalby
15 February 2023	<ul style="list-style-type: none"> • Ordinary Meeting of Council • Interview with Chanel 7 Toowoomba • Meeting with Minister Bowen's Office • Interview with ABC Drive • CMCA Information Evening 	Dalby Zoom Teams Phone Dalby
16 February 2023	<ul style="list-style-type: none"> • Pre-briefing - Rural and Remote Councils Compact Meeting 	Brisbane

	<ul style="list-style-type: none"> Rural and Remote Councils Policy and Legislation Committee Meeting 	Brisbane
17 February 2023	<ul style="list-style-type: none"> Radio Interview with Triple M LGAQ Policy Executive meeting 	Phone Brisbane
18 February 2023	<ul style="list-style-type: none"> Visit from Hon Annastacia Palaszczuk, Premier and Minister for the Olympic and Paralympic Games - Miles Firefighters and Chinchilla Melon Festival Chinchilla Watermelon Festival 	Chinchilla Chinchilla
20 February 2023	<ul style="list-style-type: none"> LGAQ Natural Assets and NRM Advisory meeting Extra-Ordinary LDMG Meeting 	Teams Dalby
21 February 2023	<ul style="list-style-type: none"> Meeting with local business owners Health Sustainability Futures Meeting Beyond the Broncos Girls Academy presentation 	Dalby Teams Dalby
22 February 2023	<ul style="list-style-type: none"> Councillor Information Sessions DAP Meeting TSBE Enterprise Evening 	Chinchilla Chinchilla Brisbane
23 February 2023	<ul style="list-style-type: none"> Meeting with Matt Norton Meeting with Australian Country Choice Interview with ABC Toowoomba Coffee Catchup with Premiers Office 	Brisbane Brisbane Phone Brisbane
24 February 2023	<ul style="list-style-type: none"> Meeting with Department of Premier and Cabinet Meeting with Origin 	Brisbane Brisbane
27 February 2023	<ul style="list-style-type: none"> Councillor Information Sessions 	Dalby

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 2023.

Attachments

Nil

Authored by: Hailey Wex, Executive Assistant

Title (030.2022.686.001) Community and Liveability Report Development Application for Material Change of Use Short-term Accommodation Lots 0, 2 and 3 on GTP100450 56 Bunya Street Dalby Walman Pty Ltd atf Robin Cameron Family Trust C/- Precinct Urban Planning

Date 20 February 2023

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish Short-term Accommodation on land legally described as Lots 0, 2 and 3 on GTP100450, located at 56 Bunya Street, 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 a Material Change of Use to establish Short-term Accommodation on land described as Lots 0, 2 and 3 on GTP100450, located at 56 Bunya Street, 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.	Description	Dated
Project No. 2022-418, Sheet No. 1, Rev No. A	Site Plan, prepared by Precinct Urban Planning	-
001	Floor Plan Unit 2, prepared by Precinct Urban Planning, as amended in red by Council on 20/02/23	-
002	Floor Plan Unit 3, prepared by Precinct Urban Planning, as amended in red by Council on 20/02/2023	-

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

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

- 3.1 Building Work.

Note: Please be advised that the use of the existing Dwelling Units for the purpose of Short-term Accommodation will change the Classification of the building and will therefore require a Building Approval form an appropriately qualified Private Certifier.

APPROVED DEVELOPMENT

4. The approved development is a Material Change of Use for Short-term Accommodation as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

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

FEES AND CHARGES

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

MAINTENANCE

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

INFRASTRUCTURE CHARGES

10. All infrastructure charges including those associated with Council's Sewer, 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.

VISUAL AND GENERAL AMENITY

11. Any graffiti on the buildings must be removed.
12. The buildings and the site must be maintained in a clean and tidy manner at all times.
13. All plant, air-conditioning equipment and the like shall be visually screened from the street.
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.

WASTE MANAGEMENT

15. 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 *Waste Reduction and Recycling Act 2011*.

16. 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

17. 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

18. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Receptors" in accordance with the *Environmental Protection (Noise) Policy 2019*.

OUTDOOR LIGHTING

19. Outdoor lighting must be designed, installed and regulated in accordance with the parameters outlined in Australian Standard 1158.1.1 – Control of Obtrusive Effects of Outdoor Lighting.

ENGINEERING WORKS

20. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
21. Be responsible for the full cost of any alterations necessary to 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.

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

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

VEHICLE ACCESS

24. Maintain the existing concrete crossover throughout the life of the use.

PARKING AND ACCESS - GENERAL

25. Provide a minimum of four (4) car parking spaces to service the development and in accordance with the Approved Plans.
26. Construct all driveway and parking areas with a bitumen surface.

STORMWATER MANAGEMENT

27. 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.
28. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

29. Do not concentrate post-development flows to adjoining properties.

EROSION AND SEDIMENT CONTROL - GENERAL

30. 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.
31. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ENVIRONMENTAL HEALTH

32. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
- 32.1 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; and
- 32.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety.
33. 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:
- 33.1 uncontaminated overland stormwater flow; and
- 33.2 uncontaminated stormwater to the stormwater system.

ADVISORY NOTES

NOTE 1 - Currency Periods

*"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.

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.

NOTE 7 - Infrastructure Charges

An Infrastructure Charges Notice for the development is attached to this approval.

APPEAL RIGHTS

"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

The relevant background information to this application is as follows:

Application No: 030.2022.686.001	Assessment No: A834, A836 & A837	Keywords Index: AD6.6.2 & LG7.6.1
Assessing Officer:	Dominic Bradley PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Walman Pty Ltd atf Robin Cameron Family Trust C/- Precinct Urban Planning	
Owner:	Lot 2: Walman Pty Ltd ATF Robin Cameron Family Trust Lot 3: Walman Pty Ltd ATF Robin Cameron Family Trust Lot 0: Body Corp Jacaranda Way, C/- P McKinnon, 56 Bunya Street, Dalby QLD 4405	
Site Address:	56 Bunya Street, Dalby	
Site Area:	Lot 2: 325m ² Lot 3: 325m ² Lot 0: 218m ² Total: 868m ²	
Real Property Description:	Lots 0, 2 and 3 on GTP100450	
Proposed Development:	Short-term Accommodation	
Level of Assessment:	Impact	
Type of Application:	Material Change of Use	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Medium Density Residential	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Airport Environs - OLS Conical Limitation · Extractive Industry - Petroleum Lease (PL198) · Agricultural Land Classification - Class A · Road Hierarchy - Access Road 	
Pre-lodgement Meeting:	No	Date: N/A
Application Lodgement Date:	30/11/2022	
Properly Made Application:	Yes	Date: 30/11/2022
Confirmation Notice Issued:	Yes	Date: 12/12/2022
PART 4: PUBLIC NOTIFICATION		
Date Commenced:	Yes	Date: 20/01/2023
Notice of Compliance Received:	Yes	Date: 14/02/2023
Submissions Received:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	15/02/2023	
Decision Due:	04/04/2023	

Report

1. Background Information

1.1 Site Context

The property is legally described as Lots 0, 2 and 3 on GTP100450, located at 56 Bunya Street, Dalby. Unit 2 is located on Lot 2 on GTP100450 while Unit 3 is located on Lot 3 on GTP100450. Lot 0 on GTP100450 is the common property servicing Units 2 and 3 and the other Units within the complex.

The property is subject to an existing development approval (156-99/00) for a Material Change of Use to establish a Multiple Dwelling which was approved by the former Dalby Town Council on 8 November 1999.

Unit 2 has a total gross floor area (GFA) of 125.3m², while Unit 3 has a GFA of 125.5m². Each Unit contains three bedrooms, an open-plan kitchen, dining and lounge rooms, and a single-bay garage.

Each Dwelling Unit provides one enclosed garage and one open car space per Dwelling Unit. Parking for each Unit is located within Lots 2 and 3 on GTP100450 and is not located within Lot 0 on GTP100450 (the common property).

The property is located within the Medium Density Residential Zone of the Western Downs Planning Scheme 2017 incorporating Amendment 1 (the Planning Scheme). The subject site is also impacted by the Airport Environs, Agricultural Land Classification, Extractive Industry and Road Hierarchy Overlays of the Planning Scheme.

Units 2 and 3 are serviced by reticulated water supply, sewerage disposal, telecommunications and electricity supply infrastructure. The common property area features an existing bitumen sealed driveway and crossover to Bunya Street.

1.2 Proposal

The applicant has lodged a Development Application for a Material Change of Use to establish Short-term Accommodation on the relevant properties.

The proposal seeks to formalise the use of two existing residential Dwellings, being Units 2 and 3, as self-contained, Short-term Accommodation facilities.

Units 2 and 3 are intended to be rented on a short-term basis for periods of limited duration (typically a few days to several weeks), via the Bunya Vista Website and other internet Short Stay Accommodation providers such as "Airbnb" or similar.

The applicant has advised that the use of the Units for Short-term Accommodation will be managed by Nelmaro Pty Ltd, trading as Bunya Vista, who are an REIQ accredited Real Estate Property Manager.

The proposed development will not change the built form of existing Units. The proposed development will not change the existing connections to the existing infrastructure networks servicing each Dwelling Unit.

The proposed development will not change the existing access arrangements to Bunya Street or parking and manoeuvring areas for each Unit.

2. Assessment

2.1 Assessment Matters

The development application for a Material Change of Use for Short-term Accommodation (2 Dwelling Units) is Impact Assessable development, as Short-term Accommodation is not a consistent use within the Medium Density Residential Zone.

The following are the benchmarks applying to this development:

ASSESSMENT MATTERS	
<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> · Strategic Plan · Medium Density Residential Zone Code · Accommodation Activities Overlay Code · Infrastructure Services Code · Transport, Access and Parking Code · Airport Environs Overlay Code · Natural Resources Overlay Code 	
<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below:</p>	
Assessment Benchmark	Reasons for the Approval Despite Non-compliance with Benchmark
Medium Density Residential Zone Code	
<p>AO5.1</p> <p>The building has a door, <i>habitable room</i> window or balcony that faces the <i>primary road frontage</i> and <i>secondary road frontage</i> (where applicable).</p>	<p>Alternative Solution</p> <p>The existing Units front the common property of the Jacaranda Way complex which provides access to Bunya Street.</p> <p>It is considered that the alternative solution to Acceptable Outcome 5.1 of the Medium Density Residential Zone Code is able to be accepted, as it relates to two existing Units on the property.</p> <p>Furthermore, the property is already signed and features numbering for each Unit which will make each Unit easy to identify for pedestrian and vehicle traffic.</p>
Transport, Access and Parking Code	
<p>AO4</p> <p>Car parking is provided in accordance with the requirements identified in Table 9.4.5.2 - Car parking generation rates and service vehicle requirements.</p> <p>Note - Car parking rates are to be rounded up to the nearest whole number.</p>	<p>Alternative Solution</p> <p>Based on the existing access arrangements serving the property, a heavy reticulated vehicle would not be able to enter or exit the property as required by Table 9.4.5.2 of the Transport, Access and Parking Code.</p> <p>Waste generated by the existing Dwelling Units is collected at the frontage of the property to Bunya Street by a waste collection vehicle.</p> <p>The proposed parking arrangement for the existing Dwelling Units exceeds the minimum parking requirements required under Table 9.4.5.2 of the Reconfiguring a Lot Code.</p> <p>The proposed development is consistent with Performance Outcome 4 of the Transport, Access and Parking Code.</p>

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

2.2.1 Strategic Plan

The proposed development is consistent with the relevant Policy Elements of the Strategic Plan as outlined below:

"3.3.8 Element - Housing Supply and Diversity

- (1) *Housing across the Western Downs is made affordable through the provision of a range of housing options that suit the needs of residents both currently and in the future."*

Comment

The proposed development will allow existing Accommodation Units 2 and 3 to be used for Short-term Accommodation.

The proposed development seeks to provide additional short-term accommodation options for visitors and workers to the region. The subject site is located within the township of Dalby and is in proximity to services, tourist attractions and employment opportunities.

The existing Dwelling Units are consistent with the design and siting requirements for the Medium Density Residential Zone. The design of the existing Dwelling Units and landscaping are consistent with the amenity and character of the Medium Density Residential Zone.

2.2.2 Medium Density Residential Zone Code

The property is located within the Medium Density Residential Zone in which the development of Short-term Accommodation is an inconsistent use.

The subject land has an existing development approval for the purpose of a Multiple Dwelling which is a consistent use within the Medium Density Residential Zone.

The proposed development will utilise two existing Dwelling Units which will be in keeping with the existing residential character of the Medium Density Residential Zone.

The proposed development will not change the design, built form or siting of the approved Dwelling Units on the property. Notwithstanding, the existing Units are consistent with the building height, setback, accommodation density and site coverage requirements of the Medium Density Residential Zone Code.

The existing Units feature existing landscaping treatments and are suitably fenced to provide privacy to residents, guests and adjoining residents.

Council has not historically received any complaints regarding the operation of the development. Furthermore, Council did not receive any submissions regarding the proposed development during the Public Notification Period of the application.

The applicant has advised that an acoustic-compliant procedure has been developed by the operator of the development and will be implemented to ensure that guests staying on-site will not have an adverse impact on the acoustic impacts of the neighbouring residential properties.

The proposed development will be conditioned to ensure that noise emissions generated by the operation of the use will comply with the requirements of the *Environmental (Noise) Policy 2019* and will be conditioned accordingly.

It is considered that the proposed development is consistent with the Acceptable Outcomes of the Medium Density Residential Zone Code.

2.2.3 Development Codes

Infrastructure Services Code

The existing Dwelling Units are already connected to reticulated water, sewer, telecommunications and electricity networks.

It is not considered the use of the existing Dwelling Units for Short-term Accommodation will impact on the provisioning of infrastructure on the property.

It is considered that the proposed development is consistent with the Acceptable Outcomes of the Infrastructure Services Code.

Transport, Access and Parking Code

The proposed development has an existing commercial crossover to Bunya Street which is used for the approved Multiple Dwelling use on the property.

Acceptable Outcome 4 of the Transport, Access and Parking Code provides that parking is to be provided at the rate specified under Table 9.4.5.2 Car Parking Generation Rates and Service Vehicle Requirements.

Table 9.4.5.2 provides that for Short-term Accommodation, 1 space be provided per Unit, plus 1 space for a Manager's flat, plus 0.25 of a space per Accommodation Unit for visitors and staff.

The proposed use does not include a Manager's residence and meets the minimum parking requirements, being 4 parking spaces.

Table 9.4.5.2 of the Transport, Access and Parking Code provides that the service vehicle for Short-term Accommodation is a Heavy Rigid Vehicle. The proposed access arrangements would not be able to service a Heavy Rigid Vehicle.

The servicing arrangement required would be for a waste collection vehicle to collect domestic waste generated by the use. It is considered that kerb side collection is available to service the development from the frontage of the property to Bunya Street.

The proposed development is not expected to significantly increase traffic accessing the property, and it is considered that the existing parking and access arrangements are sufficient for the proposed use.

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

2.2.4 Overlay Codes

Natural Resource Overlay Code

The property is identified as Class A Agricultural Land within the Agricultural Land Classification Overlay Mapping of the Planning Scheme.

The proposed development is not located within the Rural Zone of the Planning Scheme and has been developed and used historically for the purpose of a Multiple Dwelling.

It is not considered that the development will alienate or fragment productive agricultural land, and that it is consistent with the Natural Resources Overlay Code.

Airport Environs Overlay Code

The property is identified within the OLS Conical Limitation Area illustrated in the Airport Environs Overlay Code.

The proposed development will not change the height of the approved buildings on the site but will simply allow the applicant to use the property for Short-term Accommodation.

It is considered that the development will not impact the operation of the Dalby Airport and that it is consistent with the Airport Environs Overlay Code.

3. Other Relevant Matters

3.1 Public Notification

The applicant undertook formal public notification of the development application for a period of 15 business days between 19 January 2023 and 13 February 2023. Public notification was undertaken generally in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules 1.3.

No submissions were received during the Public Notification Period.

3.2 Infrastructure Charges

Infrastructure charges are levied in accordance with Council's Infrastructure Charges Resolution (No. 7.1) 2017 (Infrastructure Charges Resolution). The property is located within Charge Area A of the Infrastructure Charges Resolution.

Accommodation (Short-term) 3 bedroom Dwelling Unit incurs an adopted charge of \$12,600.00 per Dwelling Unit for the sewer, water, stormwater, transport and parks networks. Accordingly, the infrastructure charges for the development is \$25,200.00.

The infrastructure charge will be offset by the credit for the two existing Dwelling Units (3 bedroom) which is a credit of \$25,200.00 per existing Dwelling Unit in accordance with Part 3.4(e)(ii) of the Infrastructure Charges Resolution. Accordingly, the applicant would not be required to pay any infrastructure charges in this instance.

An Infrastructure Charges Notice will be attached to the approval reflecting the infrastructure charges and applicable credits for the development.

Consultation (Internal/External)

Internal

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

Council's Principal Planner has reviewed this Report and provided comments where necessary.

Legal/Policy Implications (Justification if applicable)

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

- (1) Schedule 1 states -
- (a) matters that may be appealed to -
- (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
- (b) the person -
- (i) who may appeal a matter (the **appellant**); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is -
- (a) for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or
 - (b) for an appeal against a deemed refusal - at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or
 - (d) for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or...
 - ...(g) for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.

Note - See the P&E Court Act for the Court's power to extend the appeal period."

Budget/Financial Implications

Nil

Human Rights Considerations

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

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. It is considered that the proposed development is consistent with the intent of the Western Downs Planning Scheme 2017 incorporating Amendment 1, subject to the recommended conditions of approval.

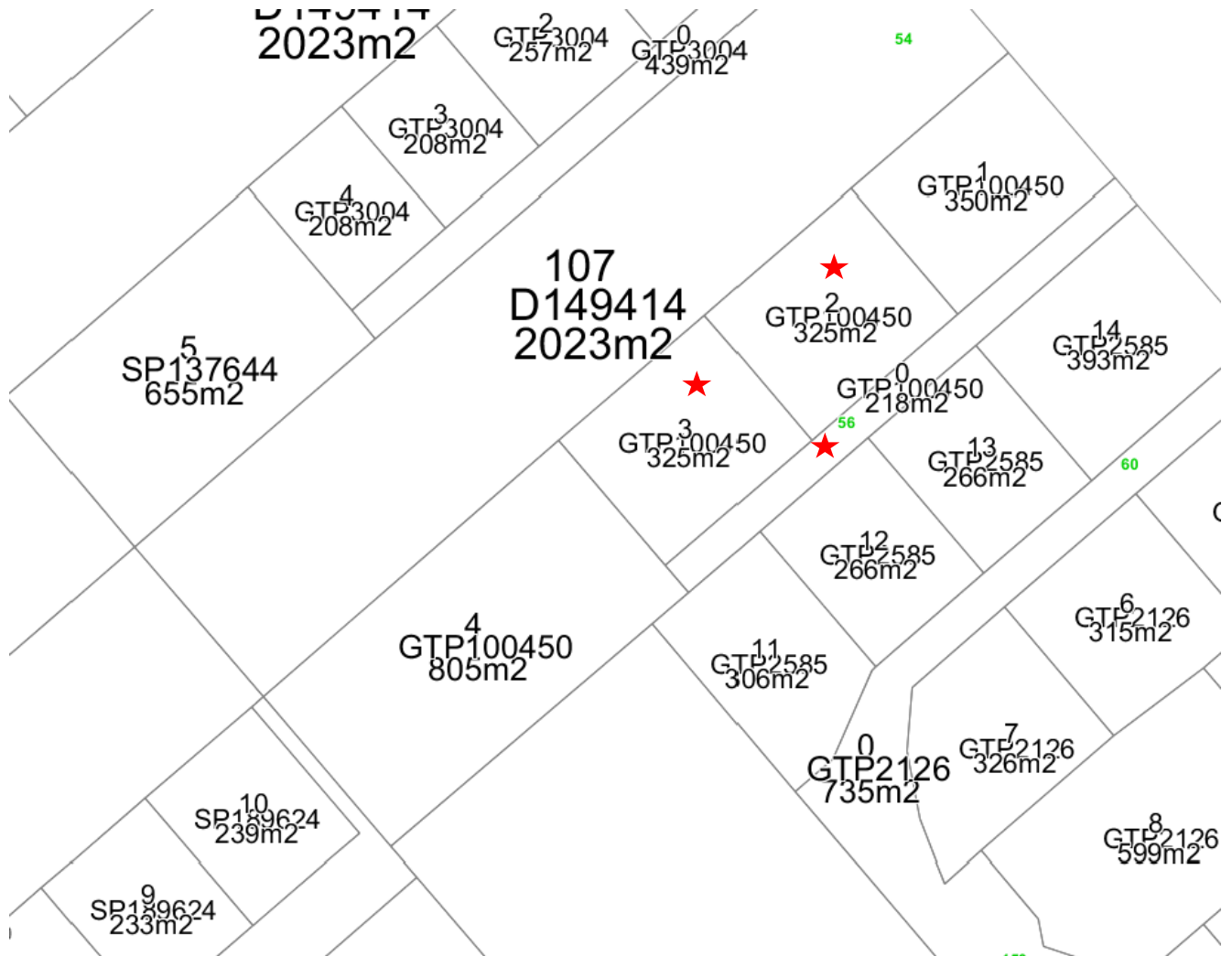
Attachments

1. Locality Plans
2. Proposal Plans
3. Infrastructure Charges Notice

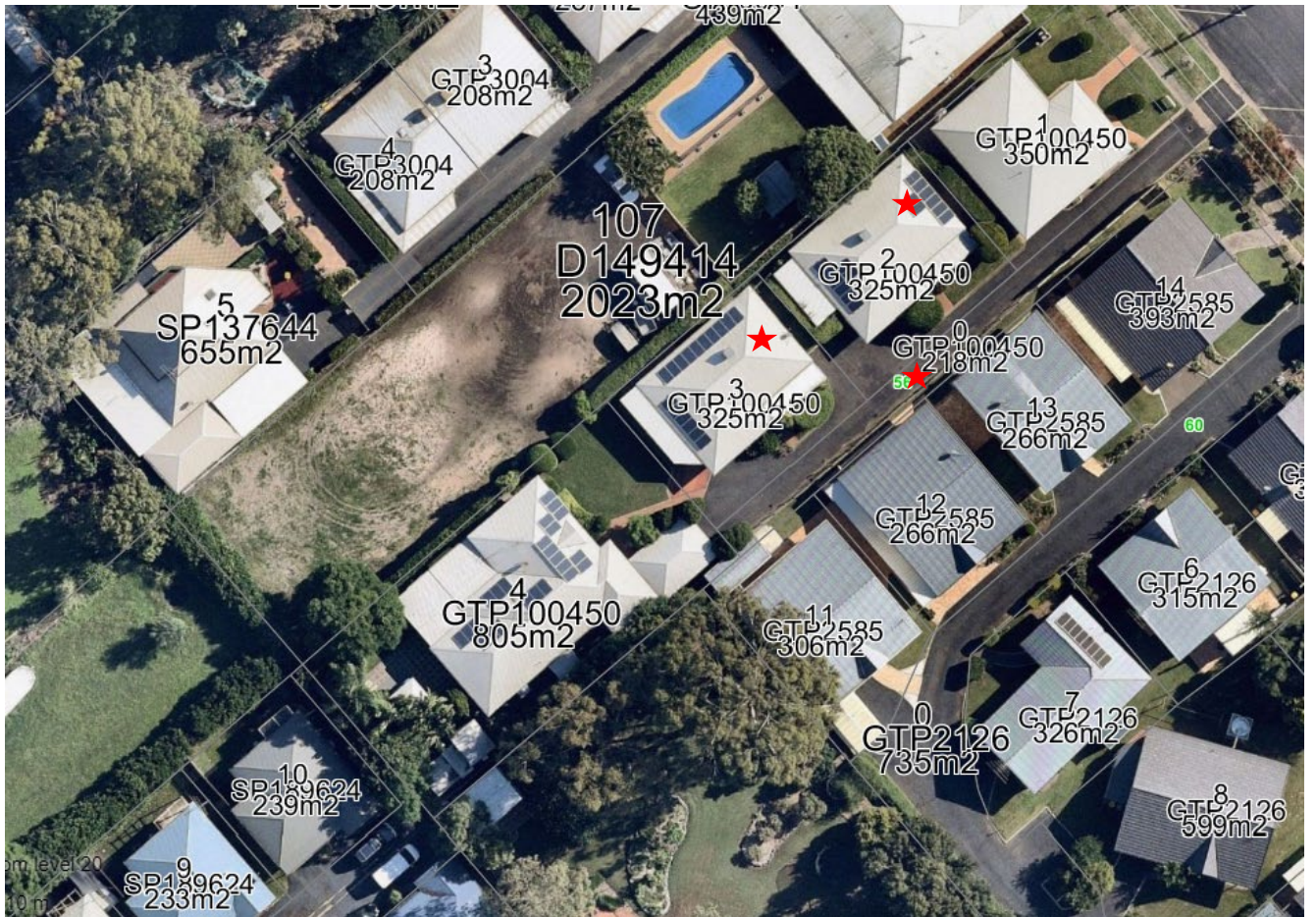
Authored by: D. Bradley, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans

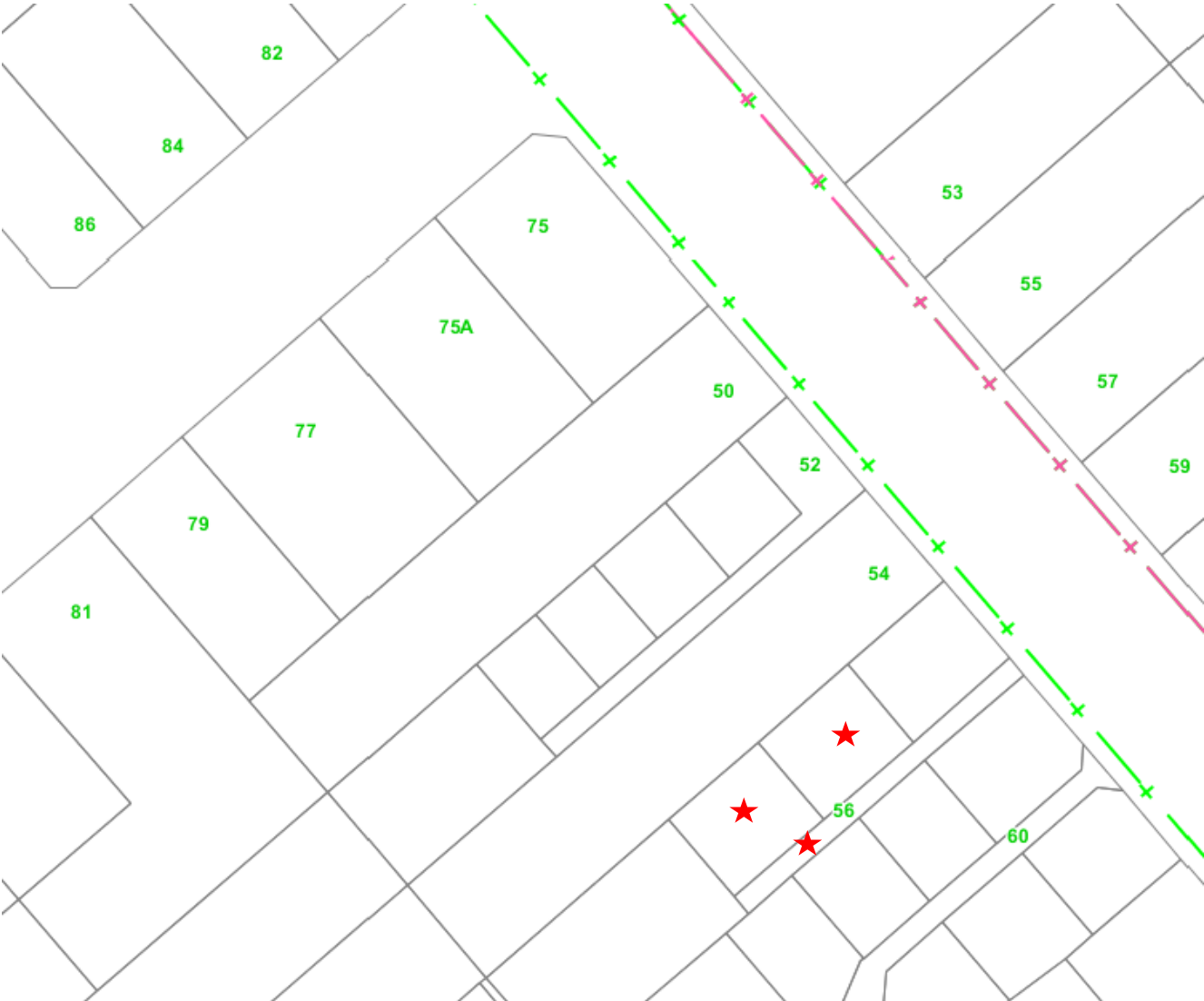
Lot and Plan Map



Aerial Map



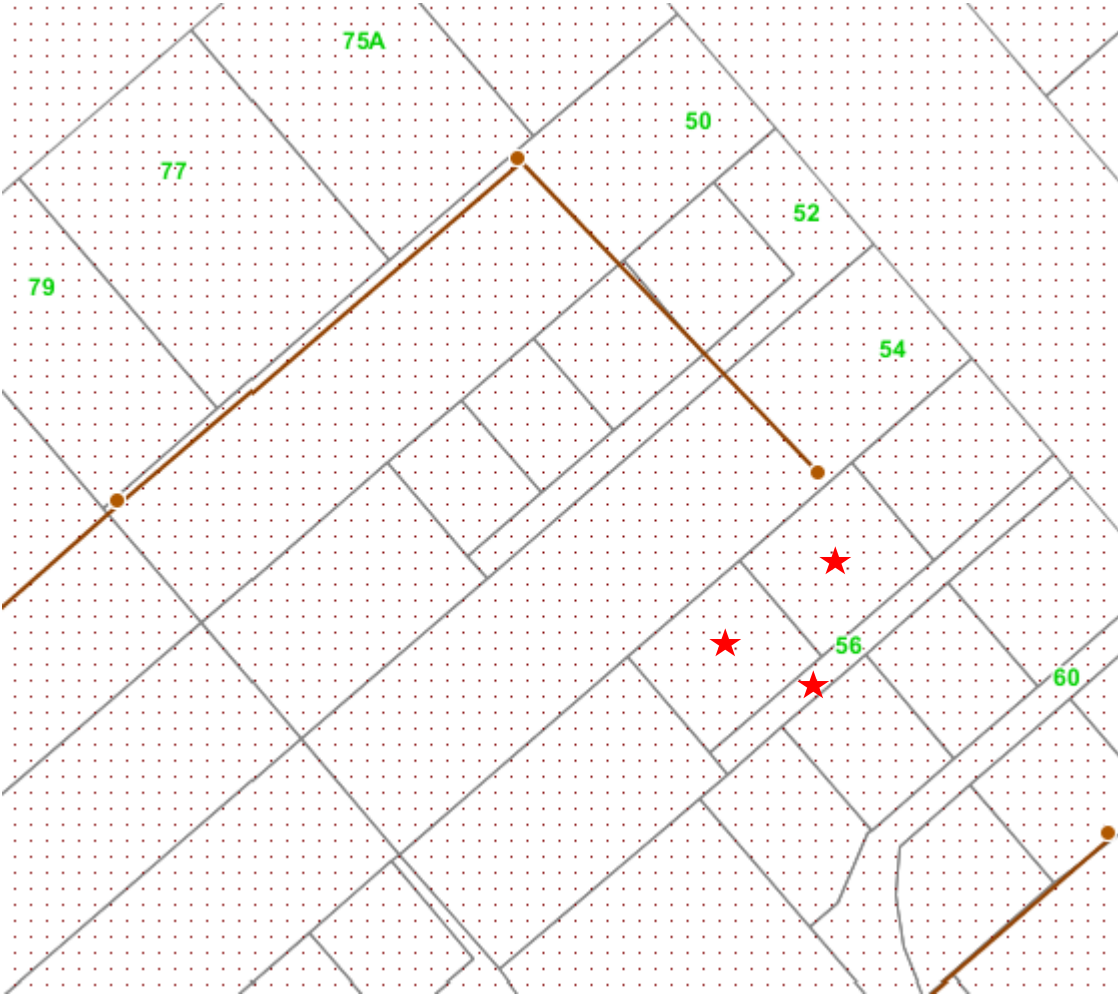
Electricity Network Map



Ergon_Network

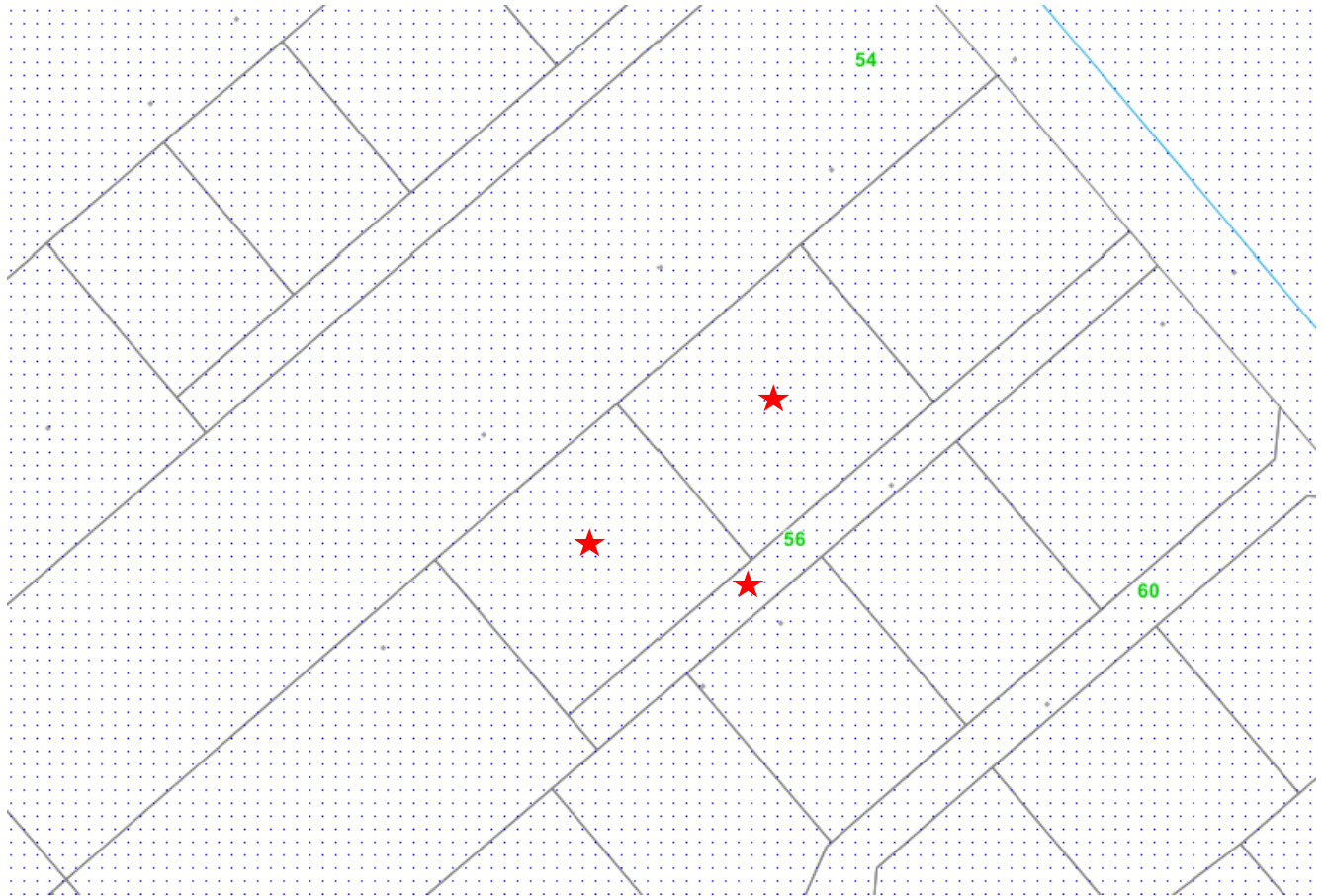
- High Voltage Cable
- High Voltage Powerline
- Transmission Cable
- Transmission Powerline

Sewer Network Map



- ⊖ Sewer Mains
 - Gravity Sewer Mains
 - House Connection
 - Pressure Sewer Mains
 - Private Sewer Main
 - Rising Sewer Mains
- Sewer Infrastructure
- ▭ Defined Sewerage Area

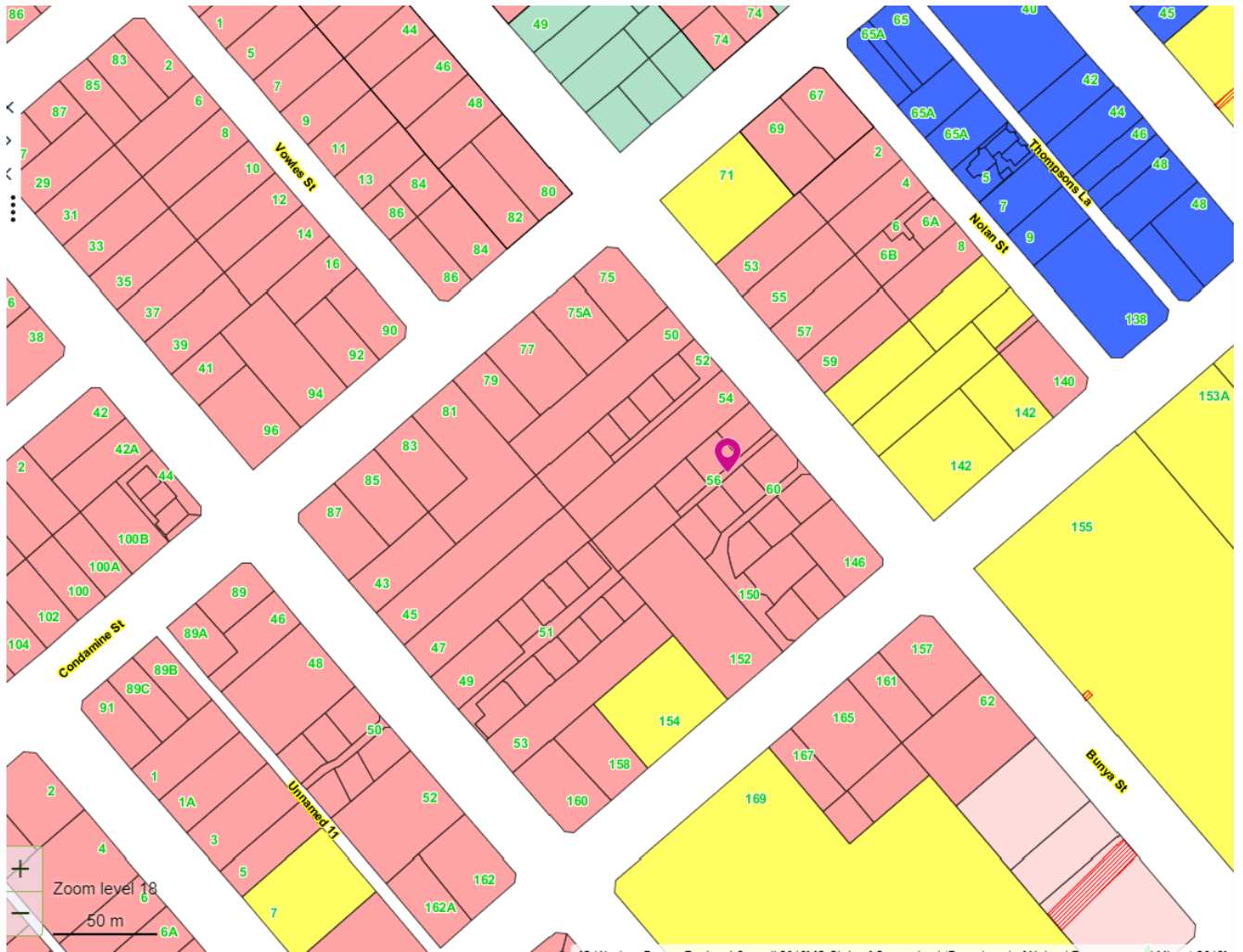
Water Network Map



Water Mains

- Concentration Water Main
- Private Water Main 100mm
- Raw Water Line
- Rising Water Main
- Water Connection
- Water Main
- Water Service

Zoning 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...

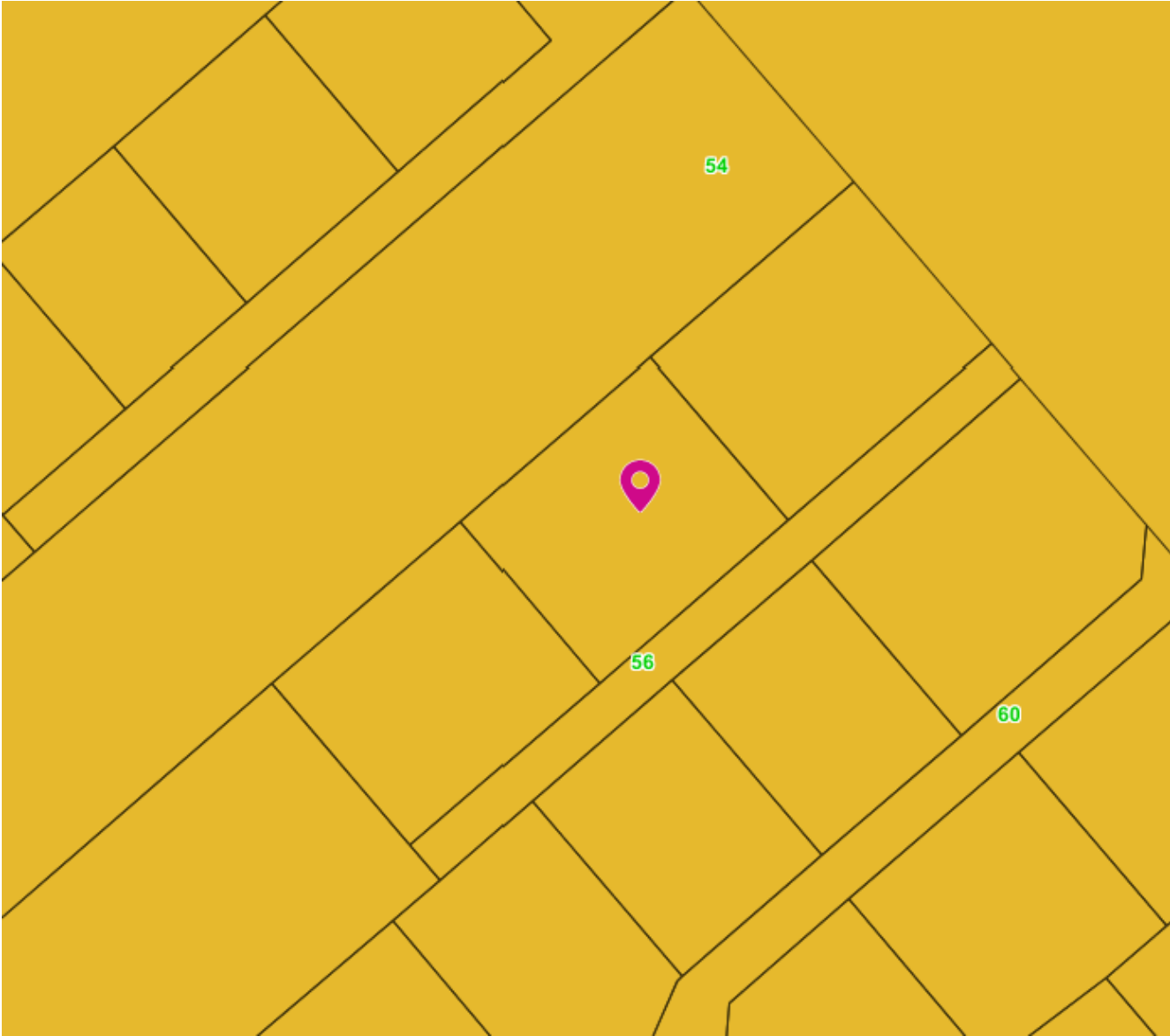
Flood Hazard Overlay Map







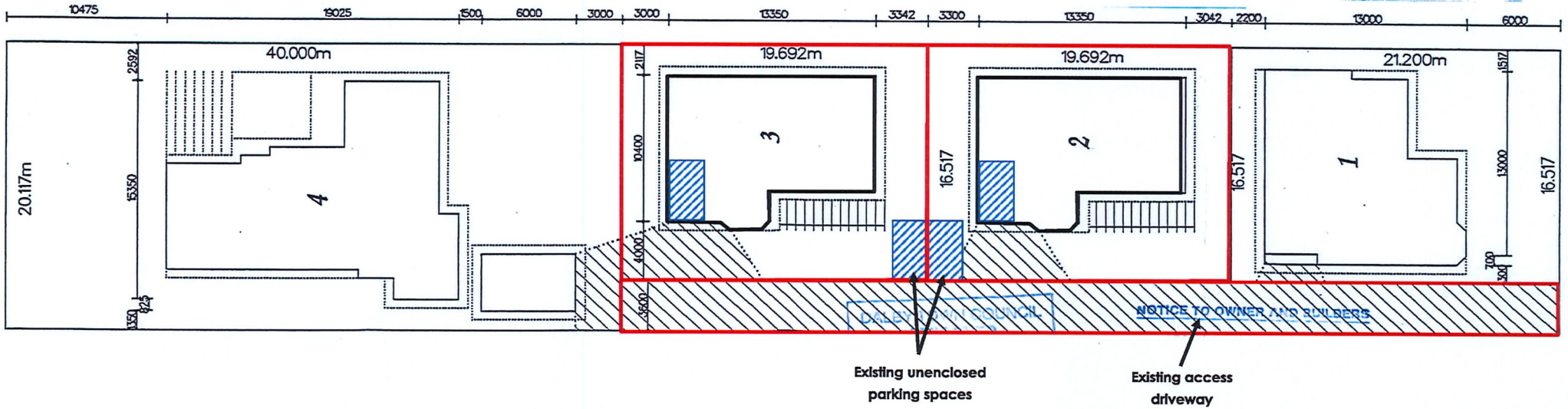
Flood Hazard

- Low
- Medium
- High
- Extreme

Agricultural Land Classification Overlay Map



- Agricultural Land Classification  
-  Agricultural Land Classification (ALC) - Class A
 -  Agricultural Land Classification (ALC) - Class B



PRECINCT URBAN PLANNING

Phone: (07) 4632 2535
 Fax: (07) 4632 4465
 Postal: PO Box 3038
 TOOWOOMBA QLD 4350

Project Info:
Material Change of Use – Short Term Accommodation
 Client:
Nell Cameron

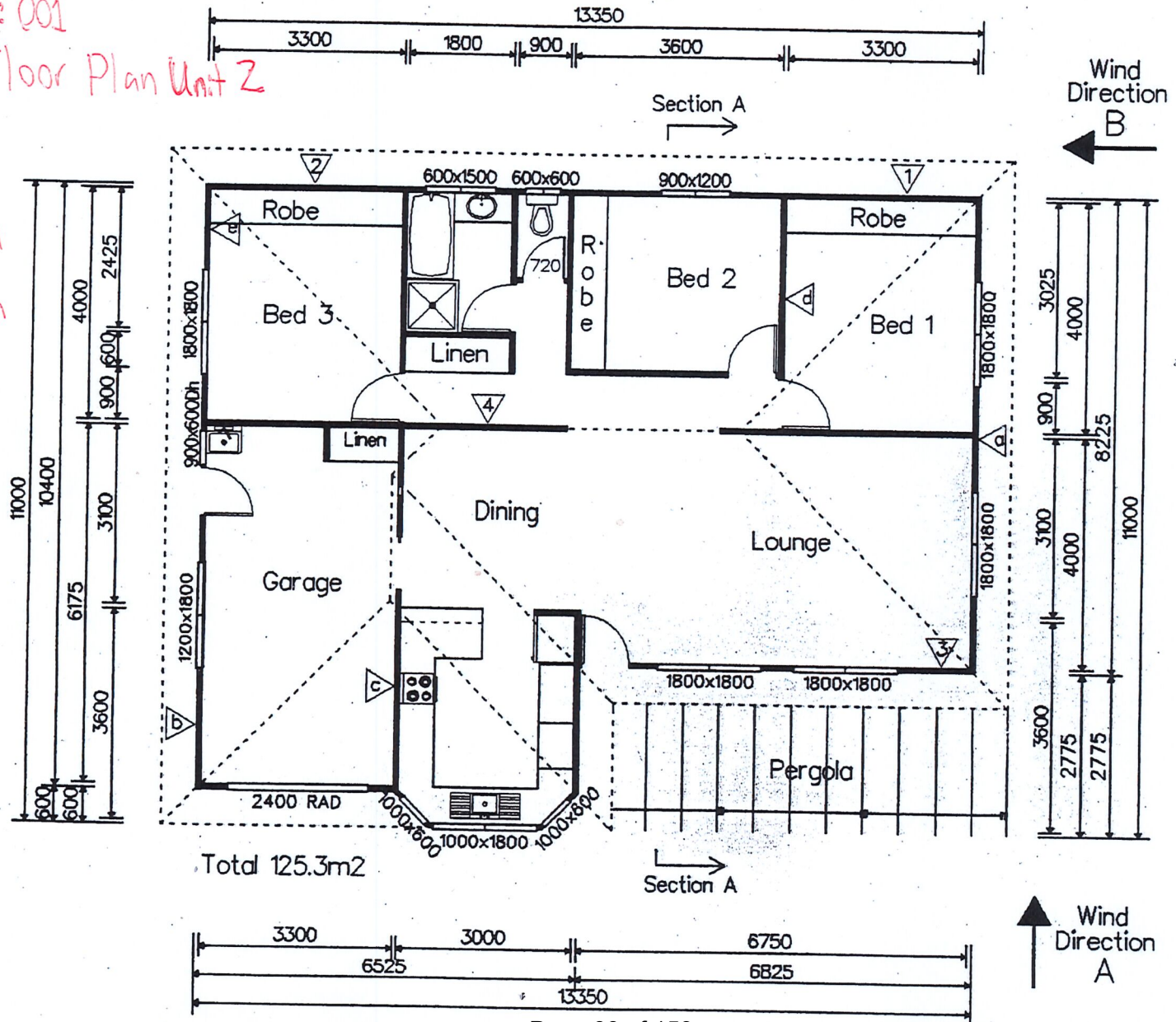
Project Address:
Units 2 and 3 / 56 Bunya Street, Dalby
 Lot on Plan:
Lots 0, 2 and 3 on GTP100450

Sheet Name:
Site Plan
 Project No. 2022-418 Sheet No. 1 Rev No. A

Unit 2

Plan No: 001
Title: Floor Plan Unit 2

Amended in Red
by Council on
20/02/23



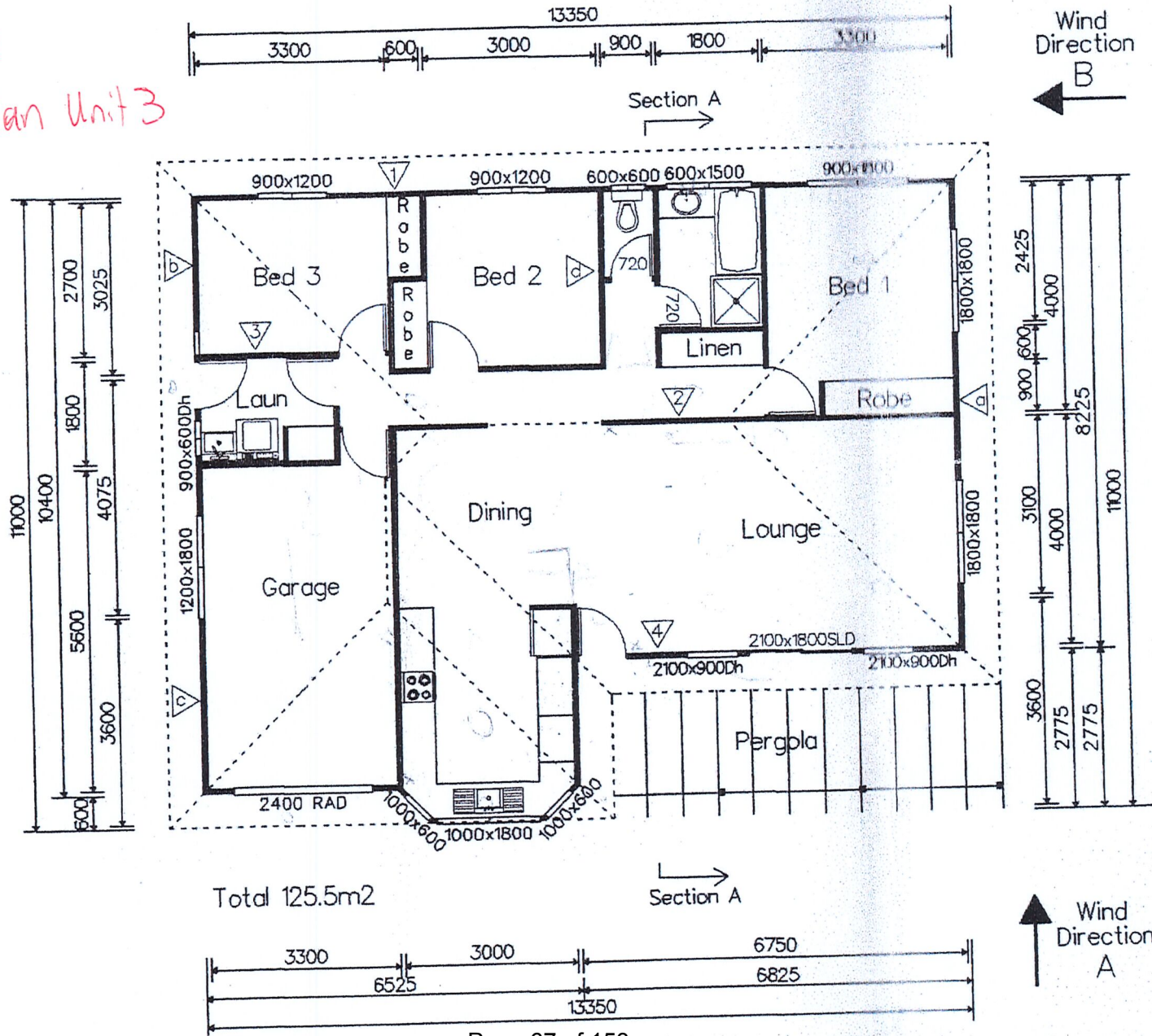
Total 125.3m²

Unit 3

Plan No: 002

Title: Floor Plan Unit 3

Amended in Red
by Council on
20/02/23



INFRASTRUCTURE CHARGES NOTICE

APPLICANT:	Walman Pty Ltd Limited atf Robin Cameron Family Trust
APPROVED DEVELOPMENT:	Material Change of Use to establish Short-term Accommodation on land situated at 56 Bunya Street, Dalby
FILE REFS:	030.2022.686.001, A834, A836, A837 & LG 7.6.1
AMOUNT OF THE CHARGE:	Nil
LAND TO WHICH CHARGE APPLIES:	Lots 0, 2 and 3 on GTP100450
PAYABLE TO:	Western Downs Regional Council
WHEN PAYABLE:	Prior to commencement of the use

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

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Material Change of Use to establish Short-term Accommodation Accommodation (short-term) 3 or more bedroom Dwelling Unit	\$12,600.00 per Dwelling Unit (water, sewer, stormwater, transport and parks networks)	Table 3.3.3, Col 2, Charge Area A	2 Dwelling Units	\$25,200.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Credit for existing Multiple Dwelling (two 3 bedroom Dwellings)	\$25,200.00 per existing dwelling unit (water, sewer, stormwater, transport and parks networks)	3.4(1)(e)(ii)	2 Dwelling Units	\$50,400.00
			TOTAL CHARGE	Nil

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

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

APPEALING DECISION

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

Title Executive Services Chief Executive Officer Report February 2023

Date 3 March 2023

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 2023.

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.

Background Information

Nil

Report

The below lists the meetings, delegations and forums attended by the Chief Executive Officer during the month of February 2023:

ACEO Daniel Fletcher

Date	Who/Where	Details
1 February 2023	<ul style="list-style-type: none"> • Meeting with Department of State Development, Infrastructure, Local Government and Planning - Local Economic Opportunities 	Brisbane
	<ul style="list-style-type: none"> • Toowoomba Surat Basin Enterprise Energy CEO Catch up 	Brisbane
2 February 2023	<ul style="list-style-type: none"> • Meeting with Office of Rural and Regional Queensland 	Toowoomba Dalby
	<ul style="list-style-type: none"> • Meeting with Queensland Music Festivals 	
8 February 2023	<ul style="list-style-type: none"> • Development Assessment Panel Meeting 	Dalby Phone
	<ul style="list-style-type: none"> • RAI Podcast Interview 	
9 February 2023	<ul style="list-style-type: none"> • Meeting with Toowoomba Surat Basin Enterprise 	Dalby

	<ul style="list-style-type: none"> • Meeting with Arrow • 	Dalby
13 February 2023	<ul style="list-style-type: none"> • Meeting with Prime Ministers Senior Policy Advisors • Meeting with Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories • Meeting with Hon David Littleproud MP, Leader of the Nationals • Meeting with Hon Madeleine King MP, Minister for Resources 	Canberra Canberra Canberra Canberra

CEO Jodie Taylor

Date	Who/Where	Details
14 February 2023	<ul style="list-style-type: none"> • Local Disaster Management Group Meeting • Fire briefing to Councillors 	Dalby Teleconference
15 February 2023	<ul style="list-style-type: none"> • Ordinary Meeting of Council • Meeting with Queensland Reconstruction Authority 	Dalby Teleconference
16 February 2023	<ul style="list-style-type: none"> • Extra-ordinary Dalby District Disaster Management Group Meeting • Extraordinary Local Disaster Management Group Meeting • Fire briefing to Councillors 	Dalby Dalby Teleconference
17 February 2023	<ul style="list-style-type: none"> • Extra-ordinary Dalby District Disaster Management Group Meeting • Extraordinary Local Disaster Management Group Meeting • Discussion with Southern Cross Care 	Dalby Dalby Teleconference
22 February 2023	<ul style="list-style-type: none"> • Councillor Budget Workshop • Development Assessment Panel Meeting • 	Chinchilla Chinchilla
23 February 2023	<ul style="list-style-type: none"> • Darling Downs South West CEO Forum 	St George
24 February 2023	<ul style="list-style-type: none"> • Darling Downs South West CEO Forum 	St George
27 February 2023	<ul style="list-style-type: none"> • Councillor Budget Workshop • Councillor Information Session - Land Valuation • Development Assessment Panel Meeting • Tech One Project Executive Committee Meeting 	Dalby Dalby Dalby Teleconference
28 February 2023	<ul style="list-style-type: none"> • Meeting with McCullough Robertson 	Teleconference

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The foregoing represents activities undertaken by the Chief Executive Officer during the month of February 2023.

Attachments

Nil.

Authored by: A. Lyell, Executive Services Administration Officer

Title Executive Services Report Outstanding Actions February 2023

Date 3 March 2023

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 15 February 2023

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.

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 15 February 2023.

1. Outstanding Council Meeting Action List (As at 15 February 2023)

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
19/01/2022	Corporate Services Report Land Disposal Part Lot 9 SP254412 Carmichael Street Chinchilla Ison Haulage	AD6.6.2	That this report be received and that Council; <ol style="list-style-type: none"> 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. 2. offer the new lot/s for sale by auction or tender, pursuant to the <i>Local Government Regulation 2012</i>. 	Corporate Services
CARRIED				

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
13/04/2022	Corporate Services Confidential Report Dalby Aerodrome Proposed Lease to Helismart	AD6.6.2	<p>That this report be received, and Council resolves to;</p> <ol style="list-style-type: none"> 1. Apply the exceptions contained within section 236(1)(c)(iii) of the <i>Local Government Regulation 2012</i> (Qld) to the proposed lease; 2. Offer Helismart Pty Ltd a ten-year lease over a portion of land at the Dalby Aerodrome, as depicted in the proposed lease sketch in this Report, on the terms as set out in this Report; and 3. Delegate authority to the CEO to negotiate and sign all documents necessary to: <ol style="list-style-type: none"> a) Effect the surrender of the agricultural leased area known as Lease K, and the boundary realignment and resurvey of the agricultural leased area known as Lease H, at the Dalby Aerodrome; b) Survey the area known as Lease K to accommodate Helismart Pty Ltd's proposed leased area and to allow for future leased areas; and c) Provide a lease for a new surveyed area with Helismart Pty Ltd for approval by council. <p style="text-align: right;">CARRIED</p>	Corporate Services
21/09/2022	Executive Services Confidential Report Miles Historical Village Lease	AD6.6.2	<p>That this report be received, and Council resolves to:</p> <ol style="list-style-type: none"> 1. apply the exceptions contained in the <i>Local Government Regulation 2012</i> (Qld), section 236(1)(b)(ii), (2) and (4), and 2. enter into a lease with the Miles and District Historical Society Inc for part of Lot 116 on SP195996 Murilla Street, Miles, and 3. delegate authority to the Chief Executive Officer to negotiate and sign all documents necessary to finalise the lease with the Miles and District Historical Society Inc. <p style="text-align: right;">CARRIED</p>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
26/10/2022	Infrastructure Services Report Miles Effluent Disposal Options	AD6.6.2	That this Report be received and that Council; 1. Proceed with the repair of the Miles effluent irrigation system and allocate an additional \$150,000 as part of the mid-year budget review. CARRIED	Infrastructure Services
15/02/2023	Corporate Services Report Land Development to Extend the Leasing Area at Dalby Aerodrome	AD6.6.2	This report be received and noted and a meeting between Executive and Council be held to discuss this report, prior to any further reports on this matter being brought to council. CARRIED	Corporate Services

Consultation (Internal/External)

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

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: A. Lyell, Executive Services Administration Officer

Title	Corporate Services Report Auction Results Sale of Land for Rates Arrears 2022 and Proposed Process for 2023
Date	21 February 2023
Responsible Manager	T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with the results of the sale of land for rates arrears process for 2022, which concluded with a public auction conducted 4 November 2022. A write-off of uncollected rates will be required for one property. Support is also sought for the 2023 process, with one property currently identified for this process also requiring a write-off of uncollected rates and charges as the property is unable to be sold.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

There are no personal interests nor conflicts of interests associated with this report.

Officer's Recommendation

That Council resolves to:

- (1) write-off the remaining balance of \$339,778.50 for rating assessment number 20320; and
- (2) write-off the balance of \$4,577.41 (plus any additional interest accrued from 21 February to date of Council decision) for rating assessment number 8274.

Background Information

Council resolved at its meeting of 18 May 2022, to proceed in accordance with Section 140 of the *Local Government Regulation 2012*, to issue Notices of Intention to Sell with respect to thirty-two properties contained in the Schedule attached to that Report. Refer to Attachment 1 - ("Properties Proposed for Sale of Rates Arrears").

Report

A public auction was conducted on 4 November 2022 for those properties where payment in full had not been received by the time of the auction. Council's terms and conditions for the sale of land auction required a ten per cent deposit with settlement by 5 December 2022.

Of the thirty-two (32) properties listed in the original schedule, twenty-one (21) of the properties where:

- (1) sold by the registered owner of their own volition with the outstanding rates and charges being paid on settlement (one property);
- (2) sold under section 144 of the *Local Government Regulation 2012* (property unsold from 2021 sale of land process and offered for sale by negotiation) (one property);
- (3) the rate payer paid the outstanding rates and charges (ten properties); or
- (4) the registered mortgagor paid the outstanding rates and charges (nine properties).

The remaining eleven properties were offered for sale at the auction. Eight of the properties offered for sale successfully reached the established reserve price and were sold to the highest bidders.

Three properties failed to reach the established reserve price, however, all were subsequently sold by negotiation. One of these properties did not proceed to settlement and will be advertised for sale by negotiation later this year (rating assessment number 8316).

One of the properties sold at auction did not achieve a sale price sufficient to cover the arrears outstanding on the property. Rating assessment number 20320 was a former workers camp with \$361,272.38 outstanding in total rates and charges. In addition, Council costs of \$768.73 and land tax of \$66,435.45 were incurred to clear the land to progress to sale. The property failed to receive a bid to meet the reserve and was sold by negotiation for \$90,000. This has resulted in a rates balance of \$339,778.50 to be written off, as this will not be recovered from sale proceeds. At 30 June 2022, Council held a provision of \$234,079.86 for this assessment, which will off-set the write-off.

It is proposed that another sale of land for rates arrears auction be conducted in November 2023, with a further report to be presented to Council in May 2023 detailing the properties identified to be included in this process. A preliminary review of properties that may be included in this process has been conducted and identified one property where General Counsel has advised sale of land is not possible and that the outstanding rates be written-off. The previous occupiers (and ratepayers), being the Wandoan Golf Club Incorporated; were trustees of the State reserve land. The club was wound up and Department of Resources appointed Council as trustee of the land. The purpose of the land also changed, and it now forms part of the stock route. There is \$4,577.41 currently owing for this assessment.

Consultation (Internal/External)

Consultation occurred internally with Revenue Staff, Chief Financial Officer, Chief Executive Officer, and General Counsel.

Legal/Policy Implications (Justification if applicable)

The *Local Government Regulation 2012* outlines the legislative powers available to local governments selling or acquiring land for overdue rates and/or charges. The expense incurred by Council in this regard will be passed onto the debt outstanding on the land and recovered accordingly. Council utilised the services of its internal Legal Services Team in relation to contract management and settlement to minimise these expenses.

In addition, the *Local Government Legislation Amendment Regulation (No. 1) 2020* has removed the restrictions imposed on a local government when selling land for overdue rates. These changes include the following:

- (1) removing the restriction in Section 143 of the regulations that a local government can only negotiate with the highest bidder at the auction and that the price must be more than the highest bid;
- (2) removing the requirement that the land is deemed to have been sold to the local government if the land does not sell at the auction or following any subsequent negotiations for sale;
- (3) provides that if the land fails to sell at auction or by private contract within twelve months after the local government gives the notice of intention to sell, the sale of land process must end; and
- (4) provides that the local government may commence fresh procedures to sell the same land at any time after the previous procedures have ended.

Budget/Financial Implications

Properties included in the original schedule presented to Council in May, comprised approximately twenty-one (21) per cent (or \$627,540.97) of arrears at that time, with half of this being recovered from the sale of land for rates arrears process (including auction sales).

The write-off of arrears for rating assessment number 20320 will reduce rates income by \$105,698,64 (\$339,778.50 less \$234,079.86 already provided for).

The write-off of arrears for rating assessment number 8274 will reduce rates income by approximately \$4,607.41 (\$4,577.41 plus estimated interest of \$30.00).

Human Rights Considerations

There are no human rights implications associated with this report.

Conclusion

The sale of land for rates arrears process for 2022 has been finalised. The outcome reflects a well-attended and extremely competitive auction. It is recommended that Council continue to utilise the services of Legal Services Team in relation to contract management for the 2023 process.

The write-off of the uncollectable amounts for assessment numbers 20320 and 8274 will reduce Council's outstanding rates and charges.

Attachments

1. Properties Proposed for Sale of Rates Arrears (from Council Report 18 May 2022)
2. Results of Sale conducted 4 November 2022
3. Sale of Land Auction 2022 maps

Authored by: T.Skillington, CHIEF FINANCIAL OFFICER

Sale of Land as at 16 April 2022 - Report to Council					
Assessment Number	Column1 Property Address	Column2 Title Details	Column3 Rates Balance	Column4 Water Balance	Column5 Total Outstanding
3238	62 Owen Street East DALBY QLD 4405	LOT 62 SP 158954	\$ 11,190.03	\$ 5,080.02	\$ 16,270.05
6540	45 Hurse Street CHINCHILLA QLD 4413	LOT 32-33 SP 209313	\$ 26,235.82	\$ -	\$ 26,235.82
7710	18 Daisy Street MILES QLD 4415	LOT 2 SP 191479	\$ 8,345.70	\$ -	\$ 8,345.70
7779	16 Acacia Drive MILES QLD 4415	LOT 23 SP 263801	\$ 9,185.83	\$ -	\$ 9,185.83
7877	Unit 1 104-106 Windmill Road CHINCHILLA QLD 4413	LOT 1 ST 271313	\$ 11,340.46	\$ 428.90	\$ 11,769.36
7878	Unit 2 104-106 Windmill Road CHINCHILLA QLD 4413	LOT 2 ST 271313	\$ 11,275.24	\$ 677.26	\$ 11,952.50
8316	5 Foster Street CONDAMINE QLD 4416	LOT 301 C 441	\$ 3,097.83	\$ -	\$ 3,097.83
12694	Treasure Road WIEAMBILLA QLD 4413	LOT 8 RP 138757	\$ 3,755.76	\$ -	\$ 3,755.76
20248	8 Killarney Street DULACCA QLD 4425	LOT 21 RP 18065	\$ 6,751.09	\$ -	\$ 6,751.09
20565	63 Edith Street MILES QLD 4415	LOT 16 M 20844	\$ 10,468.72	\$ -	\$ 10,468.72
20749	46A Eleanor Street MILES QLD 4415	LOT 1 SP 191480	\$ 9,888.21	\$ -	\$ 9,888.21
20793	20 Daisy Street MILES QLD 4415	LOT 1 SP 191479	\$ 9,888.21	\$ 38.64	\$ 9,926.85
20861	19 Dawson Street MILES QLD 4415	LOT 19 M 20819	\$ 9,785.11	\$ -	\$ 9,785.11
20865	18 Lynagh Street MILES QLD 4415	LOT 1 RP 103822	\$ 9,991.21	\$ -	\$ 9,991.21
20907	18 McNulty Street MILES QLD 4415	LOT 1 RP 73408	\$ 12,747.75	\$ 8,131.89	\$ 20,879.64
21921	22 Wilson Street CONDAMINE QLD 4416	LOT 10 SP 177456	\$ 6,817.52	\$ 52.88	\$ 6,870.40
21922	24 Wilson Street CONDAMINE QLD 4416	LOT 9 SP 177456	\$ 6,815.76	\$ -	\$ 6,815.76
21923	26 Wilson Street CONDAMINE QLD 4416	LOT 8 SP 177456	\$ 6,817.53	\$ 67.11	\$ 6,884.64
30184	Maude Street MEANDARRA QLD 4422	LOT 6 M 63415	\$ 8,635.97	\$ -	\$ 8,635.97
30530	31 Binnie Street TARA QLD 4421	LOT 716 T 5642	\$ 12,042.34	\$ 2,586.16	\$ 14,628.50
31116	Timothy Road KOGAN QLD 4405	LOT 48 DY 258	\$ 3,248.52	\$ -	\$ 3,248.52
31909	112 Lewington Road WERANGA QLD 4405	LOT 99 RP 182450	\$ 6,212.12	\$ -	\$ 6,212.12
32115	296 Community Lane GORANBA QLD 4421	LOT 11 RP 184074	\$ 4,380.41	\$ -	\$ 4,380.41
32339	4615 Chinchilla-Tara Road TARA QLD 4421	LOT 6 RP 181365	\$ 9,984.22	\$ -	\$ 9,984.22
32818	73 Bisley Road TARA QLD 4421	LOT 30 RP 185300	\$ 6,958.31	\$ -	\$ 6,958.31
33100	Orchard Road TARA QLD 4421	LOT 233 RP 186269	\$ 3,948.95	\$ -	\$ 3,948.95
33485	Myra Drive TARA QLD 4421	LOT 87 RP 185319	\$ 4,150.78	\$ -	\$ 4,150.78
44067	Warrego Highway MACALISTER QLD 4406	LOT 77 M 606	\$ 3,802.54	\$ -	\$ 3,802.54
20320	90-96 Murilla Street MILES QLD 4405	LOT 2 RP 197995, LOT 11;15 M 20813, LOT 15-16 BWR 819	\$ 324,186.32	\$ 16,690.08	\$ 340,876.40
1915	16 Bagot Street DALBY QLD 4405	LOT 1 RP 139668	\$ 13,401.86	\$ 4,550.81	\$ 17,952.67
33642	Harwoods Road GORANBA QLD 4421	LOT 124 RP 184397	\$ 5,527.64	\$ -	\$ 5,527.64
40887	10 Robinson Street WARRA QLD 4411	LOT 506-507 W 2691	\$ 7,754.93	\$ 604.53	\$ 8,359.46
					\$ 627,540.97

Assessment Number	Property Address	Title Details	Current Valuation	Lax Tax Clearance	Valuation Costs	Advertising Costs	Rates 27.10.22	Water 27.10.2022	Total Rates & Charges 27.10.22	Total Rates Charges & Expenses	Total Rates Charges & Expenses 04.11.22	Auction Result
8316	5 Foster Street CONDRAMINE QLD 4416	LOT 301 C 441	\$ 11,600.00	\$ -	\$ 400.00	\$ 368.73	\$ 3,167.28	\$ -	\$ 3,167.28	\$ 3,936.01	\$ 3,941.69	\$ 25,000.00
12694	Treasure Road WIEAMBILLA QLD 4413	LOT 8 RP 138757	\$ 33,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 4,289.70	\$ -	\$ 4,289.70	\$ 5,058.43	\$ 5,119.28	\$ 67,000.00
20320	90-96 Murilla Street MILES QLD 4405	LOT 2 RP 197995, LOT 11;15 M 20813, LOT 15-16 BWR 819	\$ 195,000.00	\$ 66,435.45	\$ 400.00	\$ 368.73	\$ 343,785.88	\$ 17,486.50	\$ 361,272.38	\$ 428,476.56	\$ 429,115.86	\$ 90,000.00
20907	18 McNulty Street MILES QLD 4415	LOT 1 RP 73408	\$ 15,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 14,624.66	\$ 8,516.95	\$ 23,141.61	\$ 23,910.34	\$ 23,949.63	\$ 25,000.00
30184	Maude Street MEANDARRA QLD 4422	LOT 6 M 63415	\$ 8,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 9,782.48	\$ -	\$ 9,782.48	\$ 10,551.21	\$ 10,706.87	\$ 16,000.00
31116	Timothy Road KOGAN QLD 4405	LOT 48 DY 258	\$ 7,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 3,843.39	\$ -	\$ 3,843.39	\$ 4,612.12	\$ 4,618.94	\$ 11,000.00
31909	112 Lewington Road WERANGA QLD 4405	LOT 99 RP 182450	\$ 20,500.00	\$ -	\$ 400.00	\$ 368.73	\$ 7,159.53	\$ -	\$ 7,159.53	\$ 7,928.26	\$ 7,939.71	\$ 61,000.00
32115	296 Community Lane GORANBA QLD 4421	LOT 11 RP 184074	\$ 21,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 5,037.01	\$ -	\$ 5,037.01	\$ 5,805.74	\$ 5,813.42	\$ 46,000.00
32818	73 Bisley Road TARA QLD 4421	LOT 30 RP 185300	\$ 20,500.00	\$ -	\$ 400.00	\$ 368.73	\$ 8,000.23	\$ -	\$ 8,000.23	\$ 8,768.96	\$ 8,782.12	\$ 40,000.00
33485	Myra Drive TARA QLD 4421	LOT 87 RP 185319	\$ 20,500.00	\$ -	\$ 400.00	\$ 368.73	\$ 4,810.50	\$ -	\$ 4,810.50	\$ 5,579.23	\$ 5,586.68	\$ 50,000.00
33642	Harwoods Road GORANBA QLD 4421	LOT 124 RP 184397	\$ 19,000.00	\$ -	\$ 400.00	\$ 368.73	\$ 6,105.22	\$ -	\$ 6,105.22	\$ 6,873.95	\$ 6,883.93	\$ 39,000.00



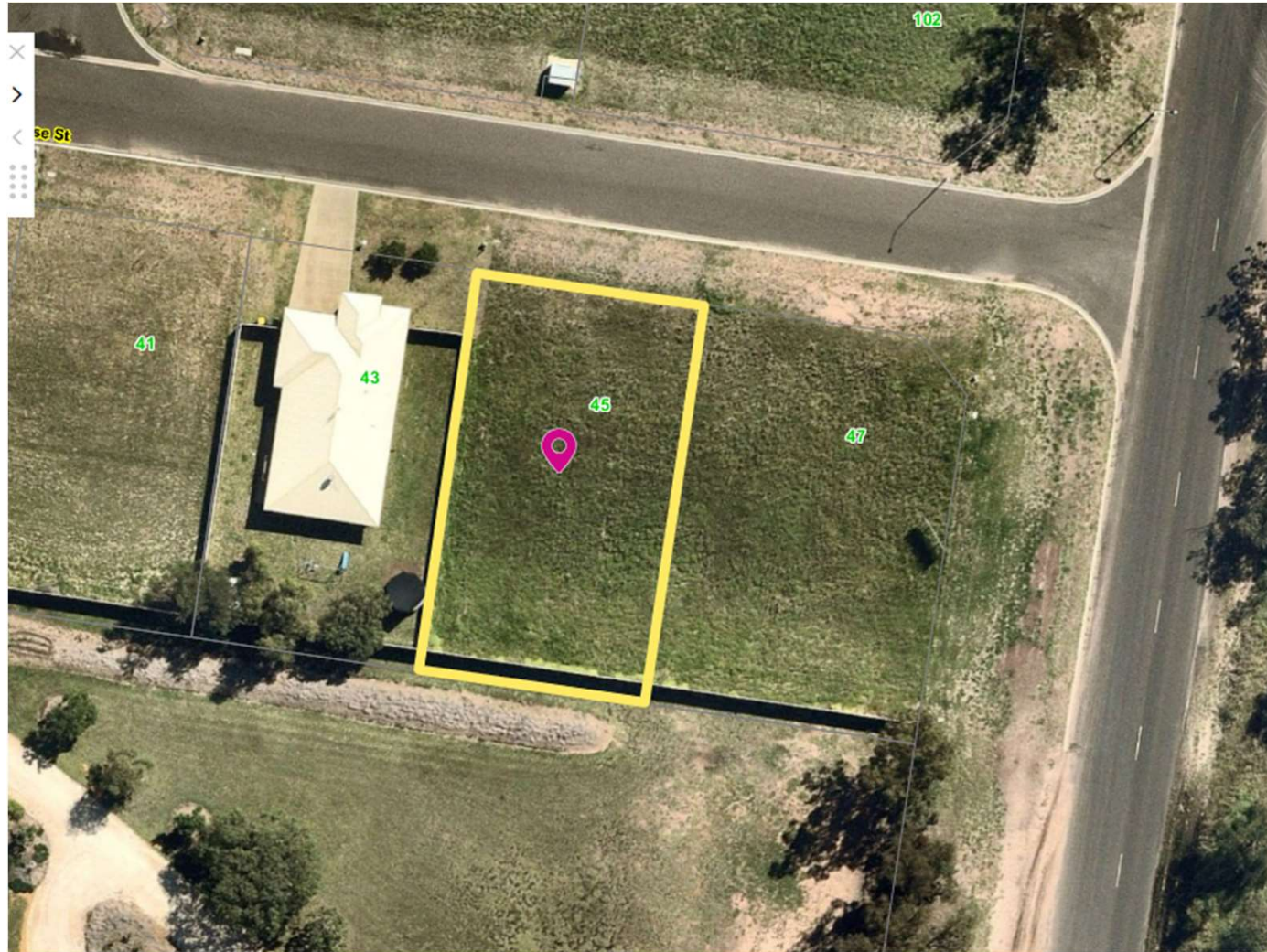
Sale of Land for Overdue Rates and Charges

Auction

4 November 2022

45 Hurse Street CHINCHILLA QLD 4413

Lot 32 SP209313 Land size 802m²



47 Hurse Street CHINCHILLA QLD 4413

Lot 33 SP209313 Land size 933 m²



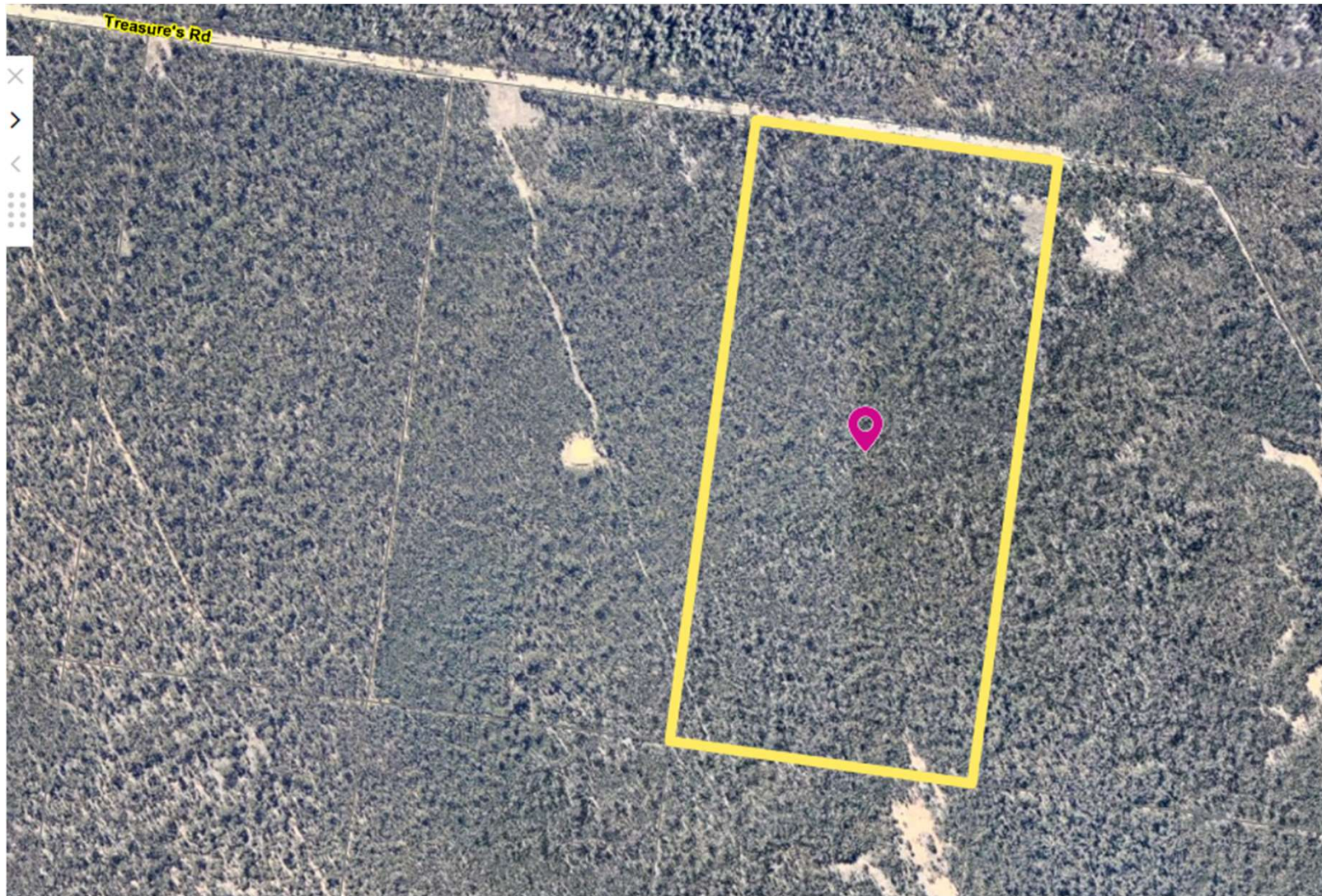
5 Foster Street CONDAMINE QLD 4416

Lot 301 C411 Land size 2428 m2



Lot 8 RP 138757, Treasure Road WIEAMBILLA QLD 4413

Land size 405,000 m²



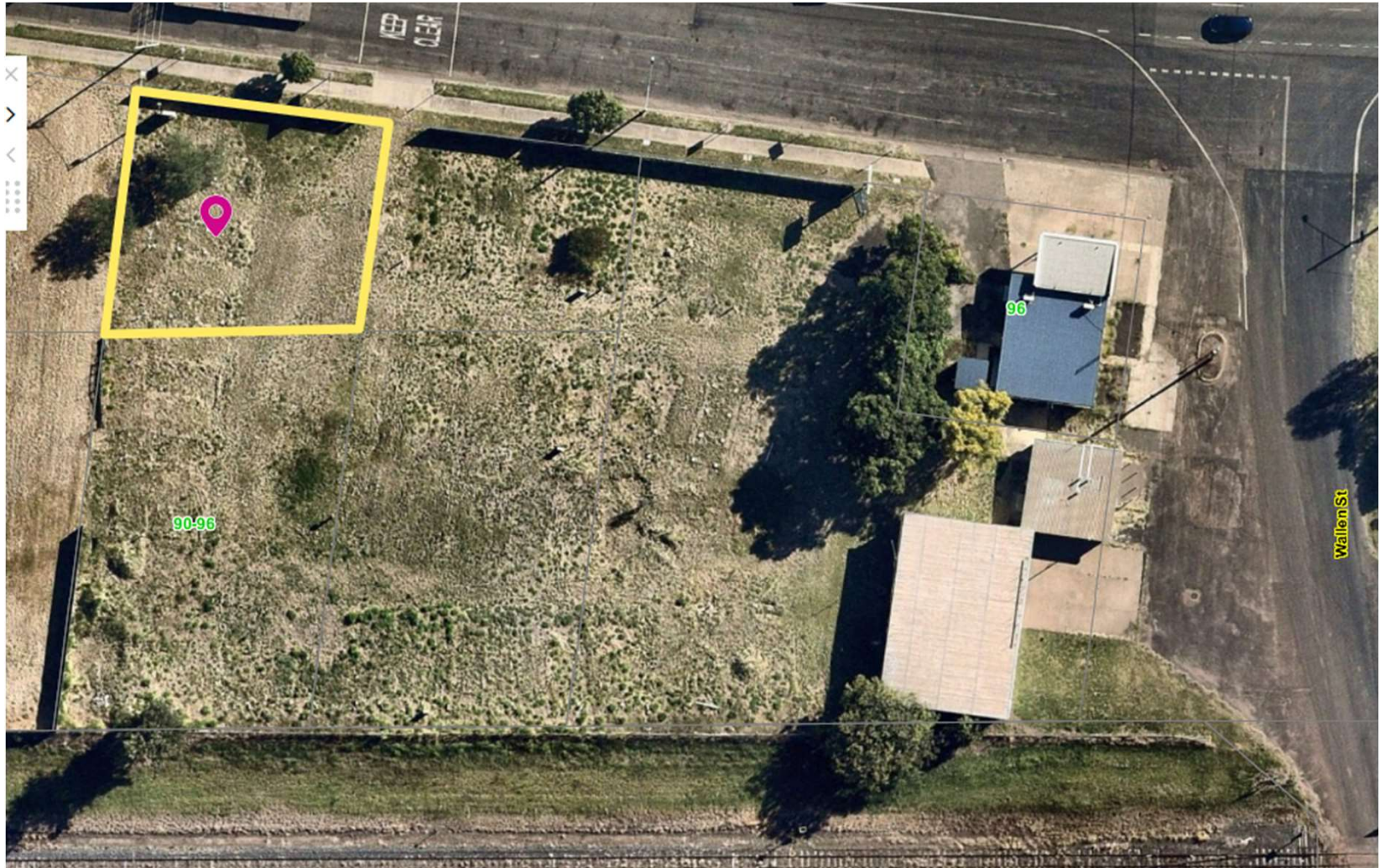
Lot 2 RP197995, Murilla Street MILES QLD 4415

Land size 2,209 m2



Lot 11 M20813, Murilla Street MILES QLD 4415

Land size 556 m2



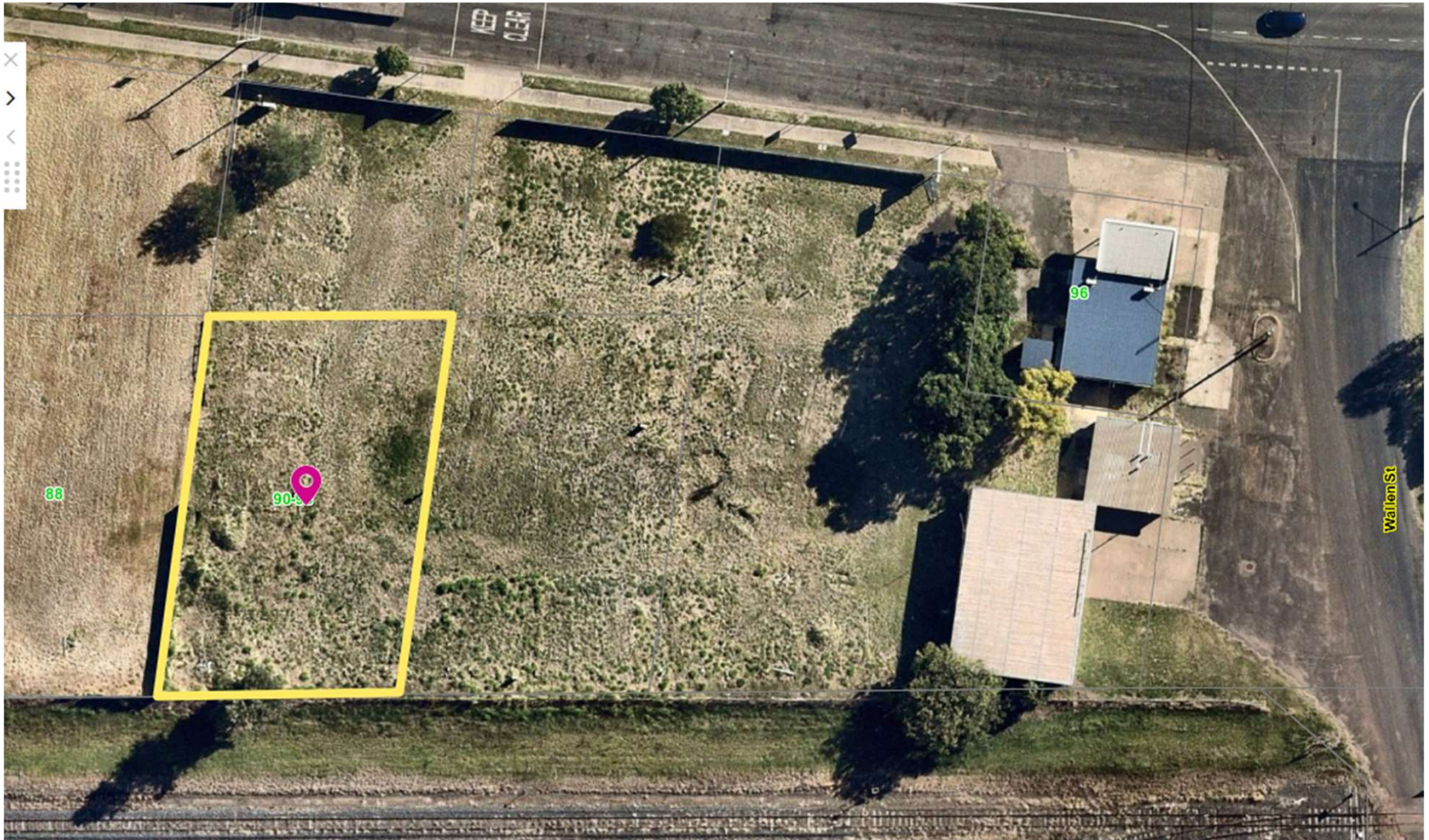
Lot 15 M20813, Murilla Street MILES QLD 4415

Land size 465 m²



90-96 Murilla Street MILES QLD 4415

Lot 15 BWR819 Land size 1,012 m²



Lot 16 BWR819, Murilla Street MILES QLD 4415

Land size 1,012 m2



18 McNulty Street MILES QLD 4415

Lot 1 RP73408 Land size 1,012 m2



Lot 6 M 63415, Maude Street MEANDARRA QLD 4422

Land size 809 m2



Lot 48 DY 258, Timothy Road KOGAN QLD 4405

Land size 4,047 m2



112 Lewington Road WERANGA QLD 4405

Lot 99 RP182450 Land size 120,000 m²



296 Community Lane GORANBA QLD 4421

Lot 11 RP184074 Land size 134,700 m2



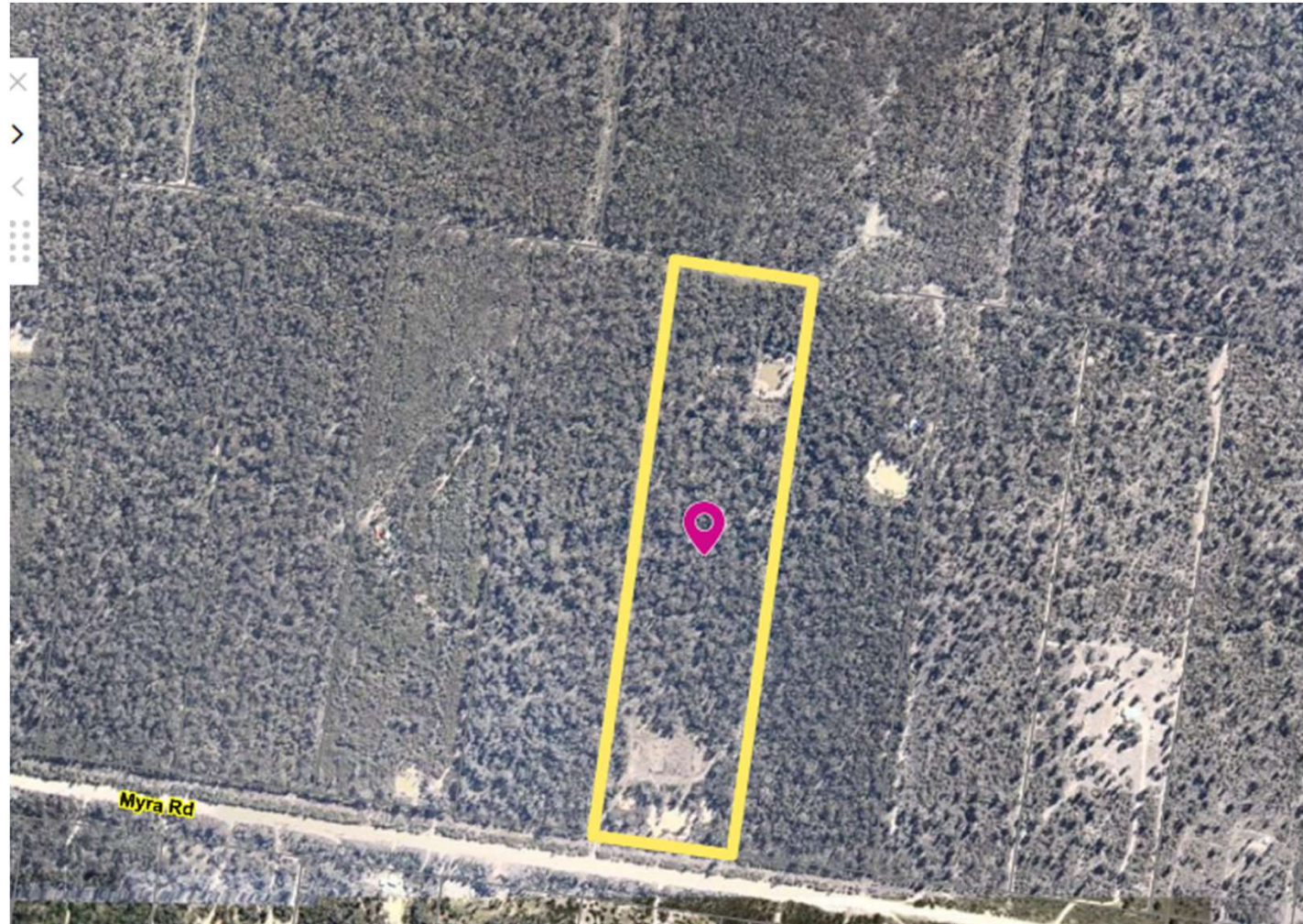
73 Bisley Road TARA QLD 4421

Lot 30 RP185300 Land size 120,000 m²



Lot 87 RP 185319, Myra Drive TARA QLD 4421

Land size 120,000 m²



Lot 124 RP 184397, Harwoods Road GORANBA QLD 4421

Land size 120,000 m2



Title **Corporate Services Draft Investment Policy and Draft Financial Management and Investment Strategy 2022-23**

Date 28 February 2023

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this report is to seek Council's support and endorsement of the attached draft policies which will enable Council to consider additional investment products for its cash balances.

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

There are no person interests nor conflicts of interest associated with this report.

Officer's Recommendation

That Council resolves to:

- (1) support the draft *Investment Policy - Council Policy* and draft *Financial Management and Investment Management Strategy 2022-2032* with the intention to adopt the documents subject to in-principle approval from the State Treasurer for approval to invest in Queensland Investment Corporation products outlined in this report; and
- (2) support the future investment in a mix of Queensland Investment Corporation products to a maximum of fifty (50) per cent of Council's available investment funds as outline in the *Investment Policy - Council Policy*.

Background Information

In early 2022 discussions commenced with the Queensland Treasury Corporation, State Treasury Department and Queensland Investment Corporation (QIC) on ways Council could achieve a higher return on its growing cash balances. Council currently holds Category 1 investment powers under part 6 of the *Statutory Bodies Financial Arrangements Act 1982* which restricts the investments products and terms which Council can invest in.

Council's current investment options are limited to those at call or with a term of less than one year with a financial institution, Queensland Investment Corporation Cash Fund, Queensland Treasury Corporation Cash Fund, or Queensland Treasury Corporation fixed rate deposits (up to twelve months). Council currently uses National Australia Bank term deposits and Queensland Treasury Corporation Cash Fund to achieve the best possible returns on its funds.

Report

The Western Downs Regional Council has demonstrated good financial management practices which has resulted in growing cash balances (total cash and investments as of 28 February 2023 of \$261,864,808, with the unrestricted component of this being \$211,507,766).

This represents 16.59 months of operating expenses, including depreciation, in which Council could sustain itself without receiving any forms of income. This position well exceeds Council's target of four months. Council has also been debt free since 2019, with its ten-year financial forecast reflecting there is no intention of

borrowing for the next ten years (adopted at Special Meeting of Council ADOPT 2022-23 Budget on 22 June 2022).

Council wants to invest some of its accumulated cash to create a Growth Fund which will be invested in investment funds offering a higher income stream than is currently achieved by investments within Council's Category 1 investment powers. This income stream will be utilised to fund projects that improve and maintain the liveability of the region, including intergenerational and income generating projects. The principal funds will be preserved to fund planned major upgrade projects and trunk infrastructure. The Growth Fund will also build resilience against expected events (the eventual depletion of the resources sector, fluctuations in the agricultural sector) and unforeseen events, such as natural disasters (floods and bushfires) which unfortunately have a regular impact on the region.

Council is seeking specific approval from the State Treasurer to invest in investment funds outside of its Category 1 powers. Specifically, QIC Short Term Income Fund (for up to three years) and QIC Long-term Diversified Fund (for up to five years). The Department of State Development, Infrastructure Local Government and Planning has been assisting with this request.

There is a greater risk of volatility of returns from these investment funds, however the longer-term nature of the proposed investments will mitigate against this risk. Council's current *Financial Investment Policy* does not cover these proposed investment funds. This report is to seek Council's support of two new documents to support a change in investment options, namely:

- (1) DRAFT *Investment Policy - Council Policy* - this document is to outline Council's policy regarding the investment of surplus funds with the objective to maximise earnings in accordance with its adopted risk appetite.
- (2) DRAFT *Financial Management and Investment Management Strategy 2022-2023* - this document has five key principles:
 - (a) create a Growth Fund from cash reserves to improve the liveability of the region and ensure sufficient funds are held for planned major upgrades and truck infrastructure;
 - (b) achieve financial sustainability on a long-term basis;
 - (c) achieve the highest possible return on cash reserves, after understanding investment risks and ensuring Council's liquidity is maintained;
 - (d) restrict Council from entering into external borrowings; and
 - (e) allow Council to approve internal borrowings from the Growth Fund for projects that are intergenerational or are income generating

Initially, Council is seeking 'in principle' support from Treasury and the endorsement of these documents from Council will assist in obtaining this. Prior to obtaining formal Treasurer approval, Council will also need to specify the amounts to be invested in each Queensland Investment Corporation fund. This will be subject to a further Council report once there is a very high degree of confidence that an approval will be granted and based on the investment advice from Queensland Investment Corporation at the time.

Consultation (Internal/External)

Internal consultation has occurred with the Executive Leadership Team, and Chief Financial Officer. Consultation has also occurred with the following external parties; Under Treasurer, State Treasury; Director-General, Department of State Development, Infrastructure Local Government and Planning; Acting Director-General, Department of State Development, Infrastructure Local Government and Planning; Executive Director (Finance, Performance and Programs) Local Government Division, Department of State Development, Infrastructure, Local Government and Planning, Queensland Treasury Corporation, and Queensland Investment Corporation.

Legal/Policy Implications (Justification if applicable)

Council will be required to adopt a new *Investment Policy - Council Policy* to ensure the governance and oversight of the higher investment powers are adequately managed. To supplement this policy, it is also proposed to adopt a new *Financial Management and Investment Strategy 2022-2032* to more clearly define Council's plans for the management and investment of its financial capital for the next ten years.

Budget/Financial Implications

It is expected there will be a positive impact on Council's operating budget over the long term with the higher investment returns that would be achieved with the proposed investments. The financial implications will be further presented to Council prior to Council committing to invest in any of the proposed investment types.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) 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 has the opportunity to achieve a higher return on its cash balances however requires State Treasurer approval to invest in investment funds offering a higher return. To facilitate the request, Council needs to endorse two new documents Draft *Investment Policy - Council Policy* and *Draft Financial Management and Investment Strategy 2022-2032* which govern the management of its proposed investment funds.

Attachments

1. DRAFT Investment Policy - Council Policy
2. DRAFT Financial Management and Investment Management Strategy 2022-2032

Authored by: T.Skillington, CHIEF FINANCIAL OFFICER

Investment Policy - Council Policy

Effective Date	<i>XX XXXX 2023</i>
Policy Owner	<i>Chief Financial Officer</i>
Link to Corporate Plan	<i>Sustainable Organisation</i>
Review Date	<i>30 June 2024</i>
Related Legislation	<i>Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2019 Local Government Act 2009 Local Government Regulation 2012</i>
Related Documents	<i>Financial Management Strategy 2022-23</i>



Policy Version	Approval Date	Adopted/Approved
1		Council Policy

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***



1. PURPOSE

The purpose of this policy is to outline Council's investment policy regarding the investment of surplus funds, with the objective to maximise earnings in accordance with its adopted risk appetite.

2. SCOPE

For this Policy, investments are defined as arrangements that are undertaken or acquired with the expectation of achieving a financial return through interest, profit, or capital growth. This policy applies to the investment of all surplus funds held by Council and undertaken in accordance with the *Statutory Bodies Financial Arrangements Act 1982*.

3. POLICY

3.1 Policy Statement

Western Downs Regional Council (Council) has been granted authority to exercise Category 1 investment power under Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* and Schedule 3 of the *Statutory Bodies Financial Arrangements Regulation 2019*.

Council has also sought approval from the State Treasurer (the Treasurer) to invest in investment products outside of its Category 1 power under Part 9 of the *Statutory Bodies Financial Arrangements Act 1982*.

The Treasurer may from time to time constrain the investing activities of statutory bodies by limitation, caveat, restriction, and/or other regulation. Where this occurs, this Policy will be reviewed and reissued to reflect such changes.

The activities of the investment officers or fund managers responsible for stewardship of Council's funds will be measured against the standards and objectives in this policy. This policy will be consistent with Council's *Financial Management and Investment Strategy 2022-2032*.

Activities which defy the spirit and intent of the Policy will be deemed contrary to this policy.

3.2 Authority

All investments under this policy are to be made in accordance with:

- (a) *Local Government Act 2009*
- (b) *Local Government Regulation 2012*
- (c) *Statutory Bodies Financial Arrangements Act 1982*
- (d) *Statutory Bodies Financial Arrangements Regulation 2019*

3.3 Ethics and conflicts of interest

Prudent person standard

The standard of prudence is to be used by investment officers when managing the overall portfolio. Investments will be managed with care, diligence, and skill that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are being reviewed and overseen regularly.

Investment officers are to manage the investment portfolios not for speculation but for investment in accordance with the spirit of this policy and Council's *Financial Management and Investment Strategy 2022-2032*. Investment officers are to avoid any transaction which might harm confidence in Council. They will consider the objectives of the policy when making an investment decision.

Ethics and conflicts of interest

Investment officers/employees shall refrain from personal activities which would conflict with the proper execution and management of Council's investment portfolio. This includes activities which would impair the investment officer's ability to make impartial decisions as outlined in the governance policies and practices outlined in the *Western Downs Regional Council Governance Framework*. This framework requires that employees and investment official disclose any conflict of interest or any investment positions which could be related to the investment portfolio.

3.4 Investment objectives

Council's overall objective is to invest its funds at the most advantageous rate of interest available to it at the time, for that investment type, and in a way that it considers most appropriate given the circumstances.



Council's priorities for investment activities are maintenance of liquidity, maximising return, and understanding risk.

(1) Maintenance of liquidity

Pursuant to section 31 of the *Statutory Bodies Financial Arrangements Act 1982*, Council maintains a bank account with an acceptable financial institution for its day-to-day operating transactions.

In addition to the balances held in its bank account for routine operating requirements, the investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to recall or sell an investment.

Other than term deposits, the investment products Council is empowered to invest in under its Category 1 investment powers and under its Specific Treasurer approvals, meet this liquidity requirement. Council will limit the amount of funds which can be invested in term deposits to ensure maintenance of liquidity as outlined in its *Financial Management and Investment Strategy 2022-2032*.

(2) Return on investments

The portfolio is expected to achieve a market average return and consider Council's risk tolerance, budget considerations, current interest rates, and the economic cycle.

Comparison of performance

The performance of managed funds held with either Queensland Treasury Corporation or Queensland Investment Corporation will be measured against the relevant funds defined performance criteria (for example, Queensland Investment Corporation Short-Term Income fund performance objective is to outperform Bloomberg AusBond Bank Bill Index by 1.5 per cent to 2.0 per cent).

(3) Understanding risk

Credit risk

Council will evaluate and assess credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issuer or guarantor. Council will minimise credit risk by only investing in approved institutions and only in investment types authorised under current legislation and/or as approved for Council by the Treasurer. The investment portfolio is to be diversified as outlined in its *Financial Management and Investment Strategy 2022-2032* to further mitigate this risk.

Interest rate risk

Council will seek to minimise the risk of a change in the market value of the portfolio because of a change in interest rates. This risk will be mitigated by ensuring the portfolio is managed in accordance the counter party limits defined in this policy (Section 3.6). This will avoid having to recall or sell investments prior to maturity or outside of their recommended (optimal) investment period.

3.5 Portfolio implementation

(1) Delegation of authority

Investments under Category 1 investment power under Part 6 of the Statutory Bodies Financial Arrangements Act 1982:

- (a) Authority for implementation of this policy is delegated by Council to the Chief Executive Officer in accordance with section 257 of the *Local Government Act 2009*.
- (b) Authority for the day-to-day management of these Council investments is to be delegated by the Chief Executive Officer to the Chief Financial Officer in accordance with section 259 of the *Local Government Act 2009*.
- (c) This authority is subject to regular reviews with the General Manager Corporate Services and Chief Executive Officer.

Investments outside of Category 1 investment power under Part 6 of the Statutory Bodies Financial Arrangements Act 1982 which are subject to specific approval from the Treasurer:

- (a) A Council resolution is required for the investment or withdrawal of funds from these investments. Authority for the implementation of the Council resolution and the subsequent management of these investments is delegated by Council to the Chief Executive Officer in accordance with section 257 of the *Local Government Act 2009*.

(2) Internal controls

The Chief Financial Officer shall establish internal controls and processes which will ensure investment objectives are met and that the investment portfolios are protected from loss, theft, or inappropriate use.

The established processes will include monthly reporting to Council as part of the Finance Report tabled at each ordinary meeting of Council. This policy will be reviewed annually during the preparation and adoption of Council's annual budget.

The internal controls will address:

- (a) control of collusion;
- (b) separation of transaction authority from accounting and record keeping;
- (c) confirmation requirements for settlement of securities;
- (d) compliance and oversight or investment parameters; and
- (e) reporting of breaches.

3.6 Investment parameters

(1) Investible funds

For the purposes of this policy, investible funds are the investment moneys available for investment at any one time and include the Council's bank balance. This may include moneys held by Council which is subject to internal or external restrictions (for example, unspent grant monies, developer contributions). This policy does not extend to moneys held on trust for third parties where those funds are subject to specific conditions.

The investible funds should meet the cash flow needs of Council which are agreed by Council after preparing Council's budget. Investible funds will be invested after cash flow requirements have been met and with consideration of the term applicable to ensure investments do not need to be broken to meet cash flow obligations or the cessation of internal or external restrictions.

The cost of direct investment management by Council will be assessed relative to the return generated. This will be compared with the costs for investing funds with Queensland Treasury Corporation's capital guaranteed cash fund.

(2) Authorised investments

Council may invest in the following investments which are prescribed by Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* for statutory bodies with Category 1 investment power, and must be at call or for a fixed term of not more than one year:

- (a) interest bearing deposits with a financial institution
- (b) investment arrangements accepted, guaranteed, or issued by or for the Commonwealth or a State or financial institution
- (c) Queensland Investment Corporation Cash Fund
- (d) Queensland Treasury Corporation Cash Fund

Investments which Council may invest in by way of Treasurer approval are limited to:

- (a) Queensland Investment Corporation Long-Term Diversified Fund
- (b) Queensland Investment Corporation Short-Term Income Fund

Council prohibits the use of investment arrangements outside of those listed above. All investments must be in Australian dollars.

(3) Counter party limits and credit requirements

Council will use the Standard and Poor (S&P) Global Ratings to determine a financial institution's credit rating. If any of the financial institutions in which Council invests are



downgraded below the credit ratings outlined below, or are placed on a negative credit watch, Council will divest the investment as soon as is practicable.

The following table shows the credit ratings and counterparty limits for Council. The percentage limits apply for the date of investment as a percentage of the market value of the portfolio.

Account Type	Standard and Poor Credit Rating	Maximum length of investment	Individual counterparty limit	Total limit
Day-to-day transactional banking	A+ (short-term rating)	At call	25%	100%
Savings account	A or better (short-term rating)	At call	25%	100%
Term Deposit	A or better (short-term rating)	Up to one year	25%	50%
Queensland Treasury Corporation Cash Fund	A (short-term rating)	At call	100%	100%
Queensland Investment Corporation Cash Fund	A (short-term rating)	At call	50%*	50%*
Queensland Investment Corporation Short-Term Income Fund	A (average long-term rating of investment portfolio)	Up to three years*		
Queensland Investment Corporation Long-Term Diversified Fund	A (average long-term rating of investment portfolio)	Up to five years*		

*Queensland Investment Corporation are at call products, however Council's length of investment under this policy is based on the time horizons to maximise returns but mitigate risks. Council's maximum investment with Queensland Investment Corporation will be fifty (50) per cent of its investment portfolio, which can be invested in a mix of the above investment products. The mix will be determined by resolution of Council

4. REVIEW

This policy, together with the *Debt Policy* and *Financial Management Policy*, will be reviewed annually at the time of budget adoption in line with the purpose and objectives of the *Financial Management and Investment Strategy 2022-2032*. Any revisions to the *Financial Management and Investment Strategy 2022-2032* outside of budget adoption may also prompt a review of this policy.

5. DEFINITIONS

Term	Definition
At call	An investment that can be redeemed and the monies invested can be returned to Council within twenty-four hours
Counterparty limit	The limit applicable to any one financial institution
Financial Institution	An authorised deposit taking institution within the meaning of the <i>Banking Act 1959 (Cwlth)</i> , Section 5
Investments	Arrangements that are undertaken or acquired for producing income
Market Value	Is the price at which an instrument can be purchased or sold in the current market

Financial Management and Investment Management Strategy 2022-2032



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DRAFT

Document Version Control

Document Version	Date	Description	Author
1	24/02/2023	Draft for Council Endorsement	I Skillington

Financial Management and Investment Management Strategy 2022-2032

1. PURPOSE

Section 104(1) of the Local Government Act 2009 states that to '*ensure it is financially sustainable, a local government must establish a system of financial management*'. Section 104(2) of the Local Government Act 2009 states '*a local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long term*'.

This strategy outlines Council's plans for the management and investment of its financial capital for the next ten years. Western Downs Regional Council's *Corporate Plan 2021- 2026* sets out Council's strategic priorities and outlines the success it is aspiring to achieve under each of these priority areas over the next five years. This strategy aligns with the strategic priority of Sustainable Organisation, namely:

- *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.*

This strategy also aligns with Council's risk appetite statement:

Council has a high appetite for initiative where that is a good understating of the risk, and there is confidence that the outcomes will lead to significant business improvements or service delivery.

2. PRINCIPLES

The principles of this strategy are to:

- (1) Create a Growth Fund from cash reserves to:
 - (a) improve the liveability of the region, by directing interest earned on the Growth Fund to projects which will improve the liveability of the region or reinvesting interest in the Growth Fund; and
 - (b) ensure sufficient principal funds are held for planned major upgrade projects and trunk infrastructure
- (2) Achieve financial sustainability on a long-term basis by ensuring:
 - (a) Council's operating revenue is sufficient to cover its operating expenses;
 - (b) Council can meet its cash flow obligations as and when they fall due;
 - (c) rates income is aligned to fund sustainable capital and operational spend; and
 - (d) constrained growth in operating expenses.
- (3) Achieve the highest possible return on cash reserves, after understanding investment risks, and Council's liquidity is maintained.
- (4) Restrict Council from entering into external borrowings.
- (5) Allow Council to approve internal borrowings from the Growth Fund for projects which are intergenerational or are income generating.

The following key financial policies which are adopted as part of Council's annual budget will be developed in alignment with this strategy:

- (1) *Investment Policy - Council Policy;* and
- (2) *Debt Policy – Council Policy;* and
- (3) Financial Management Strategy 2022-23

3. FINANCIAL MANAGEMENT

Section 169(5) of the *Local Government Regulation 2012* defines the relevant measures of financial sustainability as described in the Department of State Development Infrastructure, Local Government and Planning *Guideline to Financial Management (Sustainability)* issued 2013. This Guideline explains the concept of sustainability and also provides guidance for calculating the relevant financial sustainability measures, namely:

- (1) Infrastructure Capital:
 - (a) Asset Sustainability Ratio - approximation of the extent to which the infrastructure

Financial Management and Investment Management Strategy 2022-2032

assets managed by a local government are being replaced as they reach the end of their useful lives.

- (2) Financial Capital:
 - (a) Operating Surplus Ratio - indicates if operating revenue is sufficient to meet operating expenses or are available for capital funding or other purposes; and
 - (b) Net Financial Liabilities Ratio - indicates if net financial liabilities can be serviced by operating revenue.

Council enhanced the ratios it uses to report on Financial Sustainability to include:

- (1) Infrastructure Capital:
 - (a) Remaining Useful Life of Assets Ratio - indicates if asset lives are unrealistic or capital investment is not adequate.
- (2) Financial Capital:
 - (a) Cash and Liquid Investments Ratio - A measure of Council's capacity to meet its cash flow obligations as and when they fall due; and
 - (b) Council Controlled Revenue Ratio - a measure of the capacity Council has to control its revenues or alternatively the extent to which Council relies on external funding.

The ratios and targets relating to financial capital for the purpose of this strategy are up to and including 30 June 2023*:

Ratio	How it is Measured	Legislative Target	Council Target
Operating Surplus Ratio	Operating Surplus divided by Operating Revenues	Greater than 0%	1.0 per cent for the duration of the Long-Term Financial Plan.
Net Financial Liabilities Ratio	(Total Financial liabilities less Current Assets) divided by Total Operating Revenue	Less than 60%	Less than 40 per cent for the duration of the Long-Term Financial Plan.
Council Controlled Revenue Ratio	Revenue that Council has control over divided by total operating revenues		Greater than 60 per cent for the duration of the Long-Term Financial Plan.
Cash and Liquid Investments Ratio	Cash and investments divided by the average monthly spend on operating expenditure including depreciation		Between 6 and 12 months at 31 December and 30 June each year for the duration of the Long-Term Financial Plan.

**The Department of State Development Infrastructure, Local Government and Planning a draft Financial Management (Sustainability) Guideline in 2022* This strategy will be updated to reflect the new sustainability measures when the final document is released.*

4. FINANCIAL INVESTMENT

4.1 Debt Principle

Council does not intend to enter into any external loan borrowings for the duration of this strategy. Internal borrowings may be approved by Council (refer to section two).

4.2 Investment Principles

All surplus funds will be invested in accordance with the *Investment Policy - Council Policy* which is adopted annually with Council's budget.

Council has approval from the Queensland Treasurer to invest outside of its powers under *Statutory Bodies Financial Arrangements Act 1982*. This approval is in place and is limited to the following investment types and terms:

- (1) Queensland Investment Corporation Short-Term Income Fund - no more than three years; and
- (2) Queensland Investment Corporation Long-Term Diversified Fund - no more than five years.

4.3 Upper and Lower Bound Parameters

Council's Cash and Liquid Investments Ratio target is to hold unconstrained cash balances sufficient to cover cash operating expenses of between 6 months (lower bound parameter) and twelve (12) months (upper bound parameter). A dollar value for these parameters will be set annually based on the cash operating expenses (rounded down to the nearest \$100,000) for that financial year and defined in the *Investment Policy - Council Policy* adopted with Council's annual budget. The parameter set must be forecast to be achieved at both 1 July and 30 June of the financial year in Council's annual budget documents.

For the intent of this strategy an amount sufficient to meet the lower bound parameter will be held in transactional bank accounts or at-call accounts in section 4.4.

Cash balances above the lower bound parameter but below the upper bound parameter are available for investment in transactional bank accounts, at-call accounts, or fixed term investments defined in section 4.4.

Cash balances above the upper bound parameter are available for investment in short-term at-call investments, fixed term investments, or investment funds defined in section 4.4.

The combined balances of Council's investment funds will be considered the Growth Fund outlined in the principles of this strategy. Council's maximum investment funds will be fifty (50) per cent of its investment portfolio, as defined in the *Investment Policy - Council Policy*.

Constrained cash balances may be invested in fixed term investments, providing the term of the investment is aligned with the terms by which the funds are constrained and the requirements of section 4.4 for fixed term investments.

4.4 Types of Bank and Investment Accounts

The list of approved institutions which Council will invest in as part of this strategy and in accordance with the *Investment Policy - Council* are:

Financial Institution	Account Type
Transactional Bank Accounts	
National Australia Bank	Day-to-day transactional banking
Fixed Term Investments	
Any Australian financial institution	Term Deposits
At-Call Accounts	
Queensland Treasury Corporation	Cash Fund
Any Australian financial institution	Any at call accounts
Investment Funds *	
Queensland Investment Corporation	Short Term Income Fund
Queensland Investment Corporation	Long-Term Diversified Fund

4.5 Internal Controls and Processes

The internal controls and processes for this strategy are:

- (1) all investments will be made in Australia and in Australian dollars;
- (2) prior to any investment being undertaken, Council's cash flow requirements will be reviewed to determine the amount of surplus funds available for investment and the term for which funds may be invested;
- (3) any breach of the *Investment Policy - Council Policy* is to be reported immediately to the General Manager Corporate Services and Chief Executive Officer and rectified within twenty-four (24) hours of the breach occurring. Any breach of the policy for investments under specific approval from the Treasurer are to be reported by the Chief Executive Officer to Council;
- (4) a register of all investments will be maintained in Council's record keeping systems;

Financial Management and Investment Management Strategy 2022-2032

- (5) whenever a fixed term investment is proposed, a minimum of two (2) quotes will be obtained from authorised institutions achieving a credit rating in accordance with Council's risk philosophy. Investments may be made with the Queensland Treasury Corporation's Cash Fund without having to quote and with Queensland Investment Corporation by Council resolution;
- (6) the monthly finance report to Council will include a summary of the balances, transactions, performance, concentrations, and compliance of the investment portfolio. The report will be based on the latest statement or performance report available at the time of submitting the Council report in accordance with Council's internal timeframes (for example, if a Council report is due for submission by 28 November, then the report will be based on data to 30 September). The report will include:
 - (a) list of securities held at the end of the reporting period by amount and maturity date;
 - (b) percentage of the portfolio held by investment type; and
 - (c) performance of the portfolio as specified in the *Investment Policy - Council Policy*.

5. REVIEW DATE

This strategy will be revised at least every five years and also by:

- (1) ensuring any changes to the Corporate Plan and/or Risk Appetite Statement are reflected in the strategy;
- (2) being responsive to any emerging issues and including these in our forward financial planning; and
- (3) changes to the Department of State Development Infrastructure, Local Government and Planning's *Financial Management (Sustainability) Guideline*.

Financial Investment Policy, Debt Policy and Financial Management Policy will be adopted annually with Council's budget in line with the purpose and objectives of this strategy.

Title Corporate Services Financial Report February

Date 28 February 2023

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with the Financial Report for the period ending 28 February 2023.

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

There are no personal interests nor conflicts of interest associated with the consideration of this matter.

Officer's Recommendation

That Council resolves to receive the Financial Report and approve:

- (1) the budget increase for the 120 Cunningham Street Capital Project with an increase of \$894,538 (exclusive of goods and services tax) in expenditure and \$400,000 in capital revenue to be allocated in the 2022-23 year;
- (2) the budget increase for the Tara Pool Replacement Capital Project with an increase in expenditure of \$382,000 (exclusive of goods and services tax) allocated in the 2022-23 year;
- (3) the removal of capital projects in the 2022-23 capital works programme to the value of \$224,791, and;
- (4) to defer \$91,350 of capital expenditure to the 2024-25 year.

Background Information

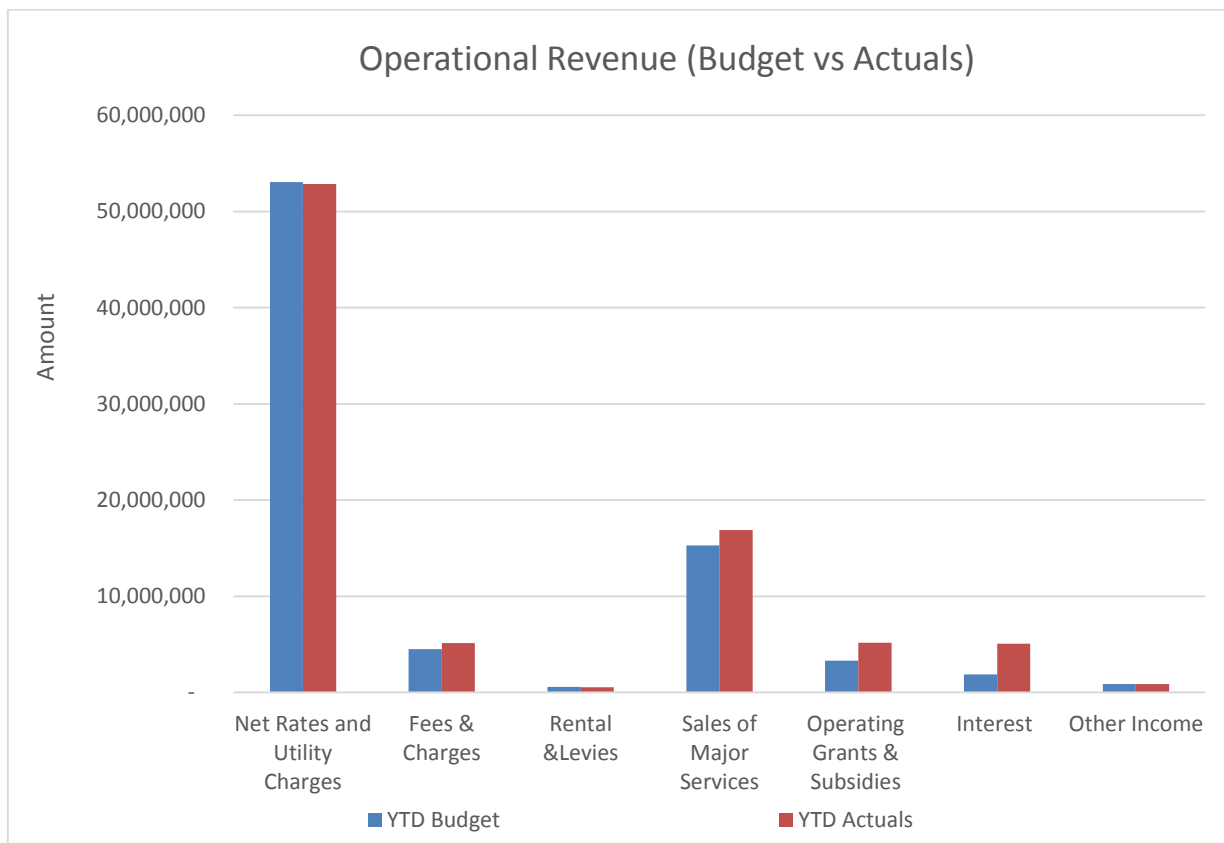
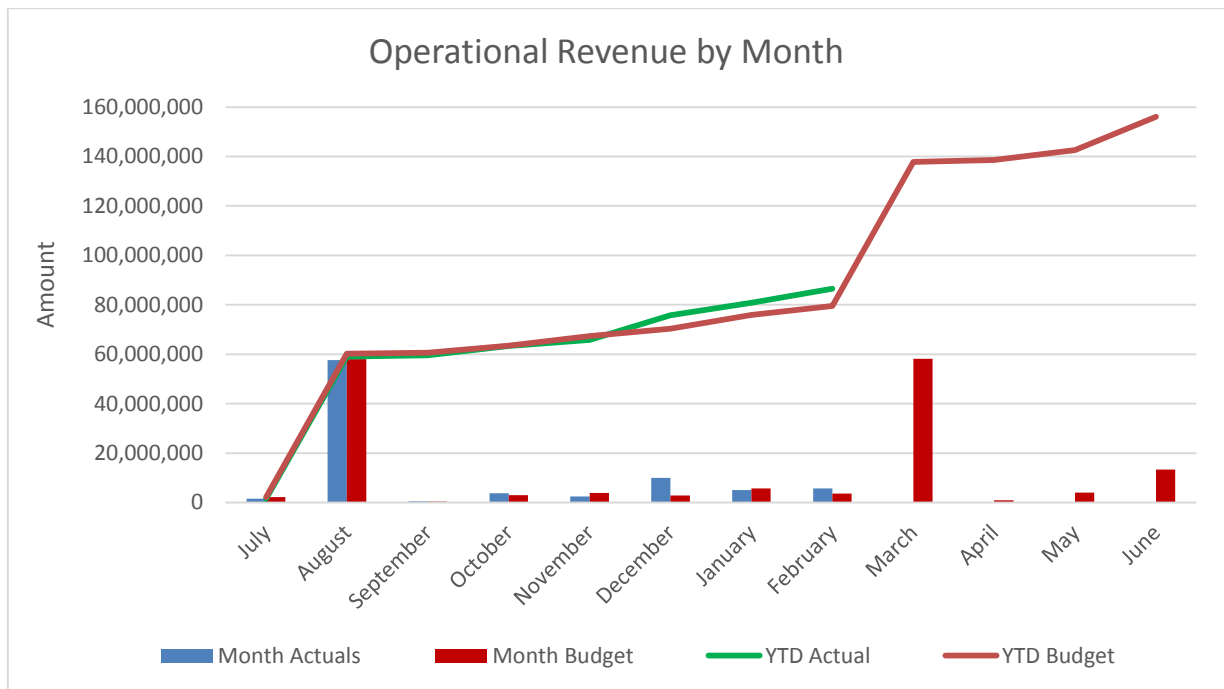
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to 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.

Report

1. Operating Result

The operating deficit as of 28 February 2023 is \$10,613,126, compared to a budgeted deficit of \$21,105,012, which is \$10,491,887 better than budget. This better than budgeted position is due mainly to revenue being ahead of budget by \$7,083,568 with additional flood revenue received and higher interest income. There is also a lag in Materials and Services of \$2,987,504. The Operating Surplus ratio as of 28 February 2023 is -12.27 per cent which is below Council's target of 1.00 per cent. This is due to expenditure being greater than revenue. Over the course of the year the ratio will fluctuate, however as a whole Council will exceed its target.

Graphs and a summary of major variances for revenue and expenses are provided below.



Operational Revenue is \$7,083,568 ahead of budget as of 28 February 2023, due to:

↓ \$206,732 under budget for Net Rates and Utility Charges revenue due mainly to:

- (a) General Rates and Utility charges are under budget \$117,233 in total. This is due to the APLNG petroleum amalgamations being processed (\$593,739 behind budget). When the budget was formed, no growth or reductions were made, as historically amalgamations have offset with additional leases coming on. This loss in revenue is expected to decrease over the course of

the financial year as additional leases are added. This is partially offset with a phasing issue with the Rural and Urban Fire Levy ahead of budget by \$387,835. This will resolve when the payment is made;

- (b) Volumetric Water is under budget \$221,884 due to a wetter period.
- (c) Discounts are under budget \$132,385 due to a phasing issue with payment of water and the reduced general rates income from the resource sector.

↑ \$622,933 ahead of budget for Fees and Charges revenue mainly due to income for town planning, building fees, rates searches and Washdown Bay income being ahead of budget;

↓ Rental and Levies is essentially in line with budget;

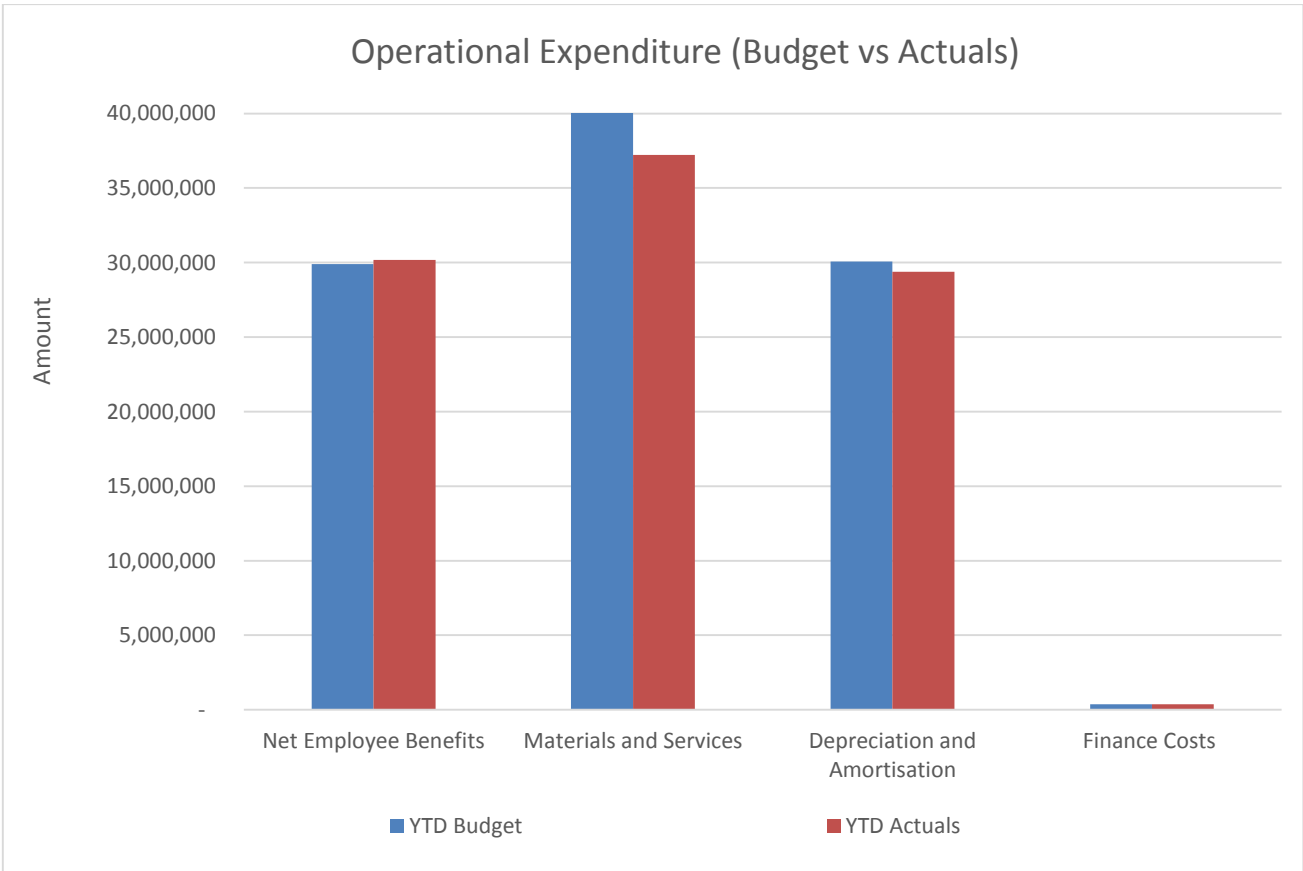
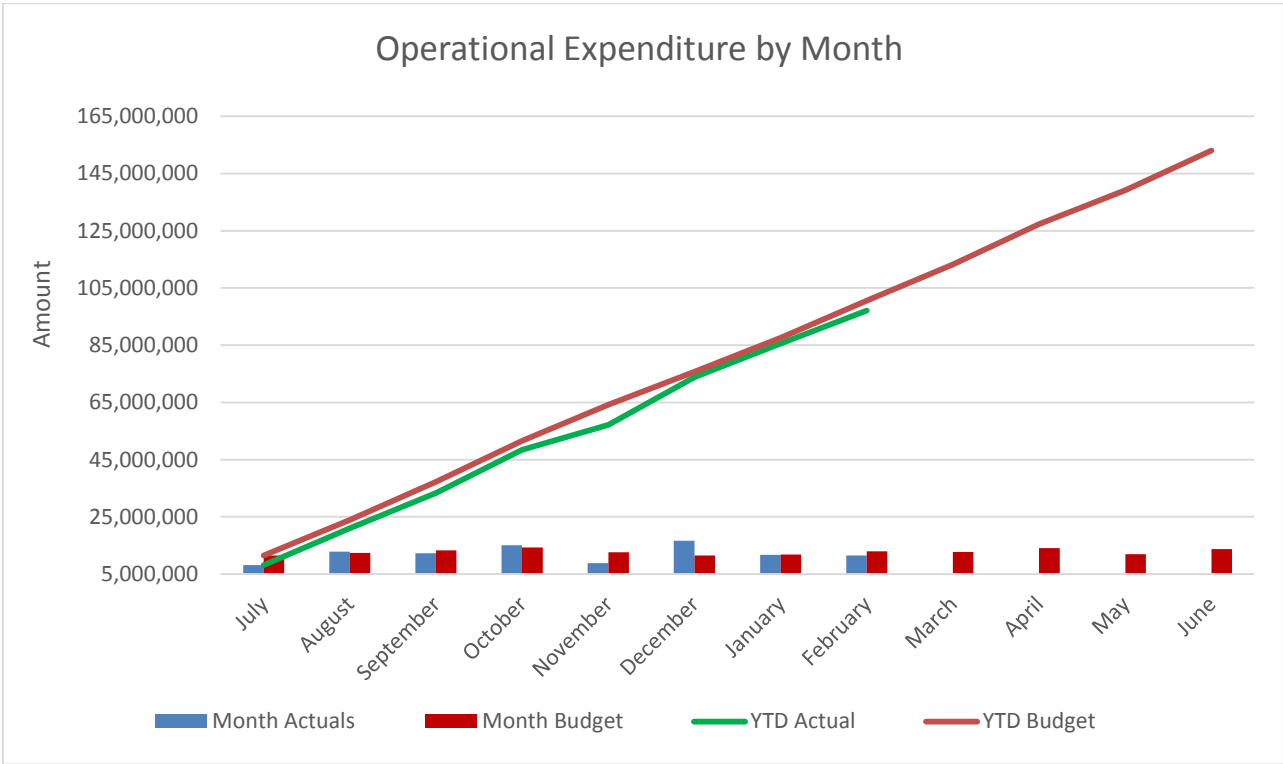
↑ \$1,598,055 ahead of budget for Sales of Major Services due mainly to Commercial Works being ahead of budget by \$2,686,392. This is due to works being ahead of schedule, additional contracts awarded and additional funding being received for the emergent flood works. Commercial Works revenue will exceed budget for the year. This is offset with Quarry sales being behind budget \$1,603,347 due to a delay on booking out material to the projects. Gravel sales will increase over the coming months with the accelerated progression and completion of the capital works programme;

↑ Operating Grants and Subsidies is greater than budget by \$1,880,054, mainly due to:

- (a) \$924,861 received from the Queensland Road Authority for emergent flood works (maintenance jobs), this was not budgeted;
- (b) \$327,746 Council has been successful in receiving the final payment for the Myall 107 project;
- (c) \$311,176 ahead of budget for learning and development incentive payments. Income for this will be ahead of budget for the year due to additional funding being received;
- (d) \$150,000 in additional revenue for Commercial Works for a Transport Infrastructure Development Scheme (TIDS) grant; and
- (e) \$104,398 income received for a community recovery and resilience grant. This was not budgeted.

↑ \$3,183,923 greater than budget for Interest Revenue due to a high cash balance and interest rates being budgeted at 1.5 per cent and 3.79 per cent being received as of January 2023 (please note the interest rate is not available due to this report being written before the end of the month hence the January figure is still quoted); and

↑ \$16,700 Other Income is ahead of budget due to cinema ticket sales being greater than budget. This is due to the facility being open longer than what was anticipated when forming the budget.



Operational Expenditure is \$3,408,319 under budget as of 28 February 2023, due to:

↓ \$276,633 over budget for Net Employee Benefits.

- (a) Employee Benefits is under budget \$1,781,456 due to a lower full time equivalent count when compared to budget; and
- (b) Capitalised Employee Benefits however is under budget \$2,058,089 with staff not spending as much time on capital works than originally budgeted for this period (this underspend has a negative effect on the operational budget). This underspend is mainly in the Works area which has been impacted by wet weather. Crews had been remobilised to emergent (which is classified as operational) and commercial works (which is predominantly emergent work on State controlled roads). Crews will remobilise back to the capital jobs for the completion of the capital works programme. This budget will not be met. This underspend will be partially offset with the additional income received in Commercial Works and Employee Benefits expenditure being under budget;

↓ \$2,987,504 under budget for Materials and Services mainly due to:

- (a) \$1,198,113 under budget for cost of goods sold at the gravel pits. This is due both to a phasing issue (too much budget phased in the first half of the year) and production being behind;
- (b) \$782,198 outstanding waste contract invoices; and
- (c) \$560,615 internal water invoices not processed (timing issue).

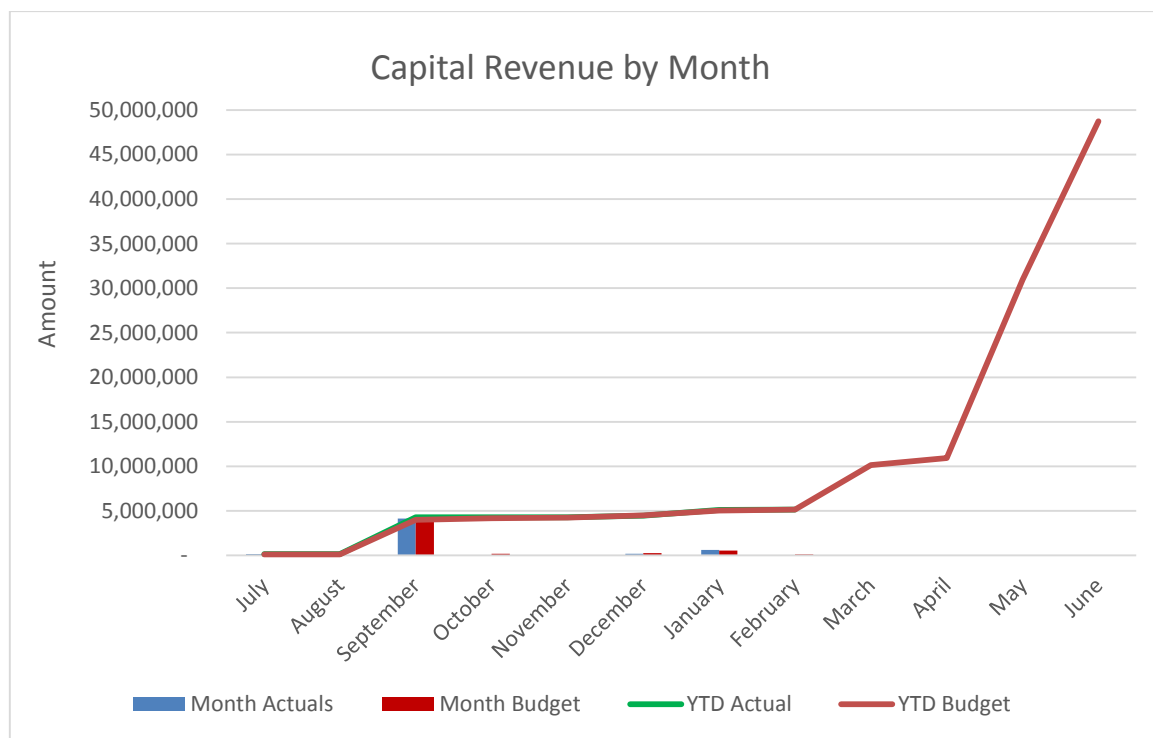
↓ \$692,294 under budget for Depreciation and Amortisation. This underspend is mainly in the roads section due to a lag in capitalising assets; and

↓ Finance costs are in line with budget.

2. Capital Revenue and Expenditure

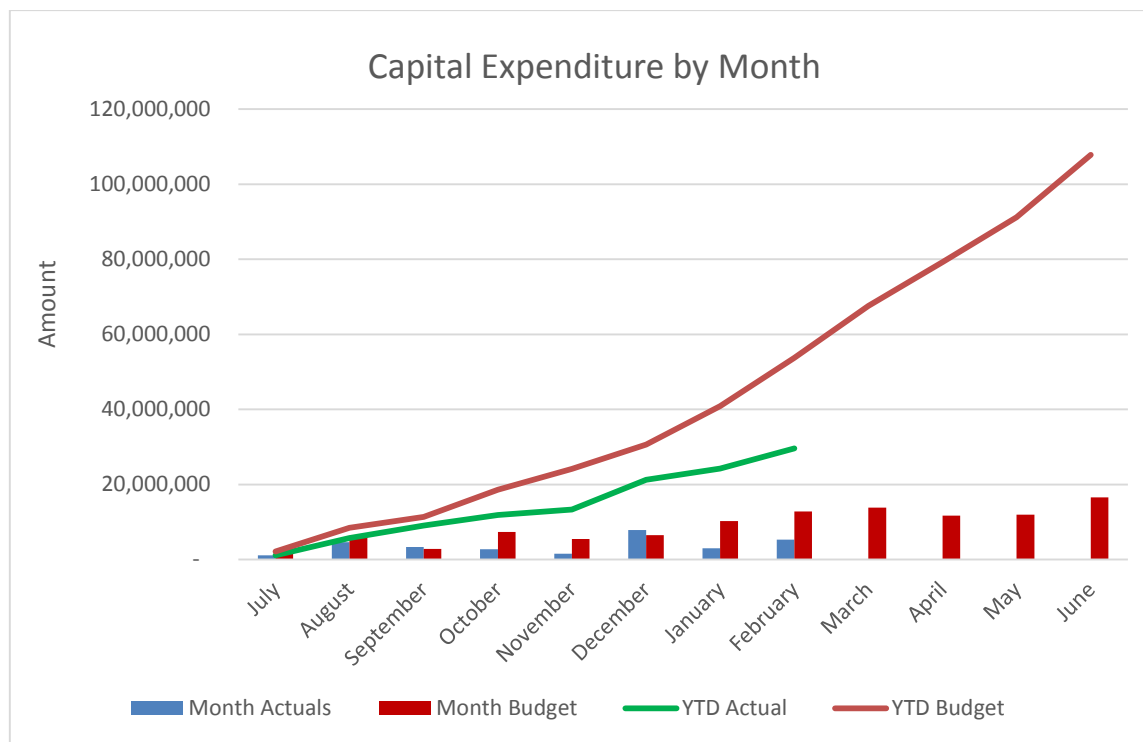
Capital Revenue

Capital Revenue is essentially in line with budget with revenue being \$23,435 ahead of budget as of 28 February 2023. Flood funding received from the Queensland Reconstruction Authority (\$45,213,526) has now been moved to the balance sheet. As work progresses, income will be moved back to capital revenue to offset the expenditure.



Capital Expenditure

Capital Expenditure is behind budget by \$24,155,016 as of 28 February 2023 with \$29,576,183 spent year to date.



Below is a summary of the capital works programme broken up by budget type.

By Budget Type				
Division	Total Approved Budget	YTD Budget	YTD Actuals	Variance (YTD Budget less YTD Actuals)
Total Council	107,772,156	53,731,199	29,576,183	24,155,016
General	60,880,154	38,750,368	20,068,320	18,682,048
Flood	37,242,984	7,068,327	1,733,119	5,335,208
Carry-Over	9,649,018	7,912,504	7,774,744	137,760

- (1) general projects are \$18,682,048 behind budget. Projects with large underspends include the Tara Pool, 120 Cunningham Street, the Dalby Water Supply Upgrade, and multiple road projects;
- (2) flood projects are \$5,335,208 behind budget. The flood programme had a slow start, however, has now gained momentum with allocated works to be completed by the end of the financial year, weather permitting. The budget for flood works is based on approved works however Council will only get paid for actual cost. At this point Council's costs are lower than the approved value; and
- (3) carry-over projects are \$137,760 behind budget. Projects with large underspends are the Dulacca Waste and Recycling Centre and the Solar Panelling at Dalby Customer Service Centre Car Park. Both projects are due to be completed by the end of the financial year.

3. Capital Budget Adjustments

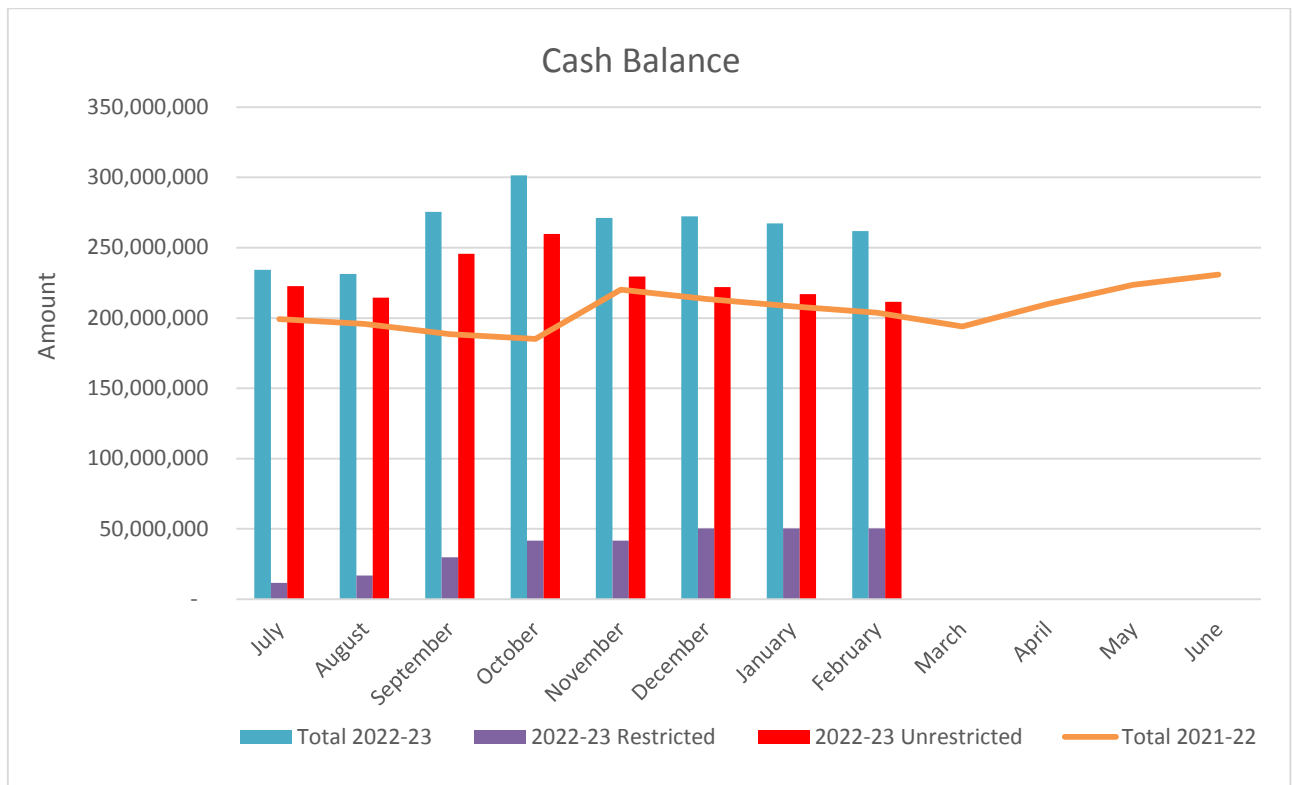
Additional budget is required for the below capital projects. This budget will be added to the 2022-23 capital works programme. These budget increases have been brought to Council for approval.

Project ID	Project Name	Expenditure Budget	Income Budget	Comment
Current Approved Budget		107,772,156	48,733,185	
Additional Budget To Be Approved By Council				
66500.0261.0239	STIMULUS PROJECT - 120 Cunningham Street	894,538	400,000	Additional budget is required to; a) cover costs of design works which were not accounted for (\$428,329); b) additional works having to be performed. These works include a concrete sewerage pit, additional foundations, replace fill around site, asbestos removal, pavilion re-design and brick wall rectification. c) budget also needs to be allocated for Qbuild superintendent services and internal wages and plant. This is partially offset with \$400,000 to be received in income from Works for Queensland. This money has been moved from the footpaths program to this project.
11100.0217.0115	STIMULUS PROJECT - Tara Pool Replacement	382,000	-	Additional budget is required due to additional works having to be performed. These works include additional drawings, additional screw piles, electrical changes, a new power supply and changes to the aluminium grandstand. Budget also needs to be allocated for Qbuild superintendent services and internal wages and plant.
Total		1,276,538	400,000	
Proposed Projects to Remove				
22400.0257.0059	Dalby Saleyards Canteen Toilets Renewal	30,645	-	No quotes received from initial market testing. Upon further review given market prices and demand, the current toilets are still satisfactory. It may also become necessary to replace the whole building in the future.
88400.0655.0041	Integration	134,285	-	Project no longer needed due to the implementation of the new ERP system.
66100.0085.1598	Dulacca North Rd (17.86 - 18.0) Bitumen Floodway Upgrade	59,861	-	Propose to remove project and bring back in future capital works programme due to European Cultural and Environmental issues.
Total		224,791	-	
Proposed Projects to Defer to 2024-25				
66100.0058.0312	Thorne St footpath (Hall to Raff St) - Warra	32,550	-	Propose to defer project to 2024-25. Delays in project due to a asbestos water main. This has to be replaced before footpath can be completed.
66100.0058.0314	Robinson St Footpath (Best St to Lytton St) upgrade - Warra	58,800	-	Propose to defer project to 2024-25. Delays in project due to a asbestos water main. This has to be replaced before footpath can be completed.
Total		91,350	-	
Revised Budget		108,732,553	49,133,185	

4. Cash and Investments

Council's Cash and Investments as of 28 February 2023 totalled \$261,864,808 (\$50,357,042 of this is considered restricted in nature). The unrestricted cash balance is \$211,507,766 which represents 16.59 months of operating expenses, including depreciation, in which Council could sustain itself without receiving any forms of income. This position well exceeds Council's target of four months. The balance as of 30 June 2022 was \$230,944,416.

\$30,043,150 has been invested in term deposits with NAB. All term deposits will mature before 30 June 2023 with \$546,892 to be made in interest income.



Consultation (Internal/External)

There has been consultation with managers and co-ordinators in the preparation of the monthly financial report.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with the consideration of the monthly financial report.

Budget/Financial Implications

Council adopted the 2023 Financial Year Original Budget on 22 June 2022. The attached one-page report details the progress made against Year-To-Date (YTD) budget for the period ending 28 February 2023. Council is in a healthy position, with the operating surplus to exceed the original budgeted surplus to around a \$5,000,000 to \$6,500,000 surplus. A budget point to be noted is the risk of not receiving 100 per cent of the Financial Assistance Grant this financial year due to the prepayment in 2021-22. Council will be able to buffer some of this loss if the payment is not made.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) 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.

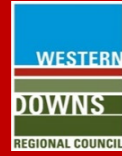
Conclusion

Council is currently ahead of budget by \$10,491,887, with the final position for the year expected to be higher than the original budgeted position. The budget will continue to be closely monitored with any major risks or upsides reported.

Attachments

1. One Page Report February 2023

Authored by: C. Prain, FINANCIAL PLANNING & ANALYSIS SUPERVISOR



Western Downs Regional Council
One Page Result
Period Ending: 28 February 2023

	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
Operating Revenue												
Rates and Utility Charges	(105,902,538)	(52,951,236)	(52,834,003)	117,233	(83,543,639)	(41,771,788)	(41,655,607)	116,181	-	-	-	-
Volumetric	(6,256,055)	(2,969,612)	(2,747,728)	221,884	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,721,090	2,850,994	2,718,609	(132,385)	4,376,187	2,180,593	2,127,375	(53,218)	-	-	-	-
Net Rates and Utility Charges	(106,437,503)	(53,069,854)	(52,863,122)	206,732	(79,167,452)	(39,591,195)	(39,528,232)	62,963	-	-	-	-
Fees and Charges	(6,724,733)	(4,499,332)	(5,122,265)	(622,933)	(3,230,095)	(2,175,346)	(2,621,900)	(446,554)	-	-	-	-
Rental and Levies	(828,447)	(558,614)	(547,249)	11,365	(733,447)	(488,964)	(486,310)	2,654	-	-	-	-
Sales of Major Services	(24,148,033)	(15,279,375)	(16,877,430)	(1,598,055)	-	-	(502)	(502)	(9,769,000)	(5,634,500)	(8,928,392)	(3,293,892)
Operating Grants & Subsidies	(13,443,138)	(3,285,121)	(5,165,175)	(1,880,054)	(13,443,138)	(3,285,121)	(5,015,175)	(1,730,054)	-	-	(150,000)	(150,000)
Interest	(3,280,500)	(1,880,654)	(5,064,577)	(3,183,923)	(3,225,500)	(1,847,440)	(4,996,493)	(3,149,053)	-	-	-	-
Other Income	(1,135,442)	(867,192)	(883,892)	(16,700)	(980,442)	(763,856)	(864,116)	(100,260)	-	-	-	-
Total Operating Revenue	(155,997,796)	(79,440,142)	(86,523,710)	(7,083,568)	(100,780,074)	(48,151,922)	(53,512,728)	(5,360,806)	(9,769,000)	(5,634,500)	(9,078,392)	(3,443,892)
Operating Expenses												
Employee Benefits	54,330,471	35,318,899	33,537,443	(1,781,456)	44,438,361	28,842,801	26,848,650	(1,994,151)	1,783,136	1,165,893	1,716,872	550,979
Less Capitalised Employee Benefits	(7,712,709)	(5,418,327)	(3,360,238)	2,058,089	(7,232,186)	(5,098,015)	(2,965,167)	2,132,848	-	-	-	-
Net Employee Benefits	46,617,762	29,900,572	30,177,205	276,633	37,206,175	23,744,786	23,883,483	138,697	1,783,136	1,165,893	1,716,872	550,979
Materials and Services	60,753,519	40,202,796	37,215,292	(2,987,504)	31,850,981	20,426,026	17,765,819	(2,660,207)	6,809,286	4,799,082	6,578,189	1,779,107
Depreciation and Amortisation	45,110,585	30,073,760	29,381,467	(692,294)	36,381,424	24,254,304	23,533,801	(720,504)	-	-	-	-
Finance Costs	532,038	368,026	362,872	(5,154)	532,038	368,026	362,872	(5,154)	-	-	-	-
Corporate Overhead	-	-	-	-	(3,508,732)	(2,339,168)	(2,339,168)	-	421,946	281,296	281,296	-
Total Operating Expenses	153,013,904	100,545,154	97,136,836	(3,408,319)	102,461,886	66,453,974	63,206,807	(3,247,168)	9,014,368	6,246,271	8,576,357	2,330,086
Operating (surplus)/deficit	(2,983,892)	21,105,012	10,613,126	(10,491,887)	1,681,812	18,302,052	9,694,079	(8,607,974)	(754,632)	611,771	(502,035)	(1,113,806)
Capital Revenue												
Capital Grants & Subsidies	(45,818,898)	(3,450,000)	(3,332,483)	117,517	(45,818,898)	(3,450,000)	(3,332,483)	117,517	-	-	-	-
Contributions	(1,328,287)	(1,130,855)	(1,419,351)	(288,496)	(1,328,287)	(1,130,855)	(1,419,351)	(288,496)	-	-	-	-
Contributions - Contributed Assets	(100,000)	-	-	-	(100,000)	-	-	-	-	-	-	-
Contributions from Developers - Cash	(300,000)	(150,000)	(192,097)	(42,097)	(300,000)	(150,000)	(159,507)	(9,507)	-	-	-	-
Disposal of Non-Current Assets	(1,186,000)	(400,000)	(210,359)	189,641	(1,186,000)	(400,000)	(210,359)	189,641	-	-	-	-
Total Capital Revenue	(48,733,185)	(5,130,855)	(5,154,290)	(23,435)	(48,733,185)	(5,130,855)	(5,121,700)	9,155	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	30,107	30,107	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,500,000	2,000,000	2,296,310	296,310	8,500,000	2,000,000	1,837,234	(162,766)	-	-	-	-
Total Capital Expenses	8,500,000	2,000,000	2,326,417	326,417	8,500,000	2,000,000	1,837,234	(162,766)	-	-	-	-
Net Result (surplus)/deficit	(43,217,077)	17,974,157	7,785,253	(10,188,905)	(38,551,373)	15,171,197	6,409,613	(8,761,585)	(754,632)	611,771	(502,035)	(1,113,806)
Capital Funding Applications												
Capital Expenditure - New Assets	9,774,741	4,343,352	3,461,192	(882,160)	4,658,909	3,137,304	2,045,333	(1,091,971)	-	-	-	-
Capital Expenditure - Upgrade Assets	9,586,101	6,508,902	5,026,692	(1,482,210)	9,480,681	6,403,482	4,969,831	(1,433,651)	-	-	-	-
Capital Expenditure - Replacement Assets	88,411,314	42,878,945	21,088,299	(21,790,646)	79,749,616	38,213,600	18,212,711	(20,000,889)	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	107,772,156	53,731,199	29,576,183	(24,155,016)	93,889,206	47,754,386	25,227,875	(22,526,511)	-	-	-	-



Western Downs Regional Council
One Page Result
Period Ending: 28 February 2023

	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
Operating Revenue												
Rates and Utility Charges	-	-	-	-	(6,415,045)	(3,207,522)	(3,208,603)	(1,081)	(9,880,411)	(4,940,205)	(4,937,523)	2,682
Volumetric	-	-	-	-	(6,256,055)	(2,969,612)	(2,747,728)	221,884	-	-	-	-
Less: Discounts & Pensioner Remissions	-	(2,050)	30,176	32,226	595,542	297,771	226,024	(71,747)	464,379	232,189	211,049	(21,140)
Net Rates and Utility Charges	-	(2,050)	30,176	32,226	(12,075,558)	(5,879,363)	(5,730,307)	149,056	(9,416,032)	(4,708,016)	(4,726,474)	(18,458)
Fees and Charges	(34,000)	(23,494)	(23,627)	(133)	(880,000)	(582,560)	(674,243)	(91,683)	(15,000)	(7,500)	-	7,500
Rental and Levies	-	-	-	-	(95,000)	(69,650)	(60,939)	8,711	-	-	-	-
Sales of Major Services	(3,386,839)	(2,340,306)	(2,128,500)	211,806	(32,070)	(21,231)	(41,199)	(19,968)	(15,000)	(7,500)	(3,819)	3,681
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(25,000)	(16,550)	(29,701)	(13,151)	(20,000)	(10,000)	(25,593)	(15,593)
Other Income	-	-	-	-	-	-	-	-	-	-	(451)	(451)
Total Operating Revenue	(3,420,839)	(2,365,850)	(2,121,951)	243,899	(13,107,628)	(6,569,354)	(6,536,389)	32,965	(9,466,032)	(4,733,016)	(4,756,337)	(23,321)
Operating Expenses												
Employee Benefits	293,784	192,083	179,362	(12,721)	4,186,792	2,738,717	2,520,726	(217,991)	1,545,269	1,010,830	918,966	(91,864)
Less Capitalised Employee Benefits	-	-	-	-	-	-	(112,956)	(112,956)	-	-	(3,026)	(3,026)
Net Employee Benefits	293,784	192,083	179,362	(12,721)	4,186,792	2,738,717	2,407,770	(330,947)	1,545,269	1,010,830	915,940	(94,890)
Materials and Services	1,186,562	841,649	855,765	14,116	4,367,819	3,126,758	2,795,163	(331,595)	1,552,008	1,010,322	1,149,579	139,257
Depreciation and Amortisation	294,538	196,360	195,854	(507)	4,794,563	3,196,376	3,224,924	28,548	2,674,434	1,782,960	1,737,072	(45,888)
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	239,528	159,688	159,688	-	1,299,442	866,296	866,296	-	767,053	511,368	511,368	-
Total Operating Expenses	2,014,412	1,389,780	1,390,669	889	14,648,616	9,928,147	9,294,153	(633,995)	6,538,764	4,315,480	4,313,959	(1,521)
Operating (surplus)/deficit	(1,406,427)	(976,070)	(731,283)	244,788	1,540,988	3,358,793	2,757,764	(601,030)	(2,927,268)	(417,536)	(442,378)	(24,842)
Capital Revenue												
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(32,590)	(32,590)	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	(32,590)	(32,590)	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	358,020	358,020	-	-	101,056	101,056
Total Capital Expenses	-	-	-	-	-	-	358,020	358,020	-	-	101,056	101,056
Net Result (surplus)/deficit	(1,406,427)	(976,070)	(731,283)	244,788	1,540,988	3,358,793	3,083,194	(275,600)	(2,927,268)	(417,536)	(341,322)	76,214
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,510,000	853,000	1,231,901	378,901	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	5,150,000	2,617,000	1,220,700	(1,396,300)	2,849,319	1,629,319	1,407,015	(222,304)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	8,660,000	3,470,000	2,452,601	(1,017,399)	2,849,319	1,629,319	1,407,015	(222,304)



Western Downs Regional Council
One Page Result
Period Ending: 28 February 2023

	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
Operating Revenue																
Rates and Utility Charges	-	-	-	-	(6,063,443)	(3,031,721)	(3,032,270)	(549)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	284,982	142,491	123,985	(18,506)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,778,461)	(2,889,230)	(2,908,285)	(19,055)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,845,638)	(1,230,432)	(1,147,709)	82,723	-	-	-	-	(720,000)	(480,000)	(654,786)	(174,786)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,132,004)	(5,496,111)	(3,892,764)	1,603,347	-	-	-	-	(2,813,120)	(1,779,727)	(1,882,254)	(102,527)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(10,000)	(6,664)	(12,790)	(6,126)	-	-	-	-	-	-	-	-
Other Income	-	-	(113)	(113)	(155,000)	(103,336)	(19,212)	84,124	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,132,004)	(5,496,111)	(3,892,877)	1,603,234	(7,789,099)	(4,229,662)	(4,087,996)	141,666	(2,813,120)	(1,779,727)	(1,882,254)	(102,527)	(720,000)	(480,000)	(654,786)	(174,786)
Operating Expenses																
Employee Benefits	1,124,151	741,453	606,960	(134,493)	405,976	265,439	307,336	41,897	431,382	282,158	359,322	77,164	121,620	79,525	79,249	(276)
Less Capitalised Employee Benefits	(480,523)	(320,312)	(234,057)	86,255	-	-	(2,286)	(2,286)	-	-	(42,746)	(42,746)	-	-	-	-
Net Employee Benefits	643,628	421,141	372,903	(48,238)	405,976	265,439	305,050	39,611	431,382	282,158	316,576	34,418	121,620	79,525	79,249	(276)
Materials and Services	4,984,387	3,396,403	2,198,290	(1,198,113)	8,513,395	5,591,831	4,809,633	(782,198)	1,041,714	661,876	672,939	11,063	447,367	348,849	389,915	41,066
Depreciation and Amortisation	21,252	14,168	14,665	497	490,412	326,944	342,101	15,157	418,842	279,232	301,814	22,582	35,120	23,416	31,238	7,822
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	298,539	199,032	199,032	-	265,832	177,224	177,224	-	164,075	109,384	109,384	-	52,317	34,880	34,880	-
Total Operating Expenses	5,947,806	4,030,744	2,784,890	(1,245,854)	9,675,615	6,361,438	5,634,008	(727,430)	2,056,013	1,332,650	1,400,713	68,063	656,424	486,670	535,282	48,612
Operating (surplus)/deficit	(2,184,198)	(1,465,367)	(1,107,987)	357,380	1,886,516	2,131,776	1,546,012	(585,764)	(757,107)	(447,077)	(481,542)	(34,465)	(63,576)	6,670	(119,505)	(126,175)
Capital Revenue																
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenses																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	30,107	30,107	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	30,107	30,107	-	-	-	-	-	-	-	-
Net Result (surplus)/deficit	(2,184,198)	(1,465,367)	(1,107,987)	357,380	1,886,516	2,131,776	1,576,119	(555,657)	(757,107)	(447,077)	(481,542)	(34,465)	(63,576)	6,670	(119,505)	(126,175)
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	1,605,832	353,048	183,958	(169,090)	-	-	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	105,420	105,420	56,861	(48,559)	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	105,373	67,500	42,500	(25,000)	384,004	308,148	205,373	(102,775)	173,002	43,378	-	(43,378)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	1,711,205	420,548	226,458	(194,090)	489,424	413,568	262,234	(151,334)	173,002	43,378	-	(43,378)

Title Corporate Services Report Early Career Programme 2023

Date 16 February 2023

Responsible Manager L. Mear, CHIEF HUMAN RESOURCES OFFICER

Summary

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

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

There are no material personal interest nor conflict of interest associated with this report.

Officer's Recommendation

That Council resolve to receive this report.

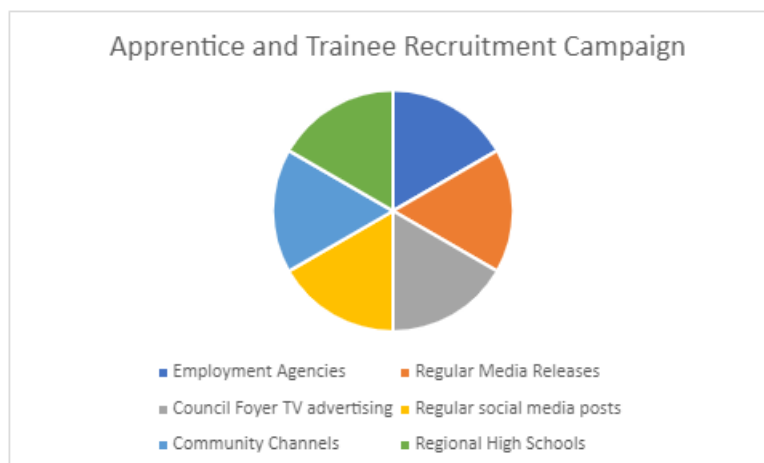
Background Information

Council, through its Early Career Programme 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 Programme 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.

Nineteen (19) trainees and apprentices completed their study in 2022, with thirteen (13) having obtained positions within Council and six obtaining positions within the community or continuing their studies to a higher level. There are nine individuals continuing their traineeship or apprenticeship into 2023.

Report

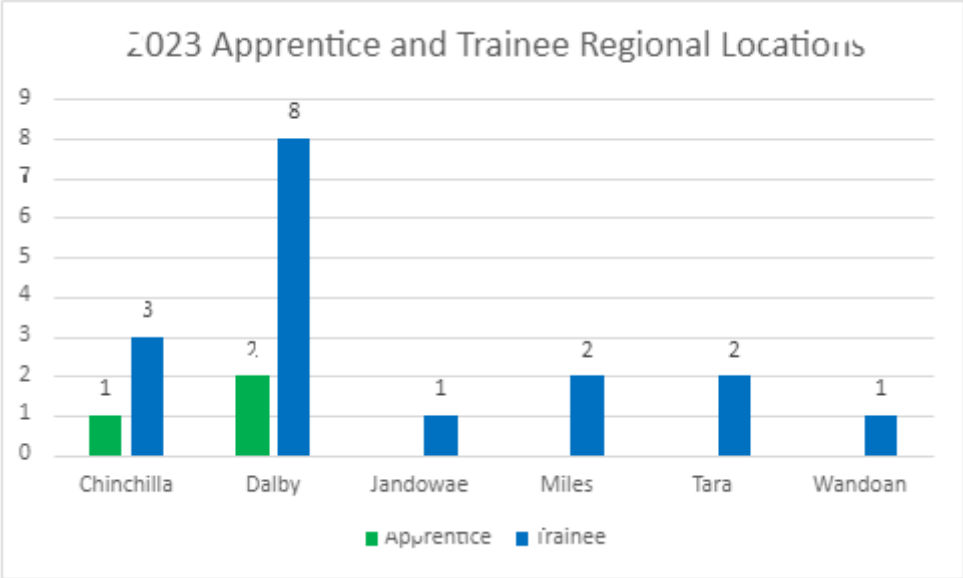
Council's apprentice and trainee recruitment campaign was undertaken in the fourth quarter of 2022 and early January 2023 for twenty (20) early career positions. Council received a positive response with applications for all 2023 apprentice and trainee positions, including the KickStart Disability Traineeships. 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 the promotional initiatives, which included:



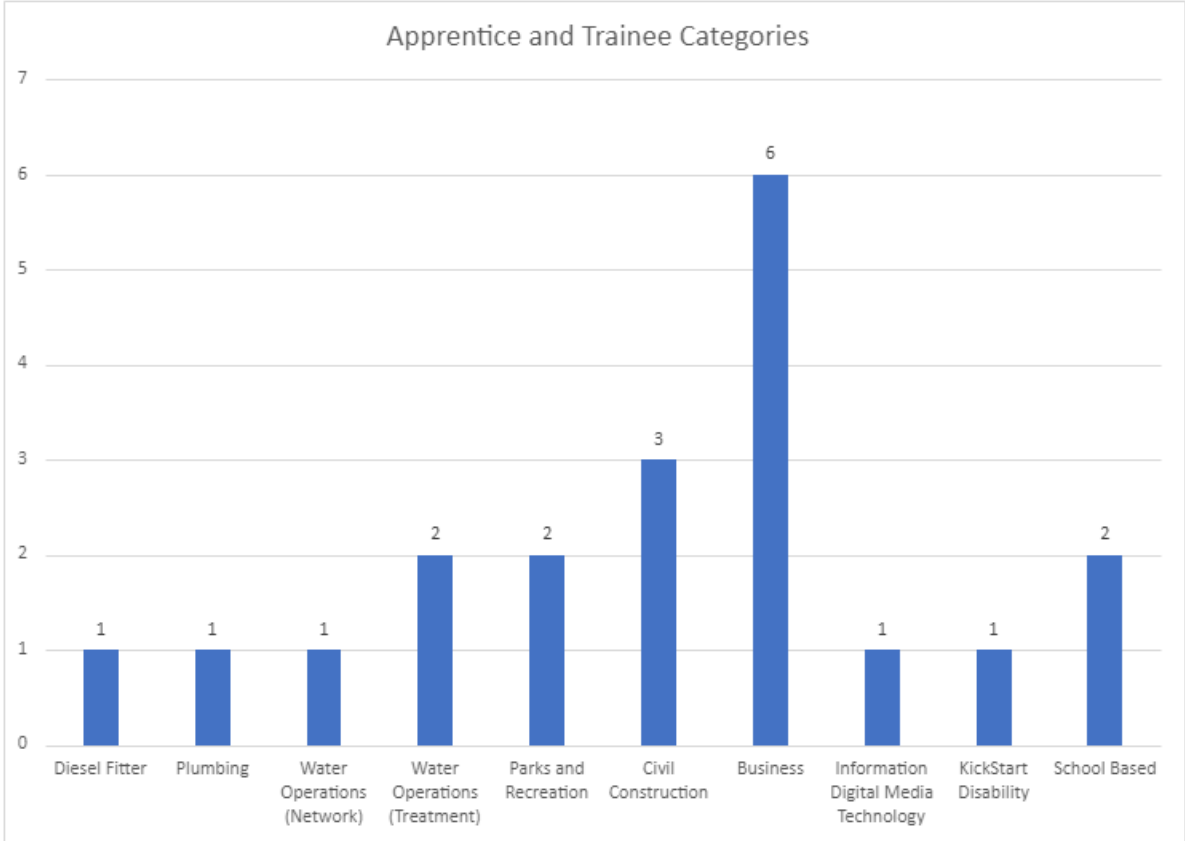
Councils Career Development Officer visited all regional high schools to provide information directly to senior students and further to this, each school engaged in the opportunity to promote the campaign internally and through school networks. Local employment agencies were provided information for use through their promotional avenues and specialist employment agencies were contacted in promotion of the KickStart Disability Traineeship positions.

1. 2023 Apprentice and Trainee Intake and Placement

The 2023 regional apprentices and trainees have been placed as follows:



The 2023 early career programme provides a variety to categories as outlined below:



2. 2022 WDRC Community Spirit Bursaries

Seven regional graduating high school students were awarded the WDRC Community Spirit Bursary Award in 2022. Two of the graduating students have already taken the opportunity to complete paid work placement prior to commencing their university studies in 2023, with expressions of interests received from an additional three students to commence work placement in the near future.

Providing and supporting opportunities to kick start careers in the Western Downs region is a key pillar of Council's Early Career Programme, equipping the region's future generations with job-ready skills and qualifications.

3. 2023 Kickstart Disability Trainees

This programme was introduced to demonstrate Council'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 applicant for 2023 is undertaking a twelve-month Traineeship in Parks and Recreation.

Consultation (Internal/External)

Consultation has occurred with the following:

- (1) Employees (Internal/External);
- (2) Human Resources Department;
- (3) Communication and Marketing Team;
- (4) Executive Management;
- (5) Regional High Schools; and
- (6) Employment Agencies.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with this report.

Budget/Financial Implications

There are no budget nor financial implications associated with this report.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) 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

Through its Early Career Programme, Council has continued to support the growth and development of its 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 its region, by ensuring that local youth are retained through local employment opportunities.

Attachments

There are no attachments associated with this report.

Authored by: F. Henderson, CAREER DEVELOPMENT OFFICER

Title **IS Report - Bundi Road Bridge Naming Consideration**

Date 3 March 2023

Responsible Manager S. Fitzgerald, WORKS MANAGER MAINTENANCE

Summary

This report requests Council's direction regarding formal naming of the newly constructed bridge over Wandoan Creek on Bundi Road, Wandoan.

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 take pride in our natural assets, environment, and heritage.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council

1. Provide direction on whether the bridge over Wandoan Creek on Bundi Road, Wandoan, should be considered for formal naming.

Background Information

As part of Council's 2022/23 Capital Works Program, the bridge over Wandoan Creek on Bundi Road was upgraded from an existing timber structure to a contemporary concrete bridge. Works were completed and the road opened to traffic in February 2023.

The 'Naming Public Assets - Council Policy' was adopted by Council at the Ordinary Meeting of Council 27 September 2020 and provides a process for selection of Public Asset Names, should Council wish to proceed with naming of this asset.

Report

Councillors have received verbal requests from the community to name the recently completed structure over Wandoan Creek on Bundi Road, Wandoan.

The previous bridge was not formally named but was known colloquially as "Sundown Bridge". The only sign at the bridge was Wandoan Creek.

Should Council decide to proceed with naming this asset, name nominations will be sought from the community and presented to Council at a future meeting, in accordance with *Naming Public Assets - Council Policy* Section 3.1 for unnamed assets. A copy of the policy is attached to this report.

As per the *Naming Public Assets - Council Policy*, Council officers seek Council's direction whether the asset is to be formally named.

Consultation (Internal/External)

If Council decides to formally name the asset, community consultation will be held over a 4 week period in accordance with the *Naming Public Assets - Council Policy* process.

If Council decides to not formally name the asset, Council officers will advise the relevant customers of the outcome.

Legal/Policy Implications (Justification if applicable)

Naming Public Assets - Council Policy. Version 1, Version Date: 23 September 2020

Budget/Financial Implications

Should Council elect to name this asset, erection of bridge name signage is estimated to cost \$2,000 which would be incurred by the Works Operational Maintenance Budget. This cost is within existing budget allocations for the 2022/23 financial year.

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'.

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

Conclusion

Council officers seek Council's direction as to whether the Wandoan Creek bridge, Bundi Road is to be considered for formal naming.

Attachments

Naming Public Assets - Council Policy

Authored by: Sam Fitzgerald WORKS MANAGER MAINTENANCE

Naming Public Assets - Council Policy

Effective Date	23 September 2020
Policy Owner	Senior Works Manager
Link to Corporate Plan	Active Vibrant Communities Financial Sustainability
Review Date	September 2024
Related Legislation	Local Government Act 2009 Planning Act 2016 Place Name Act 1994
Related Documents	AS1742.5 - Manual of Uniform Traffic Control Devices - street name and community facility name signs AS 4212 - Geographic Information Systems - data dictionary for transfer of street addressing information AS/NZS 4819:2011 - Geographic Information - rural and urban addressing Western Downs Regional Council Local Law No.1 (Administration) 2011 Western Downs Regional Council Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011 Western Downs Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Policy Version	Approval Date	Adopted/Approved
1	23/09/2020	Ordinary Meeting of Council

This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.**

Naming Public Assets - Council Policy

1. PURPOSE

- To provide guidelines for the naming of newly constructed or existing public assets excluding roads (roads are covered under the 'Naming Council Roads and Streets' Council Policy) under the control of Western Downs Regional Council.
- Ensure proposed names are appropriate.
- Adopt applicable standards and legislation.

2. SCOPE

This policy applies to all existing and proposed public assets in the Western Downs Regional Council administrative area that are under the control of Western Downs Regional Council.

This policy is applicable to Council Officers making recommendations to the Council for the naming or renaming of Council assets.

3. POLICY

3.1 Process of the Selection of Public Asset Names

Unnamed Asset

1. When an applicant requests the consideration for naming of an asset, they must provide the proposed name and justification regarding the application to name an asset.
2. The relevant Officer within the relevant Department is to check whether the preferred names comply with this policy.
3. The relevant Officer will provide an estimate of cost to name the asset and shall seek Council's direction as to whether the asset is to be formally named.
4. If Council resolves to not name the asset, the applicant will be contacted to advise of this outcome.
5. If Council resolves to consider naming the asset, the following stages of the process will occur.
 - a. Nominations for names will be sought from the community over a four-week period with the campaign advertised on social media and Council's website. The original applicant will be advised that Council is seeking community feedback and other nominations.
 - b. Following the close of the campaign period, the nominations will be collated and the nominations, including the justifications, reviewed including background checks on the nominations to review suitability of nomination.
 - c. If a shortlisted name does not comply with the policy, refer section 3.2. Consultation will occur with the applicant providing guidance to submit a revised name, i.e. incorrect or disputed spelling, punctuation amendments, etc.
 - d. Providing that the submitted names comply with this policy and no adverse reason is identified, the relevant department will provide a report to Council to decide on the preferred name.
 - e. If no proposed names comply with the policy, Council Officers will refer the decision back to Council to determine whether Council wishes to reconsider naming the asset.



Naming Public Assets - Council Policy

6. The applicant will be notified in writing of the final Council decision.

Existing Assets

1. The naming or renaming process of existing assets is generally discouraged and will only be considered under very compelling circumstances.
2. For the renaming of existing assets, a report will be prepared by the relevant Department for consideration by Council providing details on why renaming the asset is proposed, details of potential names and a cost estimate to seek Council's direction as to whether the asset is to be formally renamed.
3. If Council resolves to not rename the asset, the applicant will be contacted to advise of this outcome.
4. If Council resolves to consider renaming the asset the following stages of the process will occur.
 - a. Nominations for names will be sought from the community over a four-week period with the campaign advertised on social media and Council's website. The original applicant will be advised that Council is seeking community feedback and other nominations.
 - b. Following the close of the campaign period, the nominations will be collated and the nominations including the justifications reviewed including background checks on the nominations to review suitability of nomination.
 - c. If a shortlisted name does not comply with the policy, refer section 3.2, consultation will occur with the applicant providing guidance to submit a revised name, i.e. Incorrect or disputed spelling, punctuation amendments etc.
 - d. Providing that the submitted names comply with this policy and no adverse reason is identified, the relevant department will provide a report to Council to decide on the preferred name.
 - e. If no proposed names comply with the policy, Council Officers will refer the decision back to Council to determine whether Council wishes to reconsider renaming the asset.
5. The applicant will be notified in writing of the final Council decision.
6. The time when a changed name applies shall be a date when all protocols associated with the name change are complete. Public notifications will be distributed via social media and Council's website.

3.2 Requirements for Naming Public Assets

1. Name duplication within the local government area should be avoided. This includes assets in different assets categories (i.e. roads and bridges). If possible, duplication of names in proximity to adjacent local government areas should also be avoided.
2. Assets (e.g. bridges) crossing Council boundaries should have a single and unique name and consultation shall occur with the applicable neighbouring Council.
3. Names should be appropriate to the physical, historical or cultural character of the area concerned.
4. The local aboriginal community should be contacted to confirm correct meaning and aptness when using aboriginal names.
5. Names which are offensive or likely to give offence, incongruous (out of place) or commercial in nature are to be avoided.
6. Names should be reasonably easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.



Naming Public Assets - Council Policy

7. Unduly long names and names composed of more than two words are to be avoided.
8. Where it is intended that the asset have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
9. Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should generally be adopted.

4. Definitions

In this policy:-

"Applicant"	means a person, persons or company that has submitted an application to Council
"Community"	means the residents of Western Downs Regional Council
"Council"	means Western Downs Regional Council
"Property owner"	means the registered owner of the relevant parcel of land
"Public asset/asset"	means a local government-controlled public asset such as bridges and community centres but does not include State Government assets.



Title **IS Works 2022/23 Capital Works Progress Update - January - February 2023**

Date 3 March 2023

Responsible Manager D. Dibley, WORKS MANAGER CONSTRUCTION

Summary

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2022/23 Capital Works Program for the months of January and February 2023.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- 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.
-

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.

Background Information

On 22 June 2022, Council adopted the 2022/23 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.

CAPITAL WORK PROJECTS

RECENTLY COMPLETED PROJECTS

- Halliford Road, Ducklo Ch: 0.00 - 6.44 - Upgrade from Gravel Pavement to Bitumen Seal;
- Porters Road, Miles - Gravel Resheet;
- Oak Park Road, Chinchilla - Ch: 6.221 - 7.36 - Road Reconstruction;
- Oak Park, Chinchilla - Gravel Resheet;
- Oakwood St North, Dalby - Bitumen Dust Suppression / Upgrade from Gravel Pavement to Bitumen Seal;
- Glenern Road, Glenmorgan - Rock protection work to Floodways; and

PROJECTS IN PROGRESS

- Royalty Road Greenswamp Gravel Resheet (Funded through Road Infrastructure Agreement - Resource Sector);
- Glenolive Road, Condamine - Gravel Resheet (Funded through Road Infrastructure Agreement - Resource Sector);
- Myall Park Road, Miles - Upgrade from Gravel Pavement to Bitumen Seal;
- Gill Weir Road, Miles and Leichhardt Highway - Intersection Upgrade;
- Roche Creek Road, Wandoan - Road Widening and Reconstruction;
- Bullockhead Road, Hannaford Ch: 37.57 - 46.5 - Upgrade from Gravel Pavement to Bitumen Seal;
- Mary St, Dalby - Stormwater Upgrade Project (delivery of stormwater componentry)
- Chances Plains Road, Chances Plains - Road Reconstruction;
- Burncluith Hall Road, Burncluith - Bitumen Dust Suppression;
- Surcingle Road, Burncluith - Floodway Upgrade from Gravel Pavement to Bitumen Seal;
- Pratten Street, Dalby Ch: 1.981 - 2.487 - Road Reconstruction with Kerb and Channel Upgrade;
- Geisel Street, Dalby Ch: 0.274 - 0.780 - Road Reconstruction with Kerb and Channel Upgrade;
- Dalby Aerodrome - Upgrade Works to Cross Runway (Facilities);
- Clifford Road, Clifford - 10km Gravel Resheet and Flood Damage Restoration;
- Regional (Bitumen) Reseal Program - Awarded;
- Bundi Road Ch 1.3km Bridge Replacement at Wandoan Creek - completion early Feb 2023;
- Replacement of emulsion storage tanks at Dalby, Tara and Chinchilla Works Depots;

UPCOMING PROJECTS

- Beutel Street, Brigalow Ch 00 - 0.310 - Road Reconstruction;
- Bird Street, Dalby Ch 0.00 - 0.15 - Road Reconstruction with Kerb and Channel Upgrade;
- Park Street, Chinchilla Ch 0.00 - 1.69 - Road Reconstruction with Kerb and Channel Upgrade;

COMMERCIAL WORKS

PROJECTS IN PROGRESS

- 22/23 Routine Maintenance Performance Contract (RMPC);
- Macalister Bell Macalister Rehabilitation Project Stage 2;
- DTMR 22/23 Reseal Prior Works Contract – Contract awarded with works programmed; and
- DTMR 22/23 E23 Signage Renewal Program.

UPCOMING PROJECTS

- DTMR Dalby Cooyar Road Rehabilitation Stage 2 (Ch. 0 to 4) - this has been postponed until 23/24 at the request of TMR to focus time and resources on flood damage.

FLOOD DAMAGE RESTORATION

RECENTLY COMPLETED PROJECTS

- QRA REPA Flood Damage Restoration 2019/20 Package 13 (Jandowae area).

PROJECTS IN PROGRESS

- QRA REPA Flood Damage Restoration 2019/20 Package 9 (Bell and Jimbour area);
- QRA REPA Flood Damage Restoration 2019/20 Package 15 (Miles and Wandoan area.
- QRA REPA Flood Damage Restoration 2021/22 Package 1;
- QRA REPA Flood Damage Restoration 2021/22 Packages 2, 3 & 4; and
- QRA REPA Flood Damage Restoration 2021/22 Packages 5, 6 & 7.

UPCOMING PROJECTS

- QRA REPA Flood Damage Restoration 2019/20 Package 14 (Tara Area) awarded waiting for works to start; and
- QRA REPA Flood Damage Restoration 2021/22 Packages 8, 9 & 10 RFQ to be issued in early March;

22/23 PROJECTS DESIGN STATUS UPDATE

Technical Services' Design Department have completed the following number of civil designs for the 2022/23 Capital Works Program.

- 84% - Roadworks Design Program (27/32) projects Issued for Construction (IFC);
- 90% - Footpath Design Program (9/10) projects Issued for Construction. Survey has been received for outstanding jobs and awaiting design completion; and
- Supplementary (Extra) jobs - 10 projects completed outside of the 22/23 Program.

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 month of February was unavailable prior to report being presented.

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 delivery of the Capital Works Program is tracking slightly behind schedule at this stage due to delays with the Dalby urban (town) street projects and material delivery delays (reinforced concrete box culverts) for rural road projects.

The Works staff have been assisting with recent bushfires across the region resulting in some projects being paused due to Disaster Management efforts.

Attachments

NIL

Authored by: Debbie Dibley, WORKS MANAGER CONSTRUCTION

Title **Community and Liveability Report Community Projects Program Round Two 2022.2023**

Date 16 February 2023

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 15 February 2023. This is in relation to the assessment and proposed adoption of Round Two of the 2022/2023 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 15 February 2023.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2023 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apology for non-attendance from Cr. K. A. Bourne.

b. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022, copies of which have been circulated to Members, be taken as read and confirmed.

c. That the applicants for Round Two of the 2022/2023 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
1	Lions Club of Dalby Inc	Lions Den Upgrade	\$8,420.00	\$1,420.00	\$7,000.00	\$4,210.00	Conditional upon applicant confirming they will provide 50% funding with no reduction of scope	
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
2	Miles & District Historical Society Inc	Lapidary Building Air Conditioning	\$14,957.00	\$5,987.00	\$8,970.00	\$4,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
3	Southern Queensland Cutting Horse Association Inc	Ramp upgrade	\$10,595.20	\$2,145.00	\$8,450.20	\$5,297.00	Conditional upon applicant confirming they will provide 50% funding with no reduction of scope	
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
4	Chinchilla Polocrosse Club Incorporated	Public Address System Upgrade	\$22,523.00	\$12,523.00	\$10,000.00	\$10,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
TOTAL						\$23,507.00		

Background Information

The Community Grants - Council Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional Council area.

The purpose of the Community Projects Program is to support projects that are for equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations, and community expectations, meet changing community needs and/or increase facility usage.

In accordance with the Community Grants - Council Policy - Community Projects Program, Council may allocate funds in each annual budget. The Community Projects Program has a budget allocation of \$90,000.00 for the 2022/2023 financial 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 7 February 2023.

This funding program aids through cash contributions to a maximum amount per application of \$10,000.00.

Report

Round Two of the Community Grants - Council Policy - Community Projects Program closed on 7 February 2023. Four applications were received from four 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 15 February 2023. (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 Two of the 2022/2023 grant applications based on its level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 15 February 2023.

Cr. K. A. Bourne was an apology at that meeting.

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 2022/2023 year.

Under the **Competitive Round One** the nine applications have been assessed for a total amount of \$50,098.05.

Under the **Responsive Round** seven applications have been assessed, for a total amount of \$10,595.97.

Under the **Competitive round Two**, the Reference Group has reviewed four applications and recommends the disbursement of funding for Round Two of \$23,507.00.

That leaves a balance remaining of \$5,798.98

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Projects Program	\$90,000.00	Responsive Rounds	\$10,595.97
		Competitive Round 1	\$50,098.05
		Competitive Round 2	\$23,507.00
		Balance	\$5,798.98

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 15 February 2023 assessed the applications 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 15 February 2023.

Authored by: Maegan Mathews, Community Grants Support Officer.

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROJECTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, DALBY CORPORATE OFFICE, MARBLE STREET, DALBY ON WEDNESDAY 15 FEBRUARY AT 1.37 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. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology: Cr. K.A. Bourne

Officers: Ms. K. Wood, Miss M. Mathews

Apology: Mrs. L. Tyrrell

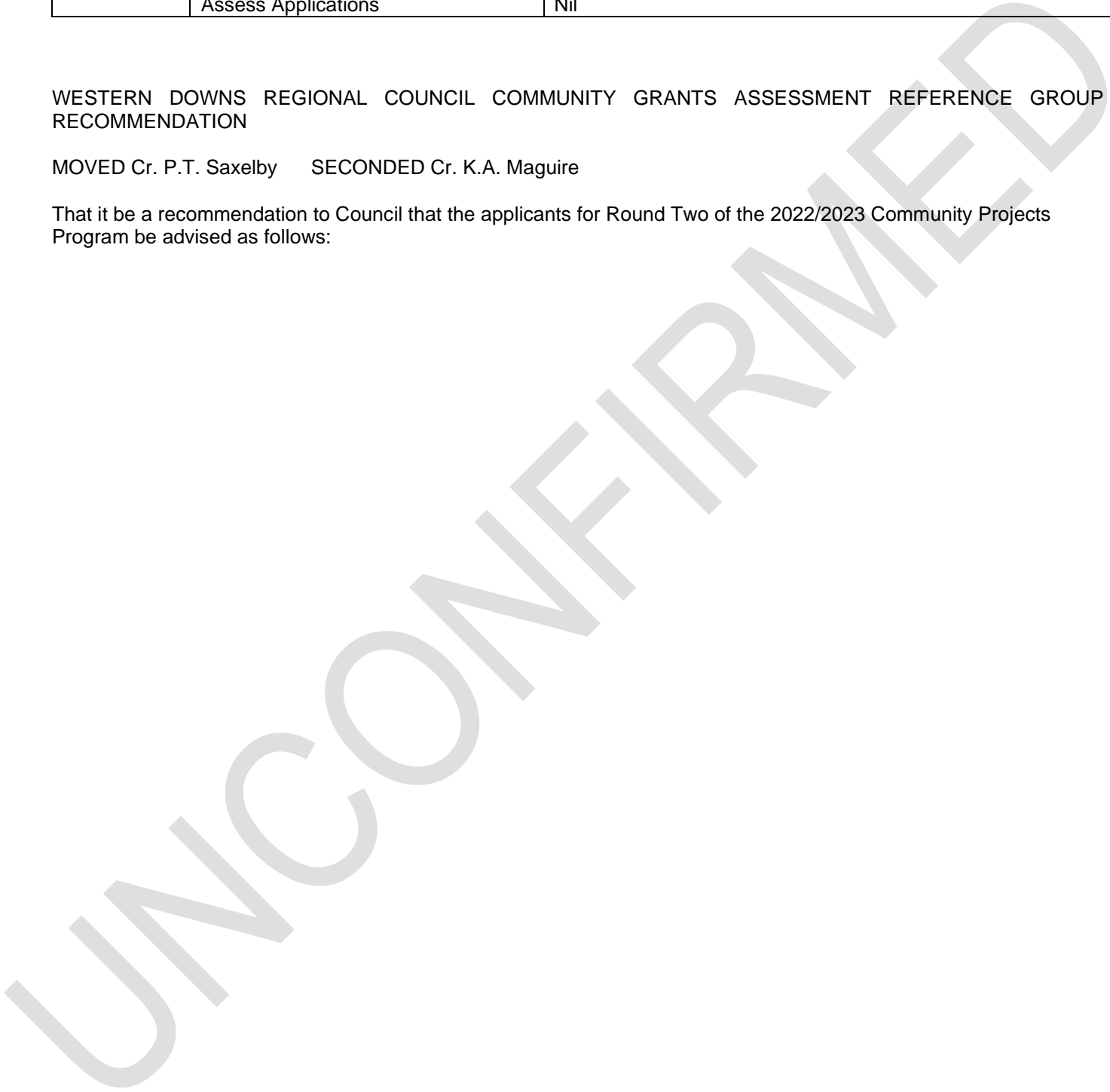
Ref: W1	Welcome Apologies	<p>MOVED Cr. C. T. Tillman SECONDED Cr. P. T. Saxelby</p> <p>That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apology for non-attendance from Cr. K. A. Bourne. CARRIED</p> <p>MOVED Cr. P.T. Saxelby SECONDED Cr. K.A. Maguire</p> <p>That Cr. O.G. Moore will chair the meeting. CARRIED</p>
Ref: A2	Conflict of Interest	
Ref: CPM	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 21 September 2022 copies of which have been circulated to Members, be taken as read and confirmed. CARRIED</p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 26 October 2022</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022 were considered by Council at its Meeting on Wednesday, 26 October 2022. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	

	Assess Applications	Refer Attachment 1
	Local Events Program	
	Assess Applications	Nil
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Nil
	Economic Development Stream	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. P.T. Saxelby SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for Round Two of the 2022/2023 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
1	Lions Club of Dalby Inc	Lions Den Upgrade	\$8,420.00	\$1,420.00	\$7,000.00	\$4,210.00	Conditional upon applicant confirming they will provide 50% funding with no reduction of scope	
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
2	Miles & District Historical Society Inc	Lapidary Building Air Conditioning	\$14,957.00	\$5,987.00	\$8,970.00	\$4,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
3	Southern Queensland Cutting Horse Association Inc	Ramp upgrade	\$10,595.20	\$2,145.00	\$8,450.20	\$5,297.00	Conditional upon applicant confirming they will provide 50% funding with no reduction of scope	
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
4	Chinchilla Polocrosse Club Incorporated	Public Address System Upgrade	\$22,523.00	\$12,523.00	\$10,000.00	\$10,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
TOTAL						\$23,507.00		

		<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 of the 2022/2023 financial year (May 2023).</p> <p>The Chairperson declared the Meeting closed at 2.16 PM</p>
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UNCONFIRMED

Title **Community and Liveability Report Local Events Program Round Two 2022.2023**

Date 16 February 2023

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 15 February 2023 in relation to the Assessment of Round Two of the 2022/2023 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 15 February 2023.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2023 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apology for non-attendance from Cr. K. A. Bourne.

b. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022 copies of which have been circulated to Members, be taken as read and confirmed; and

c. That the applicants for Round Two of the 2022/2023 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
1	Tara Race Club	Tara Races	\$14,800.00	\$4,000.00	\$2,000.00 cash \$1,925.00 In Kind	\$2,000.00 cash \$1,925.00 In Kind		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
2	Dalby State School P&C Creekside Markets	30 years - Dalby State School P&C Creekside Markets	\$20,000.00	\$20,000.00	\$5,000.00	\$0.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
3	Miles and District Show Society	Miles Show	\$13,500.00	\$6,000.00	\$5,000.00	\$5,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
4	Jandowae Race Club Inc.	Jandowae Races 2023	\$30,000.00	\$8,500.00	\$2,000.00 cash \$1,040.00 In Kind	\$2,000.00 cash \$1,040.00 In Kind		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
5	St Joseph's P&F Association	St Joseph's Centenary Celebrations	\$22,000.00	\$8,000.00	\$5,000.00	\$5,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
6	Hannaford/ The Gums Campdraft Committee	Hannaford/ The Gums Campdraft	\$28,400.00	\$10,665.43	\$2,000.00 cash \$770.00 In Kind	\$2,000.00 cash \$770.00 In Kind		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
7	Wandoan And District Kindergarten Association	Wandoan Camel Races 2023	\$98,500.00	\$10,000.00	\$4,000.00	\$2,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
8	Jandowae and District Show Society	Jandowae and District Show 75th Anniversary	\$64,351.00	\$20,000.00	\$3,000.00	\$3,000.00		
						FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
TOTAL FUNDED						\$21,000.00 cash plus \$3,735.00 In Kind		

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 7 February 2023.

Report

Round Two of the Community Grants - Council Policy - Local Events Program closed on 7 February 2023. A total of eight 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 15 February 2023 - (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 2022/2023 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 15 February 2023.

Cr. K. A. Bourne was an apology at this meeting.

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 2022/2023 financial year.

Under the **Responsive Round** twenty (20) applications have been assessed, for a total amount of \$26,190.00 cash.

Under the **Competitive Round One** the Reference Group approved six applications, for a total amount of \$30,100.00.

Under the Competitive Round Two, the Reference Group has reviewed eight applications and recommends the disbursement of funding for Round Two of \$21,000.00 cash and \$3,735.00 In Kind Assistance.

That leaves a balance remaining of \$42,710.00 cash plus \$26,265.00 of In-Kind Assistance.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Local Events Program	\$120,000.00 cash plus \$30,000.00 In Kind Assistance	Responsive Rounds	\$12,000.00 cash
		Competitive Round 1	\$30,100.00 cash
		Competitive Round 2	\$21,000.00 cash plus \$3,735.00 In Kind Assistance
		Balance	\$42,710.00 cash plus \$26,265.00 In Kind Assistance

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 15 February 2023 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 15 February 2023.

Authored by: Maegan Mathews, Community Grants Support Officer.

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (LOCAL EVENTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, DALBY CORPORATE OFFICE, MARBLE STREET, DALBY ON WEDNESDAY 15 FEBRUARY 2023 AT 1.05 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. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology: Cr. K.A. Bourne

Officers: Ms. K. Wood, Miss M. Mathews

Apology: Mrs. L. Tyrrell

Ref: W1	Welcome Apologies	<p>MOVED Cr. C. T. Tillman SECONDED Cr. P. T. Saxelby</p> <p>That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apology for non-attendance from Cr. K. A. Bourne. CARRIED</p> <p>MOVED Cr. P.T. Saxelby SECONDED Cr. K.A. Maguire</p> <p>That Cr. O.G. Moore will chair the meeting. CARRIED</p>
Ref: A2	Conflict of Interest	
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 21 September 2022 copies of which have been circulated to Members, be taken as read and confirmed. CARRIED</p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 26 October 2022</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022 were considered by Council at its Meeting on Wednesday, 26 October 2022. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil

	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Refer Attachment 1
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Nil
	Economic Development Stream	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. K.A. Maguire SECONDED Cr. C.T. Tillman

That it be a recommendation to Council that the applicants for Round Two of the 2022/2023 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
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							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
2	Dalby State School P&C Creekside Markets	30 years - Dalby State School P&C Creekside Markets	\$20,000.00	\$20,000.00	\$5,000.00	\$0.00		
							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
3	Miles and District Show Society	Miles Show	\$13,500.00	\$6,000.00	\$5,000.00	\$5,000.00		
							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
4	Jandowae Race Club Inc.	Jandowae Races 2023	\$30,000.00	\$8,500.00	\$2,000.00 cash \$1,040.00 In Kind	\$2,000.00 \$1,040.00 In Kind		
							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
5	St Joseph's P&F Association	St Joseph's Centenary Celebrations	\$22,000.00	\$8,000.00	\$5,000.00	\$5,000.00		
							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
6	Hannaford/The Gums Campdraft Committee	Hannaford/The Gums Campdraft	\$28,400.00	\$10,665.43	\$2,000.00 cash \$770.00 In Kind	\$2,000.00 cash \$770.00 In Kind		
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	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions
8	Jandowae and District Show Society	Jandowae and District Show 75th Anniversary	\$64,351.00	\$20,000.00	\$3,000.00	\$3,000.00		
							FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne	
TOTAL FUNDED						\$21,000.00 cash plus \$3,735.00 In Kind		

UNCONFIRMED

		<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 of the 2022/2023 financial year (May 2023).</p> <p>The Chairperson declared the Meeting closed at 1.36 pm</p>
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