

Ordinary Meeting of Council

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

On Wednesday, 16 August 2023

Commencing at 9:30am

**J. Taylor
CHIEF EXECUTIVE OFFICER**

16 August 2023

Ordinary Meeting of Council Agenda

Location: **Wandoan**
6 Henderson Road, Wandoan

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 19 July 2023** 1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 19 July 2023
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **DECLARATIONS OF CONFLICTS OF INTEREST**
8. **PRESENTATION OF PETITIONS BY COUNCILLORS**
9. **MAYORAL UPDATE**
 - 9.1 **Executive Services Mayoral Report July 2023** 24

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of July 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 - Expression of Interest to Lease Two Lots Kumbarilla Lane Kogan

The purpose of this report is to seek Council's approval to call expressions of interest to lease two lots at Kumbarilla Lane, Kogan, east of the Braemer Power Station.

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Summary Report Quarterly Liability Update as at 30 June 2023

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 30 June 2023.

10.2.2 Corporate Services Confidential Report Additional Water Concession Due to Undetected Water Leak

The purpose of this report is to discuss a request for a concession which is greater than that contemplated by the *Water Meters – Council Policy*, associated with an undetected leaking pipe which resulted in a substantial consumption of water.

10.3 COMMUNITY AND LIVEABILITY

10.3.1 Community and Liveability Confidential Report Western Downs Planning Scheme 2017 Major Amendment 2 Business and Planning Improvement Amendment Package

The purpose of this Report is for Council to decide to exercise its power under the *Planning Act 2016* and in accordance with the process set out in the Minister's Guidelines and Rules, to make amendments to its Planning Scheme and Planning Scheme Policies from time to time, to ensure those Policy and Regulatory Instruments remain contemporary, reflective of Council's current Policy positions, and appropriately manage planning and development across the Western Downs Region.

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

12.1 (030.2023.119.001) Community and Liveability Report Development Application Material Change of Use for an Extractive Industry (Gravel Pit) on Lot 173 on LY128 668 Red Hill Road Red Hill Sellars C/- Swep Consulting

The purpose of this Report is for Council to decide the proposed development for Material Change of Use to establish an Extractive Industry (Gravel Pit - less than 5,000tpa) on land described as Lot 173 on LY128 and situated at 668 Red Hill Road, Red Hill.

12.2	<p>(035.2023.188.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lots) on Lot 77 on LY323 Woolletts Road Diamondy White Wind Project No 1 Pty Ltd C/- Environmental Resources Management Australia Pty Ltd</p> <p>The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 77 on LY323 and situated at Woolletts Road, Diamondy.</p>	60
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13. EXECUTIVE SERVICES

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14. CORPORATE SERVICES

14.1	<p>Corporate Services Report Aquatic Facilities Strategy 2023-2038 Priority Actions</p> <p>The purpose of this Report is to seek Council's endorsement to pursue priority action outcomes of the Aquatic Facilities Strategy 2023-2038.</p>	129
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Title **Adopt Ordinary Meeting of Council Minutes 19 July 2023**

Date 10 August 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, 19 July 2023

Link to Corporate Plan

Nil

Material Personal Interest/Conflict of Interest

There are no declarations of material personal interest/conflicts of interest.

Officer's Recommendation

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 July 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, 19 July 2023.

Authored by: A. Lyell EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Date: Wednesday, 19 July 2023

Time: 9:30am

Location: Western Downs Regional Council
Chinchilla Customer Service Centre

Councillors:

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

Officers:

- D. Fletcher, Acting Chief Executive Officer
- G. Cook, General Manager (Infrastructure Services)
- T. Summerville, Acting General Manager (Community & Liveability)
- B. Bacon, General Manager (Corporate Services)
- C. Craig, Senior Executive Officer
- A. Lyell, Executive Services Administration Officer

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30am.

Cr. P. M. McVeigh left the meeting at 9.30am.

Cr. A. N. Smith assumed The Chair.

2. OPENING PRAYER AND MINUTE SILENCE

Sam Herd from the Chinchilla Presbyterian Church delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

There were no apologies.

4. CONGRATULATIONS

Cr O. G. Moore requested that congratulations and thanks be extended to the recently retired Mayor Paul Antonio from Toowoomba Regional Council for his input over the years to Southern Queensland.

Cr M. J. James noted on the back of last month's congratulations to Judd Alderton, that Judd competed at the Australian Junior Boxing Titles, which were held in Adelaide earlier this month, and won his event and is now the 2023 63 kilogram division Australian Champion.

Cr A. N. Smith requested that Congratulations be extended to the Miles and District Rugby League Football Club on hosting a successful League Q Cup.

Cr K. A. Maguire requested that Congratulations be extended to Evelyn Orchard from Miles for being chosen to represent Australia in the U13 futsal team playing in Barcelona.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 21 June 2023

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 21 June 2023

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 21 June 2023, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

5.2 Adopt Minutes Special Meeting of Council ADOPT 2023-24 Budget 21 June 2023

The purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council ADOPT 2023-24 Budget held on Wednesday, 21 June 2023.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. O. G. Moore

That this Report be received and that:

1.The Unconfirmed Minutes of the Special Meeting of Council ADOPT 2023-24 Budget held on Wednesday, 21 June 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

There was no business arising from the minutes of previous meetings.

7. DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

8. PRESENTATION OF PETITIONS BY COUNCILLORS

There were no petitions presented by Councillors.

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report June 2023

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

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

10. CONFIDENTIAL ITEMS

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

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

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

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

(a) the appointment, discipline or dismissal of the chief executive officer;

(b) industrial matters affecting employees;

(c) the local government's budget;

(d) rating concessions;

(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;

(f) matters that may directly affect the health and safety of an individual or a group of individuals;

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

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

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

(a) state the matter mentioned in subsection (3) that is to be discussed; and

(b) include an overview of what is to be discussed while the meeting is closed.

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

COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. P. T. Saxelby
Seconded By Cr. C. T. Tillman

That Council resolve to close the Meeting in accordance with Sections 254J (3) (g) of the *Local Government Regulation 2012* at 9.50AM to discuss the following Confidential Reports:

1. Infrastructure Services Confidential Report Consider Dalby Recycled Water Expression of Interest

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

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

That Council resolve to reopen the Meeting at 9.55AM.

CARRIED

10.1 EXECUTIVE SERVICES

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

10.4.1 Infrastructure Services Confidential Report Consider Dalby Recycled Water Expression of Interest

The purpose of this Report is for Council to consider undertaking an Expression of Interest process to seek offers for a supply contract to access Dalby's Class A Recycled Water Scheme.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore
Seconded By Cr. K. A. Maguire

That this Report be received and that;

1. in accordance with *section 228 of the Local Government Regulation 2012*, Council considers that it would be in the public interest to invite expressions of interest to enter into a long-term agreement for the supply of Class A Recycled Water in Dalby before inviting written tenders.

CARRIED

12. PLANNING

12.1 (030.2023.19.001) Community and Liveability Report Development Application Material Change of Use for an Agricultural Supplies Store on Lot 31 on SP153811 39 Thrupps Access Road Dalby Wallin C/- Willowtree Planning Pty Ltd

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish an Agricultural Supplies Store on Lot 31 on SP153811 and situated at 39 Thrupps Access Road, Dalby.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. The application for Material Change of Use to establish an Agricultural Supplies Store on land described as Lot 31 on SP153811 and situated at 39 Thrupps Access Road, Dalby be refused, based on the following grounds:
 - (1) The proposed development is inconsistent with the Strategic Plan, as follows:
 - (a) The proposed development is inconsistent with Strategic Element 3.3.11 (Rural Residential Land Use and Development) Specific Outcome 1 of the Strategic Plan which seeks to ensure that Rural Residential land is characterised by low density residential uses that take advantage of the rural lifestyle and character of the surrounding landscape, providing an alternative housing choice. The proposed development is commercial in nature and as such, is inconsistent with the specific outcome to accommodate low density residential uses.
 - (b) The proposed development is inconsistent with Strategic Element 3.3.11 (Rural Residential Land Use and Development) of the Strategic Plan, as the proposed development is not consistent with the purpose or intent of the Zone and there is no overriding community need to support development, or sufficient planning justification that the development could not be established in a more appropriate Zone.
 - (2) The proposed development conflicts with the intent and purpose of the Rural Residential Zone Code, which is to provide for residential uses and activities on large lots, including lots for which the Local Government has not provided infrastructure and services. The proposed development is commercial in nature which is inconsistent with the intent for the Zone to accommodate residential uses and is not compatible with the surrounding rural residential allotments.
 - (3) The proposed development does not satisfy Overall Outcome 5 of the Rural Residential Zone Code, as the development is considered commercial in nature, does not support the day-to-day needs of the immediate residential community, and the development has the potential to impact on the amenity of the surrounding Rural Residential allotments in terms of dust, noise emissions and visual amenity.
 - (4) The proposed development does not satisfy Overall Outcome 16 of the Rural Residential Zone Code, as the development is not consistent with the purpose or intent of the Rural Residential Zone, and there is no overriding community need or valid planning justification as to why the proposed use cannot be more reasonably established in a more appropriate Zone.

CARRIED

12.2 (035.2022.737.001) Community and Liveability Report Development Application for Reconfiguring a Lot (1 Lot into 10 Lots and Road Reserve) of Lot 20 on SP156284 Cemetery Road Chinchilla WA & SG Daniells Pty Ltd C/- Swep Consulting

The purpose of this Report is for Council to consider the proposed development, the Planning Officer's assessment of the merits of the proposal, and the recommendation to decide the development application.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That this Report be received and that:

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./Reference	Title and Description	Dated
211168, A.101, Issue P2	Lot Layout Plan, prepared by Brandon & Associates	20.12.22

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

APPROVED DEVELOPMENT

3. The approved development is Reconfiguring a Lot (1 lot into 10 lots and the creation of a road) as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey (Form 18B), unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
6. The Plan of Survey (Form 18B) shall not be endorsed by Council until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

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

MAINTENANCE

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

LOT NUMBERING

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

INFRASTRUCTURE CHARGES

11. 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.

LANDSCAPING

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

ENGINEERING WORKS

14. Submit to Council, an Operational Work application for all works that that will become Council's infrastructure, and earthworks if required.
15. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan (Form 18B) unless stated otherwise.
16. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, relevant Australian Standards, Codes of Practice, WSAA, and relevant Design Manuals.
17. Be responsible for any alteration necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

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

ROADWORKS - NEW ROAD

20. Design and construct the new road intersecting with Cemetery Road as illustrated on the Approved Plan, as a Rural Residential Access Street, generally in accordance with Table 1.12.2 of Council's Planning Scheme Policy 1, relevant

Austrroads' Standards and Council's Planning Scheme and more specifically, include the following:

- 20.1 a minimum road reserve width of 25 metres;
- 20.2 construct the intersection of the new road and Cemetery Road, including right and left turn provisions determined in accordance with Austrroads' Guide to Road Design; and
- 20.3 provision for all stormwater drainage requirements, line marking, signage and street lighting associated with the new road and intersection.

Timing: Prior to Council's endorsement of the Survey Plan (Form 18B).

ROADWORKS AND PEDESTRIAN SAFETY

- 21. Install signage for all works on or near roadways in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
- 22. Submit to Council, an application for any road or lane closures and ensure all conditions of that approval are complied with during construction of the works.

VEHICLE ACCESS

- 23. The developer is to construct a crossover for each proposed Lot with a minimum width of 3 metres in accordance with Council's Standard Drawing R-004, prior to Council's endorsement of the Survey Plan (Form 18B).
- 24. 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) or road infrastructure (eg street sign, street tree, etc).

ELECTRICITY

- 25. Submit to Council, written confirmation from an electricity provider that supply of electricity is available to all the proposed lots, prior to Council's endorsement of the Survey Plan (Form 18B).

TELECOMMUNICATIONS

- 26. Design and provide telecommunications to all lots within the development in accordance with the Australian Government Telecommunications in New Developments Policy.

STREET LIGHTING

- 27. Design and install street lighting to the full frontage of the site along the length of the new road to the intersection of the new road and Cemetery Road to a P5 (or equivalent) standard in accordance with AS/NZS1158. Submit to Council, street light design plans showing the proposed public lighting system for Council's endorsement.
- 28. Ensure that any new street light poles required on external streets are of a consistent standard (ie steel poles) to street light poles. Heritage style poles are not permitted unless specifically approved by Council.
- 29. Enter into an agreement with an electricity supplier to provide a public lighting system in accordance with the lighting design plans as required by the previous condition. Submit to Council, written confirmation from an electricity provider that an agreement has been made to provide a public lighting system.

ON-SITE WASTEWATER DISPOSAL

30. Future Dwellings must be connected to an on-site wastewater disposal system, in accordance with AS1547 and the Queensland Plumbing and Waste Water Code.

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

WATER SUPPLY

31. All future Dwellings on the proposed lots are to be provided with a minimum of a 45,000 litre on-site water supply that is independent from Council's water reticulation system.

STORMWATER MANAGEMENT

32. 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.
33. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

EROSION AND SEDIMENT CONTROL - GENERAL

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 the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

ENVIRONMENTAL HEALTH

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

36.1 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;

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

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

Timing: During construction and on-maintenance period and the establishment period of landscaping or areas disturbed during construction.

37. 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:

37.1 uncontaminated overland stormwater flow; and

37.2 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.

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 reconfiguring a lot—if a plan for the reconfiguration, that under the Land Title Act, is required to be given to a local government for approval is not given to the local government within —

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

(ii) if no period is stated— 4 years after the approval starts to have effect."

NOTE 2 - Aboriginal Cultural Heritage

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

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 - 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 6 - Infrastructure Charges

An Infrastructure Charges Notice is attached to this approval.

FORESHADOWED MOTION

Cr. I. J. Rasmussen foreshadowed if the motion on the floor is successful, he would move:

That council investigates an amendment to the Planning Scheme to address the perceived requirements for rural residential development in the Chinchilla area.

POINT OF ORDER

Raised By Cr. O. G. Moore

If the motion moved by Cr I. J. Rasmussen was a Foreshadowed Motion or Urgent General Business.

The Chair determined the Motion as a Foreshadowed Motion.

The **Original Motion** was **PUT** and **CARRIED (7 to 1)**

In accordance with Section 254H of the *Local Government Regulation 2009*, the reasons provided for not adopting the Officers' recommendation are as follows:

1. The development will result in the continuation of the growth of rural residential land;
2. The location is relatively close to the existing urban areas of Chinchilla;
3. The land is surrounded by similar sized rural residential properties; and
4. The land is not considered viable as an agricultural block.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. M. J. James

That council investigates an amendment to the Planning Scheme to address the perceived requirements for rural residential development in the Chinchilla area.

FORESHADOWED MOTION

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

That council investigates an amendment to the Planning Scheme to address the perceived requirements for rural residential development in the Western Downs region.

The **Original Motion** was **PUT** and **CARRIED (5 to 3)**

11. DEPUTATION

11.1 Megan Kruger

Ms Kruger addressed Council in regards to safety concerns around accessing Bulldog Park along Slessar Street, Chinchilla. Ms Kruger advised that Bulldog Park is a very busy sporting precinct and there is no pathway connecting the park to other areas. Children are required to walk on the street (with traffic often speeding) or through overgrown verges in order to access the park. Some also cross the adjoining railway line. Pathways need to be extended to the park, to provide safe access to the many children who frequent the precinct on a daily basis to participate in sport.

COUNCIL RESOLUTION - ADJOURN MEETING

That Council resolve to adjourn the Meeting.

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

The Meeting adjourned at 10.41am.

The Meeting resumed at 11.00am.

CARRIED

12.3 (040.2023.136.001) Community and Liveability Report Development Application for Operational Work (Earthworks) at Lot 32 on RP869192 84 Mahon Street Dalby Donges

The purpose of this Report is for Council to decide the development application for Operational Work (Earthworks) for a shed pad on land described as Lot 32 on RP869192 and located at 84 Mahon Street, Dalby.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1. The development application for Operational Work (Earthworks) on land described as Lot 32 on RP869192 and located at 84 Mahon Street, Dalby, be approved, subject to the following conditions:

GENERAL

1. The development application for Operational Work (Earthworks) on land described as Lot 32 on RP869192 and located at 84 Mahon Street, Dalby, be approved, subject to the following conditions:

GENERAL

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

Plan No.	Title and Details	Dated
2	Site Layout Plan, as amended in red by Council on 28/06/2023	-

4. Adhere to the following hours of construction unless otherwise approved in writing by Council:

Monday to Saturday:	6.30am to 6.30pm	Work permitted
Monday to Sunday:	6.30pm to 6.30am	No work permitted
Sunday and Public Holidays:		No work permitted

Do not conduct work or business that causes audible noise from or on the site outside the above hours.

5. Be responsible to carry out Work Health and Safety legislative requirements.
6. Ensure all work sites are maintained in a clean, orderly state at all times.

7. Manage all waste in accordance with the relevant legislation and regulations and dispose of regulated waste at a licensed facility of Western Downs Regional Council by a licensed regulated waste disposal contractor.
8. 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.
9. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of completed or incomplete work under this approval, immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of work associated with the development.
10. Fill shall be suitably compacted, so as to prevent erosion or displacement of the fill, due to overland stormwater flow or flooding. Any damage to the filling shall be rectified as soon as practicable. The land owner shall be responsible for any clean-up required as a result of any erosion of the shed pad.
11. Submit to Council, the following for approval in the event it is proposed to import material to or export material from the site, prior to the Pre-start Meeting:
 - 11.1 details of the location of any material to be sourced for fill including the volume of fill to be moved from any particular source site;
 - 11.2 details of the final location for any material to be exported from the site from excavations including the volume to be moved to any particular site; and
 - 11.3 the proposed haulage route/s and truck sizes for carting of the material.

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

12. Ensure that development work on the subject land does not lead to ponding of stormwater or cause actionable nuisance to adjoining properties, and drains freely to a lawful point of discharge in accordance with the Queensland Urban Drainage Manual.
13. This approval does not extend to any material proposed to be imported to or exported from the site:
 - 13.1 other than from or to site/s that have a current Development Approval enabling them to export/accept any material; or
 - 13.2 the material is being exported to and accepted at a licensed Council refuse facility.

INSPECTIONS AND TESTING

14. Submit to Council, the Pre-start Meeting Agenda at the confirmation of a date and time for the Meeting.
15. Provide Council with a minimum of two clear working days' notice to undertake compulsory inspections and meetings at the following stages:
 - 15.1 Pre-start Meeting with Council, Contractor and developer.
 - 15.2 At the point of completion of all work.
16. Submit to Council, all inspection and test data in its entirety prepared by the applicant, Engineer, Principal Contractor or by Subcontractors in relation to the Operational Work or as described in the application prior to commencement of the use. Undertake any further inspection, testing or analysis required, due to failure of work to meet specifications or

where the testing previously provided is considered insufficient on behalf of the Principal Contractor by a NATA accredited entity (where applicable).

17. Uncover all work covered, prior to inspection, to allow inspection by Council at Council's sole discretion.
18. Allow Council to enter a work site to which this approval relates and undertake testing or analysis of any part of the construction. Council is not liable for the rectification of or compensation for any damage caused in the testing or analysis process. Should work be found to be not constructed to specification or of poor quality, rectification work must be undertaken by the Principal Contractor.
19. Undertake any work for the safety or health of the community or protection of infrastructure where Council deems it necessary.

CARRIED

UNCONFIRMED

13. EXECUTIVE SERVICES

13.1 Executive Services Report Local Government Association of Queensland Annual Conference 16 - 18 October Gladstone

The purpose of this Report is to seek Council's direction regarding the delegates from Western Downs Regional Council to be approved to attend the 123rd Annual Conference of the Local Government Association of Queensland, to be held 16-18 October 2023, at the Gladstone Entertainment Convention Centre.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. C. T. Tillman

That this Report be received and that:

1. Council appoints two (2) Councillors, Cr. P.M. McVeigh and Cr. A.N. Smith, as delegates to attend the 2023 Local Government Association of Queensland Annual Conference.
2. Council approves four (4) Councillors, Cr. K. A. Bourne, Cr K. A. Maguire, Cr. M. J. James, and Cr. C. T. Tillman, as observers to attend the 2023 Local Government Association of Queensland Annual Conference.

CARRIED

13.2 Executive Services Chief Executive Officer Report June 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 June 2023.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. C. T. Tillman

That this Report be received.

CARRIED

13.3 Executive Services Report Outstanding Actions June 2023

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 21 June 2023.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received.

CARRIED

14. CORPORATE SERVICES

14.1 Corporate Services Report Rescind Council Policy - External Social Media Policy

The purpose of this report is to seek Council's resolution to rescind the Council Policy - External Social Media Policy.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

That Council resolves to rescind the *External Social Media Policy – Council Policy*, noting that it will be replaced by the *Council Social Media – Organisational Policy*.

CARRIED

14.2 Corporate Services Report Financial Report June

The purpose of this report is to provide Council with the interim Financial Report for the period ending 30 June 2023, remove projects from the 2022-23 capital works programme, and delete a building application fee from the 2023-24 fees and charges register.

A final report will be provided to the October 2023 Council meeting after the Queensland Audit Office (QAO) has audited and provided its opinion. It will include a report on the business unit outcomes and the finalised capital works programme.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That Council resolve to receive the June 2023 Interim Financial Report and approve the removal of:

1. one fee from the 2023-24 fees and charges register for Assessment against a performance provision of the Queensland Development Code (siting), to be effective from 19 July 2023, and;
2. capital projects in the 2022-23 capital works programme to the value of \$281,080.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Report Works June 22//23 Capital Works Progress Update

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 month of June 2023.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

UNCONFIRMED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Report Application Skilling Queenslanders Work Program

The purpose of this Report is to seek Council approval for the out-of-session Skilling Queenslanders for Work (SQW) Program - Works Skills Traineeship application.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. M. J. James

That this Report be received and that Council resolves to approve the draft application (out-of-session) for the Skilling Queenslanders for Work - Work Skills Traineeship program, to support upskilling of up to 10 long-term unemployed persons in the Tara district through the program.

CARRIED

16.2 Community and Liveability Report Request Motions Local Government Association Queensland Annual Conference

The purpose of this Report is to seek Council's endorsement of attached motions for the Local Government Association Queensland (LGAQ) National Conference held on 16 - 18 October 2023 in Gladstone

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report be received and the following motions to the Local Government Association of Queensland Annual Conference be approved for inclusion in the Annual General Meeting (AGM) held 16th October 2023 - 18th October 2023 in Gladstone:

1. Invest in Reliable Long-Term Water Supply in Regional and Rural Australia by Reassessing Nathan Dam and Pipeline Feasibility
2. Drinking Water Quality Improvement Pathway
3. Resilient Roads Funding
4. Support Extension of Current Inland Rail Proposal to Gladstone
5. Closing the Health Care Gap in Regional Australia
6. Regional Connectivity Improvements in Regional Australia

CARRIED

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

The Meeting concluded at 11.43am.

UNCONFIRMED

Title **Executive Services Mayoral Report July 2023**

Date 7 August 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 July 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 July 2023:

Date	Who/Where	Details
18 July 2023	<ul style="list-style-type: none"> • Western Downs Futures: Governance Design Group • Connect with Council BBQ 	Zoom Chinchilla
19 July 2023	<ul style="list-style-type: none"> • Depot Breakfast BBQ • Development Application Meeting • Councillor Information Session • Ordinary Meeting of Council 	Chinchilla Chinchilla Chinchilla Chinchilla
29 July 2023	<ul style="list-style-type: none"> • Rotary Dinner 	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 July 2023.

Attachments

Nil

Authored by: Hailey Wex, Executive Officer to the Mayor

Title (030.2023.119.001) Community and Liveability Report Development Application Material Change of Use for an Extractive Industry (Gravel Pit) on Lot 173 on LY128 668 Red Hill Road Red Hill Sellars C/- Swep Consulting

Date 25 July 2023

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Material Change of Use to establish an Extractive Industry (Gravel Pit - less than 5,000tpa) on land described as Lot 173 on LY128 and situated at 668 Red Hill Road, Red Hill.

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 Material Change of Use to establish an Extractive Industry (Gravel Pit - less than 5,000tpa) on Lot 173 on LY128 and situated at 668 Red Hill Road, Red Hill be approved, subject to the following conditions:

APPROVED PLANS AND DOCUMENT

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

Drawing No., Revision	Title and Details	Dated
2023-012-001, Revision A	Overall Site Plan, prepared by Swep Consulting	20/04/2023
2023-012-002, Revision A	Site Plan - Detail, prepared by Swep Consulting	20/04/2023
-	Site Based Management Plan - Gravel Pit, prepared by Swep Consulting	-

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

APPROVED DEVELOPMENT

3. The approved development is a Material Change of Use for an Extractive Industry (Quarry up to a maximum of 5,000 tonnes per annum) as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

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

FEES AND CHARGES

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

MAINTENANCE

7. A record of each year's output must be kept on-site and be available for review at the request of Council's Planning and Environment Manager or authorised delegate, within 48 hours of such request.
 - 7.1 Material extracted from the site must not exceed an output of 5,000 tonnes per annum.
8. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plans and Document subject to and modified by any conditions of this approval.

APPLICATION DOCUMENTATION

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

CONTOUR PLANS

10. Prior to 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 and transport haulage must only operate between the following hours:
Monday to Sunday: 5:00am to 7:00pm

SITE BASED MANAGEMENT PLAN

13. The approved use must be carried out in accordance with the Approved Site Based Management Plan - Gravel Pit, prepared by Swep Consulting and submitted with the application, except as altered by conditions of this development approval.

14. The 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.

ACOUSTIC AMENITY - NOISE LIMITS

15. 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.
16. In the event that Council receives a bona fide noise complaint in relation to noise emissions produced from the site, Council reserves the right to review the approved operating hours. In this instance, the applicant may be required to undertake a Noise Impact Assessment and implement any recommendations in relation to noise attenuation.

AIR QUALITY AND AMENITY - AIR RELEASE LIMITS

17. 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.

LIGHTING

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

LANDSCAPING - MISCELLANEOUS

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

WASTE MANAGEMENT

20. 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*.
21. 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

22. The applicant is responsible for the full cost of any alterations necessary to any infrastructure services 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

23. 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.
24. Repair damage to any Council and public utility services infrastructure and asset where damage is a result of the proposed development.
25. 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 works associated with the development.

STORMWATER

26. 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

27. Ensure that the existing crossover is constructed in accordance with Council's Standard Drawing No. R-007. Ensure that crossover splay is designed to accommodate the turning movements of the largest expected vehicle.

EROSION AND SEDIMENT CONTROL

28. Undertake erosion and sediment control in accordance with the *International Erosion Control Association (Australasia) Best Practice Erosion and Sediment Control Guidelines*.

ENVIRONMENTAL

29. The operations and construction work associated with this development shall be carried out to the requirements of Council. Where material is spilled or carried onto existing roads by vehicles emanating from the Quarry, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety.

REHABILITATION

30. 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.

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 Period

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

- (a) *for any part of the development approval relating to a material change of use—
if the first change of use does not happen within—*
- (i) *the period stated for that part of the approval; or*
 - (ii) *if no period is stated—6 years after the approval starts to have effect."*

NOTE 3 - Aboriginal Cultural Heritage

It is advised that under Section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships' website 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 twelve (12) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

NOTE 7 - Duty to Notify of Environmental Harm

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

Background Information

The relevant background information to this application is as follows:

Application No: 030.2023.119.001	Assessment No: 12994	Keywords Index: AD6.6.2 & LG7.6.1
Assessing Officer:	Kym Bannerman PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Clarence Sellars C/- Swep Consulting	
Owner:	Mr C H Sellars	
Site Address:	668 Red Hill Road, Red Hill	
Site Area:	164.90ha	
Real Property Description:	Lot 173 on LY128	
Proposed Development:	Extractive Industry (Gravel Pit - less than 5,000tpa)	
Level of Assessment:	Impact	
Type of Application:	Material Change of Use	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	· Bushfire Risk - Medium Hazard · Extractive Industry - Exploration Permit (Coal) EPC1041 · Natural Resources - Agricultural Land Class A · Road Hierarchy - Access	
Pre-lodgement Meeting:	No	Date: N/A
Application Lodgement Date:	01/03/2023	
Properly Made Application:	No	Date: N/A
Action Notice issued:	Yes	Date: 15/03/2023
Required Action Taken:	Yes	Date: 02/05/2023
Confirmation Notice Issued:	Yes	Date: 03/05/2023

PART 4: PUBLIC NOTIFICATION		
Date Commenced:		Date: 08/06/2023
Notice of Compliance Received:	Yes	Date: 01/07/2023
Submissions Received:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	04/07/2023	
Decision Due Date:	21/08/2023	

Report

1. Background - Site

The subject site, described as Lot 173 on LY128 is located at 668 Red Hill Road, Red Hill. The site has an area of 164ha and frontage to Red Hill Road. The property is located in the Rural Zone of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The Bushfire Risk and Natural Resources Overlays impact the land.

The subject site contains a Dwelling House and ancillary rural outbuildings, located centrally on the site. The site also contains a number of dams associated with the rural use of the premises.

The site is accessed from Red Hill Road via an existing gravel crossover, approximately 200m from the southern boundary of the site.

Surrounding properties generally contain single Dwelling Houses and associated Outbuildings and are used for rural, generally grazing, purposes.

The subject site is located in a rural locality, and is not serviced by any of Council's reticulated infrastructure networks. On-site potable water and wastewater disposal systems are in place for the existing Dwelling.

The site is connected to the reticulated electricity network and the mobile telecommunications network.

2. Proposal

The applicant has submitted a development application for a Material Change of Use to establish an Extractive Industry. The proposed Extractive Industry operation is for a Gravel Quarry, to extract less than 5,000 tonnes of material annually.

Access to the proposed Quarry will be via the existing access track servicing the Dwelling House. All vehicles and machinery associated with the use will enter via the existing crossover and there is adequate area within the extraction footprint to ensure all vehicles leave the site in a forward direction.

All staff operating the proposed Quarry will be residents of the existing Dwelling on-site. The proposed hours of operation are from 5am to 7pm, Monday to Sunday.

3. Assessment

The following are the benchmarks applying to this development:

ASSESSMENT MATTERS
<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> • Strategic Plan • Rural Zone Code • Bushfire Risk Overlay Code • Natural Resources Overlay Code

<ul style="list-style-type: none"> • Extractive Industry Code • Infrastructure Services Code • Transport, Access and Parking 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
Natural Resources Overlay Code	
<p>Where for a Material Change of Use in the Rural Zone</p> <p>AO6.1</p> <p>Development (inclusive of the development footprint) is not located on land identified as ALC Classes A or B Land on and Agricultural Land Overlay maps (OM-008) unless identified in Table 8.2.7.2</p>	<p>The subject site is wholly mapped as Class A Agricultural Land, and an Extractive Industry use is not identified in Table 8.2.7.2.</p> <p>The footprint of the proposed development has been contained to minimise any potential loss of agricultural land with the balance of the site to continue to be used for rural purposes. The use cannot reasonably be located on an alternative site, as the gravel resources is location dependent. The development is directly associated with a natural resource and requires a location remote from urban uses because of the potential impacts of the operation.</p> <p>An Extractive Industry use is identified as Consistent development within the Rural Zone.</p>
Extractive Industry Code	
<p>AO1.3</p> <p>Haul routes, except those that involve a State-controlled Road or an existing rail line, are more than 100 metres from a <i>sensitive land use</i> or land in a Residential Zone Category.</p>	<p>All Dwellings located along the gravel sections of Red Hill Road, south of the subject site, are located more than 100m from the road. Some properties along the sealed section are within 100m of the road. These Dwellings are not expected to be impacted by the movement of heavy vehicles along Red Hill Road due to the sealed surface of the road carriageway and the scale of the proposed use.</p>
<p>AO3.2</p> <p>Extraction, crushing, screening, loading haulage and the operation or maintenance of plant equipment and vehicles are only to be undertaken between the hours of:</p> <p>(a) 6.00am and 6.00pm Monday to Friday; and</p> <p>(b) 8.00am and 2.00pm on Saturdays.</p>	<p>The applicant proposes to operate the Extractive Industry between 5am and 7pm, seven days a week, allowing for maximum flexibility to respond to clients' needs. As the overall extraction is limited to 5,000 tonnes per annum, with the only staff being residents of the existing Dwelling, it is not considered that the activity is likely to disturb sensitive land uses. It is noted that the use will not involve blasting or crushing.</p> <p>Further, no lighting of the extraction area is proposed and therefore activities will be practically limited to daylight hours. The proposed use is adequately separated from all nearby sensitive land uses and it is not expected that the use will generate any impacts that would cause nuisance to these residences. The nearest Dwelling House, not located on the site is located approximately 727m to the south-west of the proposed extraction area.</p> <p>A condition has been recommended requiring that noise from the activities associated with the use of the site must not exceed the Acoustic Quality Objectives listed in the <i>Environmental Protection (Noise) Policy 2019</i> when measured at any sensitive place or commercial place.</p>

	<p>While an additional condition states that in the event that Council receives a bona fide noise complaint in relation to noise emissions produced from the site, Council reserves the right to review the approved operating hours, and that the applicant may be required to undertake a Noise Impact Assessment and implement any recommendations in relation to noise attenuation.</p>
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3.1 Assessment against the Western Downs Planning Scheme 2017 incorporating Amendment 1 (the Planning Scheme)

3.1.1 Strategic Plan

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

"Section 3.5.5 Element -

Mining and extractive resources recognises that Extractive resources are an important economic resource that support construction activity in and beyond the region and that Extractive Industries play a role in contributing to the economic growth of the region."

The development will be located on land within the Rural Zone in which the development of an Extractive Industry is a consistent use. The proposed development is for a resource activity in the Rural Zone. The proposal does not include any accommodation activities and is not considered to impact the settlement pattern of the region. The proposed Quarry is appropriately separated from adjoining sensitive land uses and is suitably located on the site. Conditions have been recommended to ensure that it does not result in any adverse impacts on the natural environment or on surrounding rural land uses.

3.2 Zone Code

3.2.1 Rural Zone Code

The purpose of the Rural Zone is to provide for rural uses and activities. The proposed development is generally consistent with the overall outcomes sought for development in the Rural Zone. The proposed development seeks to establish an Extractive Industry use which is a consistent use under the provisions of the Rural Zone Code. Furthermore, the development is directly associated with a natural resource and requires a location remote from urban uses because of the potential impacts of the operation.

The proposal complies with the design and siting requirements within the Rural Zone, noting that no additional buildings or structures are proposed to be located on the site in association with the development.

The development will be suitably set back and screened from the adjacent road frontage by existing vegetation, and the development will maintain the landscape values of the subject land, noting that the development will not result in the clearing of significant vegetation.

Conditions have been recommended to ensure dust and noise impacts are managed in accordance with the requirements of the *Environmental Protection (Air) Policy 2019* and the *Environmental Protection (Noise) Policy 2019*.

The applicant has submitted a Site Based Management Plan which details how the applicant will undertake operation of the site and how potential impacts on the environment and surrounding sensitive land uses will be mitigated.

The Site Based Management Plan has been included as an Approved Document and as such, the applicant will need to undertake operations and management of the proposed Quarry in accordance with the Approved Site Based Management Plan and the conditions of approval.

3.3 Overlay Codes

3.3.1 Bushfire Risk Overlay Code

A small portion of the site, located within the centre of the site is identified as Medium Bushfire Hazard. The development footprint is not located on the part of the site identified as Medium Bushfire Hazard.

3.3.2 Natural Resources Overlay Code

The subject site is identified as Agricultural Land Class A.

The footprint of the proposed development has been contained to minimise any potential loss of agricultural land, as the balance of the site will continue to be used for rural purposes. Non-compliance with this Code has been addressed in the Assessment Benchmarks table above.

3.4 Development Codes

3.4.1 Extractive Industry Code

The proposed development generally complies with the outcomes of the Extractive Industry Zone Code. The proposed haul routes are either south from the site, along Red Hill Road to Chinchilla-Wondai Road, or north from the site along Red Hill Road, then west along B Tennyson's Road to Auburn Road. It is noted that the development does not comply with Acceptable Outcome 1.3 for the southern haul route. Non-compliance with this requirement has been addressed in the Assessment Benchmarks table above.

The proposed operating hours also do not comply with Acceptable Outcome 3.2 of the Extractive Industry Code. Based on the location of the site being in a Rural area and the scale of the use, the proposed operating hours are considered suitable. Non-compliance with this requirement has been addressed in the Assessment Benchmarks table above.

The development site is screened from Red Hill Road by existing vegetation. A condition has been recommended requiring the applicant to submit a Rehabilitation Management Plan outlining the works to be undertaken to rehabilitate the site at the time of decommissioning of the extraction operations.

The development is considered consistent with the Performance Outcomes of the Extractive Industry Code, subject to the recommended conditions of approval.

3.4.2 Infrastructure Services Code

The development is located within a rural area and reticulated water and sewer services are not available for connection to the subject site. An on-site potable water supply and on-site wastewater disposal system are established to service the existing Dwelling on the site. The site is connected to the reticulated electricity network and is serviced by a mobile telecommunications connection.

Considering that the proposed development does not include any additional buildings on-site and with the only staff being residents of the existing Dwelling, the existing services to the site are considered suitable.

A standard condition regarding stormwater management has been recommended.

3.4.3 Transport Access and Parking Code

The site will be accessed via Red Hill Road.

The Quarry will extract no more than 5,000 tonnes of material per annum. The applicant has advised that this will equate to approximately 5 heavy vehicle movements per week. The material will be loaded in the extraction pit and transported with an 11 tonne tipper truck which is defined as a Heavy Rigid Vehicle. A condition has been recommended requiring the existing crossover to the site to be suitably designed to accommodate turning movements of the largest expected vehicle.

Table 9.4.5.2 of the Transport, Access and Parking Code does not prescribe a parking rate for an Extractive Industry use, therefore, parking should be provided at a rate sufficient to accommodate the expected demand for the use. The proposed development will not employ any staff who are not residing on the site. Therefore, there will not be a demand for any additional on-site car parking spaces. Notwithstanding, there is adequate area on the site for vehicle parking on the site.

4. Other Relevant Matters

4.1 Public Notification

An application for a Quarry is Impact Assessable in the Rural Zone and requires public notification.

Public notification was undertaken in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules 1.3.

The applicant:

- published a notice in the Western Downs Town and Country on 8 June 2023;
- placed a notice on each frontage of the land on 8 June; and
- notified the adjoining land owners on 5 June 2023.

At the conclusion of the Public Notification Period, Council had not received any submissions.

Consultation (Internal/External)

Internal

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

Council's Planning and Environment Manager and Principal Planner have 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 assessment benchmarks of the Western Downs Planning Scheme 2017 incorporating Amendment 1, subject to the recommended conditions of approval.

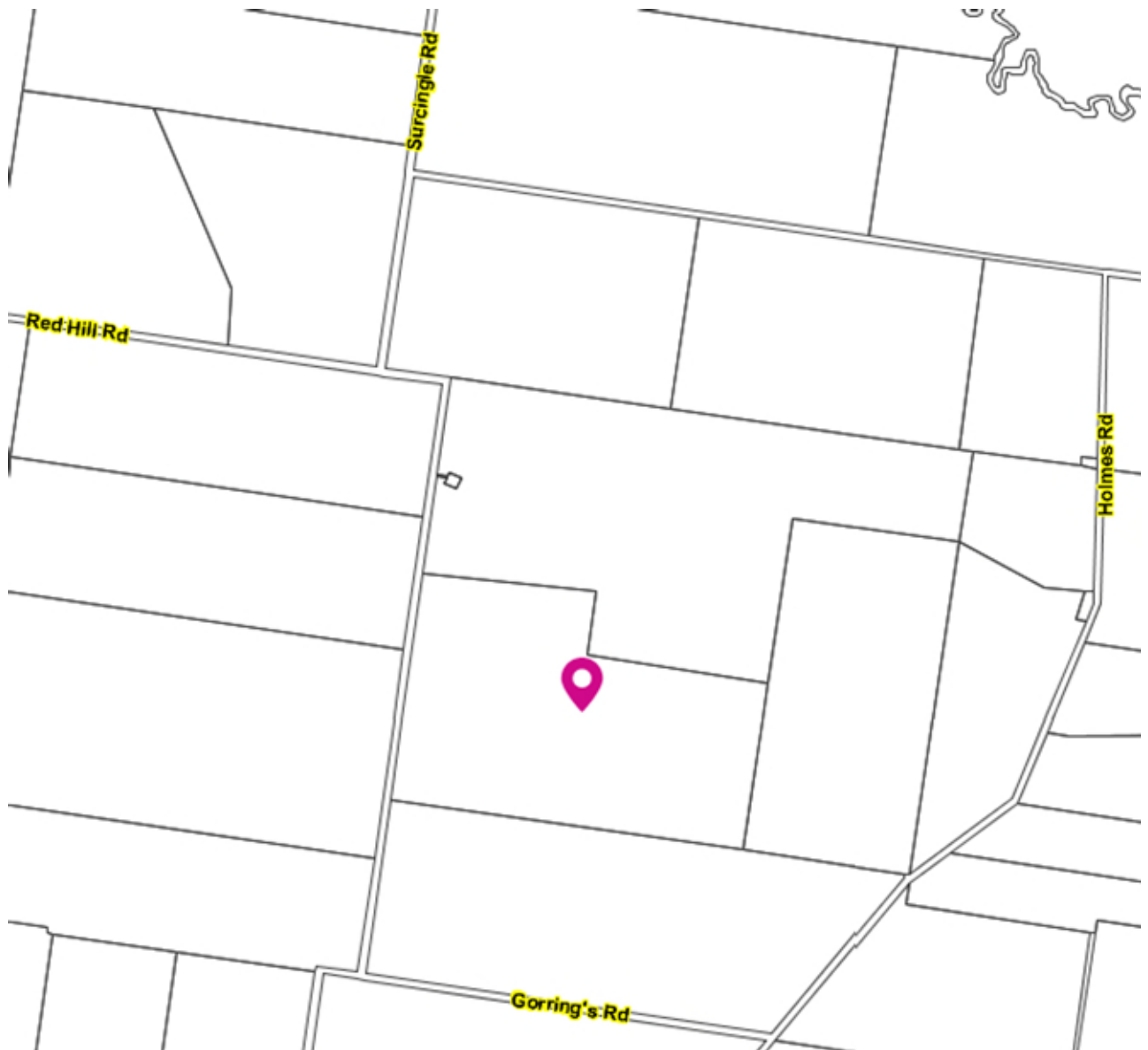
Attachments

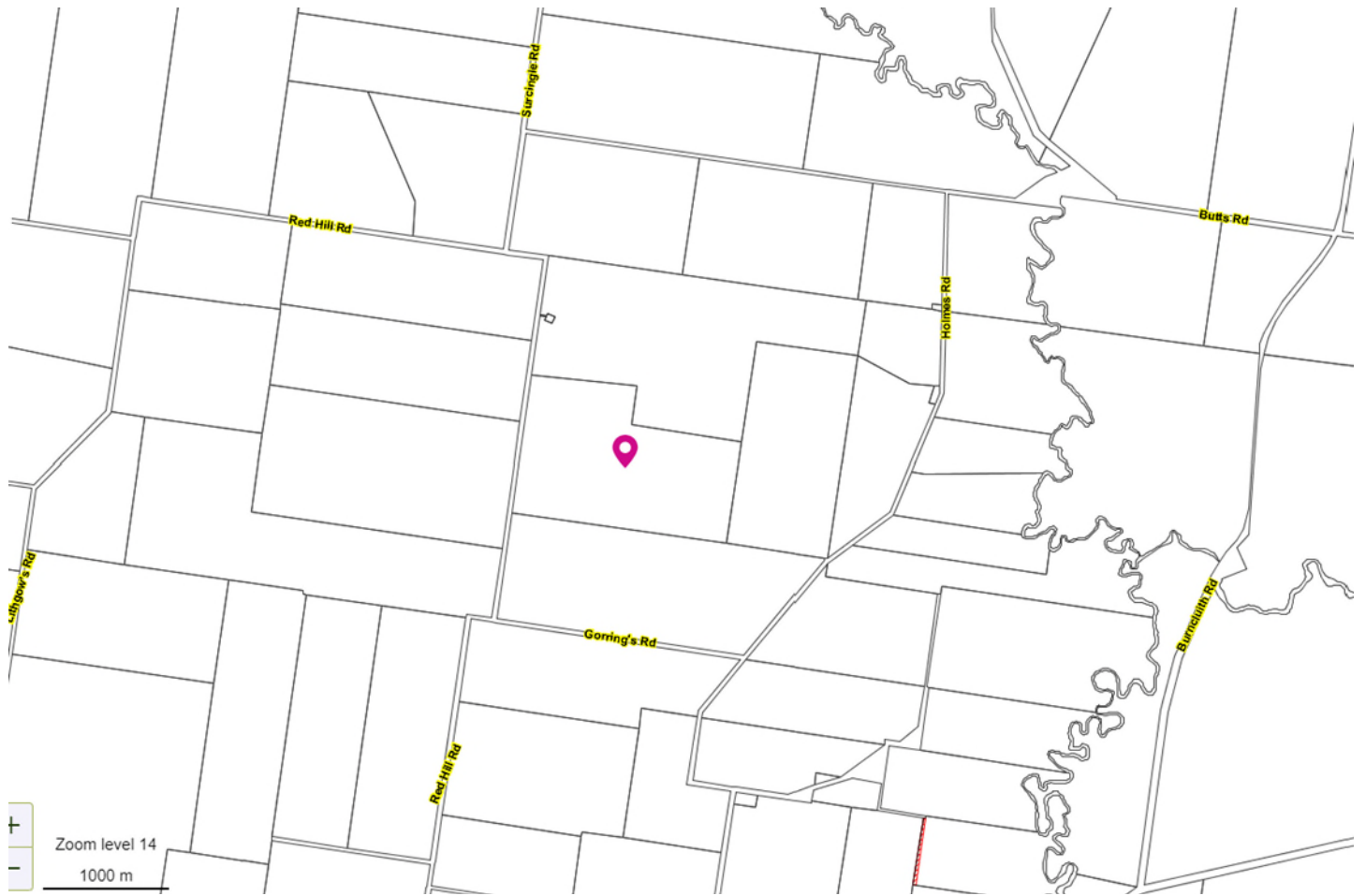
1. Locality Plans
2. Proposal Plans and Document

Authored by: Kym Bannerman, PLANNING OFFICER DEVELOPMENT ASSESSMENT

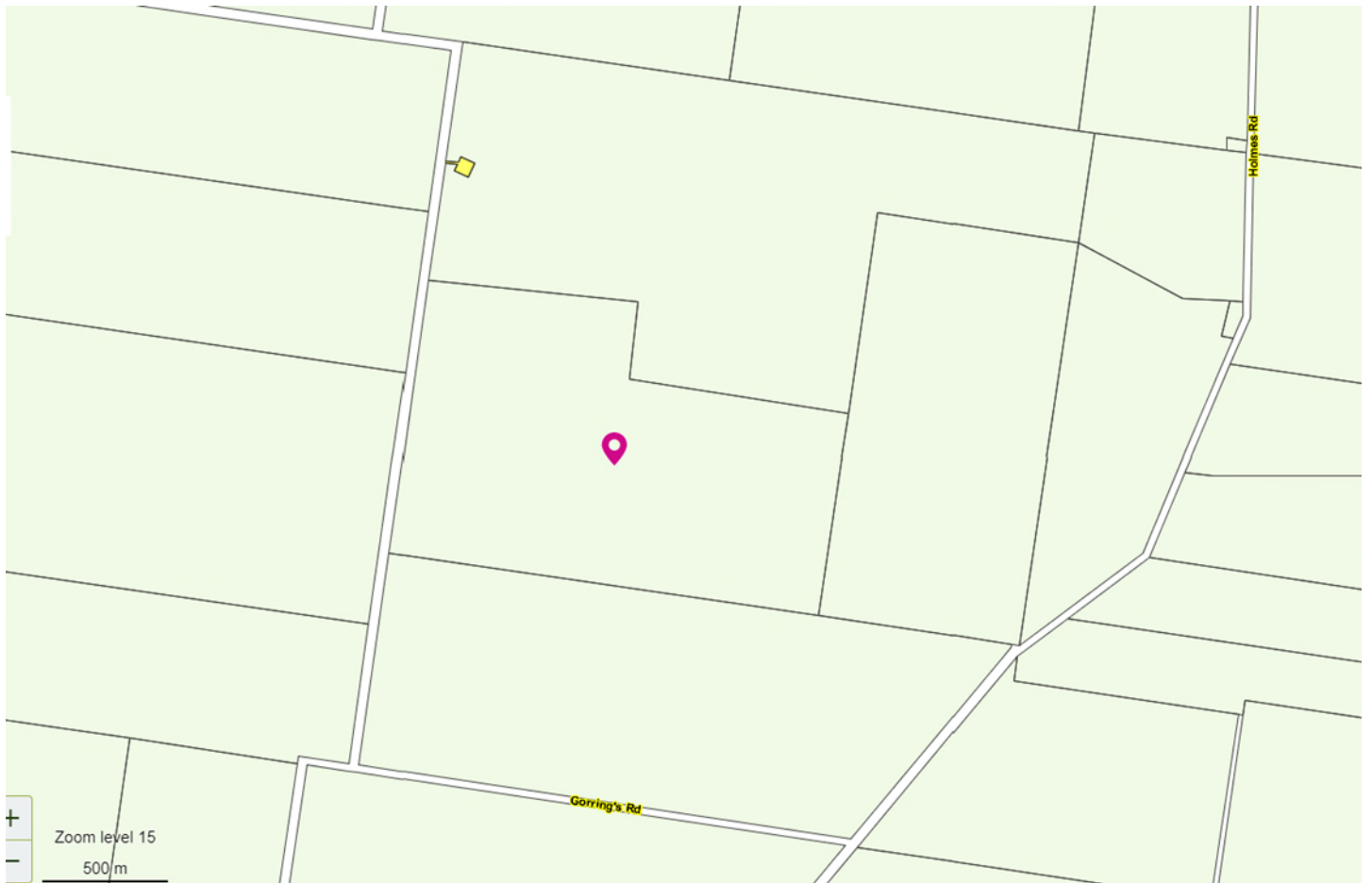
Attachment 1 - Locality Plans

Location of Site





Zoning Map of Site



Planning Zones

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

Aerial Map





Image Source: Qld Globe

		Drawing No.: 2023-012-001	Revision: A
		Title: Overall Site Plan	Date: 20/04/2023
		Site: 668 Red Hill Road, Red Hill (Lot 173 LY128)	Client: Clarence Sellars

6 Sheridan Street
CHINCHILLA Q 4413
ABN: 74 997 813 346



Image Source: Qld Globe



6 Sheridan Street
CHINCHILLA Q 4413
ABN: 74 997 813 346

Drawing No.: 2023-012-002

Title: Site Plan - Detail

Site: 668 Red Hill Road, Red Hill (Lot 173 LY128)

Revision: A

Date: 20/04/2023

Client: Clarence Sellars



SITE BASED MANAGEMENT PLAN – GRAVEL PIT

668 RED HILL ROAD, RED HILL

LOT 173 ON LY128

CLARENCE SELLARS

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Attachments

ATTACHMENT A – QUARRY PLANS

ATTACHMENT B – RISK ASSESSMENT

EXECUTIVE SUMMARY

Site

Address	668 Red Hill Road, Red Hill
Lot on Plan	Lot 173 on LY128
Lot Size	164.9094ha
Ownership	Clarence Henry Sellars

Application Details

Application Type	Development Permit
Proposal	Material Change of Use to establish an Extractive Industry (Gravel Pit – less than 5,000 tonnes per annum)
Level of Assessment	Impact Assessment
Applicant	Clarence Sellars
Applicant's Representative	Kate Swepson Swep Consulting 6 Sheridan Street CHINCHILLA QLD 4413 kate@swepcon.com.au Ph: 0407 599 265

1.0 Introduction

This document will serve as the Site Based Management Plan for Clarence Sellars' proposed gravel pit at 668 Red Hill Road, Red Hill. The plan will be presented in sections and will address the environmental aspects and impacts expected from the proposed development on the site, its immediate environs, including neighbouring properties and areas.

This plan will form the basis of site operations and environmental controls to ensure the construction, ongoing operation and eventual rehabilitation of the site are undertaken so as to minimise any short or long term environmental impacts from the site.

1.1 Subject Site

The subject site constitutes one single allotment, formally described as Lot 173 on LY128. The site is located at 668 Red Hill Road, Red Hill and is approximately 9km north of the CBD as the crow flies. The location of the site is shown below in Figure 1 – Locality Plan.

The site is a generally regular shaped allotment with an area of 164.9ha. The site has frontage to Red Hill Road along the western boundary of the site (refer Attachment C – Smart Map).

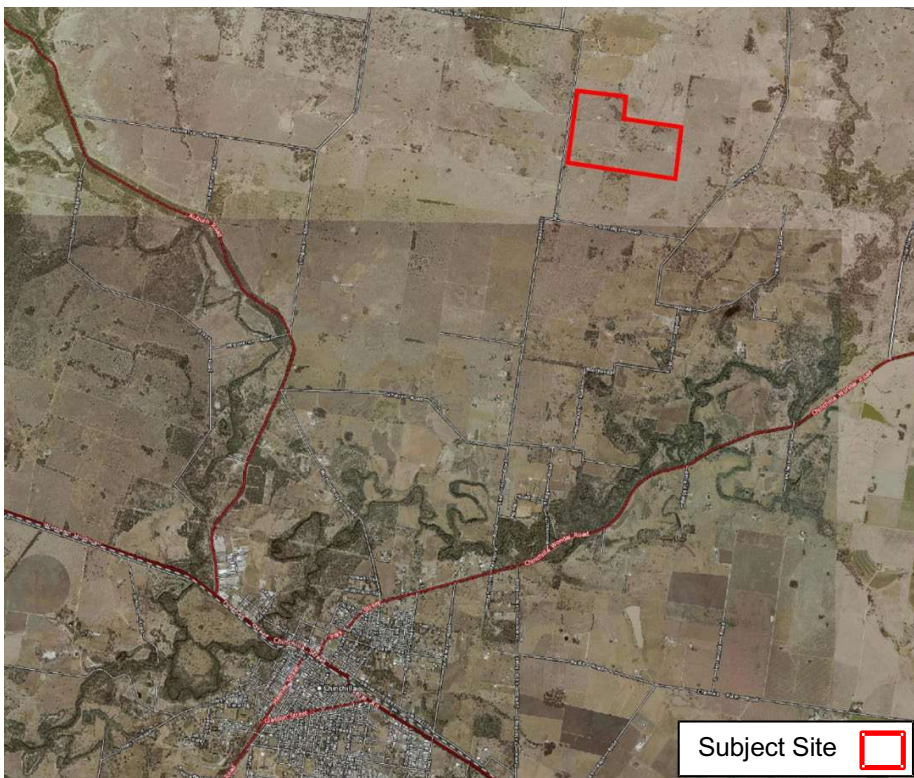


Figure 1 - Locality Plan

Source: Qld Globe

The subject site contains a Dwelling House and ancillary rural outbuildings, located centrally on the site. The site also contains a number of dams associated with the rural use of the premises.

1.1.1 Road and Site Access

Access to the proposed gravel pit is via the existing crossover to Red Hill Road.

1.1.2 Surrounding Locality

The subject site is situated within a rural locality approximately 9km to the north of Chinchilla. Surrounding properties generally contain single dwelling houses and associated outbuildings and are used for rural, generally grazing, purposes.

Sensitive receptors on surrounding properties have been identified and are shown in Figure 2 below. The nearest Dwelling House, not located on the site, is 727m to the south-west of the proposed extraction area.

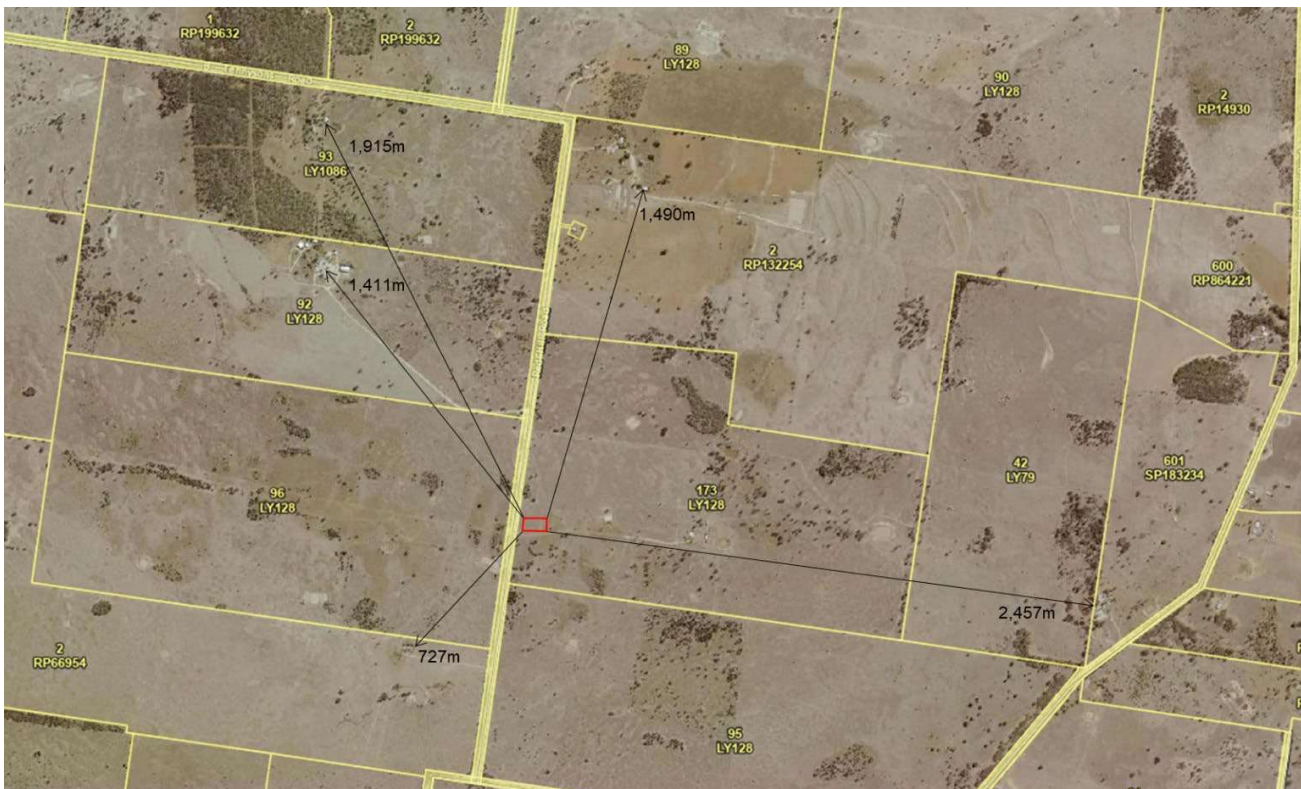


Figure 2 - Sensitive Receptors

Source: Qld Globe

2.0 Purpose

This Site Based Management Plan (SBMP) provides a guideline for the construction and operational phases of the proposed quarry.

This document is for use by:

- The owners and operators of the Quarry; and
- All contractors and subcontractors associated with the construction and operation of the quarry.

The key purposes of this SBMP:

1. That it is specific to the site where the activity will occur;
2. Outline the environmental values of the site and surrounding area;
3. Identify potential risks specific to site's environment from the proposed quarrying activity and operation;
4. Develop and implement mitigation and control measures to minimise the potential for environmental harm;
5. Monitor and review environmental performance;
6. Establish a procedure for handling and recording of complaints and incidents
7. Provide environmental awareness training and induction to the operators, staff and contractors involved with the quarry; and
8. Comply with requirements under the *Environmental Protection Act 1994* (EP Act).

For the purposes of this SBMP the works has been divided into phases:

1. Establishment and Construction;
2. Operation; and
3. Rehabilitation

The purpose of this division is to make obvious distinctions between the types of activities undertaken with each phase and implement specific and appropriate measures to mitigate any potential environmental impacts.

The underlying fundamental principles of the SBMP are that adjoining areas are to be conserved in their current state and protected from impacts, while the activities within the operational areas of the quarry are to be controlled to create minimal impacts that can be mitigated.

2.1 Relevant Legislation

The primary environmental legislation in Queensland that regulates these activities is the *Environmental Protection Act 1994* (EP Act). The objective of the EP Act is to:

“protect Queensland’s environment while allowing for development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends (ecologically sustainable development)”.

Under s319 of the EP Act, there is a requirement of General Environmental Duty on corporations, government departments and individuals, in order to take all reasonable and practicable measures to prevent or minimise environmental harm.

In addition, the EP Act states that it is an offence to:

- cause environmental nuisance;
- cause material or serious environmental harm;
- breach a condition of an Environmental Authority.

2.2 Management System

The SBMP will be the primary management tool for the operation of the gravel pit by detailing the procedures for operators and staff to be aware of and implement to manage any potential environmental impacts to an acceptable level. Ongoing monitoring, recording and reporting will be a key component of operational management

2.3 EMP Compliance

The EMP has been formulated to comply with:

- General environmental duty of care (under the EP Act);
- Western Downs Regional Council Policies and Local Laws (relating to environmental management, conservation, protection of waterways);
- State government legislation and regulations
 - *Environmental Protection Act (1994)*,
 - *Environmental Protection (Water) Policy 1997*,
 - *Environmental Protection (Air) Policy 1997*,
 - *Environmental Protection (Noise) Policy 1997*,
 - *Waste Reduction and Recycling Act 2011*
 - *Aboriginal Cultural Heritage Act (2003)*; and
- Workplace Health and Safety Regulations

2.4 Permits and Approvals

Relevant conditions of the Material Change of Use permit, once issued, will also be applicable to the activities on the site.

2.5 Auditing and Review

Regular auditing shall be undertaken to ensure the operator is meeting the performance targets of this SBMP and any permit or approval conditions

On an annual basis the following parts of the site are to be inspected to ensure they remain effective with regard to their design intent:

- Pit perimeter to be maintained with grass cover.
- All existing trees maintained on site
- Stormwater Drainage systems
- Roadways and access track to be free from visible signs of erosion

Any items found not to be effective are to be rectified and returned to a suitable condition.

3.0 Project Description

The subject site is located upon an identified gravel deposit.

The projected output will be less than 5,000 tonnes per annum. The proposed operation will be an open-cut excavation with material loaded and transported to site.

The subject site will operate primarily between the hours of 5.00am to 7.00pm, seven days a week.

3.1 Project activities

The key activities for each phase are detailed below.

3.1.1 Establishment and Construction Phase

1. Erosion and Sediment Control – This involves the initial establishment of diversion bunds and other measures to prevent the transport of sediment from outside of the disturbance area.
2. Topsoil stripping works – quarry operations area.

3.1.2 Operation Phase

1. Excavation, stockpiling (if required) and export of extracted products.
2. Maintenance of bunding around the extraction area
3. Progressive stabilisation and rehabilitation.

3.1.3 Machinery

A range of earthmoving machinery will be used to undertake the construction and operation of the quarry including (but not limited to) the following:

- 1 x 22t Excavator;
- 1 x Loader; and
- 1 x 11t tipper truck.

3.2 Description of environment

The subject site consists of generally flat terrain with scattered vegetation and open grassed areas. The area slopes in a generally south-east direction towards Charleys Creek, approximately 4km from the extraction area.

The site does not contain any areas of significant vegetation nor drainage lines.

3.3 Environmental values

The key environmental values relating to the site to be protected are:

- Groundwater;
- Air quality;
- Indigenous cultural heritage;
- The existing amenity of adjoining properties;
- Land – soils.

3.4 Environmental protection commitments

The operators are committed to the protection of the environmental values during the construction and operational phases of the quarry by:

- Accepting responsibility for adherence to this SBMP;
- Ensuring that the SBMP is integrated into the construction and operation of the use;
- Applying risk-based thinking to the operation of the site;
- Ensure that resources required to implement the SBMP are available; and
- Providing induction and awareness of the SBMP.

4.0 EMP OPERATION

4.1 Project responsibilities

Table 1 – Operation Responsibilities

Position	Responsibilities	Contact
Primary Operator	Implement, manage and review SBMP, ensure adequate resources are provided to manage environmental performance	Clarence Sellars
Quarry Manager (QM)	Ensures any contractors comply with requirements of SBMP, ensure inspections are performed and report complaints and incidents	Clarence Sellars

4.2 Performance indicators

The criteria to determine if activities are achieving the expected level of environmental performance are contained within each of the elements and corresponding environmental control plans. They include applicable standards, legislative requirements or visible indicators.

4.3 Monitoring and reporting

The potential impacts resulting from activities on site are required to be measured and recorded in order to establish if suitable environmental performance is achieved. This also enables the opportunity to implement corrective actions to improve performance required.

The operator must ensure that monitoring is carried out during all phases of the works. Any contractors must be aware of the monitoring requirements.

4.4 Non-conformances, incidents and complaints

In the event a complaint regarding the operations is made directly to the site operators the following process will be followed:

- A record of the complaint including date and time of the alleged incident will be recorded.
- The complaint will be investigated and the complainant will be notified of the investigation outcome and any actions, or planned future actions to prevent a recurrence of any incident that has caused a complaint to be raised.
- A record of all correspondence relating the complaint will be maintained.

The Department of Environment and Heritage Protection will be notified of incidents that could have the potential to cause environmental harm in accordance with the relevant requirement of the current Environmental Protection Act.

4.5 Corrective actions

Corrective actions are to be implemented when investigations show that the environmental performance criterion of any element is not being achieved.

In many cases, it should be obvious to site personnel that environmental performance is below expected levels and corrective actions taken immediately. For example, if weather is resulting in site activities generating a noticeable dust impact, it is expected that operations cease and actions are taken to prevent the dust from becoming a nuisance or a complaint is received.

The steps taken to implement corrective action should be:

1. Cease the operation that may be causing an adverse environmental impact.
2. Notify person responsible for environmental management
3. Implement corrective action.
4. Review operations to determine if procedures are being followed or procedures have to be changed to prevent re-occurrence.
5. Record all details of incident, any corrective action, any review outcomes to include in environmental reporting.

4.6 Documentation control and data management

A copy of this SBMP is to be made accessible as required.

4.7 Training

The Primary Operator is responsible for ensuring that any staff or sub-contractors are provided adequate environmental induction training. Training is to be delivered prior to any personnel commencing work on the site

This SBMP will form the basis of the environmental site induction.

4.7.1 Environmental Site Induction

The environmental site induction is to include the environmental values of the site (as stated in Section 2.4).

The following rules have to be addressed in the environmental site induction.

- General Rules
 - Areas outside of the quarry extents are to be protected.
 - No waste to be discarded on-site
- Access
 - No vehicles or machinery to travel outside of quarry extents or approved haul route.
- Air Quality
 - 10km/h maximum speed limit on-site.
 - Use dust suppression measures to minimise dust generation.
 - No burning of waste.
 - All loads entering or leaving site to be covered.

- Noise & Vibration
 - No work outside the hours of 5.00am to 7.00pm.
 - Machinery to be fitted with effective exhaust systems and not to be left running unnecessarily.
- Amenity
 - Retention of vegetation outside of quarry extents and haul road
 - Minimise numbers of vehicles and movements..
 - No work outside the hours of 5.00am to 7.00pm.
 - No rubbish to be left on or around site

5.0 Environmental Impacts

A summary of the expected environmental aspects and impacts is presented in the following sections of this report. No significant environmental risk is forecast from the operations with the controls as detailed in the Risk Assessment.

5.1 Air Quality

Air quality impacts are managed primarily through the use of watering on an as needs basis so as to avoid dust generation during operations. Fumes and emissions from vehicles will rapidly disperse. As the operations are adequately separated from any sensitive receptors no impacts are expected.

5.2 Water

Water quality will be protected using the sediment and erosion measures to slow water flows on the site and prevent sediment from entering any downstream watercourses

5.3 Noise

Noise impacts will be mitigated through the intermittent nature of the operation. As the overall extraction is limited to 5,000 tonnes per annum, it is not considered that the activity is likely to disturb sensitive land uses.

5.4 Wastes

The site will not be a significant waste generator. No packaging or materials are used as inputs to the process. General waste from operations including food packaging etc. will be collected in the existing waste receptacles associated with the existing Dwelling House and periodically disposed of at an approved location.

5.5 Flora & Fauna

The site has been generally cleared historically, with sparse areas of vegetation located throughout the site. All quarrying activities are located on part of the site that has been cleared and no additional clearing is proposed to facilitate the use.

Fauna is able to through the site without being impacted by the quarrying activities.

5.6 Weed and Pest Management

Weeds and pests will be managed on an 'as needs' basis. Where pesticides are to be used to manage weeds and pests these must be used in accordance with the approved label conditions of use.

5.7 Land & Ground

There will be no land application of materials or contaminants

5.8 Maintenance of Environmental Controls

The site will be maintained in accordance with the environmental management procedure attached in Section 7. This procedure is designed to ensure the environmental controls from the design stage of the site are maintained throughout the operational life of the facility.

5.9 Waste Management

The site operations generate little if any waste. All material extracted from the gravel pit will be transported off site.

Sundry waste packaging, food scraps and any other waste materials will be collected in the existing waste receptacles associated with the existing Dwelling House and periodically disposed of at an approved location. These wastes volumes are forecast to be minor.

5.10 On-site vehicle and Equipment Management

Equipment and vehicles used on site will be well maintained state to ensure that emissions, both noise and fumes are maintained within acceptable limits.

Any vehicle emitting visible smoke for more than 10 second period on start-up or after cessation of idling will be removed from service until it is repaired.

5.11 Traffic Management and Impacts

Vehicle movements will be primarily located on site with only occasional heavy vehicle movements delivering materials from the site. Vehicle movements will primarily occur during normal working hours and will not generate significant off site noise impacts.

5.12 Rehabilitation

The operational plan is to remove materials from the site. This will necessarily create a permanent change to the nature and form of the land

At the cessation of operations, due to the closure of the pit or exhaustion of quarriable materials the intent is to rehabilitate the land to a state where future agricultural operations, including keeping livestock could be undertaken on site.

A more detailed rehabilitation plan is to be developed closer to the cessation of site operations. The general rehabilitation approach will be:

- Create a safe environment by ensuring all remnant slope batters are no greater than 1:3
This can be achieved by filling the extraction pit area with the surrounding berms at the completion of operations.
- Fresh clean fill or soil to be placed over exposed areas and seeded with grasses, crops or other plants to cap the area and prevent dust, and to manage sediment generation as well as minimising any erosion effects.
- Site roadways will remain.

Title (035.2023.188.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lots) on Lot 77 on LY323 Woolletts Road Diamondy White Wind Project No 1 Pty Ltd C/- Environmental Resources Management Australia Pty Ltd

Date 27 July 2023

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 77 on LY323 and situated at Woolletts Road, Diamondy.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. The application for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 77 on LY323 and situated at Woolletts Road, Diamondy be approved, subject to the following conditions:

APPROVED PLANS AND DOCUMENT

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

Plan No./Reference	Plan Title and Details	Dated
File WMWF_0033_03A Premises Plan, Rev 03A	Stage 1 Premises Plan Phillip Hoare, prepared by Wambo Wind Farm	14/02/2023
BR190455, Issue No: 3	Site Based Stormwater Management Plan, prepared by ACOR Consultants (QLD) Pty Ltd	21/07/2020

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

APPROVED DEVELOPMENT

3. The approved development is Reconfiguring a Lot (1 lot into 2 lots) as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Form 18B, unless otherwise noted within these conditions.
5. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
6. The Form 18B shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

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

MAINTENANCE

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

LOT NUMBERING

9. The developer is to make a request to Council for street numbering within 30 days of registration of the Survey Plan with the Titles Office.

LANDSCAPING

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

INFRASTRUCTURE CHARGES

12. 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.

ENGINEERING WORKS

13. Be responsible for any alteration necessary, to easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
14. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans, Document and specifications and to Council's requirements, prior to Council's endorsement of the Form 18B.

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

15. 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.

16. 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.

STORMWATER MANAGEMENT

17. 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.
18. Provide drainage works generally in accordance with the Approved Site Based Stormwater Management Plan, Document No. BR190455, Issue 3, prepared by ACOR Consultants (QLD) Pty Ltd, dated 21 July 2020.
19. 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).

VEHICLE ACCESS

20. Design and construct vehicle turnouts generally in accordance with Council's Standard Drawing No. R-007, to accommodate the turning movement of the largest design vehicle expected.

WATER SUPPLY

21. Provide a suitable water supply for all uses, staff, and visitors to the sites.

ON-SITE WASTEWATER DISPOSAL

22. Connect all future developments on the proposed Lots to an on-site wastewater disposal system as applicable, in accordance with, AS1547 and the Queensland Plumbing and Waste Water Code.

Comment: A pump-out system by a licensed wastewater contractor may be considered subject to Council approval.

23. Obtain a Development Permit for Plumbing Work for the on-site sewerage treatment system as applicable.

SERVICES

24. Design and provide electricity and telecommunications to all lots of the development.
25. Ensure that all services on proposed Lots are wholly located within the lot it serves.

EARTHWORKS - GENERAL

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

ENVIRONMENTAL HEALTH

27. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
 - 27.1 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;
 - 27.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and

- 27.3 do not carry out work 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.

28. 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:

28.1 uncontaminated overland stormwater flow; and

28.2 uncontaminated stormwater to the stormwater system.

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

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 reconfiguring a lot —if a plan for the reconfiguration, that under the Land Title Act, is required to be given to a local government for approval is not given to the local government within*

—

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

(ii) *if no period is stated— 4 years after the approval starts to have effect."*

NOTE 2 - Aboriginal Cultural Heritage

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

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

An inspection of the property to ascertain compliance with conditions will be undertaken twelve (12) months after the approval takes effect. If the works are completed prior to this time, please contact Council for an earlier inspection. A property note to this effect will be placed on Council's records.

NOTE 6 - Duty to Notify of Environmental Harm

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

Background Information

The relevant background information to this application is as follows:

Application No: 035.2023.188.001	Assessment No: 44141	Keywords Index: AD6.6.2 & LG7.9.1
Assessing Officer:	Kym Bannerman PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	White Wind Project No 1 Pty Ltd C/- Environmental Resources Management Australia Pty Ltd	
Owner:	Mr PW Hoare	
Site Address:	Woolletts Road, Diamondy	
Site Area:	241.332ha	
Real Property Description:	Lot 77 on LY323, Easement N on AP7589 & Easement P on AP7588	
Proposed Development:	Reconfiguring a Lot (1 Lot into 2 Lots)	
Level of Assessment:	Impact	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<ul style="list-style-type: none"> · Infrastructure - High Voltage Electricity · Natural Resources - Agricultural Land Class A · Scenic Amenity - High Landscape Value Areas · Road Hierarchy - Arterial 	
Pre-lodgement Meeting:	No	Date: N/A
Application Lodgement Date:	31/03/2023	
Properly Made Application:	No	Date: N/A
Action Notice issued:	Yes	Date: 18/04/2023
Required Action Taken:	Yes	Date: 09/05/2023
Confirmation Notice Issued:	Yes	Date: 15/05/2023
PART 4: PUBLIC NOTIFICATION		
Date Commenced:	Yes	Date: 30/06/2023
Notice of Compliance Received:	Yes	Date: 25/07/2023
Submissions Received:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	26/07/2023	
Decision Due Date:	12/09/2023	

Report

1. Background - Site and Proposal

The subject site, described as Lot 77 on LY323 has an area of 241ha and is located at Woolletts Road, Diamondy. The property is located in the Rural Zone of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The Infrastructure, Natural Resources, Scenic Amenity and Road Hierarchy Overlays impact the land. The site is currently vacant and used for rural purposes.

The subject site and a number of adjoining and surrounding allotments are subject to an existing, current Material Change of Use approval issued by the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) to establish a Wind Farm (up to 110 wind turbines and ancillary buildings and infrastructure). The Wind Farm development is known as the Wambo Wind Farm.

The applicant wishes to subdivide the property into two allotments. The applicant proposes to subdivide the allotment to facilitate a Substation associated with the Wambo Wind Farm. The proposed new Lot will be located within the north-eastern corner of the site and will have an area of 16ha to support the Substation and co-located permanent infrastructure for the Wambo Wind Farm. The balance lot will have an area of 225ha. Both allotments have frontage to Diamondy Road.

The applicant has advised that the proposed subdivision will ensure that ownership of the permanent Renewable Energy Facility infrastructure maintains certainty through time. The proposed reconfiguration will also ensure that site accesses, maintenance and upgrade works in the future will be able to be undertaken while maximising the ability to use the balance lot for rural activities.

The infrastructure planned to be located on the proposed new lot is limited to infrastructure required to support the Renewable Energy Facility. The applicant has advised that the size of this allotment (16ha) has been proposed in order to maintain the character and amenity of the Rural Zone and to retain rural opportunity for current and future land holders. The proposed lot size has been minimised to excise only the land required for maintaining boundary and easement buffers. The applicant has advised that it is intended for the construction of the following buildings and infrastructure ancillary to the Wind Farm development to be contained within the proposed new Lot:

- Three (3) Substations
- Two (2) Switchyards
- Helipad
- Operations and Maintenance Facility
- Battery Energy Storage Facility

The applicant has provided proposal plans, including a proposed subdivision plan and an indicative Stage 1 Assets Plan. The Stage 1 Assets Plan is shown in Attachment 2 for information purposes only. It is not recommended that this plan become an Approved Plan, as this plan is indicative only, subject to change during the final design process and associated with the approved Material Change of Use approval over the site.

2. Assessment

The following are the benchmarks applying to this development:

ASSESSMENT MATTERS
<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none">▪ Western Downs Planning Scheme 2017 incorporating Amendment 1<ul style="list-style-type: none">• Strategic Plan• Rural Zone Code• Infrastructure Overlay Code• Natural Resources Overlay Code• Scenic Amenity Overlay Code• Reconfiguring a Lot Code

· Transport, Access and Parking Code	
The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below:	
Assessment Benchmark	Reasons for the Approval Despite Non-compliance with Benchmark
Reconfiguring a Lot Code	
<p>AO1.1</p> <p>The minimum lot area and street frontage dimensions are in accordance with Table 9.4.4.2 - Minimum lot size and frontages.</p>	<p>The proposed development does not comply with Table 9.4.4.2 which requires a minimum lot size of 1,000ha and minimum frontage of 800m for sites included in the Rural Zone.</p> <p>The proposed development is to facilitate the proposed delineation of permanent infrastructure associated with an approved Wind Farm development.</p> <p>The proposed subdivision will facilitate the co-location of necessary infrastructure for the approved Wind Farm development within 1 allotment. The size of the proposed Lot ensures that all related infrastructure can be located within the lot for all stages of the Wambo Wind Farm.</p> <p>The proposed reconfiguration will result in the creation of a regular shaped allotment with sufficient area to accommodate infrastructure required to support the Wambo Wind Farm whilst maintaining a large rural balance block consistent with the character and amenity of the Rural Zone, allowing for rural opportunity for current and future land holders.</p>
Natural Resources Overlay Code	
<p>Where for Reconfiguring a Lot in the Rural Zone</p> <p>AO6.2</p> <p>Reconfiguring a lot does not result in the creation of a lot with an area less than 500 hectares on land identified as ALC A and B Land on the Agricultural Land overlay maps (OM-008)</p>	<p>The subject site is entirely mapped as Agricultural Land Class A. The location of the proposed Lot in the north-eastern corner of the site reduces the fragmentation by maintaining a larger balance lot which can continue to be used for agricultural purposes.</p> <p>The subject site is subject to an existing Material Change of Use approval for a Wind Farm development. The Approval Plan for the Wind Farm development shows 2 wind turbines to be located on the subject site. As an approval has already been issued for the Renewable Energy Use at the site, it is considered that the proposed subdivision will not result in the further loss of agricultural land.</p> <p>The proposed subdivision will facilitate the co-location of necessary infrastructure for the approved Wind Farm development within 1 allotment. Due to the location of the approved Wind Farm and existing high voltage powerline within the area, there is no other appropriate location for the proposed ancillary infrastructure to be located.</p>

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

2.1.1 Strategic Plan

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

"Strategic Outcome 3.6.6 - Energy Infrastructure

- (3) *Development for energy projects are facilitated and encouraged where appropriately located and sensitively designed to respect rural and regional landscape values."*

Officer Comment

The proposed development facilitates the co-location of necessary ancillary infrastructure for an approved Renewable Energy Use and will ensure that ownership of the permanent Renewable Energy Facility infrastructure maintains certainty through time.

The proposed reconfiguration will result in the creation of a regular shaped allotment with sufficient area to accommodate infrastructure required to support the Wambo Wind Farm whilst maintaining a large rural balance block consistent with the character and amenity of the Rural Zone allowing for rural opportunity for current and future land holders.

The Strategic Plan seeks to ensure that Agricultural Land Classes A and B are protected from alienation, diminished productivity, fragmentation and encroachment by incompatible land uses. It is considered that, as the site is subject to an existing Material Change of Use approval for a Wind Farm development, with 2 wind turbines to be located on the allotment, the proposed subdivision will not result in the further loss of agricultural land. The size and location of the proposed Lot in the north-eastern corner of the site reduces the fragmentation by maintaining a larger balance lot which can continue to be used for agricultural purposes.

2.2 Zone Code

2.2.1 Rural Zone Code

The Rural Zone is intended to primarily accommodate cropping or animal husbandry and ancillary detached dwellings.

The proposed development relates to Reconfiguring a Lot to facilitate components of the approved Wambo Wind Farm. Due to the nature and scale of the Wind Farm use, the development must be situated in a Rural area. The nature of the use is such that it requires supporting infrastructure such as Substations, which are best located in close proximity to large scale power infrastructure. The location of the ancillary permanent infrastructure on one allotment supports the Wind Farm co-existing with existing agricultural activities (such as grazing) that occur in the area on the balance portion of the lot.

2.3 Overlay Codes

2.3.1 Infrastructure Overlay Code

The subject site contains a high voltage electricity line which is identified on the Infrastructure Overlay mapping.

The proposed new Lot will be located over the easement containing the powerline. The application required referral to Powerlink who provided a Referral Agency response (as Advice Agency). The Advice Agency response was to support the application subject to conditions.

2.3.2 Natural Resources Overlay Code

The entire subject site is identified as Good Quality Agricultural Land Class A.

The development does not comply with the minimum lot size for allotments identified as Agricultural Land. The non-compliance with this Code requirement is addressed in the Assessment Benchmarks table above. In this instance, having regard to the existing Material Change of Use approval and the intended use of the site, the proposed reconfiguration is considered suitable.

2.3.3 Scenic Amenity Overlay Code

The subject site is identified as being located in a High Landscape Value Area. The Scenic Amenity Overlay Code applies to applications for Material Change of Use and Operational Work only and is not applicable to Reconfiguring a Lot development applications.

2.4 Development Codes

2.4.1 Reconfiguring a Lot Code

The proposed development will result in the creation of two rural allotments that do not comply with the minimum lot size or frontage requirement for sites included in the Rural Zone as required by the Code. It is noted that the subject site with an area of 241ha does not currently comply with the prescribed minimum lot size.

Having regard to the existing Material Change of Use approval and the intended use of the site, the proposed development is considered suitable. Non-compliance with the minimum lot size and frontage requirements is addressed in the Assessment Benchmarks Table above.

The applicant has advised that given the permanent nature of the infrastructure, it was a requirement of Powerlink that the new lot accommodating the Substation be freehold, as ownership is to be transferred to them following construction.

Typically with other Renewable Energy Facility developments, a Reconfiguring a Lot (Dividing Land into Parts by Agreement) is proposed, rather than a subdivision to create a new allotment to accommodate a Solar Farm or Battery Storage use. It should be noted that the point of difference between these types of developments and a Wind Farm is that a Solar Farm is considered a more temporary use with a life span of approximately 30 years, which allows, upon decommissioning of the use, for the land to be returned to an agricultural use of cattle grazing.

2.4.2 Transport Access and Parking Code

Both allotments have frontage to and will gain access from Diamondy Road.

The application has been reviewed by Council's Consultant Development Engineer who has recommended conditions relating to vehicle access.

3. Other Relevant Matters

3.1 Public Notification

Due to the proposed lots not complying with the minimum lot size required by the Reconfiguring a Lot Code for sites included in the Rural Zone, the application is Impact Assessable and required public notification.

Public notification was undertaken in accordance with the requirements of the *Planning Act 2016* and Development Assessment Rules 1.3.

The applicant:

- published a notice in the Western Downs Town and Country on 30 June 2023;
- placed a notice on each frontage of the land on 30 June 2023; and
- notified the adjoining land owners on 30 June 2023.

At the conclusion of the Public Notification Period, Council had not received any submissions.

3.2 Infrastructure Charges

Infrastructure Charges are levied in accordance with Council's Infrastructure Charges Resolution (No. 7.1) 2017 (Infrastructure Charges Resolution). The site is located within Charge Area A of the Infrastructure Charges Resolution. Reconfiguring a Lot in a residential planning area (including Rural) incurs an adopted charge of \$25,200.00 per Lot for the water, sewer, stormwater, transport and parks networks. With the development not serviced by Council's reticulated water or sewer networks, or a stormwater network, the adopted charge decreased by 70% in accordance with Table 5.1 of the Infrastructure Charges Resolution.

In accordance with Section 3.4 of the Infrastructure Charges Resolution, the property receives a credit for the existing rural allotment. An Infrastructure Charges Notice will be attached to the Development Permit.

Consultation (Internal/External)

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

Council's Planning and Environment Manager and Principal Planner have 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, having regard to the existing Material Change of Use approval and the intended use of the site, and therefore is recommended for approval, subject to conditions.

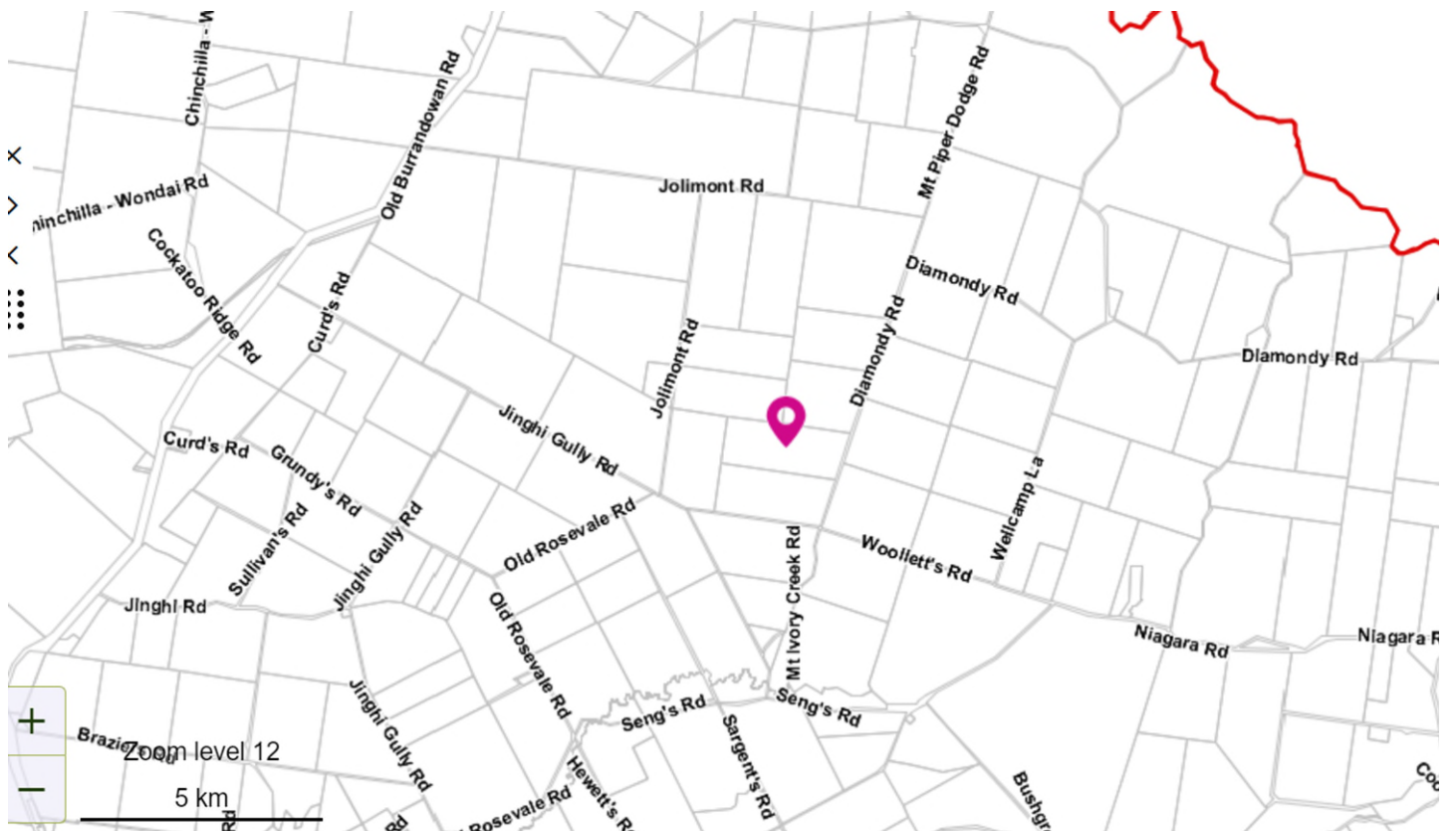
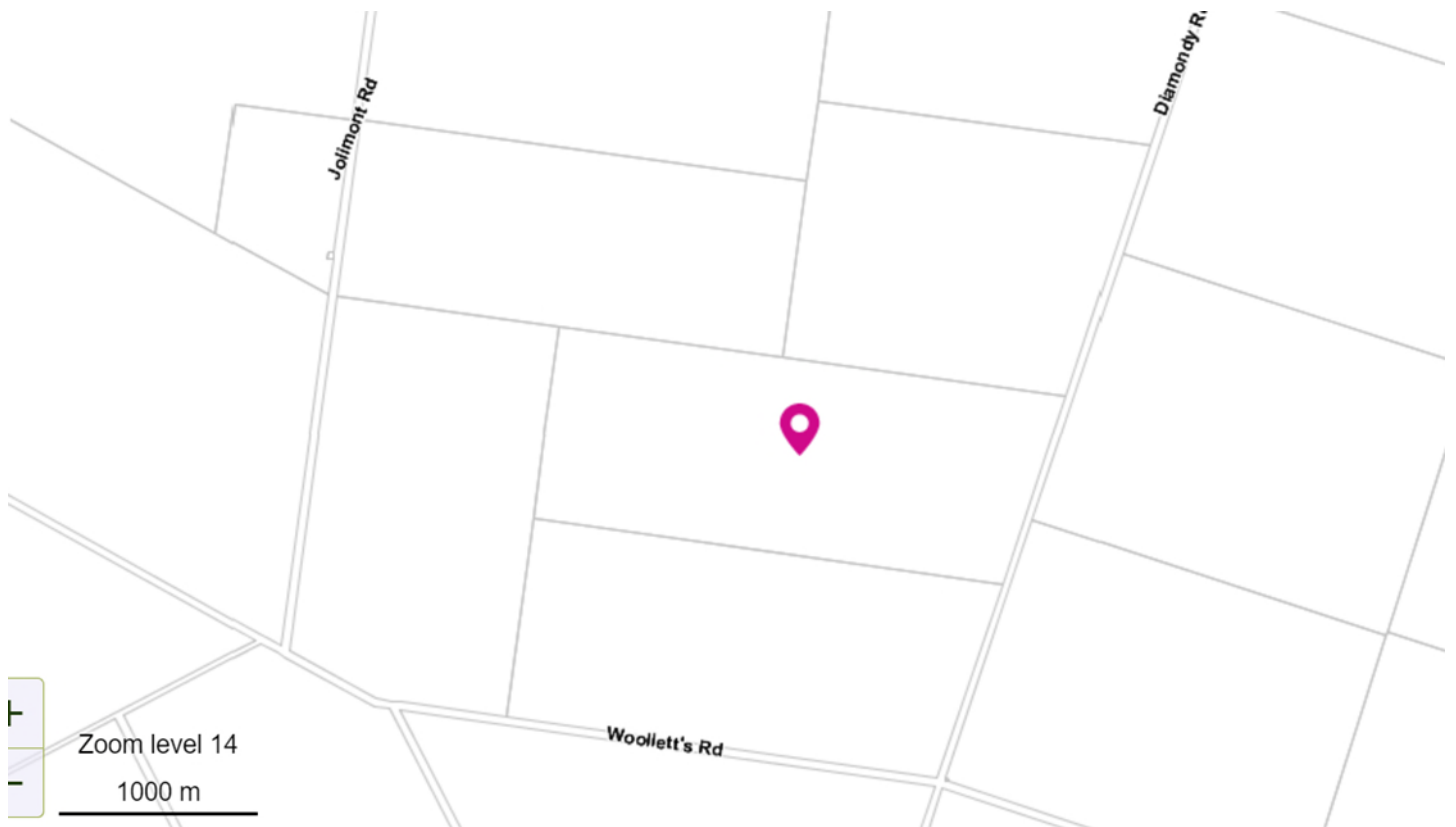
Attachments

1. Locality Plans
2. Proposal Plans and Document
3. Referral Agency Response
4. Infrastructure Charges Notice

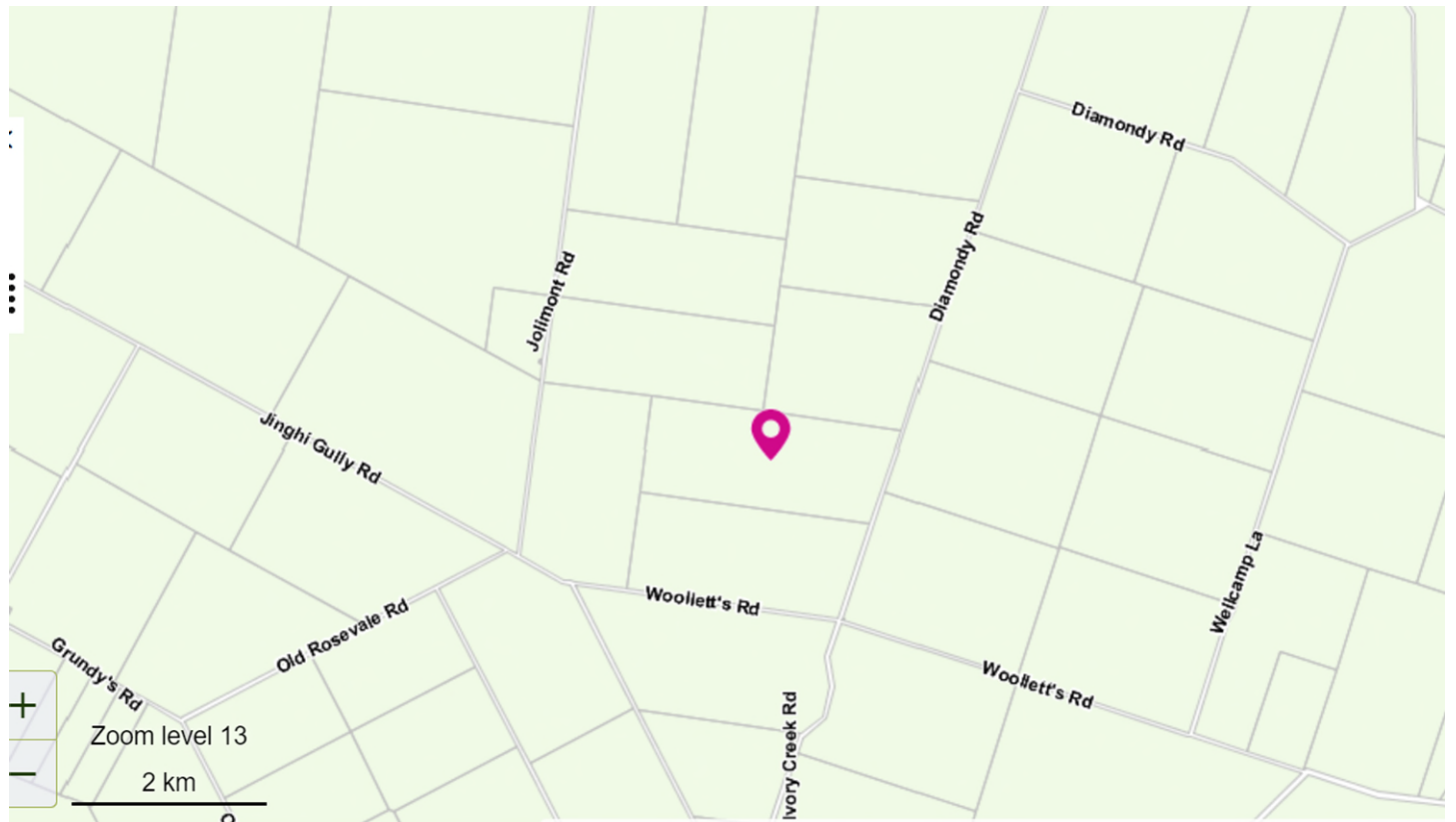
Authored by: Kym Bannerman, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans

Location of Site



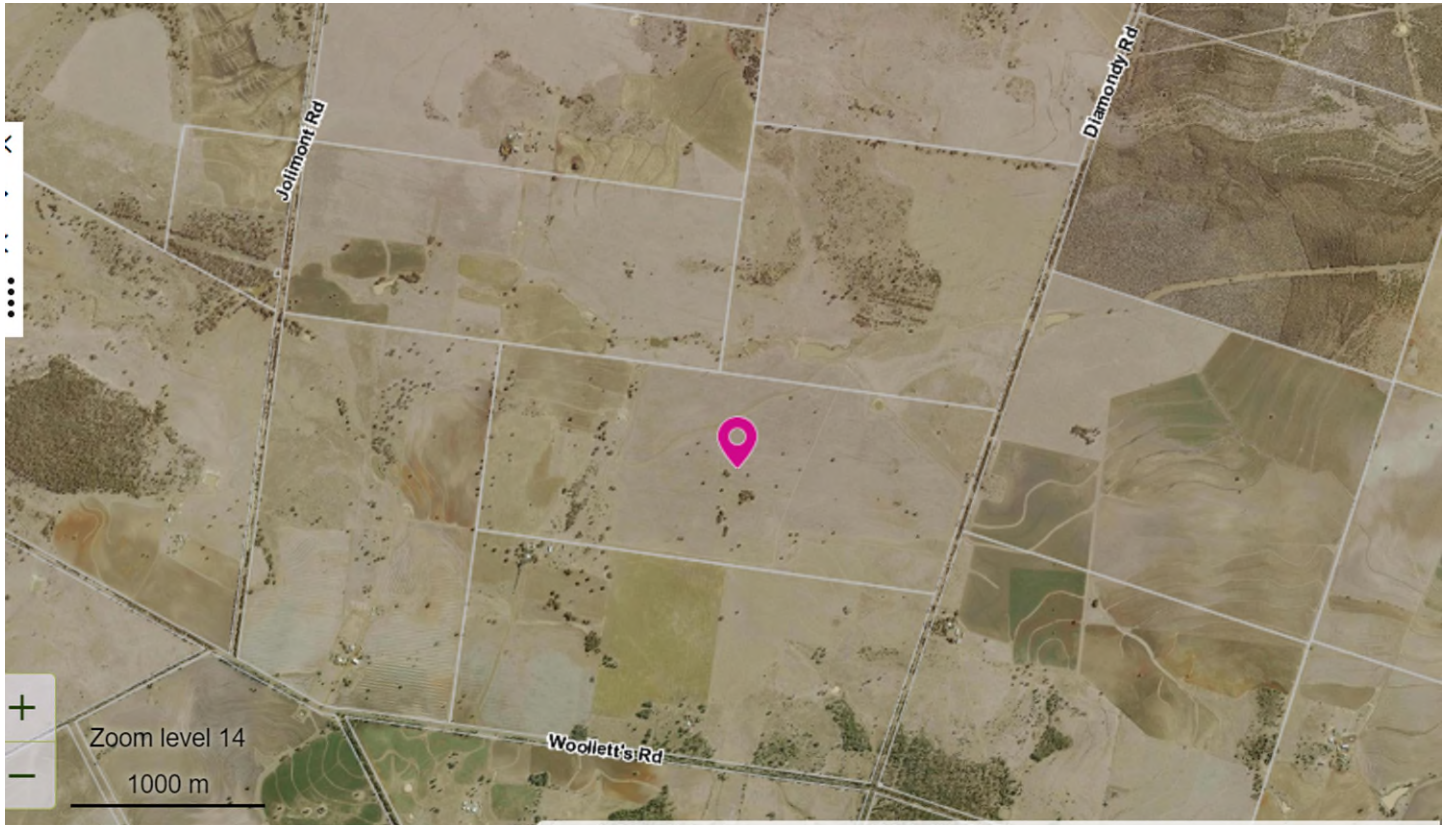
Zoning Map of Site



Planning Zones

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

Aerial Map





Land description
 Lot on plan: Lot 77 on LY323
 Landowner: Philip Hoare
 Address: 131 Woolletts Road,
 Diamondy 4610

- Subject Land
- Facilities Parking Area
- Access Point
- Access Track
- Cable corridor (stage 1)
- 5m Easement Set-Back
- Substation
- Switchyard
- Helipad
- Turnout
- O & M Facility
- Potential Future Expansion
- Facilities Parking Area
- Facilities Landscaping
- Facilities Area (16 ha)
- Powerlink land

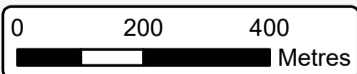
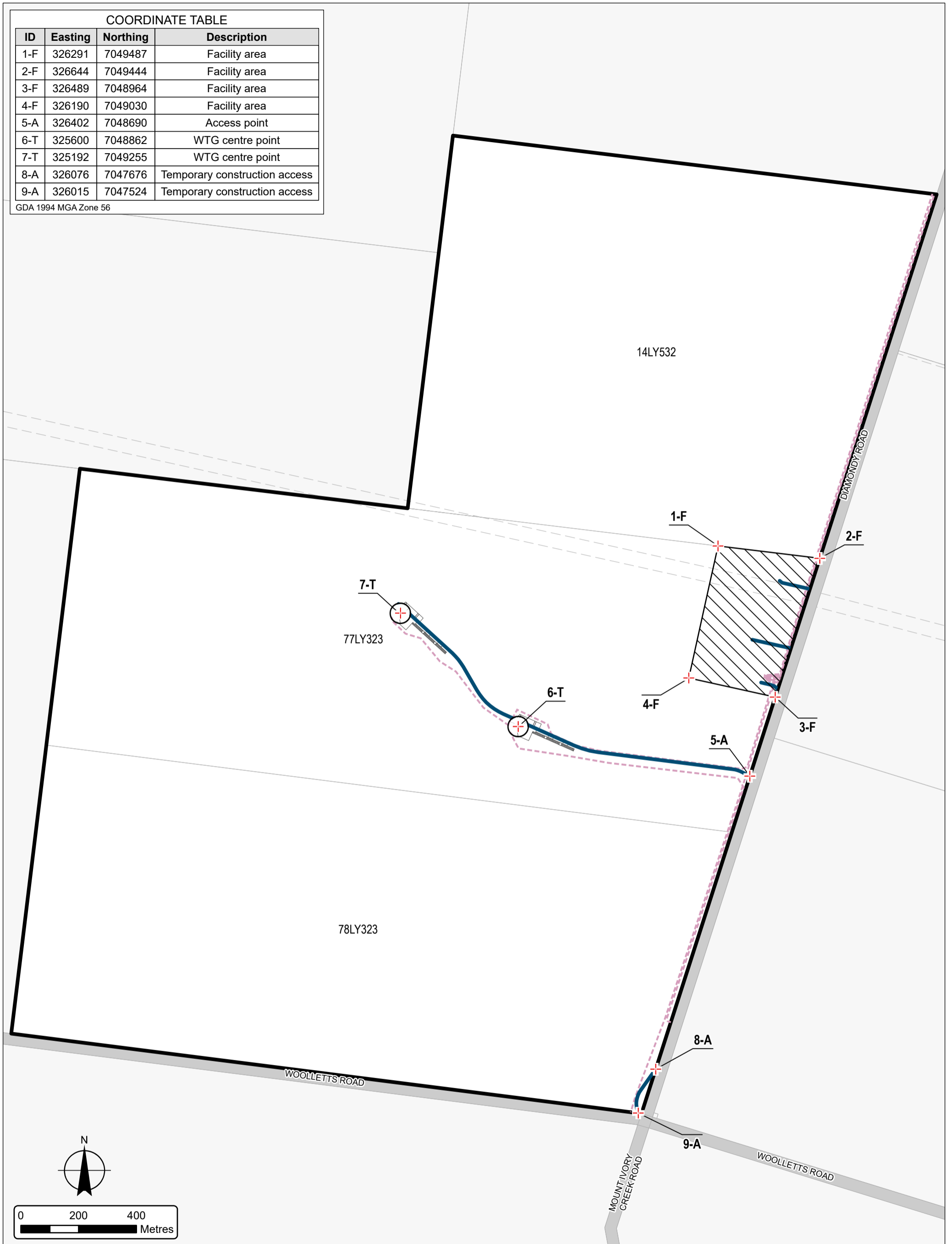
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 Investments Australia Pty Ltd make no warranty in relation to the
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 consequential damage, in relation to any use of the data in this map.

PROJECT		
Wambo Wind Farm		
TITLE		
Stage 1 Assets		
DATE	STATUS	PRODUCED
9/11/2022	DRAFT	MVC
SCALE	DATUM	APPROVED
1:2,000 @ A3	GDA 1994 MGA Zone 56	L.Mcdonald
FILE	REV	
WMWF_0066_01B Hoare Stage 1 Facility	01B	

COORDINATE TABLE

ID	Easting	Northing	Description
1-F	326291	7049487	Facility area
2-F	326644	7049444	Facility area
3-F	326489	7048964	Facility area
4-F	326190	7049030	Facility area
5-A	326402	7048690	Access point
6-T	325600	7048862	WTG centre point
7-T	325192	7049255	WTG centre point
8-A	326076	7047676	Temporary construction access
9-A	326015	7047524	Temporary construction access

GDA 1994 MGA Zone 56



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- Subject Land
- Proposed Wind Turbine Generator (Premises)
- Facility Area (Premises)
- Proposed Accessway
- Proposed Underground Cable
- Proposed Hardstand
- Coordinate

PROJECT			
Wambo Wind Farm			
TITLE			
Stage 1 Premises Plan Phillip Hoare			
DATE	14/02/2023	STATUS	DRAFT
PRODUCED	MVC	DATUM	GDA 1994 MGA Zone 56
SCALE	1:12,000 @ A3	APPROVED	L.Mcdonald
FILE	WMWF_0033_03A Premises Plan	REV	03A

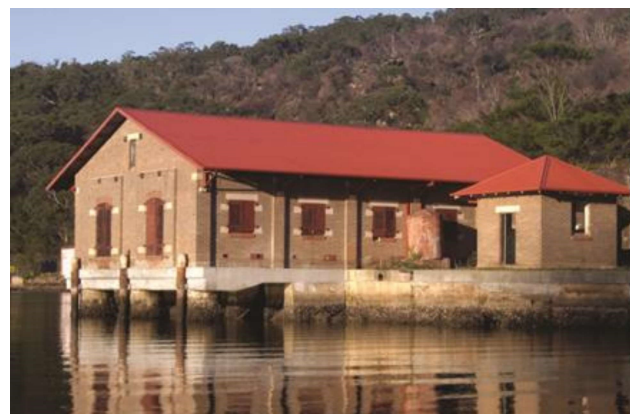
Site Based Stormwater Management Plan

Engineering Report

Prepared for: Environmental Resources Management Australia

Document no: BR190455

Issue no: 3



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Revision	Date	Purpose	Prepared By	Approved By
Draft	29/05/2020	For Comments	Fabian deMezieres	Shane Suffolk
Rev1	15/07/2020	Addressing Comments	Fabian deMezieres	Shane Suffolk RPEQ 9330
Rev2	20/07/2020	Addressing Comments	Fabian deMezieres	Shane Suffolk RPEQ 9330
Rev3	21/07/2020	Addressing Comments	Fabian deMezieres	Shane Suffolk RPEQ 9330

Review Panel	
Division/Office	Name
Civil / Brisbane	Roshan Khadka

Unless otherwise advised, the parties who have undertaken the Review and Endorsement confirm that the information contained in this document adequately describes the conditions of the site located at Diamondy, QLD, 4410.

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1 Introduction

1.1 Background

ACOR Consultants (QLD) Pty. Ltd. were engaged by Environmental Resources Management Australia Pty Ltd (ERM) (Client) to prepare a Site Based Stormwater Management Plan (SBSMP) for the proposed Wind Power Generation farm (the Project), to be located at Diamondy, QLD, 4410.

2 Scope

The following items will be addressed in this report.

- Lawful point of discharge for the development.
- Assessment of quantity management plan for the site; and
- Assessment of stormwater quality management plan for the site.

3 Criteria

This report has been compiled based on:

- 10m contour information obtained from Queensland Globe;
- Proposed development layout provided by the Client;
- Discussions with the Client; and
- Information obtained from Queensland Globe.

4 Site and Proposed Development

4.1 Location and Description

The proposed development (Site) is located at Diamondy QLD 4410 and is situated across multiple lots.

The total area of the Site is approximately 13,760 hectares. The adjoining properties along the southern, eastern and western boundaries are undeveloped land and are predominantly being used for agricultural and farming.

Some of the major roads through the Site are Woolletts Road towards south and Diamondy Road towards north and east. Diamondy State Forest is to the north of the Site.

Refer to **Figure 1** for Site Location.

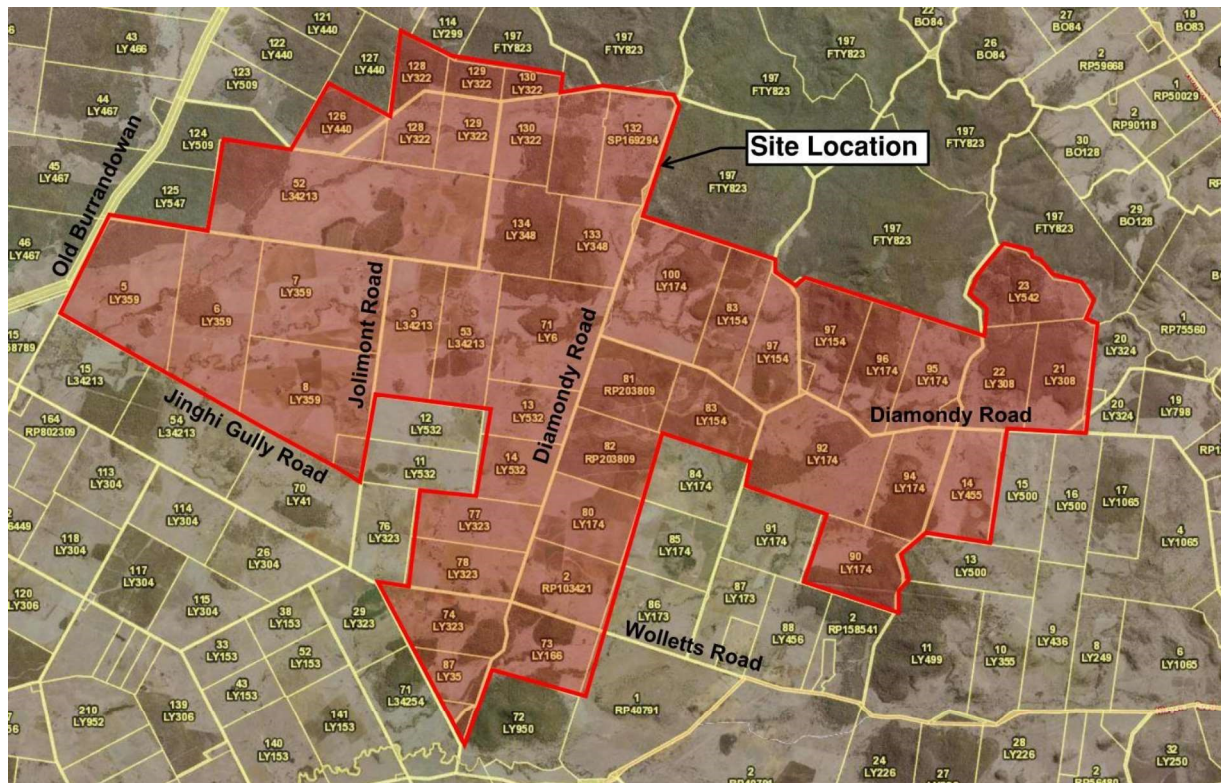


Figure 1 - Site locality Map (QLD Globe Mapping)

4.2 Watercourses and Topography

There are three creeks (Diamondy Creek, Jingi Jingi Creek and Mount Ivory Creek) through the Site. The creeks drain towards south-western direction and eventually into Condamine River. There are also various unnamed gullies through the Site. These gullies discharge to the Creeks.

Most of the Site has a general fall towards the existing creeks and gullies throughout the Site.

4.3 Existing Land Use and Proposed Development

The site is currently vacant and currently being used for farming.

The proposed development consists of numerous wind generation turbines stationed across multiple lots and associated support structures (vehicle access tracks, control buildings, parking areas, etc).

Refer to **Appendix A** for the proposed development plans

4.3.1 Existing Stormwater Infrastructure

There are existing gullies and creeks running through the Site. Site has general fall towards these existing creeks and gullies. Based on the site information provided to us, there are no underground drainage system within the Site

4.3.2 Lawful Point of Discharge

The existing creeks and gullies within the Site are considered as the lawful points of discharge for the development.

5 Stormwater Quantity Assessment

5.1 Pre and Post Development Catchments

The total Site area is nearly 13,760 hectares and the existing Site is considered as 100% pervious.

Based on the proposed development plans, the post-development areas considered to be impervious would be the proposed wind turbine superstructures. Other impervious areas could be any future office buildings and associated parking and hardstand areas. These impervious areas are very small compared to the Total Site areas and are considered negligible

We have been advised that the proposed access tracks pavements will not have sealed wearing course. Therefore, these areas will be considered as pervious areas.

Due to negligible increase in post-development fraction impervious, we consider that there will be negligible increase in post-development peak flow rates compared to existing conditions. Therefore, it is considered that no mitigation measures are required for the development.

5.2 Proposed Design

Since any increase in impervious areas are considered very negligible, we consider that there will be no increase in post-development peak flow rates compared to existing conditions. Therefore, no on-site detention is required for the development.

The proposed access tracks will be designed to minimise earthworks and maintain sheet flow conditions as far as practical. If required, vegetated table drains will be provided along the access tracks. Areas around wind turbines are proposed to be graded to maintain sheet flow as well.

Refer to **Appendix B** for some typical access track sections.

6 Stormwater Quality Assessment

6.1 Water Quality Objectives

The Site is located within the Western Queensland climatic region and the nearest town is Jandowae which is located approximately 32km south west of the Site and has a population of around 1047 persons.

This is less than the applicable criteria of population centres areas (greater than 25,000 persons) specified in The State Planning Policy – July 2017 (SPP 2017).

Therefore, the development does not trigger the requirements under the SPP for the post-construction stormwater management design objectives.

Instead, stormwater quality best management practices are sufficient for the development.

6.2 Best Management Measures

During detailed design and construction, suitable best management practices with respect to stormwater quality management are expected to be implemented.

These measures could include;

- Maximising sheet flow;
- Use of vegetated swales and/or shallow bunds instead bare earth table drains;
- Bio-retention basins (Parking, hardstand areas and site offices);
- Rainwater reuse (where practical).

Suitable best management practice measures will be identified during detailed design.

7 Flooding

1% AEP flood extents for various creeks and gullies through the Site have been obtained from Queensland Globe and QSpatial.

The proposed turbine are expected to be above the 1% AEP flood extents.

Some of the proposed access tracks cross the existing gullies. Appropriately sized culvert structures will be required at these locations. Alternatively, if suitable and acceptable to relevant authorities, these crossings could be dry crossings only (without any culverts).

Detailed design of any cross-drainage structures will need to be undertaken during detailed design phase after the level of serviceability applicable for the development has been confirmed.

Refer to **Appendix C** for 1% AEP flood extents of the Site.

8 Erosion and Sediment Management

8.1 Reference and Guidelines

Erosion and sediment control management for the development should be in accordance with the International Erosion Control Association (IECA) Best Management Practices (2008), the Institute of Engineers (QLD) 'Sediment and Erosion Control Guidelines' and Council requirements.

All erosion and sediment control devices used during and after construction is to be in line with current best management practices and all practical measures applicable to the site. Erosion and Sediment Control Measures should include, but not be limited to, details within the Erosion and Sediment Control Plan Drawings to be provided at detailed design stage.

As per the Environmental Protection Act (EPA) 1994 all personnel must comply with the general environmental controls under Sections 319 and 320, provided as follows:

- Section 319 of the EPA states that all persons involved in the project, from design to construction, are to act in accordance with the 'general environmental duty'. This requires all reasonable and practicable measures to be adopted to prevent or minimise environmental harm. Consequently, any erosion and sediment control devices proposed or implemented on site must represent current best management practices and all practical measures applicable to the site.
- In addition, Section 320 of the EPA, all personnel have a legally binding duty to notify their employer, their Local Regulatory Authority and the Environmental Protection Agency (QLD) should they become aware of a potential or actual incident of environmental harm. The principle contractor should therefore be aware of their responsibility to ensure all persons on site are aware of their environmental duties.

8.2 Responsibility

In addition to the above, it is the responsibility of the contractor to put in place all the erosion and sediment control measures on site until all disturbed areas are reinstated including maintenance of such measures.

The contractor is, at all times, responsible for the erosion and sediment control measures to ensure minimal environmental harm and compliance with Council's standards

8.3 Proposed Erosion & Sediment Control Measures

8.3.1 General

During the construction phase of the development, an Erosion and Sediment Control Program will be implemented to minimise water quality impacts.

This Program will be developed by the Contractor that is engaged to design and construct the Wind Farm and, will hence, not be available until closer to the start of construction.

Details of the required construction phase sediment and erosions control measures will be provided on the engineering drawings (detailed design phase) and shall be in accordance with the SPP 2017. However, the contractor shall be responsible for the preparation and implementation of an Erosion and Sediment Control Program and meeting the required minimum construction phase water quality objectives.

Refer to **appendix B** for typical erosion and sediment control details and notes.

The information in the following sections is provided to identify possible controls and procedures, that could be adopted to mitigate erosion and sediment impacts, including who is responsible for them, and is recommended to be incorporated into the Erosion and Sediment Control Program.

The Sediment and Erosion Control Management Plans should be provided to all people involved with the Project, including sub-contractors, private certifiers, body corporates and regulators.

These guidelines have been formed in accordance with the Healthy Waterways Fact Sheet 'Erosion and Sediment Control Management Plans' and the 'Best Practice Erosion and Sediment Control'.

8.3.2 Pre-Construction

- Establish a single stabilised entry/exit point (rumble pad) for each stage of construction. This point should also include a vehicle shakedown device to mitigate the transportation of dust and dirt. As the existing road network is predominantly gravel, this will need to be investigated at a pre-construction stage.
- Sediment fences are to be placed along the low side of the site to slow flows, reduce scour and capture some sediment runoff. Soil testing needs to be undertaken (if required) to confirm the type of sediment fence most suitable for the site.
- Table drains are to be cut along the high side of each site and the corresponding access track. This is to capture and direct the flow of water away from the areas.
- Areas for plant and construction material storage are to be designated along with associated diversion drains and spillage holding ponds.
- Prepare a detailed erosion and sediment control plan suitable for the site and the proposed development layout prior to starting works.
- Site personnel are to be educated to the sediment and erosion control measures implemented on site.

8.3.3 During Construction

- Progressive stabilization of exposed areas.
- Construction activities are to be confined to the necessary construction areas.
- The provision of a construction entry/exit point and shakedown area to prevent the tracking of debris from tyres of vehicles onto public roads. Only one construction exit should be nominated to limit the movement of construction equipment.
- Transport loads that are subject to loss through wind or spillage shall be covered or sealed to prevent entry of pollutants to the stormwater system.
- Regular inspection and maintenance of sediment fences, sediment basins and other erosion control measures. Following rainfall events greater than 50mm, inspection of erosion control measures and removal of collected material should be undertaken. Replacement of any damaged equipment should be performed immediately.

8.3.4 Post Construction

- The Contractor/Developer will be responsible for the maintenance of erosion and sediment control devices from the possession of the site until stabilisation has occurred to the satisfaction of the superintendent and Principal.
- All table drains to be revegetated post construction.

8.4 Dust Management

A separate dust management plan should be prepared by the contractor and approved by the Council and the Principal prior to commencing earthworks.

Contractor should consult with relevant authorities and confirm that their proposed methods of dust management are acceptable and that they have allowed for suitable methods and sufficient resourcing for dust suppression.

Contractor should ensure that they have made adequate allowance for water supply required for dust suppression during construction.

Some activities during construction of the Project can affect air quality including use of plant and equipment, excavation activities, stockpiling and general use of unsealed roads. As part of the Construction Management Plan (CMP), management actions are expected to be identified to ensure the development does not result in excessive dust emissions or impacts to overall air quality.

Examples of management actions expected to be further investigated include:

- Monitor advance weather warnings to ensure dust generating activities are minimised during high wind periods;
- Maintain groundcover throughout the site during construction, to the extent practical, and on completion, restore groundcover under Wind Farm infrastructure;
- Use mulch from vegetation clearing activities for dust suppression in high risk areas;
- Use water trucks periodically for reducing/mitigate dust generated from internal access tracks;
- Ensure any stockpiling of loose material for a long period of time is securely covered using a suitable material such as plastic, erosion control matting or hydro mulch; and
- Limit traffic movement around the site to internal roads where practicable and restrict vehicle speeds restricted to 40 km/hr onsite.
- Internal roads without hardstand should be regularly swept and watered. Any water runoff from dust suppression should be minimised to prevent contamination to surface waters.

Typically, visual monitoring of dust generated on a daily basis is expected to be conducted by the Site Manager, with visual monitoring including checks for visible dust crossing the site boundary, and appropriate mitigation measures implemented to reduce the dust generated.

All on-site site activities are expected to be undertaken in line with the Environmental Protection (Air) Policy 2008 and addressed in more detail in the CMP.

9 Addressing Performance Outcomes of DILGP State Code 23

9.1 Comments on Performance Outcome PO7

We consider that there is negligible change in fraction impervious due to the development. Therefore, we consider that no on-site detention is required for the development.

Furthermore, suitable stormwater quality best management practices are considered to be sufficient for the development.

9.2 Comments on Performance Outcome PO8

During design and construction of the development some of the access tracks will cross existing gullies. The extent of works is expected to be minimised so that impacts to existing vegetation is avoided and if unavoidable, adequately managed.

Based on the proposed development layout provided, the clearing seems to have been minimised. Further appropriate measures are expected to be included for the protection of bank stability, water quality and habitat through minimisation of vegetation clearing, maintenance of sheet flow conditions where feasible and suitable sediment control measures.

Refer to **Appendix A** for the proposed Project Layout Plan.

The actual crossing works are expected to be subject to waterway barrier works. Extent and details of these barrier works will be addressed during detailed design phase.

Refer to **Appendix D** for waterway barrier works sketch provided to us.

10 Conclusion

A concept stormwater management plan report has been developed for the site.

The development is considered to result in negligible increase in total fraction impervious areas. Therefore, no detention systems are required with respect to stormwater quantity management.

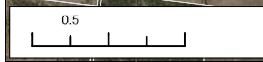
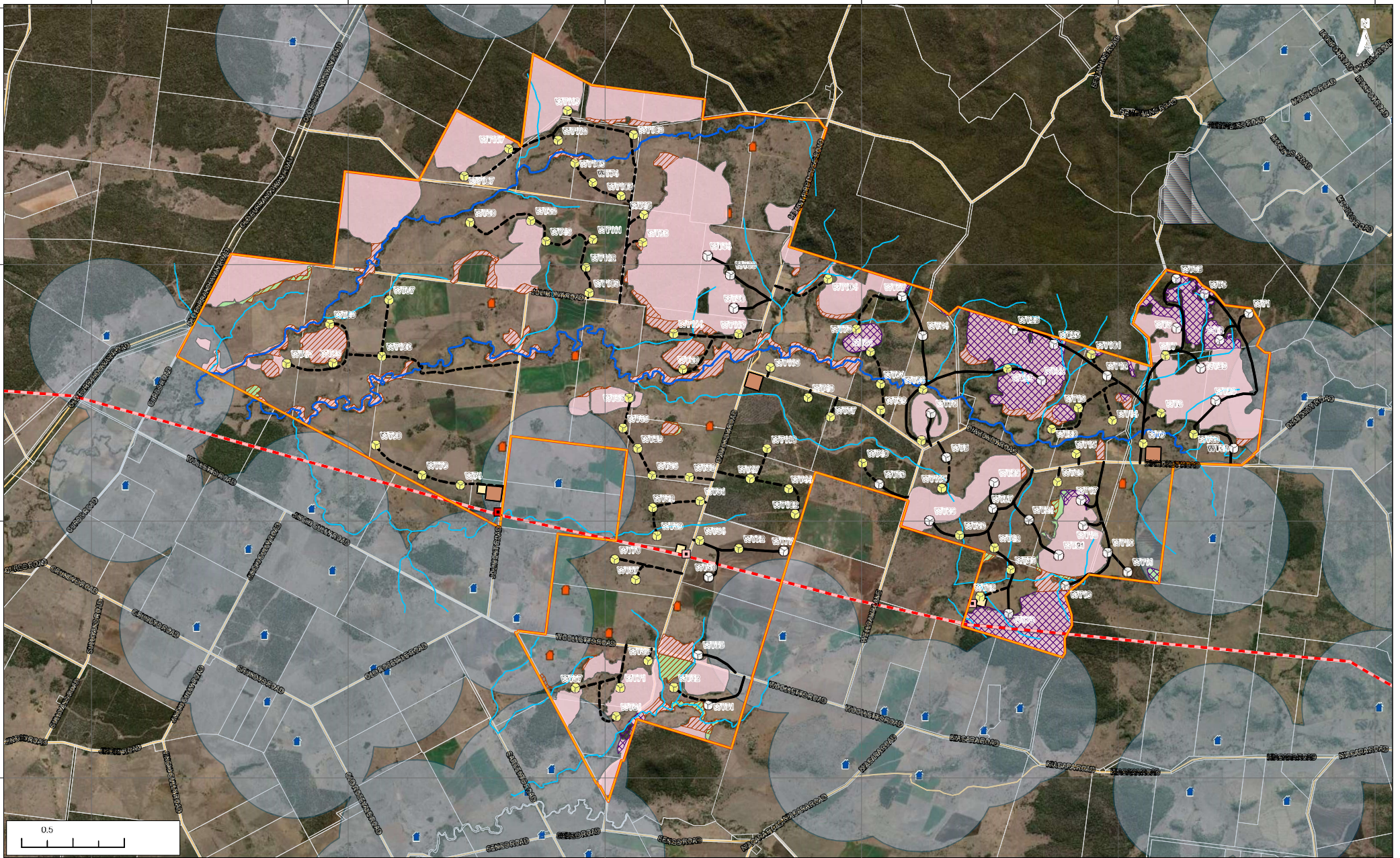
The proposed wind turbines and supporting structures are expected to be above 1% AEP flood extents.

The development does not trigger the requirements under the SPP for the post-construction stormwater management design objectives. Therefore, suitable stormwater quality best management practices, to be identified during detailed design phase, is considered as sufficient for the development.







An erosion and sediment control plan will need to be developed and implemented by the contractor to suit the detailed design and their proposed method and schedule of construction. The erosion and sediment control management plan must also make adequate allowance for dust suppression during construction.




During design and construction, impacts to existing vegetation is expected to be minimised. Further details of the waterway barrier works are also expected to be confirmed during designed design phase.




Appendix A - Proposed Development Plan




WAMBO WIND FARM

-  Turbine
-  Turbine
- 
-  Turbine
-  Boat lot
-  New boat lot

-  Turbine
-  Landfill Area
-  Road

-  Turbine
-  Turbine
-  Turbine

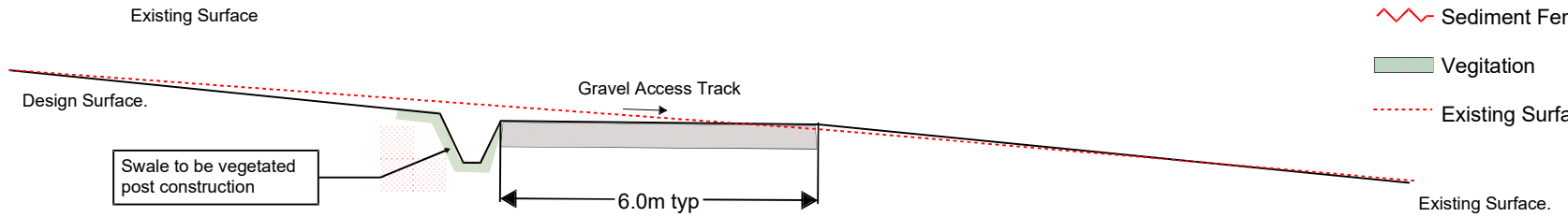


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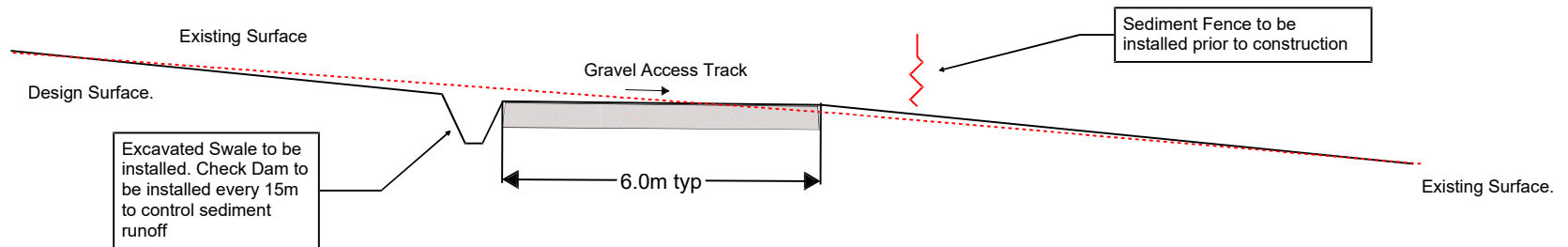
Appendix B - Typical Access Track Section and ESC notes

Legend

- Design surface
- ▒ Gravel Pavement
- ⚡ Sediment Fence
- ▒ Vegetation
- ⋯ Existing Surface



POST CONSTRUCTION TYPICAL ROAD SECTION



DURING CONSTRUCTION TYPICAL ROAD SECTION

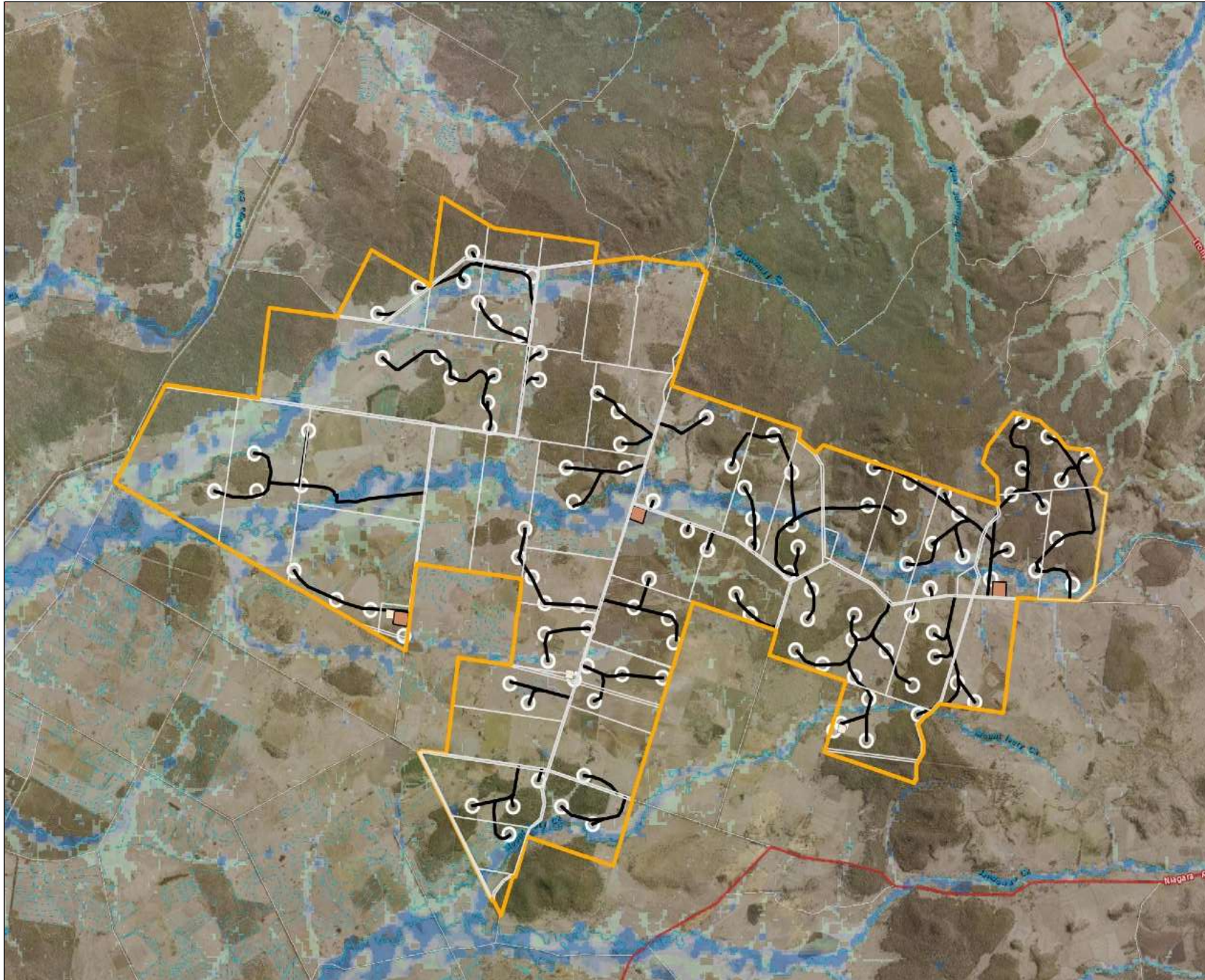
DRAFT	DRAFT ISSUE	22.05.2020	FD	
ISSUE	DESCRIPTION	DATE	INITIALS	

Appendix C - Flood Extents Map



26°32'31"S 151°8'4"E

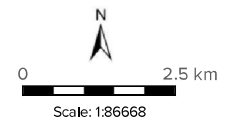
26°32'31"S 151°23'40"E



26°43'18"S 151°8'4"E

26°43'18"S 151°23'40"E

Legend located on next page



Printed at: A3
Print date: 15/7/2020

Datum: Geocentric Datum of Australia 1994
Projection: Web Mercator EPSG 102100

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**Queensland
Government**

Department of Natural Resources, Mines and Energy

WamboWF_v15.kmz - point

WamboWF_v15.kmz - line



WamboWF_v15.kmz - poly



PolyStyle00



PolyStyle30



PolyStyle40



PolyStyle70

Coastline



Lake

Reservoir

Canal area

Watercourse line



Major Watercourse



Minor Watercourse



Major Culvert



Minor Culvert

Watercourse area

Water area edge



Road



Highway



Main



Local



Private

Railway



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Appendix D - Waterway Barrier Works Sketch

Wambo Wind Farm

Waterway Barrier Works

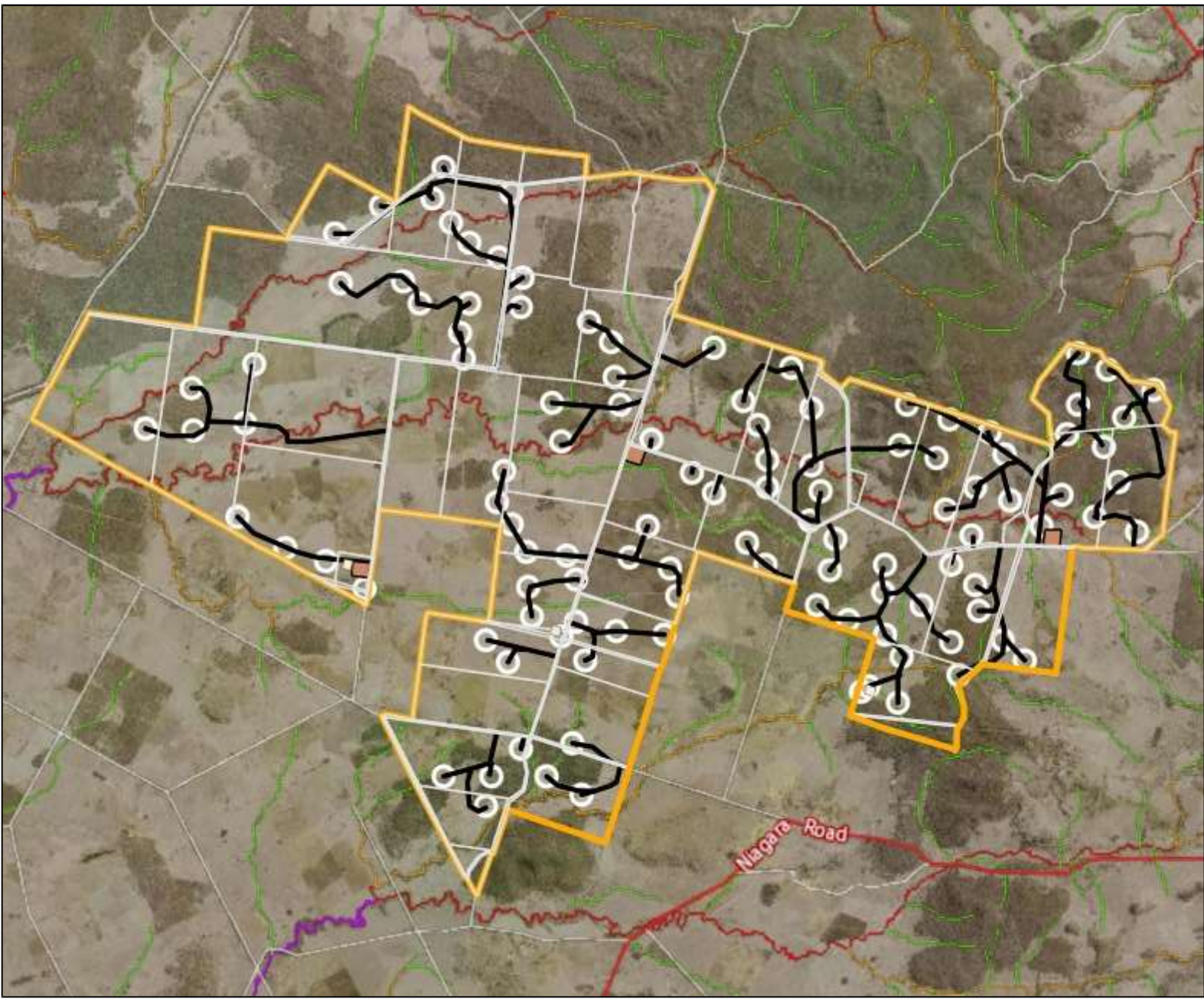
26°33'39"S 151°9'11"E



A product of
Queensland Globe

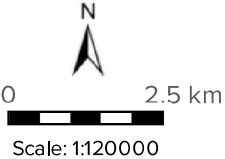


26°33'39"S 151°22'38"E



26°43'34"S 151°9'11"E

26°43'34"S 151°22'38"E



Printed at: A4
Print date: 9/7/2020
Datum: Geocentric Datum of Australia 1994
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Department of Natural Resources, Mines and Energy

Wambo Wind Farm

Waterway Barrier Works

Legend

Cities and Towns



WamboWF_v15.kmz

- Access Tracks
- Turbine Locations
- Project Boundary
- Grid Connection
- Construction Compound
- Cadastral Boundaries

Queensland waterways for waterway barrier works

- Major
- High
- Moderate
- Low

Road

- Highway
- Main
- Local
- Private

Attribution

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20 June 2023



Our Ref: DA5259
(MSLink3200328)

Western Downs Regional Council
PO Box 551
DALBY QLD 4405

White Wind Project No 1 Pty Ltd
C/- Environmental Resources Management Australia
Po Box 1400
SPRING HILL QLD 4004

Attention: Kym Bannerman
Email: kym.bannerman@wdrc.qld.gov.au
Application: 035.2023.188.001

Attention: Michael Rookwood
Email: Michael.rookwood@erm.com

Dear Michael,

Referral Agency Response (Advice)

(Given under section 9.2 of the Development Assessment Rules)

Transmission Infrastructure Impacted	
Transmission Corridor	Tarong Chinchilla (132kV) Transmission Line Corridor
Easement ID	Easement P on AP7588 (Dealing No. 602663144)
Location Details	
Street address	131 Woolletts Road Diamondy
Real property description	Lot 77 on LY323
Local government area	Western Downs Regional Council
Application Details	
Proposed development:	Reconfiguration a Lot – 1 into 2 lots
Approval sought	Development permit

We refer to the above referenced development application which has been referred to Powerlink Queensland in accordance with Section 54 of the *Planning Act 2016*.

In accordance with its jurisdiction under Schedule 10 Part 9 Division 2 of the *Planning Regulation 2017*, Powerlink Queensland is a Referral Agency (Advice) for the above development application.

Specifically, the application has been triggered for assessment by Powerlink Queensland because:

1. For **reconfiguring a lot** – all or part of the lot is subject to a transmission entity easement which is part of the transmission supply network (Table 1 1(a))

PLANS AND REPORTS ASSESSED

The following plans and reports have been reviewed by Powerlink Queensland and form the basis of our assessment. Any variation to these plans and reports may require amendment of our advice.

Table 1: Plans and Reports upon which the assessment is based

Drawing / Report Title	Prepared by	Dated	Reference No.	Version / Issue
Stage 1 Assets	Wambo Wind Farm	09/11/2022	F2-1 WMWF_0066_01B Hoare Stage 1 Facility	01B

33 Harold Street, Virginia
PO Box 1193, Virginia, Queensland 4014, Australia
Telephone: (07) 3860 2111 Facsimile: (07) 3860 2100
www.powerlink.com.au

Powerlink Queensland, acting as a Referral Agency (Advice) under the Planning Regulation 2017 provides its response to the application as attached (**Attachment 1**).

Please treat this response as a properly made submission for the purposes of Powerlink being an eligible advice agency in accordance with the *Planning Act 2016*.

For further information please contact our Property Services Team via email property@powerlink.com.au who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Narelle Titman', written in a cursive style.

for: Narelle Titman

MANAGER PROPERTY

ATTACHMENT 1 – REFERRAL AGENCY (ADVICE) RESPONSE

Powerlink Queensland **supports** this application subject to the inclusion of the following conditions in the Assessment Manager’s Decision Notice.

No.	Condition	Timing	Reason
1	The development must be carried out generally in accordance with the reviewed plans detailed in Table 1.	At all times.	To ensure that the development is carried out generally in accordance with the plans of development submitted with the application.
2	The statutory clearances set out in the <i>Electrical Safety Regulation 2013</i> must be maintained during construction and operation. No encroachment within the statutory clearances is permitted.	At all times.	To ensure that the purpose of the <i>Electrical Safety Act 2002</i> is achieved and electrical safety requirements are met.
3	Compliance with the terms and conditions of the easement dealing no. shown in the heading of this letter.	At all times.	To ensure that the existing rights contained in the registered easement dealings are maintained.
4	Compliance with the generic requirements in respect to proposed works in the vicinity of Powerlink Queensland infrastructure as detailed in the enclosed Annexure "A".	At all times.	To ensure that the purpose of <i>the Electrical Safety Act 2002</i> is achieved and electrical safety requirements are met. To ensure the integrity of the easement is maintained.

Advice to Council and the Applicant

- The “parking” in assessed plan titled “Stage 1 Assets” is **not approved** as Darren from White Wind confirmed during discussions with Powerlink that this is no longer required. The parking plans will need to be resubmitted with the operational works drawings for approval if this is required in future.
- Should any doubt exist in maintaining the prescribed clearance to electrical infrastructure the applicant is obliged under the *Electrical Safety Act 2002* to seek advice from Powerlink.
- This response **does not constitute an approval to commence operational works within the easement**. Prior written approval is required from Powerlink Queensland before any work is undertaken within the easement area. All works on easement (including but not limited to earthworks, drainage and detention basins; road construction; underground and overhead service installation) require detailed submissions, assessments and consent (or otherwise) by Powerlink. Further, Powerlink may require that such drawings be provided in electronic format (3D DXF or equivalent of final design RL’s AHD and MGA GDA94 in applicable zone)
- In order for Powerlink to maintain and operate a safe and reliable supply of electricity, we require unrestricted 24-hour access to our corridors and infrastructure.

We will require practical access (typically by 4WD vehicle – but to standard no less than existing) to the Powerlink structures.

If it is envisaged that there will be any interference or alteration to our current access arrangements prior, during or after the completion of your works, we require that the applicant contacts our Works Control Manager Easements (Mr Ehren Wittmer – ph 0418 233 916)
- Compliance with the Electrical Safety Act 2002 including any Code of Practice under the Act and the Electrical Safety Regulation 2013 including any safety exclusion zones defined in the Regulation.

In respect of this application, the exclusion zone for untrained persons and for operating plant operated by untrained persons is six (6) metres from the 132,000-volt wires and exposed electrical parts.

If works have the potential to come within the prescribed clearance to the conductors and electrical infrastructure, then the applicant must seek advice from Powerlink by completing the attached Application for Safety Advice – Form and submitting to property@powerlink.com.au



Land description
 Lot on plan: Lot 77 on LY323
 Landowner: Philip Hoare
 Address: 131 Woolletts Road,
 Diamondy 4610

- Subject Land
- Facilities Parking Area
- Access Point
- Access Track
- Cable corridor (stage 1)
- 5m Easement Set-Back
- Substation
- Switchyard
- Helipad
- Turnout
- O & M Facility
- Potential Future Expansion
- Facilities Parking Area
- Facilities Landscaping
- Facilities Area (16 ha)
- Powerlink land

Disclaimer:
 White Wind Project No 1 Pty Ltd and Cubico Sustainable
 Investments Australia Pty Ltd make no warranty in relation to the
 accuracy, reliability, completeness or suitability of the data and does
 not accept liability for any loss, damage or costs, including
 consequential damage, in relation to any use of the data in this map.

PROJECT		
Wambo Wind Farm		
TITLE		
Stage 1 Assets		
DATE	STATUS	PRODUCED
9/11/2022	DRAFT	MVC
SCALE	DATUM	APPROVED
1:2,000 @ A3	GDA 1994 MGA Zone 56	L.Mcdonald
FILE	REV	
F2-1 WMWF_0066_01B Hoare Stage 1 Facility	01B	

ANNEXURE A – GENERIC REQUIREMENTS

The conditions contained in this Annexure have been compiled to assist persons (the applicant) intending to undertake work within the vicinity of high-voltage electrical installations and infrastructure owned or operated by Powerlink. The conditions are supplementary to the provisions of the Electrical Safety Act 2002, Electrical Safety Regulation 2013 and the Terms and Conditions of Registered Easements and other forms of Occupational Agreements hereinafter collectively referred to as the “Easement”. Where any inconsistency exists between this Annexure and the Easement, the Easement shall take precedence.

1. POWERLINK INFRASTRUCTURE

You may not do any act or thing which jeopardises the foundations, ground anchorages, supports, towers or poles, including (without limitation) inundate or place, excavate or remove any soil, sand or gravel within a distance of twenty (20) metres surrounding the base of any tower, pole, foundation, ground anchorage or support.

2. STRUCTURES

No structures should be placed within twenty (20) metres of any part of a tower or structure foundation or within 5m of the conductor shadow area. Any structures on the easement require prior written consent from Powerlink.

3. EXCLUSION ZONES

Exclusion zones for operating plant are defined in Schedule 2 of the Electrical Safety Regulation 2013 for Untrained Persons. All Powerlink infrastructure should be regarded as “electrically live” and therefore potentially dangerous at all times.

In particular your attention is drawn to Schedule 2 of the Electrical Safety Regulation 2013 which defines exclusion zones for untrained persons in charge of operating plant or equipment in the vicinity of electrical facilities. If any doubt exists in meeting the prescribed clearance distances from the conductors, the applicant is obliged under this Act to seek advice from Powerlink.

4. ACCESS AND EGRESS

Powerlink shall at all times retain the right to unobstructed access to and egress from its infrastructure. Typically, access shall be by 4WD vehicle.

5. APPROVALS (ADDITIONAL)

Powerlink's consent to the proposal does not relieve the applicant from obtaining statutory, landowner or shire/local authority approvals.

6. MACHINERY

All mechanical equipment proposed for use within the easement must not infringe the exclusion zones prescribed in Schedule 2 of the Electrical Safety Regulation 2013. All operators of machinery, plant or equipment within the easement must be made aware of the presence of live high-voltage overhead wires. It is recommended that all persons entering the Easement be advised of the presence of the conductors as part of on site workplace safety inductions. The use of warning signs is also recommended.

ANNEXURE A – GENERIC REQUIREMENTS

7. EASEMENTS

All terms and conditions of the easement are to be observed. Note that the easement takes precedence over all subsequent registered easement documents. Copies of the easement together with the plan of the Easement can be purchased from the Department of Environment & Resource Management.

8. EXPENDITURE AND COST RECOVERY

Should Powerlink incur costs as a result of the applicant's proposal, all costs shall be recovered from the applicant.

Where Powerlink expects such costs to be in excess of \$10 000.00, advanced payments may be requested.

9. EXPLOSIVES

Blasting within the vicinity (500 metres) of Powerlink infrastructure must comply with AS 2187. Proposed blasting within 100 metres of Powerlink infrastructure must be referred to Powerlink for a detailed assessment.

10. BURNING OFF OR THE LIGHTING OF FIRES

We strongly recommend that fires not be lit or permitted to burn within the transmission line corridor and in the vicinity of any electrical infrastructure placed on the land. Due to safety risks Powerlink's written approval should be sought.

11. GROUND LEVEL VARIATIONS

Overhead Conductors

Changes in ground level must not reduce statutory ground to conductor clearance distances as prescribed by the Electrical Safety Act 2002 and the Electrical Safety Regulation 2013.

Underground Cables

Any change to the ground level above installed underground cable is not permitted without express written agreement of Powerlink.

12. VEGETATION

Vegetation planted within an easement must not exceed 3.5 metres in height when fully matured. Powerlink reserves the right to remove vegetation to ensure the safe operation of the transmission line and, where necessary, to maintain access to infrastructure.

13. INDEMNITY

Any use of the Easement by the applicant in a way which is not permitted under the easement and which is not strictly in accordance with Powerlink's prior written approval is an unauthorised use. Powerlink is not liable for personal injury or death or for property loss or damage resulting from unauthorized use. If other parties make damage claims against Powerlink as a result of unauthorized use then Powerlink reserves the right to recover those damages from the applicant.

ANNEXURE A – GENERIC REQUIREMENTS

14. INTERFERENCE

The applicant's attention is drawn to s.230 of the Electricity Act 1994 (the "Act"), which provides that a person must not wilfully, and unlawfully interfere with an electricity entity's works. "Works" are defined in s.12 (1) of the Act. The maximum penalty for breach of s.230 of the Act is a fine equal to 40 penalty units or up to 6 months imprisonment.

15. REMEDIAL ACTION

Should remedial action be necessary by Powerlink as a result of the proposal, the applicant will be liable for all costs incurred.

16. OWNERS USE OF LAND

The owner may use the easement land for any lawful purpose consistent with the terms of the registered easement; the conditions contained herein, the Electrical Safety Act 2002 and the Electrical Safety Regulation 2013.

17. ELECTRIC AND MAGNETIC FIELDS

Electric and Magnetic Fields (EMF) occur everywhere electricity is used (e.g. in homes and offices) as well as where electricity is transported (electricity networks).

Powerlink recognises that there is community interest about Electric and Magnetic Fields. We rely on expert advice on this matter from recognised health authorities in Australia and around the world. In Australia, the Federal Government agency charged with responsibility for regulation of EMFs is the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA's *Fact Sheet – Magnetic and Electric Fields from Power Lines*, concludes:

"On balance, the scientific evidence does not indicate that exposure to 50Hz EMF's found around the home, the office or near powerlines is a hazard to human health."

Whilst there is no scientifically proven causal link between EMF and human health, Powerlink nevertheless follows an approach of "*prudent avoidance*" in the design and siting of new powerlines. This includes seeking to locate new powerline easements away from houses, schools and other buildings, where it is practical to do so and the added cost is modest.

The level of EMF decreases rapidly with distance from the source. EMF readings at the edge of a typical Powerlink easement are generally similar to those encountered by people in their daily activities at home or at work. And in the case of most Powerlink lines, at about 100 metres from the line, the EMF level is so small that it cannot be measured.

Powerlink is a member of the ENA's EMF Committee that monitors and compiles up-to-date information about EMF on behalf of all electricity network businesses in Australia. This includes subscribing to an international monitoring service that keeps the industry informed about any new developments regarding EMF such as new research studies, literature and research reviews, publications, and conferences.

We encourage community members with an interest in EMF to visit ARPANSA's website: www.arpansa.gov.au Information on EMF is also available on the ENA's website: www.ena.asn.au

INFRASTRUCTURE CHARGES NOTICE

APPLICANT:	White Wind Project No 1 Pty Ltd
APPROVED DEVELOPMENT:	Reconfiguring a Lot (1 Lot into 2 Lots) on land situated at Woolletts Road, Diamondy
FILE REFS:	035.2023.188.001, A44141 & LG 7.9.1
AMOUNT OF THE CHARGE:	\$7,560.00
LAND TO WHICH CHARGE APPLIES:	Lot 77 on LY323
PAYABLE TO:	Western Downs Regional Council
WHEN PAYABLE:	Prior to execution of the Plan of Survey (Form 18B)

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

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Reconfiguring a Lot in a Residential Planning Area	\$7,560.00* per lot (transport and parks networks)	Table 3.3.3, Col 3, Charge Area A	2 Lots	\$15,120.00
DISCOUNT	Discount Charge	Reference	No. of Units	Discount Amount
Existing Lot	\$7,560.00* per lot (transport and parks networks)	Section 3.4(1)(e)(iv)	1 lot	\$ 7,560.00
* Includes a discount for development not within an area serviced by, or requiring connection to Council's reticulated water, sewer or stormwater networks. The rate is applied in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.			Parks	\$ 3,780.00
			Transport	\$ 3,780.00
			TOTAL CHARGE	\$ 7,560.00

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016*]

DECISION AND REASONS

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

APPEALING DECISION

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

Title **ES Report Permanent Road Closure Application for Road Reserve that bisects Lots 29 & 58 on RG128 Kogan Condamine Road, Crossroads**

Date 2 August 2019

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

To determine an application for the permanent closure of a road reserve that is an unformed road that runs along the eastern boundary of Lot 29 on RG128 Kogan Condamine Road, Crossroads.

Link to Corporate Plan

Road closure applications are considered by Council to ensure it maintains its commitment to the sustainable planning for the future of our region.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council advises the Department of Resources and the applicant that it has no objections to the permanent closure of the unformed road reserve along the eastern boundary of Lot 29 RG128 being 3407 Kogan-Condamine Road, Crossroads owned by Terroir Properties Pty Ltd.

Background Information

- The road is an unused and unformed road reserve located in Crossroads. See **Attachment 1**.
- Terroir Properties Pty Ltd (applicant) are the owners of Lot 29 and Lot 58 RG128.
- The road reserve bisects Lots 29 & 58 on RG128 and terminates at the southern boundary of these two lots.
- The proposed use is for the amalgamation of the road reserve into the adjoining rural land.

Report

The road reserve that is located along the eastern boundary of Lot 29 RG128 at Crossroads is an unused and unformed road reserve. The applicant is applying for the permanent closure of this reserve with the intention of this land being amalgamated into the adjoining rural land.

The closure of the road reserve located along the eastern boundary of Lot 29 RG128 will not result in landlocked lots.

Consultation (Internal/External)

Advice was sought from Council's:

- Senior Works Manager;
- Planning and Environment Manager;

- Principle Planner; and
- Rural Services Coordinator; who advised

There were no objections to the closure of the road reserve along the eastern boundary of Lot 29 RG128.

Legal/Policy Implications (Justification if applicable)

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

If Council offers no objection to the road closure, then the part road shown in blue highlighting in **Attachment 1** will be permanently closed to the public, subject to final approval of the closure by the State. The land may then be offered by the State to the applicant for purchase.

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council advise DoR that it has no objection to the permanent closure of road reserve located along the eastern boundary of Lot 29 RG128.

Attachments

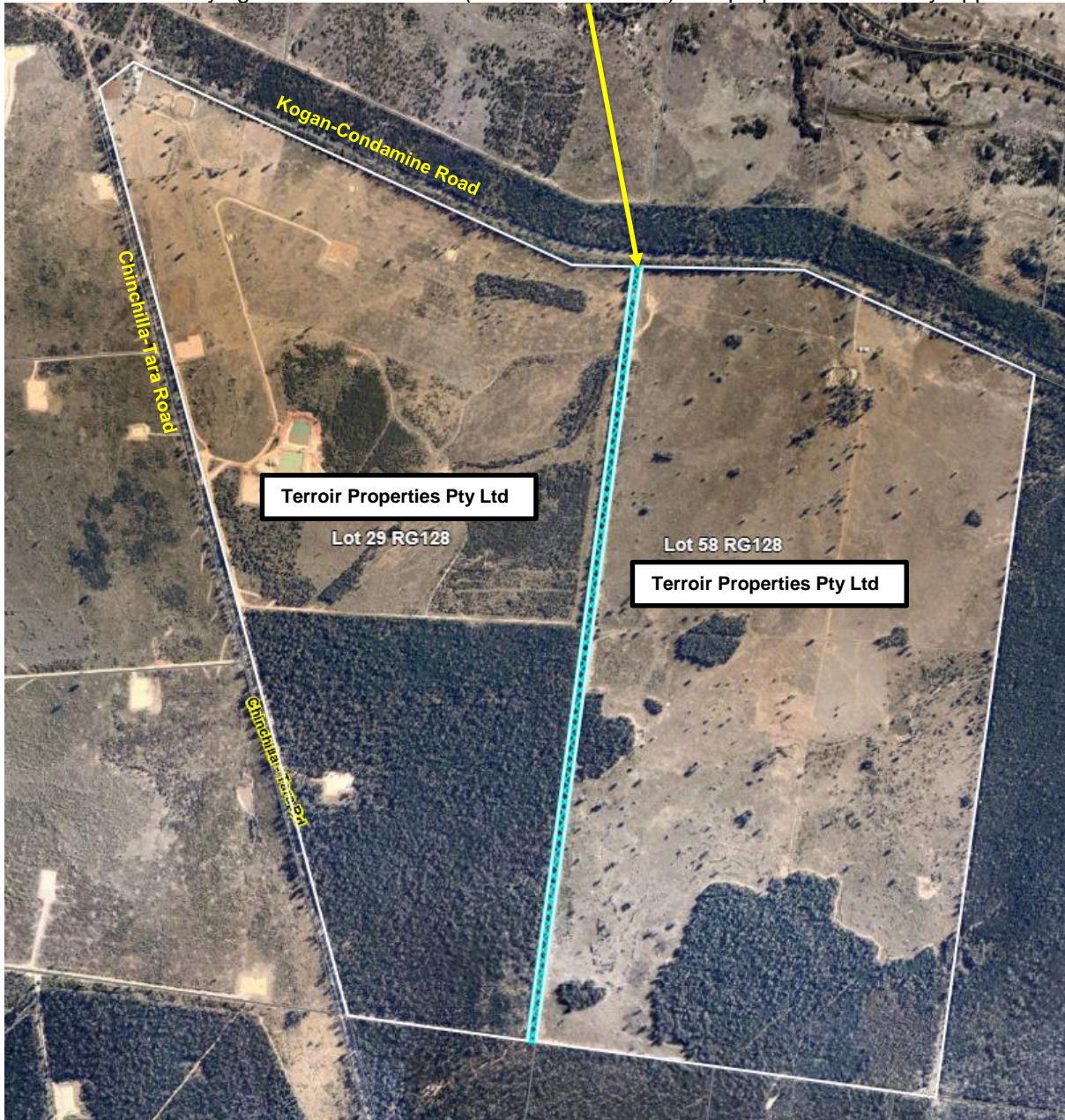
1. Aerial Views Identifying the Road Reserve

Authored by: Scott Thompson, GENERAL COUNSEL

Aerial View - Location of Applicants Property at Crossroads



Aerial View - Identifying Road Closure Area (Blue Hatched Area) and properties owned by Applicant



Aerial View - Identifying Phipps Road Access for Properties Located Below Lots 29 & 58 RG128



Title Executive Services Report Outstanding Actions July 2023

Date 9 August 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 19 July 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 19 July 2023.

1. Outstanding Council Meeting Action List (As at 19 July 2023)

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	That this report be received, and Council resolves to; <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 	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>3. Delegate authority to the CEO to negotiate and sign all documents necessary to:</p> <p>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;</p> <p>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</p> <p>c) Provide a lease for a new surveyed area with Helismart Pty Ltd for approval by council.</p> <p style="text-align: right;">CARRIED</p>	
19/04/2023	Closed Circuit Television Information Session	AD6.6.2	<p>That Council request an information session on Western Downs Regional Council's role in public safety, including the cost of and funding opportunities for the installation and operation of CCTV networks, to inform Council on how it can best work in collaboration with community, businesses, State and Federal Governments, and local police to continue to deliver safe and liveable communities.</p> <p style="text-align: right;">CARRIED</p>	Corporate Services Community and Liveability
19/07/2023	Infrastructure Services Confidential Report Consider Dalby Recycled Water Expression of Interest	AD6.6.2	<p>That this Report be received and that;</p> <p>1. in accordance with <i>section 228 of the Local Government Regulation 2012</i>, Council considers that it would be in the public interest to invite expressions of interest to enter into a long-term agreement for the supply of Class A Recycled Water in Dalby before inviting written tenders.</p> <p style="text-align: right;">CARRIED</p>	Infrastructure Services

2. Deputations List (As at 19 July 2023)

Meeting date	Item description	Council Resolution/Task	Comments	Responsible Division
19/07/2023	Deputation - Megan Kruger	Ms Kruger addressed Council in regards to safety concerns around accessing Bulldog Park along Slessar Street, Chinchilla.	The request for a footpath to Bulldog park was already included as a project for consideration in the Works Program. Following a review of potential funding options by Council, a response will be drafted to Megan.	Infrastructure 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 **Executive Services Chief Executive Officer Report July 2023**

Date 7 August 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 and Acting Chief Executive Officer during the month of July 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 July 2023. The CEO took annual leave from 14 July to 8 August, 2023 and appointed Daniel Fletcher as Acting Chief Executive Officer for this period.

CEO J. Taylor

Date	Who/Where	Details
3 July 2023	<ul style="list-style-type: none"> • Meeting with Peak Services • Meeting SMART Digital Project - Go Live 	Teams Meeting Teams Meeting
6 July 2023	<ul style="list-style-type: none"> • Eaglet Readers Storytime & Celebration • Meeting with Waminda Services Ltd 	Dalby Dalby
10 July 2023	<ul style="list-style-type: none"> • Meeting with Local Government Manager's Association (LGMA) • Conciliation Conference Queensland Industrial Relations Commission (QIRC) 	Teleconference Brisbane
11 July 2023	<ul style="list-style-type: none"> • Meeting with DesignCEO • Intensive Leadership Masterclass 	Dalby Dalby

12 July 2023	<ul style="list-style-type: none"> Intensive Leadership Masterclass 	Dalby
13 July 2023	<ul style="list-style-type: none"> Intensive Leadership Masterclass 	Dalby

ACEO D. Fletcher

Date	Who/Where	Details
14 July 2023	<ul style="list-style-type: none"> Meeting with Gladstone Region Together Queensland Training Awards 	Phone Toowoomba
17 July 2023	<ul style="list-style-type: none"> Planning & Pre Agenda Meeting Local Government Association Queensland - Elected Member Update Dinner with Local Government Association Queensland 	Dalby Dalby Dalby
18 July 2023	<ul style="list-style-type: none"> Western Downs Futures Group Meeting Darling Downs South West and South Burnett Strategic Advisory Committee Meeting Connect with Council BBQ 	Dalby Dalby Chinchilla
19 July 2023	<ul style="list-style-type: none"> Councillor Information Session Development Assessment Panel Meeting Ordinary Meeting of Council Dalby Chamber of Commerce - Business Excellence Awards Insight Evening 	Chinchilla Chinchilla Chinchilla Dalby
20 July 2023	<ul style="list-style-type: none"> Meeting with Ratepayer Flood Warning Infrastructure Network Information Session Meeting with Lawrence Travel PR Renewable Electricity Purchasing in Queensland Renewable Energy Zone Webinar Net Zero Diagnostics Workshop 	Phone Teams Meeting Teams Meeting Zoom Teams Meeting
21 July 2023	<ul style="list-style-type: none"> Meeting with Rate Payer 	Dalby
24 July 2023	<ul style="list-style-type: none"> Meeting with Corrections Queensland Meeting with Davidson Group Local Government Association Queensland Bush Council Convention 	Teams Meeting Teams Meeting Goondiwindi
25 July 2023	<ul style="list-style-type: none"> Local Government Association Queensland Bush Council Convention 	Goondiwindi
26 July 2023	<ul style="list-style-type: none"> Local Government Association Queensland Bush Council Convention 	Goondiwindi
27 July 2023	<ul style="list-style-type: none"> Local Government Association Queensland Bush Council Convention 	Goondiwindi
31 July 2023	<ul style="list-style-type: none"> Skilling Queenslanders for Work Meeting Meeting with 100% Renewables 	Teams Meeting Teams Meeting

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 and Acting Chief Executive Officer during the month of July 2023.

Attachments

Nil.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

Title Executive Services Quarterly Report Q4 April to June 2023

Date 10 August 2023

Responsible Manager J. Taylor, CHIEF EXECUTIVE OFFICER

Summary

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

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That this report be received and noted.

Background Information

The Executive Services division provides a quarterly report update of general status and performance, providing Council with information on significant activities.

Report

This Report outlines the Executive Services Division activities and outcomes during the fourth quarter of the 2022 / 2023 Financial Year.

Consultation (Internal/External)

Consultation has occurred with the following departments within Council:

- A) Legal Services and
- B) SMART Digital Programme

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

This report provides an overview of the Executive Services' strategic and operational activities for the fourth quarter of the 2022-2023 financial year. It is presented to Council for information and noting.

Attachments

1. Executive Services Quarterly Report April to June 2023

Authored by: A. Lyell, Executive Services Administration Officer

QUARTERLY REPORT
APRIL-JUNE 2023



Legal Services



Executive Summary

Q4 was another busy and productive period for the Legal Services team. Highlights as follows;

- Council conducted its 2nd Surplus Land Auction in June 2023. (see page 3 for results)
- Preparations are well under way for the rates arrears land auction scheduled for November 2023
- Big Skies event contracts negotiated and finalised
- Various Telecommunications licences completed
- Finalised Road Infrastructure Agreement with Arrow and CleanCo
- Progressed Dalby Aerodrome development and leases
- Various land tenure agreements such as leases, trust leases and permits and land development enquiries
- Progressed Iman People #4 Native Title claim
- Pool management agreements
- Managing risk through numerous contract reviews
- Chamber of Commerce agreements
- Negotiated and drafted drainage easements
- New Wilkie Energy Road Infrastructure Agreement
- Tarcoola Native Title submissions

Surplus Land Sales



On 9 June 2023 Council Auctioned 17 Council owned freehold vacant lots in Dalby, Wandoan, Meandarra and Glenmorgan.

16 of the 17 lots were either sold at auction or shortly after. This equates to a 94% clearance rate which is a great result for the region.

94%
clearance
rate

Legal Team

We continue our focus on professional development. Recent highlights include:

Commissioner for Declarations Qld

One team member has been appointed as a Commissioner for Declarations for the State of Queensland and continuing with Paralegal studies with only 3 modules remaining.

New Lawyer

One team member has been admitted as a lawyer in the Supreme Court of Queensland.

Bursary Student returns as Graduate

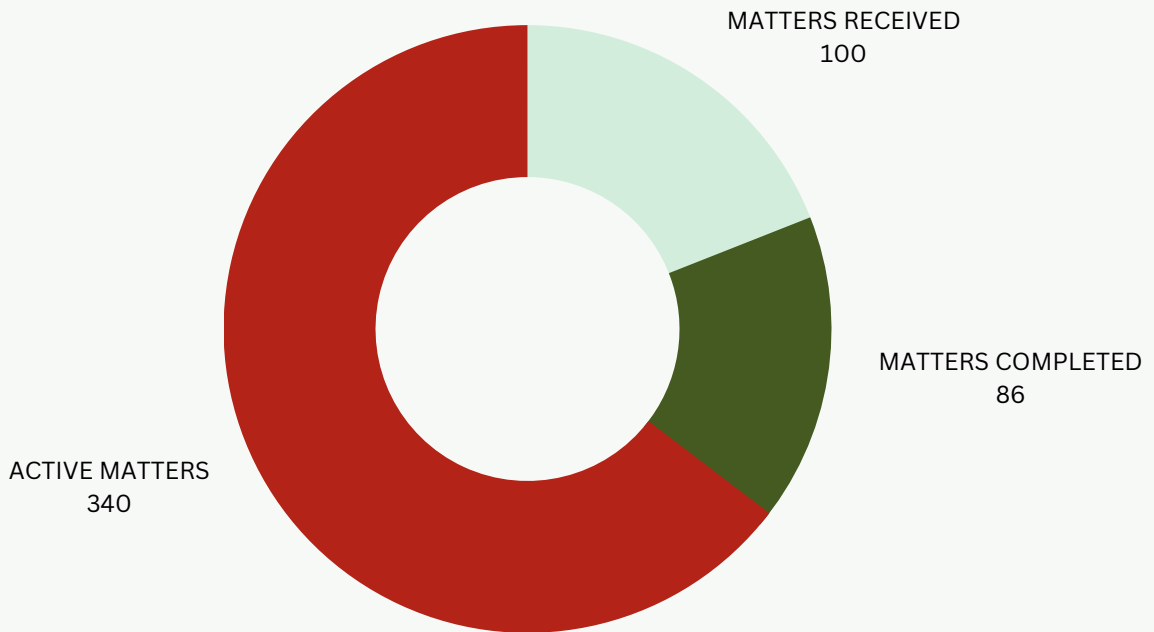
One of our past bursary students has since graduated from UQ with a dual Bachelor of Science/ Laws (Honours) degree and returned to Council as a full-time paralegal.

#itsthepeoplethatmakeit

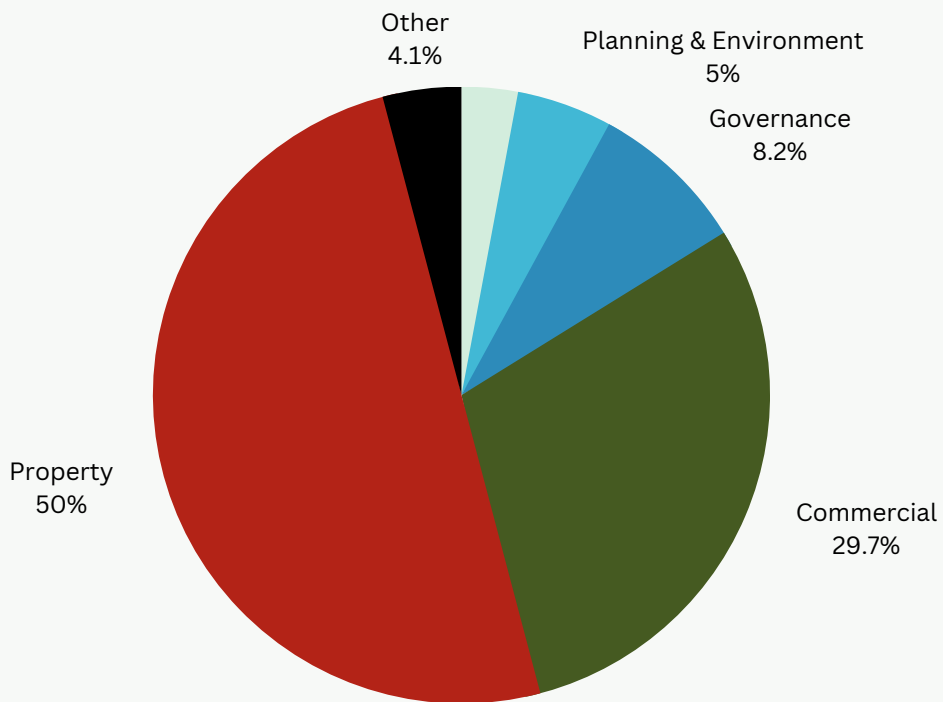
Legal Statistics

APRIL - JUNE 2023

TOTAL MATTERS



ACTIVE MATTERS BY
CATEGORY



Title **Aquatic Facilities Strategy 2023-2038 Priority Actions**

Date 4 August 2023

Responsible Manager A. Ritchie, FACILITIES MANAGER

Summary

The purpose of this Report is to seek Council's endorsement to pursue priority action outcomes of the Aquatic Facilities Strategy 2023-2038.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- *We aggressively attract business and investment opportunities.*
- *We proactively advance our region as a tourism destination.*

Strategic Priority: Active Vibrant Community

- *We are a happy, inclusive community, proud of where we live.*
- *Our 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 attract families to live, work, prosper, and play in our region.*

Strategic Priority: Sustainable Organisation

- *We are recognised as a financially intelligent and responsible Council.*
- *We focus on proactive, sustainable planning for the future.*
- *Our effective asset management ensures that we responsibly maintain our community assets.*

The development of the priority actions emerging from the Aquatic Facilities Strategy 2023-2038 will assist with accommodating the changing aquatic needs of the Western Downs Region community and the effective management of aquatic assets in a financially sustainable manner.

Material Personal Interest/Conflict of Interest

There are no material interests nor conflicts of interest associated with the consideration of the priority actions emerging from the aquatic facilities strategy.

Officer's Recommendation

That Council resolves to:

- (1) commence the exploration of replacement options and development of concept plans in 2023-24 for the Chinchilla Aquatic Facility, including at a greenfield site (in accordance with existing approved budgets);
- (2) commence essential remediation works in 2023-24 for the Chinchilla Aquatic Facility (in accordance with existing approved budgets);

- (3) develop concept plans for the remediation and moderate upgrade of the Wandoan Aquatic Facility (in accordance with existing approved budgets);
- (4) schedule the required remediation of the Chinchilla, Miles, Jandowae, and Dalby aquatic facilities across the 2023-24, 2024-25, and 2025-26 financial years (subject to budget considerations); and
- (5) amend the Capital Budget Ten (10) year forecasts for the aquatic facilities to reflect the revised order of priority.

Background Information

Aquatic facilities play an important role in communities across the Western Downs, including the promotion of healthy and active lifestyles, providing life skills, social cohesion, and physical meeting spaces. It is widely acknowledged that at significant cost to Council, these facilities offer improvements in liveability, well-being, and social amenity to the community.

In 2022, Council commenced the development of a future focussed aquatic facilities strategy, which was subsequently adopted at its ordinary meeting of 21 June 2023. As part of this strategy, Council's vision for aquatic facilities was to support social, wellness, sport, education, and recreation-based opportunities in its future focussed aquatic facilities and that these facilities will be fun, safe, accessible, appropriately managed, available, and tailored to each community.

Included in the process of formulating the strategy, assessment of the condition of each facility, consultation with stakeholders, research into trends and innovation, consideration of future needs, and demographic changes were undertaken. As a result of these investigations, several priority actions for Western Downs Aquatic Facilities were identified.

Report

Priority action areas identified from the strategy included consideration of the priority order of pool replacement, remediation and upgrade works required to extend the remaining useful life of the facilities at an appropriate standard, and a review of the provision of pool heating.

1. Priority order of pool replacement

Engineering assessments for each of the Aquatic Facilities were conducted and analysed as part of the strategy development, with estimated remaining useful life for each facility identified. The following replacement priority order was recommended.

Facility	Estimated remaining useful life	Replacement priority
Chinchilla	6-10 years	1
Miles	6-10 years	2
Jandowae	10-15 years	3
Dalby	10-15 years	4
Wandoan	10-15 years	5
Tara	New build	6

In the detailed analysis conducted in formulating the strategy, it was recommended that in the first ten years of the strategy, replacement of the Chinchilla Aquatic Facility should be the first priority. This was recommended to be followed by the Miles Aquatic Facility. Significant remediation for the Chinchilla facility was considered, however due to the number of areas needing attention and the costs of the remediation to achieve a limited extension of useful life (as detailed in Attachment One), this was not the preferred option.

Examination of the options for replacement at the existing site or at several alternative sites were then considered (as per Attachment Two). To enable continuity of access to an aquatic facility during construction,

and to address concerns with size limitations of the current site, it is recommended that a greenfield site be considered in the exploration of replacing the Chinchilla Aquatic Facility.

2. Extending remaining useful life of the Miles, Jandowae, Dalby, and Wandoan Aquatic Facilities

It is necessary to complete remediation works to improve the likelihood of achieving or extending the remaining useful life of existing facilities. The cost benefit of remediating sites for this purpose was considered, with remediation recommended for Wandoan, Miles, Jandowae, and Dalby facilities (as detailed in Attachment Three) to achieve or extend the remaining useful life of each facility, as well as short term remediation for the Chinchilla facility.

As with all community facilities, the commencement of major remediation works at an aquatic facility can reveal other unforeseen issues which may require additional work. To mitigate against this risk (which cannot be eliminated), Council will continue to enhance and enact its procedures relating to regular and thorough investigation of assets prior to and during works in order to appreciate the exact condition of the asset with the highest level of confidence.

Completion of required remediation at Wandoan is estimated to achieve twenty (20) years useful life. In order to offer an attractive, safe, and accessible facility over the next twenty (20) years, it is recommended that moderate upgrades be completed to ensure the facility caters to future needs and expected demographic changes, as identified through the strategy engagement process. It is therefore recommended that Council develop plans for both remediation and upgrade of the Wandoan Aquatic Facility, including plans for accessing potential grant funding.

Required remediation estimates for Miles (\$500,000), Jandowae (\$200,000), and Dalby (\$600,000) facilities to achieve the revised replacement timeframes is in line with the recommendations from the consulting engineer's review, details of which have previously been presented to Council (summarised in Attachment Three).

Endorsement of the forward planning and scheduling of this work is required in advance of its necessity owing to the very limited availability of contractors and lengthy booking time frames required to secure their services.

Consultation (Internal/External)

Separate to the deep engagement conducted in the development of the *Aquatic Facilities Strategy 2023-2038*, internal consultation has been undertaken across the Facilities team, Parks and Recreation, and a number of regional staff; and external with a range of facility stakeholders including users, broader community input, facility managers, industry experts, and industry association representatives.

Legal/Policy Implications (Justification if applicable)

Updates to the remaining useful lives of the aquatic facilities will be required following remediation and upgrades that extend the life of the assets.

Budget/Financial Implications

The financial implications associated with replacement and remediation work for the pools mentioned in this report are:

- (1) cost for concept development at the Chinchilla Aquatic Facility at a greenfield site and remediation and upgrade at Wandoan Aquatic Facility will be completed within existing approved budget;
- (2) capital budget allocation in the 2023-24 and 2024-25 financial years of up to \$2,500,000 (in total) for short term remediation of the Chinchilla Aquatic Facility. The precise scope and associated quantum will be brought back for Council's consideration once the detail has been determined;
- (3) capital budget allocation in the 2024-25 and 2025-26 financial years of approximately \$1,300,000 will be required for remediation of the Miles, Jandowae, and Dalby Aquatic Facilities. Precise scope and associated quantum will be the subject of budget deliberations; and
- (4) amendment of the capital budget forecasts for aquatic facilities currently included in the Long-Term Financial Plan will be required to reflect the revised schedule of works.

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

Conclusion

The *Aquatic Facilities Strategy 2023-2038* has now been endorsed by Council, with the next steps being to identify a programme of priority actions in line with agreed priorities. An important consideration has been the forecast timing of replacement required for five aquatic facilities over the next ten to fifteen (15) years.

The priorities identified in this report will assist Council to extend and spread the renewal timeline across a period of approximately twenty (20) years, smoothing the impact on budget requirements and increasing the possibility of securing grant funding, while maintaining attractive and safe facilities for Western Downs' communities.

Some financial provisions have already been included in Council's current 2023-24 Capital and Operational Budgets endorsed by Council. Any adjustments or additional funding required for this year to achieve the priorities outlined in this report will be the subject of a separate submission as part of Council's Mid-Year Review.

Attachments

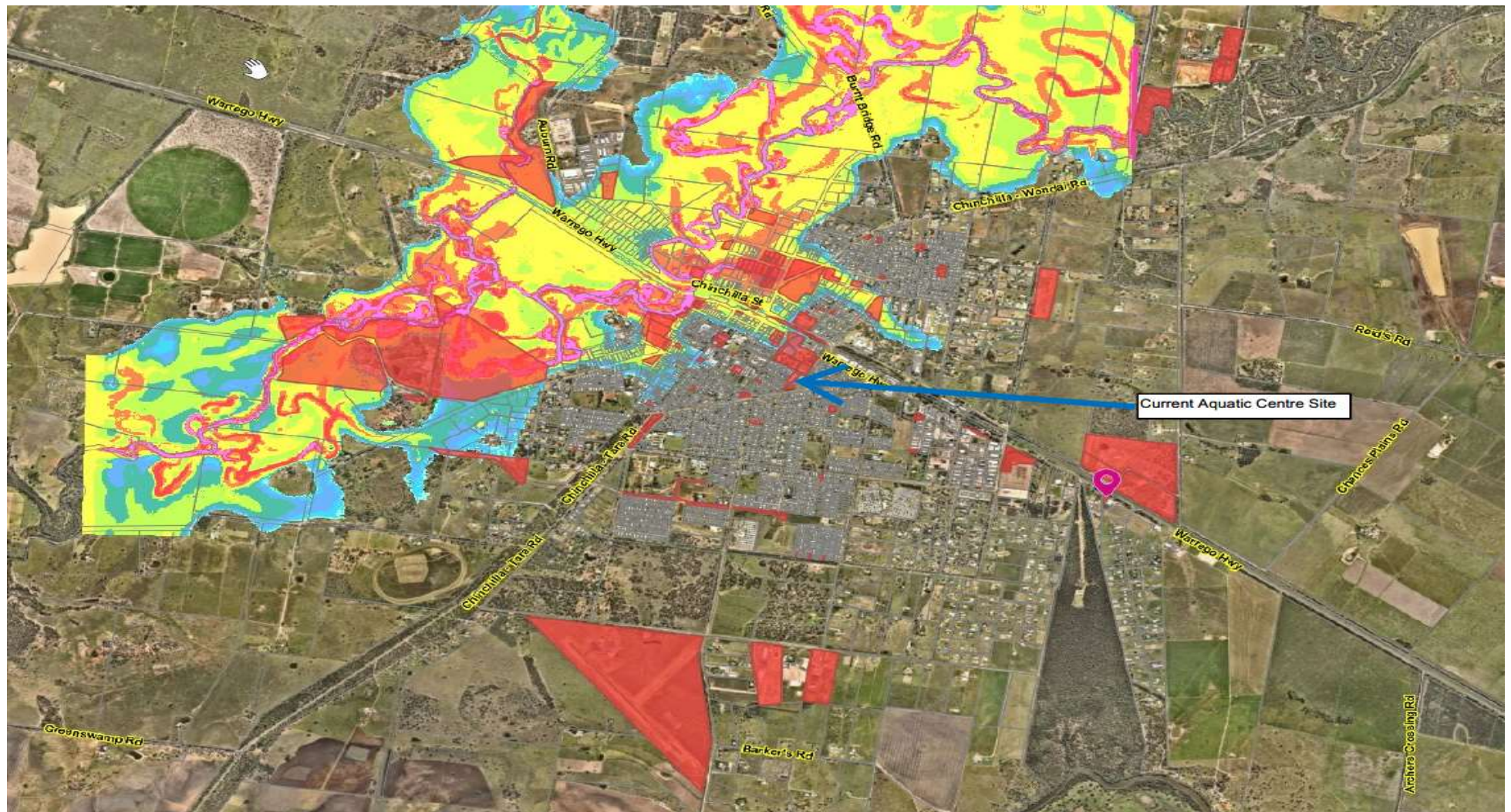
1. Scope and cost of remediation Chinchilla Aquatic Facility (QS)
2. Chinchilla Site Options Analysis July 2023
3. Recommended remediation (GHD)

Authored by: Alison Mobbs, Coordinator Strategic Planning and Development - Facilities

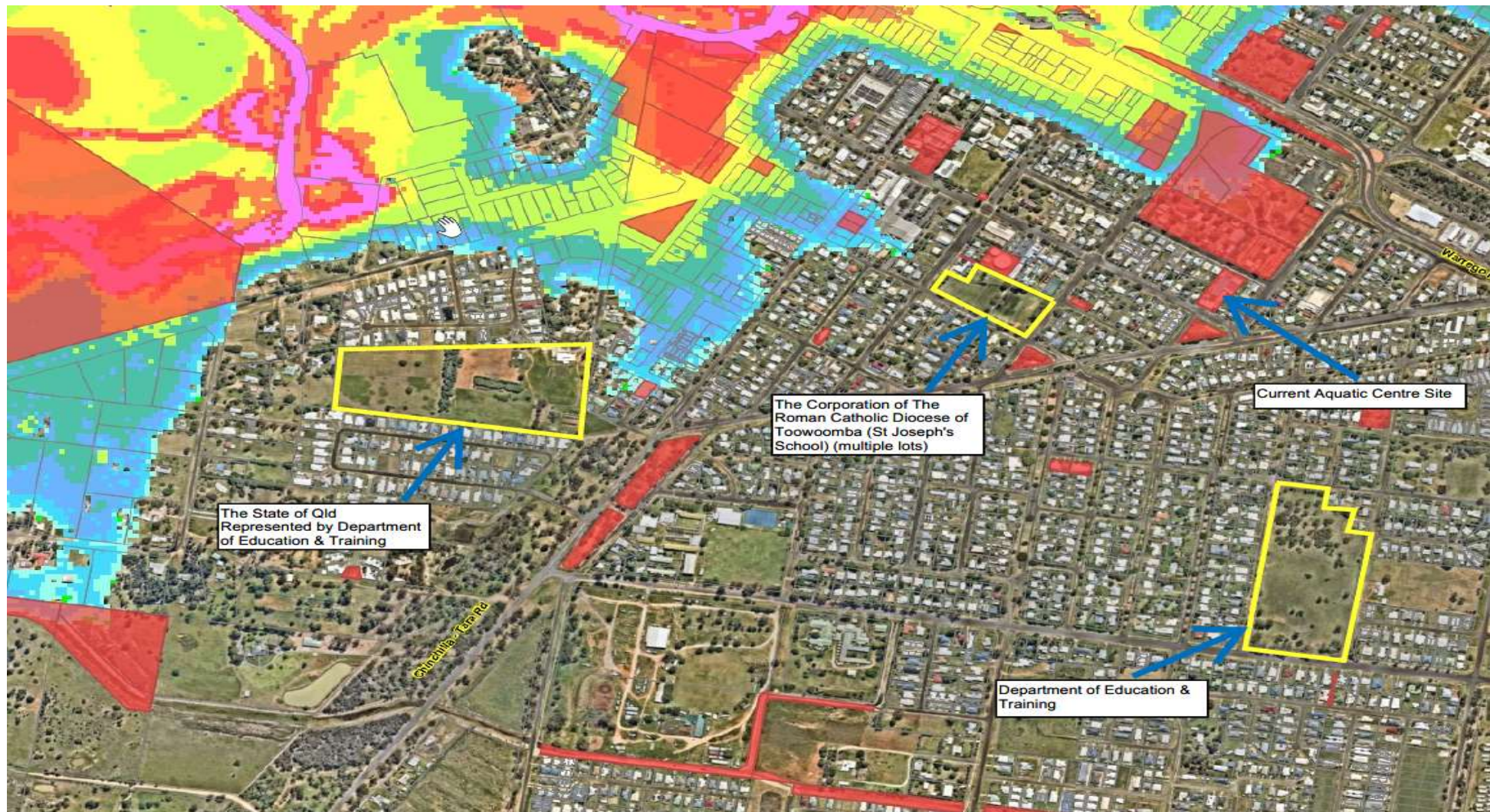
Map of Chinchilla – all Council owned sites highlighted



Map of Chinchilla – all Council owned sites highlighted with flooding



Map of Chinchilla – Non-Council owned sites





Engineering Review of Aquatic Facilities

Condition Assessment Report

**RECOMMENDED
REMEDICATION**

EXTRACT pp43-46

Western Downs Regional Council

22 December 2021

7.6 Recommended early vision strategy

GHD has undertaken a condition assessment of the aquatic facilities in order to:

- Identify key code compliance issues, infrastructure deficiencies and facility shortfalls
- Recommend required capital works projects to rectify issues
- Prioritise strategic replacement of facilities to allow for a staggered replacement and spending approach
- Developed a preliminary early vision strategy to extend the life until strategic replacement can be undertaken
- Provided a list of routine major maintenance works required for newer facilities to achieve their base useful life

GHD's proposed early vision strategy for each facility is as follows:

Chinchilla Aquatic and Fitness Centre – 50 m / Toddler's Pool

1. Further investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
2. Confirm current water losses are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
3. Confirm current water quality are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
4. Operate/maintain infrastructure for next 5-10 years until strategic asset replacement can be undertaken.
 - a. Undertake key capital works projects to rectify code compliances/infrastructure deficiencies and facility shortfalls.
 - b. Replace plant if required to achieve strategic replacement life.
 - c. Replace seals/re-coat pool if required to achieve strategic replacement life.
 - d. Install safe means of access and fall protection to the top of the 50 m pool balance tank.

Chinchilla Aquatic and Fitness Centre – 25 m Pool

1. Further investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
2. Develop asset management plans to proactively operate and maintain the site to achieve its base useful life.
3. Undertake major asset maintenance works as required at end of element life (i.e plant replacement, seal replacement, surface coating replacements, etc).
4. Install roof access to the building to allow for solar panel maintenance works. This includes fall prevents systems.

Dalby Aquatic Centre – 50 m / Toddler's Pool

1. Further investigations:
 - a. Install water meters to investigate water losses at site.

- b. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
 - c. Review site heritage significance and heritage conservation management plan and begin investigating/planning for facility replacement/redevelopment.
2. Confirm current water losses and water quality are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
 3. Operate/maintain infrastructure for next 5-10 years until strategic asset replacement can be undertaken.
 - a. Undertake key capital works projects to rectify code compliances/infrastructure deficiencies and facility shortfalls.
 - b. Replace plant if required to achieve strategic replacement life.
 - c. Replace seals/re-coat pool if required to achieve strategic replacement life.

Dalby Aquatic Centre – 25 m Pool

1. Further investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
 - c. Extent of corrosion and deterioration of the existing grandstand structure.
 - d. Structural integrity of the northern most bored piers supporting the 25 m pool.
2. Develop asset management plans to proactively operate and maintain the site to achieve its base useful life.
3. Undertake major asset maintenance works as required at end of element life (i.e plant replacement, seal replacement, surface coating replacements, etc).
4. Replacement of stud wall cladding and framing with elements suitable for working environment.

Jandowae Swimming Pool

1. Further investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
2. Confirm current water losses and water quality are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
3. Operate/maintain infrastructure for next 5-10 years until strategic asset replacement can be undertaken.
 - a. Undertake key capital works projects to rectify code compliances/infrastructure deficiencies and facility shortfalls.
 - b. Replace plant to achieve extension of life for future strategic replacement.
 - c. Replace seals/re-coat pool if required to achieve strategic replacement life.
 - d. Replace water damaged timber elements.
 - e. Replace joint seals to pavements and foundations.

Miles Swimming Pool

1. Further Investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate filtration plant to determine correct operation (filtration rate, backwash rate, etc) and whether current plant is suitable for continued operation.

- c. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
2. Confirm current water losses and water quality are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
3. Operate/maintain infrastructure for next 5-15 years until strategic asset replacement can be undertaken.
 - a. Undertake key capital works projects to rectify code compliances/infrastructure deficiencies and facility shortfalls.
 - b. Replace plant if required to achieve strategic replacement life.
 - c. Replace seals/re-coat pool if required to achieve strategic replacement life.
 - d. Remediation of steelwork corrosion, as required.

Wandoan Swimming Pool

1. Further Investigations:
 - a. Install water meters to investigate water losses at site.
 - b. Investigate current vs. design filtration loading rates to confirm correct filtration system operation.
 - c. Investigate options to introduce equipotential bonding to achieve compliance with AS/NZS3000:2018 requirements.
2. Confirm current water losses and water quality are acceptable to continue maintaining existing infrastructure to achieve an extended life until strategic replacement can be undertaken.
3. Operate/maintain infrastructure for next 5-15 years until strategic asset replacement can be undertaken.
 - a. Undertake key capital works projects to rectify code compliances/infrastructure deficiencies and facility shortfalls.
 - b. Replace plant to achieve extension of life for future strategic replacement.
 - c. Replace seals/re-coat pool if required to achieve strategic replacement life.
 - d. Replace failed retaining walls adjacent the plant room.

It is noted that concrete core testing (and other destructive testing) can be undertaken to provide a more detailed understanding of the remaining life of pool concrete shells and whether pool facility life can be extended further. GHD's experience is that refurbishment of older pool shells can be undertaken to provide additional life (say 20 years), but this often is a capital intensive, complicated and risky project to achieve suitable project life and provide a reliable and long term asset. Full refurbishment to meet current guidelines can cost 50-75% of the cost of a facility replacement cost (based on recent projects) and retains the following risks that are easier to resolve with a site redevelopment:

- Relies on existing concrete shell structural capacity (risk of significant cracking/concrete cancer in shell).
- Relies on legacy pool shell and facility arrangement (difficult to resolve code compliances).
- Relies on existing pool shell geotechnical design (long term settlement can continue).

GHD has undertaken a condition assessment of five of Western Downs Regional Councils aquatic facilities and developed an early vision strategy based on retaining existing assets with life extension until strategic replacement can be undertaken.

The works identified have been broadly allocated a priority ranking (Priority 1, Priority 2 or Priority 3). The works prioritisation staging, whilst requiring completion of all identified works to realise the full life

extension of the assets, is intended to provide WDRC with a strategy to prioritise expenditure and potentially 'spread' expenditure over a number of financial years.

Most of WDRC's pool facilities are over 50 years old and are nearing or at the end of typical design life for similar facilities of 50 years. All of the pool facilities require capital injection to realise an extended service life until strategic replacement can be undertaken.

Title Corporate Services Report - Queensland Audit Office 2023 Interim Management Report

Date 28 July 2023

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this report is to provide an update on external audit activities for the 2023 financial year.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

The audit process is a part of Council's financial management systems to identify and manage financial risks. The performance of financial management systems requires regular review in a responsible organisation.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to receive the Queensland Audit Office's *2023 Interim Management Report*.

Background Information

The report provides information to Council regarding the audit process for the 2023 financial year. Section 213 of the *Local Government Regulation 2012* states that in the event of receiving a copy of the auditor-general's observation report about an audit of the local government's financial statements, the Mayor must '*must present a copy of the report at the next ordinary meeting of the local government.*' Consequently, whilst the Audit Committee would ordinarily see such matters prior to them coming before Council, the timing of the relevant meetings does not accommodate that practice.

This report provides information to Council regarding the audit process for the 2023 financial year. Section 213 of the *Local Government Regulation 2012* states that upon receiving a copy of the auditor-general's observation report about an audit of the local government's financial statements, a Mayor '*...must present a copy of the report at the next ordinary meeting of the local government.*' Audit related reports would ordinarily be considered by the Audit Committee prior to being presented to Council. However, the relevant meeting schedules preclude that from occurring in this instance.

Report

Attached to this report is the *2023 Interim Management Report* dated 18 July 2023, which provides an update on audit activity on interim audit work performed up to 28 April 2023. This phase of work included an assessment of the design and implementation of key internal controls that will be relied upon in auditing the 2022-23 financial statements and their effectiveness.

Although six matters (five deficiencies and one other matter) have been raised in the current year, the report provides surety that Council's internal control environment supports an audit strategy that can rely upon these internal controls. There is one financial reporting matter raised during the 2021-22 audit that remains unresolved as at the report date, however, is to be reviewed during the final audit visit in September 2023.

The report notes that the agreed financial reporting and audit deliverables milestones have mostly been met and are on track.

Consultation (Internal/External)

Consultation regarding the 2023 *Interim Report* has occurred with Deloittes, Queensland Audit Office, Chief Financial Officer, and members of the Information and Communication Technology and Finance teams. It will be tabled at the next meeting of the Audit Committee on 13 September 2023.

Legal/Policy Implications (Justification if applicable)

Sections 212 and 213 of the *Local Government Regulation 2012* state:

212 Auditing of financial statements by auditor-general

- (1) *A local government's general purpose financial statement and current-year financial sustainability statement for a financial year must be given to the auditor-general for auditing.*
- (2) *Also, a local government's long-term financial sustainability statement for the financial year must be given to the auditor-general for information.*
- (3) *The financial statements mentioned in subsections (1) and (2) must be given to the auditor-general by a date agreed between the chief executive officer and the auditor-general.*
- (4) *The date agreed under subsection (3) must allow the audit of the financial statements, and the auditor-general's audit report about the statements, to be completed no later than 4 months after the end of the financial year to which the statements relate.*
- (5) *The financial statements given to the auditor-general must be accompanied by a certificate in the approved form given by the mayor and chief executive officer, certifying whether, in their opinion—*
 - (a) *in relation to the general purpose financial statement—*
 - (i) *any requirements prescribed under the Act or another Act for establishing and keeping the local government's accounts have been complied with in all material respects; and*
 - (ii) *any requirements prescribed under the Act or another Act for establishing and keeping the local government's accounts have been complied with in all material respects; and*
 - (iii) *the statement presents a true and fair view, in compliance with the prescribed accounting standards, of the local government's transactions for the financial year and financial position at the end of the year; and*
 - (b) *in relation to the current-year financial sustainability statement and the long-term financial sustainability statement—the statements have been accurately calculated.*
- (6) *Subsection (7) applies if the Minister considers there are extraordinary circumstances that make it impractical for a local government to give the auditor-general its financial statements by a date that would allow the audit and report to be completed within the time stated in subsection (4).*
- (7) *The Minister may, by notice to the local government, decide later dates by which the statements must be given and the audit and report must be completed.*

213 Presentation of auditor-general's observation report

- (1) *This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.*
- (2) *An **auditor-general's observation report**, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.*
- (3) *The mayor must present a copy of the report at the next ordinary meeting of the local government.*

[emphasis added]

Budget/Financial Implications

There are no budget nor financial implications associated with the consideration of 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

This report is presented to Council in accordance with reporting requirements under section 213 of the *Local Government Regulation 2012* providing an update on external audit functions and findings during the interim audit process.

Attachments

Attachment 1 - Interim Management Report FY23

Authored by: T. SKILLINGTON, Chief Financial Officer



2023 INTERIM REPORT

Western Downs Regional Council

18 July 2023

Cr Paul McVeigh
The Mayor
Western Downs Regional Council
30 Marble Street
Dalby QLD 4405

Dear Mayor

2023 Interim report

We present our interim report for Western Downs Regional Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 28 April 2023. Under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Deficiencies:

- 6 deficiencies raised in the current year, relating to IT systems.

Financial reporting matters:

- 1 unresolved matter from prior years relating to delays in capitalisation of completed projects

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to *section 2* for further details.

Areas of audit focus

We have also performed work over the areas of audit focus we identified in our external audit plan. Our progress against the areas of audit focus is on track. Refer to *section 1* for further details.

Milestones – On track

The agreed financial reporting and audit deliverable milestones have mostly been met and are on track. There have been some delays in the finalisation of this report due to the extent of mitigating procedures performed in relation to identified findings and confirming between both management and the auditor of the appropriate response to the findings raised.

Refer to *section 4* for further details.

Audit fees – On track

- Invoiced to date: \$75,000
- Remaining fee: \$133,000

If you have any questions or would like to discuss the audit report, please contact me on 3308 7114 or Justin Tait on 3308 7239.

Yours sincerely



Vanessa de Waal
Partner, Deloitte Touché Tohmatsu

Enc.

cc. Mrs J Taylor, Chief Executive Officer
Cr I Rasmussen, Chair of the Audit Committee

1. Areas of audit focus

In our external audit plan, we identified those classes of transactions, accounts, and balances that we considered to present the greatest risk of material misstatement to the financial statements. The following table sets out our identified areas of audit focus, including any new areas, and progress on the audit procedures conducted to address the risk.

Risk	Description of risk	Audit response
1	<p>Valuation and depreciation of infrastructure assets</p> <ul style="list-style-type: none"> • Property, plant and equipment is the most material balance in the financial statements, amounting to \$1.5 billion at 30 June 2022 • Valuation involves significant estimates and judgements • There is no market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold) • Infrastructure assets generally have long lives which require significant estimation 	<p>We have updated our understanding of all key risks relating to the valuation of infrastructure assets. We have also performed walkthroughs with management to understand the progress of this year's valuations process and the outcomes from the process. We have not identified any issues to date on which to report.</p> <p>We have provided management initial feedback on the asset valuation reports provided during our interim visit. To date, no material issues have been identified in the reports or underlying calculations, subject to the finalisation of final partner and quality review processes. We will finalise our detailed testing during the year-end visit. Should any additional feedback be of significance, it will be formally reported to the Committee in a second interim management report</p>
2	<p>Completeness, Occurrence and accuracy of Revenue Recognition</p> <p>There is a risk that Council's revenue (which includes rates and utility charges, fees and charges, grants, subsidies and contributions and interest revenue) is not recorded in accordance with the prescribed accounting standards.</p> <p>Within the not-for-profit sector, the accurate application of revenue recognition principles for grant and contribution income has historically been challenging.</p>	<p>We have updated our understanding of all key risks relating to the revenue recognition and performed detailed walkthroughs and control testing over identified key controls. We have not identified any issues to date on which to report.</p>
3	<p>Probity, propriety and compliance of Council expenditure and management override of controls</p> <ul style="list-style-type: none"> • Large supplier base with decentralised purchasing • Undertakes large projects where legislative requirements guide tendering and probity processes • Increase in vendor fraud attacks across Queensland • Transactions with related parties 	<p>We have undertaken walkthrough exercises with management to identify key controls in relation to the procurement and financial reporting processes and are currently completing design and implementation activities for key controls identified. These audit procedures, as well as testing of journal entries, will be completed as part of our second visit in June.</p>

2. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 3 *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	5	1
Prior year issues – unresolved	-	-	-
Total issues	-	5	1

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 18 July 2023. It includes a response from those charged with governance.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



D Deficiencies

[23IR-1] General Ledger Application – Inappropriate process for User Access Provisioning

COSO element: Control activities

Observation:

WDRC Authority Roles and Permissions Standards mandates that the cloning of users is not to be done.

We noted the following related to user access provisioning for the general ledger application:

1. Access granted to 2 users based on cloned / replicated access of an existing user.

Implication:

Granting access by copying the access of an existing user increases the risk of giving excessive access to the new user.

Recommendations:

We recommend that management should:

1. Grant access to the general ledger application based on user role rather than cloning / replicating access of existing users as required by WDRC Authority Roles and Permissions Standards.

Management response:

User Access is granted in line with the "WDRC Authority Roles and Permissions Standards". All Non-General User access requires appropriate approvals, and all access is reviewed every 6 months. Unable to find addition tickets to explain the permissions present for two sampled employees. Retraining of helpdesk staff on correct procedures will occur.

Responsible Person: Development & Applications Team Leader and Infrastructure Team Leader

Action Date: 31 July 2023

Status: Open

[23IR-2] General Ledger Application - Inappropriate privileged access and lack of segregation of duties

COSO element: Control activities

Observation:

We noted that 1 account has been granted inappropriate privileged access to finance roles including the access to make changes to supplier and payroll master files. There are 9 users from the IT Team and 1 contractor who have access to the account.

WDRC ICT Systems Access – Organisation Policy requires that users should get access to the data and system that are required to do their job, and no more.

We understand that WDRC perform a periodical review of user accounts across systems to ensure all accounts access are authorised and appropriate, however the user access review conduct during the current year did not identify the inappropriate access.

Implication:

Users having access privileges beyond those necessary to perform their assigned duties increases the risk of inappropriate access to the applications and data, which may lead to unauthorised activities. It is noted, however, that an independent review of changes to master files is done by members of the finance team on a monthly basis which reduces this risk.

Recommendations:

We recommend that management should:

1. Assess the risk resulting from granting access to the affected account to payroll and vendor master files.
2. Identify mitigating controls to address the identified risks.
3. Formally accept any residual risk not addressed by mitigating controls.

Management response

A request for approval will be sent to the appropriate managers to mitigate and accept the risk highlighted in this section.

Responsible Person: ICT Infrastructure & Technical Services Team Leader

Action Date: 31 July 2023

Status: Open

[23IR-3] General Ledger Application – Vulnerability Assessment Report not maintained

COSO element: Monitoring activities

Observation:

In reviewing a sample of vulnerability assessment reports, the reports for October and November 2022 were not maintained to ensure if the vulnerabilities were identified investigated, communicated, resolved, and managed in a timely manner.

WDRC Technical Vulnerability Assessment procedures requires a passive scanning to be run monthly to identify technical vulnerabilities within the IT environment.

As confirmed by management on 21/03/2023. the process was ad-hoc and manual, and the WDRC team had been working on an updated process to make it easier for staff to follow the process and report generation. There were no reports for those times due to significant effort required to analyse data and create reports with resourcing of the department. However, a standard process has now been established since February 2023.

Implication:

An infrequent or ad-hoc vulnerability assessment increases the risk that there are unidentified and/or unremediated technical vulnerabilities within the IT environment.

Recommendations:

Management to establish standard process for performing and documenting vulnerability assessments.

Management response:

In February we had an ad hoc process in place. New process established, created, implemented this month (June 2023).

Responsible Person: Infrastructure Team Leader

Status: Resolved.

[23IR-4] Operating System – Terminated user is not removed in a timely manner

COSO element: Control activities

Observation:

We noted that the operating system accounts for 9 terminated users were not disabled in a timely manner as follows:

1. For 7 users, there was a delay in the notification received from HR/supervisor, resulting in the IT Team not disabling the user operating system accounts in a timely manner.
2. For 2 users, the incorrect date was entered in the operating system account expiry causing delays in access revocation.

WDRC ICT Systems Access – Organisation Policy requires that HR is to immediately notify ICT via email when users' employment is terminated.

Implication:

Failure to disable / revoke access of resigned / terminated employees in a timely manner increases the risk of inappropriate access to the applications, which may lead to unauthorised activities.

Recommendations:

We recommend the following:

1. Management to establish a standard process flow between the HR and IT team to ensure that any change of roles (including employee termination) will be notified to the IT team in a timely manner to ensure access is modified/removed accordingly.
2. Management to enhance the user de-provisioning process to ensure that it includes the process of reviewing user's access upon change of role/ ceasing of higher duties which may require further action such as access rights removal.

Management response:

Standard process exists between HR and IT for user termination. Operating system account expiry is set by IT on receipt of HR onboard email. Full Disable User process completed in line with Disable user request submitted by Supervisor. Termination Mismatch report informs IT of any terminations we aren't alerted to so they can be actioned. We will discuss with HR retraining and/or information to be sent out to supervisors and managers to ensure they are following procedures and alerting HR and ICT when staff leave.

Responsible Person: Infrastructure Team Leader

Action Date: 31 July 2023

Status: Open

[23IR-5] Operating System – Weakness in password settings configured on the operating system

COSO element: Control activities

Observation:

We noted that the below password security parameters configured for PSO passwords in the operating system are not in accordance with NIST recommended settings.

Parameters	NIST Password Policy	Password Settings
Account Lockout Threshold (the number of consecutive failed login attempts allowed before the account will be locked or temporarily disabled)	No less than 10	0

General ledger application is authenticated via single sign-on and users are required to log on with operating system credentials.

Implication:

Weaknesses in password setting controls increase the risk of inappropriate access to user accounts and WDRC systems.

Recommendation

We recommend that passwords be set up in line with the recommended settings

Management response:

Actioned recommendations to display as domain policy 9th June 2023.

Responsible Person: Infrastructure Team Leader

Status: Resolved



Other Matters

[23IR-6] General Ledger Application – Security layer of the application’s environment

COSO element: Control activities

Observation:

SSL certificates encrypt the data transmitted between the user’s browser and the website’s server, ensuring confidentiality and integrity. HTTPS protocol adds an additional layer of security, authenticating the website’s identity and protecting against data tampering. We noted that the application’s environments did not have a Secure Sockets Layer (“SSL”) certificate and no Hypertext Transfer Protocol Secure (“HTTPS”) encryption.

Implication:

SSL certificates and HTTPS encryption are considered standard security practices for websites, and the lack of these measure can impact user privacy, data security, and overall trustworthiness of your online presence.

Recommendations:

For security purposes, we recommend WDRC request with the vendor for the SSL certificate to be enabled.

Management response

Note the recommendation, however the ICT Governance Committee accepted the risk on 20 October 2022.

Responsible Person: ICT Operations Coordinator

Status: Resolved

Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our interim audit are outlined further in this section. Refer to section 3 *Matters previously raised* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	1	-

Refer to the next section for an update on the prior year unresolved issue identified.

3. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
22CR-1	D	<p>Delays in capitalisation of completed projects and incomplete data available</p> <p>Management's current process for the transfer of completed projects into PPE is to process these based on the final transaction (e.g. invoice) date within the related work order, rather than a specific project completion date as provided by the relevant developer or project manager. The current project completion forms do not require a specific commission date to be provided to the finance team to facilitate an accurate capitalisation date.</p>	<p>Open</p> <p>Project completion forms will be updated to ensure commission date of the asset/s is properly recorded and then used as the asset capitalisation date. Quarterly reviews will take place from October 2022 with department managers and finance team to include reviewing the status of projects in work-in-progress. For finalised projects, finance will request project completion forms and other required documentation to enable asset capitalisation.</p> <p>Responsible officer: Chief Financial Officer</p> <p>Action date: 30 June 2023</p>

4. Key financial audit milestones

The following table details the current status of milestones for key financial reporting and audit deliverables as at 18 July 2023.

Planning	Agreed date	Completed date	
External audit plan	15 Feb 2023	3 Mar 2023	●
Interim			
Interim testing visit	27 Mar – 21 Apr	21 Apr	●
Interim report	30 Apr	18 Jul	●
Proforma financial statements due	31 May	24 May	●
Feedback on proforma financial statements	30 Jun	30 Jun	●
Asset valuations due	15 May	6 Jun	●
Asset valuations reviewed by audit	30 Jun	30 Jun	●
Final			
Year-end visit	4 – 22 Sept		●
Complete draft financial statements to audit	4 Sept		●
Feedback on draft financial statements	18 Sept		●
QAO closing report issued to client	29 Sept		●
Audit committee clearance	5 Oct		●
Financial statements signed by management	6 Oct		●
Audit report issued	6 Oct		●
Final management report	20 Oct		●

● Completed | ● On track | ● Behind schedule

If there are any issues/concerns in meeting these time frames, which were agreed at the planning phase, please discuss with your engagement leader Vanessa de Waal or Justin Tait.



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Title **Corporate Services Report Quarter Four 2022-23 Operational Plan and Enterprise Risk Management Review**

Date 28 July 2023

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

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 fourth and final quarter progress in achieving the actions outline in the *2022-23 Operational Plan*.

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.*
- *Our people are skilled and values driven to make a real difference.*
- *Our agile and responsive business model enables us to align our capacity with service delivery.*
- *Our effective asset management ensures that we responsibly maintain our community assets.*

The Operational Plan update and Enterprise Risk Management review enable councillors and the organisation to regularly monitor the performance of Council's functions in the delivery of its operational and capital initiatives.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to receive the *Quarter Four 2022-23 Operational Plan and Enterprise Risk Management Review*.

Background Information

Review of Annual Operational Plan

Section 174(3) of the *Local Government Regulation 2012* requires:

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual Operation Plan at meetings of the local government held at regular intervals or not more than three months.

Review of Enterprise Risk

Sections 164(1) and 175(1)(b)(ii) of the *Local Government Regulation 2012* provide legislative context for Council's requirement to establish an effective risk management system. Whilst not mandated by legislation, it is expected that local government risk management activities are undertaken generally in accordance with *AS IS 31000:2018 Risk Management Guidelines*. Council's *Enterprise Risk Management Framework* is based on these principles and guidelines. It informs how Council manages risk, assists in building a risk management culture and provides informed decision making by considering risk across Council's strategic and operational activities. Council's *Risk Appetite Statement* is as follows:

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

Council's *Enterprise Risk Register* is reviewed by responsible risk owners as an ongoing function of management and at least each quarter as part of the quarterly review. The register can be viewed anytime by senior management and is presented regularly to the Audit Committee and the Executive Leadership Team.

Council also maintains a separate *Fraud Risk Register*. The *Fraud Risk Register* is reviewed by responsible risk owners as an ongoing function of management and at least quarterly as part of the quarterly review.

To assist senior management in complying with its responsibilities in relation to risk management, managers are required to complete an *Annual Risk Statement* at the end of the financial year. The purpose of the statement is to ensure that Managers consider risks specific to their strategic objectives, day to day operations, projects and events and ensuring risks are being identified, included in the relevant register and appropriate controls are in place to mitigate the identified risk.

Report

1. Quarterly Review of Operational Plan

Attachment One contains the fourth and final quarterly review of the *2022-23 Operational Plan*, with final quarter and thereby final status of each of the plan's success drivers. The status and success indicators for the strategic priorities in the *2022-23 Operational Plan* show Council has delivered or will deliver on the majority of its commitments during the 2022-23 financial year.

2. Quarterly Review of Enterprise Risk

The Enterprise Risk Register addresses Council's core enterprise risk from a strategic and operational perspective. All risks are assigned to risk owners who are responsible for monitoring and managing them with a review undertaken at least quarterly. Operational risks are monitored by responsible risk owners/managers at an operational level and within normal management capacity. Should any of these risks become a concern, the relevant risk owner/manager will seek direction from the Executive Leadership Team to implement mitigation strategies outside of their normal operational resources.

The register is reviewed as part of the corporate quarterly review process. At the end of the fourth quarter, all risks identified in the Enterprise Risk Register are deemed manageable and/or acceptable, within normal day to day management and where required, have treatment action plans in place to address improvement in controls.

The Fraud Risk Register is also reviewed as part of the corporate quarterly review process. Fraud risks are reviewed by the risk owner/manager to ensure risks are being identified and controls are in place to mitigate or reduce the risk.

The *Annual Risk Statement* for the 2022-23 period have been completed by all Managers.

3. Performance Highlights

In addition, areas where senior management believe excellent outcomes were achieved during the 2022-23 financial period are reported at six monthly internals for Quarter 1/Quarter 2 and Quarter 3/Quarter 4, providing a snapshot of Council's performance highlights identified at the mid-point and end of the financial year. A summary of performance highlights for the third and fourth quarter of the 2022-23 period is provided as follows:

Strong Diverse Economy

- (1) The *Young Entrepreneur Summit* was delivered to approximately 300 young people, in partnership with the Australian School of Entrepreneurship.
- (2) The *Western Downs Accelerate Manufacturing Conference* had more than sixty (60) attendees.
- (3) The fifth *Protein 2023 Conference* was delivered in partnership with the Toowoomba and Surat Basin Enterprise, with over 230 in attendance from a mix of industries.
- (4) In partnership with the Department of Foreign Affairs and Trade and Toowoomba and Surat Basin Enterprise, Council hosted a group of Canberra-based European Union ambassadors and diplomats on 6 March 2023, including a roundtable and showcasing the Region's industry strength.
- (5) Council was a formal partner of the *Large Scale Solar Summit* held in Brisbane.
- (6) The *Tourism and Destination Events Strategy* and *Economic Develop Strategy* were adopted following extensive stakeholder and community engagement.

- (7) The Regional Australia Institute referred to Council's strategies as best practice and selected Chinchilla to host a roadshow on 9 June 2023 to support the implementation of these strategies.
- (8) *Big Skies Festival* won Bronze in the 2022 Best Grey Nomad Festival category for the Best Nomad Awards.
- (9) *Big Skies 2023 Festival* artist line-up announced and tickets released for the two day concert, camping, long lunch, sunset dinner, and various tours. Ticket sales are ahead of last year.
- (10) Council partnered with Business Navigator Western Downs to deliver 'Workforce Attraction' and "Business Social Media" workshops, with 159 participants.
- (11) Council sponsored and provided support to the popular destination event, *Chinchilla Melon Festival* in February, as well as supported International Legends of League and Queensland Rugby League Rugby game as part of the Destination Events Programme.
- (12) Council partnered with Queensland Music Festival to deliver *Opera at Jimbour 2023*.
- (13) The sale of two commercial properties in Chinchilla and Meandarra promoted business development, expansion, and investment opportunities in the region.
- (14) Council attended the BEST Industry dinner promoting career opportunities to regional youth.
- (15) Council has maintained one of the best development assessment performances in Queensland, with development applications consistently assessed, on average, in under fifteen (15) business days.
- (16) Drafting of a major amendment to the *Western Downs Planning Scheme* has been completed ahead of the project schedule and is now progressing through the approval process.

Active Vibrant Community

- (1) Recognised the region's volunteers at Jubri's Hideaway as part of National Volunteers Week.
- (2) Offered training and support to volunteers at the Volunteer Engagement Day.
- (3) Launched the *Picture Western Downs* initiative.
- (4) The third and final chapter of Western Downs *10 Artist Project* initiative was launched. Short videos were released, capturing an insight into the creative lives of the region's talented artist.
- (5) Delivered Community Movie Nights across the region during the Easter school holidays with over 100 attending.
- (6) Delivered *Easter in Anderson Park* event with approximately 180 children in attendance.
- (7) Regional Pool Parties held across the region with approximately 640 attending.
- (8) Delivered Community Drive-In Movies held throughout the region, with over 700 attending.
- (9) The fourth annual *Words Out West Readers and Writers Festival* was delivered with over 2,250 students attending the school events and 446 attending the Books and Bubbles night, the sold-out Schooners and Stories, the Festival Day, the Author Tour, and the Writers Retreat.
- (10) *Groovin from the Garage* returned for the third year. The competition provides a platform for local artist to express their musical talents.
- (11) *Picture Western Downs* was launched in May at the Miles Historical Village. Historical images and stories from across the region can now be accessed online via the Library's website.
- (12) *2023 Western Downs Regional Artists' Exhibition* returned for its tenth year, with entries open to local artists.
- (13) Australia Day Awards and events held across the region celebrating citizens and community groups for their contribution, with over 4,200 people attending.
- (14) Miles central business district streetscape project and Wandoan's Soldier Settlers Avenue of Honour have both been named as finalists in the 2023 National Street Art Awards.
- (15) Chinchilla Botanic Parklands received the prestigious Green Flag Award for the fourth consecutive year.

- (16) A Community Advisory Panel (CAP) was established, with a series of workshops to obtain input and activity criteria for the Dalby Cultural Centre project.
- (17) Council hosted the Grants and Funding Expo and Workshops along with Grants and Funding Community Engagement Days.
- (18) Introduced revitalised monthly E-news and consolidated subscriber lists to support *Communications and Community Engagement Strategy*.
- (19) Negotiated and finalised various contracts for the *Big Skies 2023 Festival*, actively encouraging community cultural activities.

Quality Lifestyle

- (1) Over seventy-five (75) kilometres of gravel road re-sheeted.
- (2) Sixteen (16) kilometres of roads upgraded or reconstructed.
- (3) 803 metres of new or reconstructed footpath.
- (4) Completed the \$1,750,000 upgrade of Bullock Head Road to improve flood immunity and strengthen the transport network.
- (5) Completed the \$3,600,000 upgrade of the Bundi Road Bridge over Wandoan Creek.
- (6) Myall Park Road Miles upgrade completed.
- (7) Facilitated the *Western Downs Futures' Summit*. Community leaders across the region came to together to drive a shared vision for the region's liveability.
- (8) Hosted community engagement sessions and invited residents across the region to have their say on the future of pools and showgrounds as part of development of the *Aquatic Facilities Strategy* and *Showgrounds Strategy*.
- (9) Launched the new Western Downs Libraries Mobile App.
- (10) Council provided support to residents impacted by the February bushfires, in partnership with government agencies and charities.
- (11) Dulacca Waste Transfer Station completed.
- (12) Council participated and supported the *2023 Australian Liveability Census*.
- (13) Sale of eleven (11) vacant residential lots in Wandoan and Glenmorgan enabling housing development and families to live in the region.
- (14) Community information stalls held at each of the shows throughout the Western Downs. These stalls were very popular with landholders and enabled Council to constructively engage with landholders on pest infestations that were not previously known to Council.

Sustainable Organisation

- (1) Twenty (20) new apprentices and trainees commenced their careers as part of Council's *2023 Kickstart Programme*.
- (2) Thirteen (13) of the *2022 Kickstart Programme* participants obtained full time role at Council, with a further five obtaining positions within the community.
- (3) *2023-24 Budget* handed down ensuring investment in essential infrastructure, improving the liveability of the region and ensuring a high standard of service delivery for our growing region.
- (4) Finalising Phase One of the *SMART Digital Programme* ready for 4 July implementation.
- (5) Design and delivery of eleven (11) training modules for Phase One of the SMART Digital Programme to support employees with the introduction of OneCouncil.
- (6) Computer basics training was designed and delivered to staff to support the use of technology in the workforce.
- (7) Bespoke report writing training has been delivered to staff that specifically caters to the requirements of writing Council reports.

- (8) Council has seen three staff members participate in the *LGMA Ignite Programme*, two staff members participated in the *LGMA Propeller Programme*, and six staff members participate in the *Australasian Management Challenge*.
- (9) Introduction of a new performance partnering process – *PAPER*.
- (10) Three members of the Human Resource team attended Local Government Association Queensland's HR Masterclass hearing about relevant industry matters.
- (11) A Corporate Action Team was formed to strengthen cross team and cross site connections with a focus on culture at Western Downs Regional Council.
- (12) A psychosocial safety project committee was formed with various members of the Human Resource team aiming to ensure that the standard is met at Western Downs Regional Council.
- (13) Human Resources has moved many forms over to electronic methods through the use of fillable PDFs and Microsoft Forms on SharePoint, reducing a large volume of paper waste in the workplace.
- (14) Council was announced as a finalist in the Large Employer of the Year award category at the Queensland Training Awards for the Darling Downs South-West Region
- (15) The OneHR team attended 'HR in the Region' visits at Miles/Wandoan, Tara and Dalby.
- (16) Recruitment audit completed and Hiring Guide Awareness sessions conducted with panel members.
- (17) Workplace Support Officer training completed and implementation of Workplace Support Officers in the organisation in process.
- (18) Stakeholder Engagement Analysis was completed to support effective engagement with internal stakeholders.
- (19) Engaged a new *Employee Assistance Programme* provider - Acacia EAP.
- (20) 'Conversation Starter Shirts' introduced as a 'conversation starter' to encourage people to have conversations with each other and bringing the issues of mental health and suicide into the spotlight.
- (21) Thirty-Day Positivity Challenge was launched which encouraged staff to strive toward a positive attitude to improve their overall wellbeing.
- (22) Seasonal Wellness Wheels campaigns launched.
- (23) Domestic and Family Violence Prevention Month campaign was held in May.
- (24) Gus Worland, Gotcha4Life Foundation presented a session to the Community and Council on mental fitness. The event was delivered by Origin Energy supported by Council.
- (25) Lunch and Learn Sessions and individual coaching conducted with Dr Maïke Neuhaus.
- (26) The sale of various land parcels resulting in additional ratepayers and realising the potential of underutilised surplus Council land.

Consultation (Internal/External)

The quarterly review of the *2022-23 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register* is developed from information provided by each responsible manager.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with the consideration of the *2022-23 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register*.

Budget/Financial Implications

There are no budget nor financial implications associated with the consideration of the *2022-23 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register*.

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

The fourth and final review of the 2022-23 Operational Plan indicates Council achieved the majority of its commitments in the 2022-23 financial year.

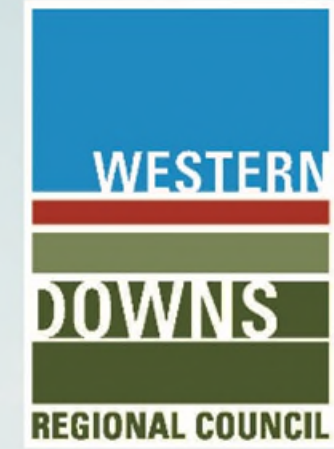
The fourth quarter review of the Enterprise Risk Register by responsible risk owners/managers reveals no major uncontrolled risks of concern to the organisation. The challenge to management is to continue to embed a risk aware culture, which is still allows the organisation to be poised to take advantage of opportunities as they arise. Naturally, there are risks around fraud and workplace health safety for which the organisation has a zero-risk appetite. A separate Fraud Risk Register serves to separately highlight this category of risk to both management and the organisation.

Attachments

(1) *Q4 2022-23 Enterprise Risk Management and Operational Plan Review*

Authored by: W. Burton, PERFORMANCE, RISK AND REPORTING OFFICER

WESTERN DOWNS REGIONAL COUNCIL OPERATIONAL PLAN



Experience Western Downs

**It's the
people that
make it.**

Q4 2022 **2023** 1 April to 30 June 2023

ENTERPRISE RISK MANAGEMENT

Quarter Four - 2022 - 2023

STRATEGIC RISKS :

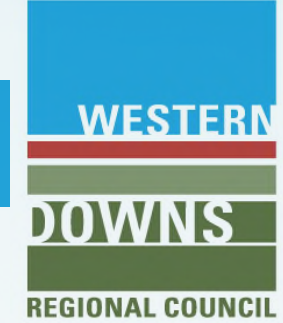
Strategic Risks relate to the Whole of Council. These risks affect the longer-term interests of the Council and the Community, they affect service delivery, and they have an organisation wide focus

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
FINANCE Low Risk Appetite	Council's long term financial sustainability being impacted by long term operating deficits.	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Established and well understood budgetary process (proactive) Financial Management Strategy is in place which details financial sustainability indicators and for which there is strong commitment (proactive) Forward planning & budgeting (10 year Financial Plan) is undertaken (proactive) which includes scenario analysis Income & expenditure modelling is undertaken including using conservative population growth forecasts (proactive) Strategic asset management planning, linking into Capital & Maintenance Works Programs (10 Year Program). Debt/funding needs in long term financial forecasting is undertaken (proactive) Complex issues are presented in detailed workshops with elected members & key staff (proactive) Revenue Statement is reviewed for potential drafting weaknesses by external legal advice and internal General Counsel (proactive) Monitoring of progress against budget undertaken monthly including half year budget review (reactive) Operations staff understand financial aspects relevant to roles i.e. delegations and procurement practice (proactive & reactive) Workforce planning considers affordability of positions (proactive) Local Government Legislation provides a sound regulatory background environment (proactive) Bank reconciliations are undertaken daily (reactive) Sound procurement practice which is delivering real savings (proactive) Insurance policies are regularly reviewed (proactive) Queensland Audit Office has a significant focus on financial sustainability and compiles an annual report to Parliament on sustainability of local government and other factors (reactive) One of the four pillars of the Corporate Plan for 2021-2026 is Financial Sustainability (proactive) 	Minor	Unlikely	Low	Good	RETAIN the Risk	Chief Financial Officer
TECHNOLOGY Low Risk Appetite	Loss of system and data impacting on operations	Catastrophic	Almost Certain	Extreme	<ul style="list-style-type: none"> Backup to new cloud backup infrastructure (Proactive) Database replication (every 15 minutes to Azure) Virtual server backups daily (and replicated to Azure) Virtualised server environment (Proactive) Change Management practices in place (Proactive) Monthly security patching (Proactive) Infrastructure Systems Monitoring for availability - Solarwinds (Proactive) Daily audit reports available for Civica Authority (Reactive) Continual improvement of Standard Work Practices (Proactive) Response plans - Business Continuity Plan, Disaster Recovery and Incident Response Plan (Proactive) Mobile device/storage encryption (Proactive) Staff awareness program on cyber security (Proactive) Endpoint security platforms in place (Proactive) Ongoing security/penetration testing (Proactive) Biannual Testing of Disaster Recovery - one Isolation disaster recovery test and one full disaster recovery test (Proactive) Up to date Policies (Proactive) Cyber security insurance (Reactive) Identity and user access control - ensuring effective role-based security (Proactive) OneDrive Data Sync (End User Devices: Documents, Desktop, Favourites folders) 	Moderate	Possible	Moderate	Good	RETAIN the Risk	ICT Manager
BUSINESS CONTINUITY Low Risk Appetite	Council unable to continue to deliver critical business functions and services in a disruptive event.	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Business Continuity Policy, and Business Continuity Framework reviewed and endorsed by Executive Management Team (Proactive) Business Impact Analysis conducted to identify critical business functions/services required to operate during a disruptive event (Proactive) Business Impact Analysis reviewed and endorsed by Executive Management Team (Proactive) Business Continuity Plans developed and stored in the cloud for all critical functions/services identified by Business Impact Analysis (Proactive) Business Continuity Plans endorsed by Executive Management Team (Proactive) Business Continuity Plan Policy, Framework, Business Impact Analysis and Business Continuity Plans independently reviewed (Proactive) Data backup and disaster recovery cloud based enabling access during a disruptive event 	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	General Manager Corporate Services
DISASTER RESILIENCE Low Risk Appetite	Business and community unable to effectively respond in the event of a disaster	Major	Likely	Significant	<ul style="list-style-type: none"> Effective contract management (Proactive) Safety systems (Proactive) Effective procurement policies/management (Proactive) Effective management of Disaster Management Plan (Proactive) Other providers available to do the work if the core supplier fails (in some instances) (Reactive) Preferred Supplier Arrangements in place (Proactive) IT Disaster Recovery (Reactive) Coordinated internal and external corporate communications (Reactive) Monitoring of weather forecasts (including flood alerts) (Proactive) QERMF Risk Assessments on Natural Hazards (Proactive) WDRC Guardian IMS and Disaster Dashboard 	Major	Possible	Significant	Fair	RETAIN the Risk	General Manager Infrastructure Services

STRATEGIC ENTERPRISE RISKS - Continued

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
CULTURE High Risk Appetite	The work culture is inconsistent with the organisation's objectives	Major	Likely	Significant	<ul style="list-style-type: none"> Established Organisational Structure (Proactive) Council performance reporting (Reactive) Corporate and Operational Plan Quarterly reporting (Reactive) Employee Performance Agreements in place (Proactive) Corporate Onboarding (Proactive) Learning and Development Framework in place (Proactive) Staff Risk appetite awareness (Proactive) Staff Recognition and Length of Service programmes (Proactive) Staff Mentoring program Internal Communication Systems (Intranet, staff meetings, messaging, localising, and engaging) (Proactive) GROW@Work programme Staff Leave management (Proactive) Performance management (Proactive) Staff values clearly communicated (Proactive) WorkVibe (Proactive) 'We Are WDRC' Awards (Proactive) Employee Wellness Programmes (Proactive) Safety First (Proactive) 	Moderate	Possible	Moderate	Good	RETAIN the Risk	General Manager Corporate Services
FRAUD & CORRUPTION Zero Risk Appetite	Significant misappropriation or theft of Council funds / assets / information. Exposure to fraud or corruption - damage to reputation, organisational culture and financial loss.	Major	Almost Certain	Extreme	<ul style="list-style-type: none"> Separate Fraud Risk Register Established that identifies proactive and reactive controls (Proactive) Risk owners and risk managers required to provide annual statements attesting to active identification and management of risk (Proactive) Fraud and corruption Policy and Framework in place and reviewed regularly (Proactive) Regular fraud and corruption awareness training program (Proactive) Regular ethics training program (Proactive) Employee code of conduct in place (Proactive) Councillor code of conduct in place (Proactive) Effective leave management in place (Proactive) Systems in place for reporting suspected fraudulent or corrupt activity (Proactive) Delegations of authority including financial delegations (Proactive) Financial system controls (Proactive) Controls in place for software system user access (Proactive) Expenditure and payments system financial controls in place (Reactive) Segregation of duties (Proactive) Management accountability to actively monitor for fraud and corruption (Reactive) System access control and forced revision of passwords (Proactive) Action taken if theft/misappropriation occurs (Reactive) Fraud risk routinely discussed as agenda item at all team meetings (Proactive) Internal audit function overseen by Audit Committee (Proactive) Budget approval and review process (Reactive) Conflict of Interest declarations, secondary employment declarations (Proactive) Police checks undertaken as part of pre-employment assessments for all relevant positions (Proactive) Established and widely promoted organisational values (Proactive) Independent Internal Audit oversight (Proactive) External contract Internal Audit function provides broader experience and skill sets to audit (Proactive) Ethics and Fraud LMS module (Proactive) 	Moderate	Possible	Moderate	Good	RETAIN the Risk	Customer Support and Governance Manager
SAFETY Low Risk Appetite	Safety - injuring workers and decreased Community wellbeing	Major	Likely	Significant	<ul style="list-style-type: none"> Established Workplace Safety Management System (includes consultation, training and awareness) (Proactive) Risk assessments carried out and standard work practices in place for the delivery of essential services (Proactive) Compliance with Standards/Legislation (Reactive) Incidents are recorded in Beakon "incident management system" (Reactive). Training is conducted for all relevant staff on the use of Beakon "incident management system"(Proactive) Risk trends are identified in all Council areas and activities (Proactive) There is a Safety audit program across Council - includes Safety Walk attended by Executive and WHS Representatives (Proactive) Focus training is delivered to staff based on a needs analysis (Proactive) A rehabilitation service is in place for early return to work of injured workers (Proactive) Upskilling training is provided for WHS Advisors and IR&R(Proactive) Tool box talks conducted with staff in high risk areas (Proactive) Plant used by Council staff is 'fit for purpose' (Proactive) Statewide workplace injury trends are monitored (Proactive) Safety First culture is embedded across Council (Proactive) In-house programs are delivered (ie. Mental Health/Wellbeing programs, 10,000 steps, flu vaccinations, job specific immunisations) (Proactive) Pre-employment medicals and Fit for Work assessment A fleet risk management plan has been developed with improvement actions identified. Targeted training implemented for repeat incidents (Proactive) 	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	Chief Human Resource Officer

OPERATIONAL PLAN 2022 - 2023



The 2022 - 2022 Operational Plan is developed by the Management and Executive Teams of Western Downs Regional Council, in response to the commitments of Council's Corporate Plan 2021 - 2026

A DIVERSE REGION AT THE FOREFRONT OF THE CHANGING WORLD

Advocacy - A Regional Voice

To actively seek and foster strategic partnerships | For a long term domestic and industrial water supply for our region | For health and social services that ensure 'Whole of Life' care for our residents | For a safe and well maintained state and federal road network | For telecommunication and digital connectivity to support and advance our region

Risk Appetite Statement

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

Managing Operational Risks

Section 175 of the Local Govern Regulation 2012 requires that the Operational Plan include a statement as to how Council will manager operational risks. The operational planning process includes management of Council's strategic and operational risk. Council's commitment to risk management is outlined in the Enterprise Risk Management Policy and Enterprise Risk Management Framework and is based on Standard AS ISO 31000:2018 Risk management - Guidelines

Commercial Business Units

An annual performance plan for each commercial business unit of the local government is required to be included (where applicable) in the Operational Plan. In assessing Council operations in line with the annual expenditure threshold limits for significant business activities prescribed within the Regulation. Council does not currently operate any commercial business units as defined within the legislation.

Review and Reporting

Council's 2021 - 2026 Corporate Plan provides clear and concise strategic direction to guide operational activities. The Plan identifies four strategic priorities and outlines the success we are aspiring to achieve under each of the ese priority areas. The Operation Plan is reviewed, assessed and report to Council on a quarterly basis. An annual review of the Corporate and Operational Plans is also presented to Council and the Community in the Annual Report.

MEANINGFUL COMMUNICATIONS & COMMUNITY ENGAGEMENT

Operational Plan Strategies, are reported herewith.

Actions toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter?
We aggressively attract business and investment opportunities						
Identify and enable opportunities that facilitate new investment to the region.	Economic Development Manager	30/06/2023	Achieved		Design targeted investment attraction initiatives, with tailored value propositions, to attract new businesses and industries. A minimum of 10 quality leads per annum are obtained to attract new investment to the region.	During the fourth quarter, an additional two quality leads have been followed, with a yearly total of twenty-one (21) quality leads followed up.
Identify and enable opportunities that facilitate the development of local business, both new and existing.	Economic Development Manager	30/06/2023	Achieved		2 activities delivered and designed by Council to support local business. 2 activities are completed, under partnering agreements with regional chambers, that are designed to develop and strengthen local businesses.	Chambers of Commerce deliver a range of initiatives throughout the year to strengthen local business. These will be reported in August to align with the received acquittals. The <i>Young Entrepreneur Summit</i> was delivered on 7 June 2023 at the Dalby Events Centre. Council sponsored two hundred and fifty (250) tickets for school students from the Western Downs to attend, and the Queensland Chief Entrepreneur sponsored one hundred (100) tickets for students outside of our region to attend. The event was facilitated by The Australian School of Entrepreneurship. Overall, over 300 young people attended, representing various in and out of region schools and home-schooling groups.
We will have meaningful engagement with the development industry to seek feedback and encourage quality development outcomes.	Planning and Environment Manager	30/06/2023	Achieved		10 targeted liaison and feedback meetings held with developers per annum, seeking specific feedback on potential improvements, constraints and opportunities for new development.	A further five targeted meetings have been conducted this quarter, in addition to those completed in the first and second quarter. Further meetings to be held in the new financial year in conjunction with <i>Planning Scheme</i> reviews.
Work will commence on the amendment of the Western Downs Planning Scheme, and will be guided by endorse project plan.	Planning and Environment Manager	30/06/2023	Achieved		Milestones for 2022-23 set in the Planning Scheme Amendment Project Plan will be achieved.	This project has progressed in line with the project plan, with the <i>Planning Scheme</i> drafting work complete by 30 June 2023 and ready for Information Sessions in August 2023. <i>Local Government Infrastructure Plans</i> review work underway.
Our development assessment timeframes will continue to be amongst the best in the state.	Planning and Environment Manager	30/06/2023	Achieved		>90% of development applications re decided within allocated timeframes. Code assessable development applications are completed in under 15 business days on average (compared to statutory timeframe of 70 business days). Building and Plumbing applications are assessed within 10 business days.	100% of planning applications are decided within timeframes. All development applications are being assessed, on average in 14.43 business days for the quarter (measure for all stages if the assessment process under Council's control) or 13.73 business days adjusted for meeting scheduling. Plumbing applications are being assessed within 6.04 business days and building applications are being assessed in 25.67 business days (down five business days from last quarter, noting that Council is relying on Toowoomba Regional Council for building approval certifications).
Our region is a recognised leader in agribusiness, energy and manufacturing						
Improve access to Council's road network for Higher Productivity Vehicles (HPV) to benefit local businesses.	Technical Services Manager	30/06/2023	Achieved		There is a continued increase in the number of pre-approved National Heavy Vehicle Regulator (NHVR) transport routes for high productivity vehicles across the region to provide local businesses access to the Mains Roads network.	Pre-approvals is ongoing. National Heavy Vehicle Regulator (NHVR) permit applications has increased 85% since 2021-22 financial year. Pre-approval has enabled the 7,111 permit applications to be processed in a timely manner. National Heavy Vehicle Regulator permits have increased from 3,831 in 2021-22.
Identify and enable opportunities that facilitate industry leading trials or adoption of new innovation and technologies in the region.	Economic Development Manager	30/06/2023	Achieved		An innovative trial is established and promoted, under partnership, in the region. Deliver 1 industry conference to support business development by promoting innovation and new technologies in target industries.	The Accelerate Manufacturing Conference was delivered by Council on 17 May 2023 at the Dalby Events Centre, with over sixty (60) participants representing business, government and educational institutions. The full day conference delivered the Western Downs business community an uplifting, informative and instructional event for the manufacturing industry cohort to impart shared knowledge to their organisation and implement business efficiencies. Main topics were sustainability and workforce planning. Farm of the Future proposal is a multi-year proposal and will be progressed under the 2023-24 agreement with Toowoomba and Surat Basin Enterprise to attract an innovative and collaborative pilot study.
We deliver water security to enable future economic growth						
Review opportunities for water security to enable future economic growth across the region.	Utilities Manager	30/06/2023	Variance	31/12/2023	Review undertaken of available water allocations across the region and a Water Supply Needs Assessment is completed.	The Water Supply Needs Assessment, is in progress, expected completion date October 2023. The Regional Water Security Assessment is ongoing.
Water supply progressed for economic growth in Dalby.	Utilities Manager	30/06/2023	Variance	30/09/2023	Improve water security by progressing the Dalby Water Supply Upgrade Program by: a. Construction of a GAB bore supply. b. Construction of Stage 1 Raw and Treated Water Transfer Pipeline.	The Dalby GAB project. Hutton bore completed and precipice bore requiring additional work with expected completion in September 2023. Dalby Pipeline project construction is in progress with expected completion in September 2023.
Support community drought resilience through promotion of Council's Rainwater Tank Incentive Program.	Utilities Manager	30/06/2023	Not Achieved		100% of allocated rainwater tank rebates are committed by March 2023. 100% of payment requests following rainwater tank installation are inspected and paid within 4 weeks of submission.	The total submission count for this year was one hundred and forty-seven (147) with a total expenditure of \$76,500 from the allocated budget of \$150,000. Effective advertising is being developed to create better awareness of the rebate for next financial year. 100% of payment requests paid within 4 weeks of submission.
Completion of Annual Drinking Water Quality Management Plan review and KPI reports.	Utilities Manager	31/12/2022	Achieved		Annual Drinking Water Quality Management Plan review and annual KPI reports are finalised by due date for approval by regulator.	The Drinking Water Quality Management Plan Annual Report is completed and uploaded to the Western Downs Regional Council website. Key Performance Indicator reports are completed and uploaded to the Western Downs Regional Council website.
We proactively advance our region as a tourism destination						
Enable the growth and development of the region's destination events through strategic stakeholder engagement and tourism marketing.	Economic Development Manager	30/06/2023	Achieved		Development of new experience offerings.	Dalby Saleyard Tours - had a record number of attendees this quarter, with thirty-two (32) people taking up the new tour. The tours run from April to October. Miles Historical Village Museum have commenced Sunset Tours every Wednesday night from 7 June until 27 September. Numbers are steady and growing each week. Wandoan Under the Stars, hosted by the Wandoan Chamber of Commerce and Industry (WCCI) and supported by Council, Glencore and Senex. Overall, twenty-five (25) tickets out of thirty (30) were purchased and fifty-eight (58) camp oven dinners.
Enable and support growth of our tourism product across our region.	Economic Development Manager	30/06/2023	Variance	30/09/2023	Deliver a program through partnership, to enable tourism operators to develop at least 2 new market ready and packaged local products that can be sold through their distribution channels. Through partnerships with the Tourism industry, ensure that overall delivery of tourism products is increasing in visibility.	Presentations were given to Jandowae and Tara business community in readiness for Campervan and Motorhome Club of Australia (CMCA) and Solos converging on the region in September / October 2023. The Agri-Tourism program will be delivered in collaboration with Southern Queensland Country Tourism on 23 August 2023 which will further support the development of new tourism operators and packaged product. This timing of the year was considered favourable for participants.
High profile parks and recreational area are maintained to a high standard.	Parks and Recreation Manager	30/06/2023	Variance	30/09/2023	The Chinchilla Botanic Parklands retains Green Flag status. Set service and intervention standards for recreational spaces. Introduction of a customer feedback monitoring process to be completed.	Green Flag status retained for the Chinchilla Botanic Parklands. Set Agreed Service/Intervention Levels is 80% complete; still needs some works anticipating a draft for review by 8 September 2023. Introduction of a Customer Feedback Monitoring System completed. We have now centralised all of our customer requests so that they come through to the Business Services team to oversee. This ensures all customer requests are dealt with efficiently with all feedback sent through to the relevant staff. Additionally, as part of the customer satisfaction survey completed by the Customer Service Team we now have included cemetery services as part of their regular reviews so we can seek valued feedback in this area of the business as well. Lastly, we are delivering a survey in August through Lonergan's on customer satisfaction specific to camp grounds.
Enable the growth and development of tourist markets to increase visitor night stays in the region.	Economic Development Manager	30/06/2023	Variance	30/09/2023	Deliver a campaign to actively promote visitation to the Bunya Mountain's Russell Park Mountain Bike Trail. Development of regional promotional signage strategy. Linking of WesternDownsQueensland.com.au to external websites - 10 per quarter. Leverage existing events to extend visitor night stays in the region.	The Bunya Mountains Marketing campaign is scheduled to go live on 13 July, delayed due to unforeseeable environmental, weather and construction impacts. The draft <i>Regional Promotional Signage Strategy</i> was received and will be presented to the Executive Leadership Team and Councillors in the first quarter of the 2023/24 financial year. Website update - Council have been advised by the website management company that we completely dominate all platforms when it comes to searching Western Downs. The website has not further been linked and the challenge is continue this momentum with regular new content and images. Our team joined Southern Queensland Country Tourism (SCQT) at the Caravanning Queensland trade show held at the RNA Showground in Brisbane in June to promote the wider region.
We capitalise on regional events as opportunities to promote our region.	Economic Development Manager	30/06/2023	Achieved		Develop list of events to ensure promotional and marketing materials are available.	In excess of four hundred (400) bags were delivered to different events around the region, these include the Vintage Car Rally, Dalby Show and Opera at Jimbour. Approximately two hundred (200) bags with visitor information were given out to visitors at Opera at Jimbour. Western Downs Experiences were also promoted by the usage of our scrim at the International Legends of League game played in Chinchilla on 17 June (supported with Designation Events Program funding).
Our business and industry actively live and buy local						
Commit to local supplier spend where possible within the value for money philosophy.	Chief Executive Officer	30/06/2023	Not Achieved		>50% of Council's supplier spend is within businesses within the region. Council Procurement Roadshow is delivered.	Financial year local supplier spend was 49.77% (previous quarter of 44.69%). Council Procurement Roadshow was delivered across the region in August 2022.
Enable businesses and industry to live local and buy local.	Economic Development Manager	30/06/2023	Achieved		One initiative is delivered, under partnering agreement with regional chambers designed to promote 'live local and buy local'.	Council Procurement Roadshow was delivered at the start of the 2022-23 financial year and preparations under way to deliver this again in first quarter of 2023-24 financial year.

ACTIVE VIBRANT COMMUNITY 

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We are a happy, inclusive community, proud of where we live						
Strong community relations, meaningful communications and engagement are at the centre of our decision-making.	Communications and Marketing Manager	30/06/2023	Achieved		Implement the Communications and Community Engagement Strategy with evaluation and reflection as per the implementation plan.	Communications and Community Engagement Strategy implementation continues to progress. New monthly E-News has been introduced, a revised social media policy has been drafted, marketing campaign undertaken to introduce community to strategy and deliverables and IAP2 stakeholder training booked for staff.
Meaningful communications is demonstrated by ensuring policies and procedures reflect current and future communications trends.	Communications and Marketing Manager	30/06/2023	Variance	30/09/2023	Review and update the External Social Media - Council Policy utilising the Communications and Engagement Strategy.	Review complete. Proposal to rescind the existing Council Policy and replace with Organisational Policy to be put to Council at 19 July 2023 Ordinary Meeting.
Environmental Health programs focus on improving community health, safety and amenity outcomes.	Planning and Environment Manager	30/06/2023	Variance	30/09/2023	100% of food premises are inspected annually. Customer service surveys of environmental health programs achieve an overall satisfaction above 75%. There is a focus on resolving customer requests, with all customer requests initially investigated within 10 days.	Food premise inspections were conducted, however only 85% were complete for the financial year. Corrective measures have been implemented to finalise the outstanding inspections as a priority. Customer service satisfaction survey for the quarter have improved significantly and achieve the Key Performance Indicator. Substantial efforts have been made by the Environmental Health team to better engage with customers and to provide updates on the actions taken. This quarter, 77% of customers were overall satisfied, up from 33% in the previous quarter. Customer requests have been initially investigated within ten days.
Embrace the rich Aboriginal heritage of our region through engagement with the traditional owners	General Counsel	30/06/2023	Achieved		Progress Indigenous Land Use Agreements, Native Title determinations and Cultural Heritage Agreements in consultation with traditional owner groups.	Progressing Iman People Indigenous Land Use Agreement.
Our team will continue to work with the community to improve attitudes towards responsible pet ownership and to improve the behaviours of animal owners.	Planning and Environment Manager	30/06/2023	Variance	30/09/2023	1 promotional activity across the region targeting responsible pet ownership. Customer service surveys of animal management activities achieve an overall satisfaction above 75%.	Animal Management promotional activity is being rescheduled due to external party not being able to participate in local events. Instead, an engagement program has been prepared and is due for completion in July and August 2023. Customer service satisfaction survey for the quarter have improved but remain below the Key Performance Indicator as some long term vacancies still exist. A full review has been undertaken with the team to address customer service levels and substantial efforts have been made by the Animal Management team to better engage with customers and to provide updates on the actions taken. This quarter, 68% of customers were overall satisfied, up from 61% in the previous quarter, and there has been an increase in unsolicited positive customer feedback that has been received from mid May and June.
Our people of diverse backgrounds and ages are united by social, cultural and sporting activities						
The Western Downs is recognised as region that is culturally thriving and active.	Communities Manager	30/06/2023	Achieved		Assist / delivery of new art exhibitions and initiatives including the annual Regional Artist Exhibition, 10 Artists project and at least 2 new 3D virtual exhibitions. In consultation with the early year reference groups, identify the levels of support for an early year's literacy event, such as a conference, in 2023-24. Develop and deliver up to 10 art and cultural initiatives, exhibitions, programs, and partnerships to improve creative industries and networks within the region.	The last 10 Artist project has been completed with an exhibition opened in June. This wonderful project has run for a number of year and will be replaced with a new project aiming to promote Western Downs artist. It was discussed and found to not be viable to hold a literacy event such as a conference. The regional Queensland catchment area is too small and is more beneficial to use other literacy programs.
In partnership with community, support, promote and deliver events that encourage social connection.	Communities Manager	30/06/2023	Achieved		Community is actively engaged through scheduled events throughout the region. Community groups are supported through the promotion of their events through digital platforms.	Regular community events, including movie nights, drive-in movies, senior month and others, were delivered. My Community Directory and the Digital Billboards remain in place to promote community events.
Our parks, open spaces, and community facilities are alive with activities and connect our communities						
Our open spaces are utilised for community connection through events and activations.	Communities Manager	30/06/2023	Achieved		Deliver a minimum of 6 community focused events and programs in our open spaces.	Achieved, most of our community focussed events were delivered in our open spaces throughout the year.
Our premium recreational camping sites are maintained to support activities and social connections.	Facilities Manager	31/12/2022	Achieved		Outsource caretaker arrangements at Tara Lagoon and Lake Broadwater recreational camping sites to maintain the site and facilities.	Caretaker arrangements for Tara Lagoon and Lake Broadwater are in place.
Our premium recreational camping sites are maintained to support activities and social connections.	Parks and Recreation Manager	30/06/2023	Achieved		Transfer to Parks and Recreation for operational management of caretaker arrangements and other recreational sites.	Transfer of campsites region wide to Parks and Recreation complete. Service standards (cleaning, mowing, etc.) addressed to ensure consistency across like for like sites regionally.
We are a strong sustainable community supported by volunteers						
Active volunteer involvement and engagement promote enduring social, cultural, and economic vale to Council, the community, and visitors to the region.	Communities Manager	30/06/2023	Achieved		Council has a well-designed marketing and recruitment plan to promote volunteering and attract quality applicants. Volunteers are actively engaged across Council to support community programs and events as evidenced through the annual survey and retention of volunteers. A trial utilising skilled volunteers at a major event or regional festival.	Achieved measures in the previous quarters.
We empower communities to develop local initiatives and events						
Promotion of community events is supported by Council.	Communications and Marketing Manager	30/06/2023	Achieved		Review the process for promoting community events via Council's communications channels and implement a coordinated approach in partnership with Communities Department.	Review is currently underway. Working with Communities to review and assess existing channels such as <i>My Community Diary</i> , and proposed further community engagement.
Supporting community groups to achieve their goals through provisions of appropriate grants and funding opportunities.	Communities Manager	30/06/2023	Achieved		Promotion of grants and funding opportunities through monthly newsletters. Our community groups have free access to a capacity building workshop and the Grants and Project Team facilitate one-on-one workshops as required.	Monthly e-newsletters are sent to community groups and promoted on Council's social media. Capacity-building workshops were delivered in April and June.
Regionally, Western Downs sculpture and public art trail is improved and expanded to include associated opportunities for creative industries and economic development.	Communities Manager	30/06/2023	Variance	31/12/2023	Facilitate the delivery of a new public art/sculpture aligned to the identity of location. Deliver a strategy to commercialise opportunities around the public art trail.	New public art installation delayed due to wet weather preventing footings from being poured and contractor staff shortages. Installation scheduled prior to the Dalby Delicious and DeLIGHTful Festival. The draft strategy has been delivered; however it was decided the scope is too narrow and has expanded to include public art as a first principle. Work to be completed by end of second quarter of the 2023-24.

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
Our residents are provided with modern infrastructure and quality essential services across our region						
A well connected and maintained footpath network, links our residents to key community facilities and CBDs.	Senior Works Manager	30/06/2023	Achieved		The footpath network is inspected and maintained as per the Transport Asset Maintenance Management Plan (TAMMP). Footpath renewals and upgrades are reported quarterly to Council.	Footpath networks inspected in accordance with the Transport Asset Maintenance Management Plan. 707 linear metres renewed and 218 linear metres of new concrete footpath constructed during 2022-23.
Improve and maintain the reliability of existing water supply and sewerage networks regionally.	Utilities Manager	30/06/2023	Not Achieved		Achieve <25 water main breaks/100km of water mains regionally. Achieve <40 sewer main breaks/100km of sewer mains regionally. Achieve >90% compliance with customer service standard average response time for water incidents (breaks and leaks) annually.	42 water main breaks / 100km of water mains occurred this financial year. Extreme wet weather conditions significantly affected the performance of the water network in Dalby, Chinchilla and Miles in 2022-23. 8 sewer main breaks / 100km of sewer mains occurred this financial year - meeting the measure of success. Utilities achieved an 84% compliance with the Customer Service Standards average response time; staffing challenges was accredited for the suboptimal performance standard.
Utilities Capital Works Budget is develop and presented to Council ensuring ability for 100% delivery.	Utilities Manager	31/03/2023	Achieved		Utilities Capital Works Budget supports water security development and aligns with asset management plans.	The Utilities asset renewal and upgrade forecast is completed.
Our Utilities Capital Works Program is delivered on time and on budget.	Utilities Manager	30/06/2023	Achieved		Our Utilities Capital Works Program is reviewed and reported to Council monthly.	The Utilities Capital Program delivery currently stands at 82%. Although this is lower than expected, the lesser project expenditure is attributed to delayed delivery of Dalby Water Supply Pipeline; final claims are still expected for the pipeline and recycled water.
Regular improvements assist with maintaining a portfolio of waste facilities that meet community needs.	Planning and Environment Manager	30/06/2023	Achieved		Capital works approved for the waste section are delivered on time and on budget. Contractors are engaged for supervised sites will achieve their contract performance indicators. Deliver a waste educational campaign to the community.	Following the completion of the detailed design and the tender package, tenders were awarded for Winfields Road Cell 1b and the contractor mobilisation steps are underway with liner materials undergoing testing. This is progressing in accordance with the scheduled timeframes. Work was completed on the Dulacca Transfer Station following the awarding of work to a contractor. This facility is now operational. The Warra Transfer Station retaining walls were complete and are awaiting civil contractor availability. This facility is slightly behind the scheduled completion date due to being pushed back until the completion of the Dulacca Transfer Station. Contractors operating supervised sites achieved Key Performance Indicators, with contractors responding to housekeeping improvements at some sites. Waste education campaigns successfully rolled out with the commencement of a new collection contract in from June 2023.
A strategic review of waste management will investigate long term options for our community.	Planning and Environment Manager	30/06/2023	Achieved		Assist in the development of a Regional Waste Strategy in conjunction with DDSW Council of Mayors group.	This project is underway following the departure of the original consultant appointed by the regional group. Following data analysis, the consultants have provided a consultation draft for comment. Comprehensive comments have been provided by our Council and further work is being undertaken by the consultant as a result.
Our recreational spaces and community facilities are attractive, safe and accessible						
Robust strategic planning ensures the provision of recreational spaces to an agreed standard.	Parks and Recreation Manager	30/06/2023	Variance	31/12/2023	Service standards and intervention levels will be defined within the Parks and Recreation Strategic Plan and presented to Council for adoption.	Parks and Recreation Strategy has commenced in conjunction with placemaking. Work to continue in the new financial year to allow sufficient time for external engagement to be conducted and data collated. Recommendations to be presented to Council for adoption towards the end of the year.
Deliver quality public Wi-Fi in significant community places.	ICT Manager	30/06/2023	Achieved		Deliver >95% availability of public access Wi-Fi during operating hours.	Achieved 97.62% availability of public Wi-Fi for the quarter.
Maintain a reliable CCTV network that enhances public safety in our major town centres.	ICT Manager	30/06/2023	Variance	31/12/2023	Complete annual maintenance program. Action urgent CCTV footage requests from QPS within 24 hours.	Annual maintenance program shifted to October 2023 rather than April 2023, so we can make better judgements for budgeting purposes. No urgent CCTV requests for the quarter.
We invest in safe, well maintained road networks to connect our region and support economic activities						
Transport Asset Capital Works Budget is developed and presented to Council focusing on 100% delivery of program.	Senior Works Manager	31/03/2023	Achieved		Transport Asset Capital Works Program and organisational capacity aligns with asset management plans.	2023-24 Capital Works budget developed and presented to Council focusing on 100% delivery of program.
Our Transport Asset Capital Works Program is delivered on time and on budget.	Works Manager - Construction	30/06/2023	Achieved		Our Transport Asset Capital Works Program is reviewed and reported to Council monthly.	92% of the capital works program delivered with remaining works in progress or carry forward into delivery 23/24.
Our design program is aligned to enable capital works programs to be delivered.	Technical Services Manager	31/12/2022	Achieved		95% of design program for the 2022-23 Capital Works Program is completed or submitted to external approval agencies. 50% of the design program for the 2023-24 Capital Works Program is completed by December 2022.	98% of design program completed. 61% of 2023-24 draft Capital Works Program completed
Our quarry material production is to be well planned and aligned to works programs.	Technical Services Manager	30/06/2023	Achieved		Quarry materials are available 8 weeks prior to planned project commencement date.	Gravel material is continually being crushed ahead of scheduled works, as requested by internal stakeholders. In addition, external packages of works have been awarded to local contractors to crush approximately 500,000 tonne of gravel from Council pits to provide material to the flood recovery packages of work.
We will continue to implement systems to improve road safety across the region through Traffic Advisory Committee (TAC) to maintain safe road network.	Technical Services Manager	30/06/2023	Achieved		TAC to meet quarterly with agreed safety improvement to be actioned.	Traffic Advisory Committee met in April, as scheduled with June meeting being rescheduled to July.
An up-to-date 10 year Capital Works Program is in place.	Senior Works Manager	30/06/2023	Achieved		The 10 year Capital Works Program is developed and integrates with our assets management systems.	10 Year Capital Works Program is in place and updated during 2022-23 period.
Our transport assets are well maintained and our systems for maintenance are appropriate.	Works Manager - Maintenance	30/06/2023	Achieved		Our transport network is inspected and maintained in accordance with TAMMP and overdue safety defects are regularly report to the Executive Management Team. The TAMMP is reviewed and presented to Council annually.	The Transport Asset Maintenance Management Plan reviewed annually and presented to Council on 17 May 2023.
Load limit assessments provided the information necessary to allow permit access to Council's road network for higher productivity vehicles.	Works Manager - Maintenance	30/06/2023	Achieved		Undertake a load limit assessment on strategically located bridge structures in the region.	Structures reviewed as part of the Strategic Asset Assessment Project Round One and Two to identify load limits of key structures. The results of the analyses have been provided to the Corridor Management team to assist with Oversize Overmass Permit applications.
A plan provides direction to allow closure activities to be undertaken in conjunction with normal daily operations.	Technical Services Manager	31/03/2023	Achieved		Commence development of a strategy for use of gravel supply for Council which includes a closure plan for Jimbour Quarry.	Draft closure plan commenced. Plan to be reviewed and completed following engagement of industry consultant.
We attract families to live, work, prosper and play in our region						
The Western Downs is recognised as a region with great liveability that attracts and welcomes new residents.	Communities Manager	30/06/2023	Achieved		Welcome Guides and LIVE magazine continue to be maintained, promoted and distributed.	No changes were required during the quarter.
Our towns and districts unique characteristics are celebrated by location specific placemaking.	Communities Manager	30/06/2023	Variance	30/09/2023	Placemaking projects are identified through community engagement and will respect the unique identity of each place.	The Dalby Delicious and DeLIGHTful sculpture installation is delayed due to wet weather preventing footings from being poured and contractor staff shortages. Sculpture to be installed prior to the festival in August 2023.
Identify opportunities that attract and retain skilled workers and their families to our region's towns.	Economic Development Manager	30/06/2023	Achieved		Deliver a minimum of 2 targeted initiatives to assist in bridging identified skills gap. Deliver initiatives and a campaign targeted to attract people to Western Downs in identified skills gap areas, including events outside of region.	A workforce attraction workshop was recorded and presented online in collaboration with Business Navigator Western Downs. Further resources have been made available on the Economic Development website page for businesses to promote living and working in the Western Downs.

QUALITY LIFESTYLE (continued)

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We take pride in our natural assets, environment and heritage						
Our local heritage is documented and preserved to enhance community connections.	Communities Manager	30/06/2023	Achieved		Digitise and catalogue 200 Council owned photographs in Spydus (Library Service Management System) and make available online via Library's online catalogue. The future of the Lake Broadwater collection is determined and appropriate actions commenced.	The target number of photographs digitised and scanned. The Lake Broadwater collection has been transferred to the Queensland Museum's facility in Brisbane.
In order to reduce ongoing liabilities. We will progress innovative approaches to landfill rehabilitation.	Planning and Environment Manager	30/06/2023	Achieved		Applications are submitted to DES for rehabilitation of larger landfill sites following the delivery of alternative phytocapping methodology at Burra Burri.	A rework of some of the Burra Burri landfill rehabilitation work was completed due to the settlement of the former landfill cells. Accreditation assessment of the rehabilitation system now being undertaken for submission to Department of Environment and Science.
We will advocate to ensure that our environment is protected during resource and energy sector operational and post closure phases.	Planning and Environment Manager	30/06/2023	Not Achieved		Six monthly reports are requested from the CSG regulator regarding environmental outcomes for the resource sector operating within the Western Downs region.	Several requests were made to the Department of Environment and Science for a detailed report on the performance of the resource sector within the Western Downs area. However, the department was not able to provide any detailed reports, and simply referred Council to online publications. No further action is proposed in this regard.
Our stock route management plans focus on the preservation of the primary stock routes and facilitate their use by drovers and graziers.	Planning and Environment Manager	30/06/2023	Achieved		An annual quality assessment is completed on all primary stock routes within the Western Downs.	100% of stock route assessments have been completed last quarter using the Long Paddock evaluation tool. Continuing analysis is underway to evaluate risks and opportunities.
We will maximise engagement with regional Natural Resource Management (NRM) groups to deliver on ground projects focused on vegetation and riverine areas.	Planning and Environment Manager	30/06/2023	Achieved		Partnership agreements are established with local operating NRM groups.	Following discussions with Natural Resource Management groups, partnership agreements are being investigated for other parties, including pest management syndicates and owners of large land portfolios to improve and fund pest monitoring systems. Further external funding applications have been lodged for African Swine Flu and other pest management programs to support established and new pest syndicates.
Pest management projects deliver effective on ground programs that focus on priority pests in key locations.	Planning and Environment Manager	30/06/2023	Achieved		Delivery of priority pest Plans for each of the geographical regions within the Western Downs is measured quarterly and achieve set goals. A minimum of 3 wild dog baiting programs are conducted annually, targeted at identified hot spot areas.	Some priority weed projects are dormant over the Autumn/Winter months, however, the last quarter has seen the Rural Services team start planning and/or implementing a burning program for the Mother of Millions priority weed project. The extended dry conditions have seen primary and secondary stock routes identified as priority areas for Mother of Millions control. May baiting program successfully completed. This baiting was the completion of the three planned coordinated Wild Dog Baiting Programs for the twelve months. One Hundred and eighty-one (181) participants - fifteen (15) Chinchilla, fifty-three (53) Dalby, seventy-four(74) Tara and thirty-nine (39) Wandoan.

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We are recognised as a financially intelligent and responsible Council						
Deliver an internal audit program in accordance with Council's adopted Three-year Strategic Audit Plan.	Customer Support & Governance Manager	30/06/2023	Achieved		100% of scheduled internal audits completed.	Internal Audit scheduled delivered in accordance with internal audit plan.
Ensure that Council complies with all of its statutory obligations, manages its risk, undertakes targeted internal audits, and meets community expectations of transparency and performance reporting.	Customer Support & Governance Manager	30/06/2023	Achieved		Corporate and Operational risks are reviewed and reported quarterly. Facilitate annual review of Business Continuity Plans. Annual review of Council to CEO delegations completed. Annual Report prepared and adopted to meet legislative requirement. 100% of agreed internal and external audit recommendations implemented.	Risk reviews completed on a quarterly basis. Business Continuity Plans reviewed. Annual review of Council to CEO delegations completed. Annual Report adopted in accordance with legislative requirements. 100% of agreed internal and external audit recommendations addressed within agreed timeframes.
Completion of Annual Financial Statements and audit within legislative requirements.	Chief Financial Officer	30/06/2023	Achieved		Annual 2021-22 Financial Statements are issued with an unmodified audit report within timeframes agreed with Queensland Audit Office. Annual 2021-22 Financial Statements are published in Council's Annual Report within one month of Queensland Audit Office issuing the audit report.	Annual 2021-22 Financial Statements were issued with an unmodified audit report on 6 October 2022. Council adopted its Annual Report for 2021-22 on 26 October 2022 upon which it was published on Council's website.
Completion of 100% of Capital Works Program.	Chief Financial Officer	30/06/2023	Not Achieved		100% of Capital Works Program is delivered with material variances reported monthly to Council.	Monthly variances have been reported to Council each month. There will be carry-over projects to 2023-24 with an estimated underspend of \$37.5 million.
Completion of 100% of Facilities Capital Works Program.	Facilities Manager	30/06/2023	Not Achieved		100% of Facilities Capital Works Program is delivered with material variances and deferred reported monthly to Council.	Five small projects require additional time for completion due to market forces and supply issues. In addition there are three major projects that have had some slippage in delivery times due to labour and supply issues. These delays have been communicated to the Executive Leadership Team as part of the regular capital reporting cycle
Adoption of Annual Budget.	Chief Financial Officer	30/06/2023	Achieved		2023-24 Annual Budget adopted prior to 30 June and in alignment with long-term financial plan and Financial Management Strategy Policy.	2023-24 Annual Budget was adopted 21 June 2023.
Core corporate systems and network is available to support delivery of Council services.	ICT Manager	30/06/2023	Achieved		>98% uptime for corporate critical systems. >99% network availability. Faulty or damaged devices are replaced within 2 working days. Staff Wi-Fi availability in main administration buildings is >98%.	99.43% uptime for critical corporate systems. 99.76% network availability. Three faulty or damaged devices were replaced this quarter. 99.98% staff Wi-Fi availability.
Ensure tools and processes are in place to protect Council's information assets.	ICT Manager	30/06/2023	Variance	30/06/2025	Annual penetration testing of our systems is conducted. Annual security awareness training is made available to all staff. Review of existing 3 year security strategy to be undertaken.	Annual penetration test was completed in September 2022. Annual Security Awareness Training was rolled out to all staff in November 2022. Review is progressing with most items completed. Working with security specialist on new timeline to complete the remaining items. The information security classification component was postponed and implementing network firewall internal zones has been delayed due to network partner issues and staff changes.
Provide high levels of specialist legal support to all of Council to assist each department reach its goals.	General Counsel	30/06/2023	Achieved		Increase matter velocity and level of proactive legal advice.	Increase in new matter numbers and faster turn around response time.
Major projects and procurement of goods and services drive economic growth through local spending.	Chief Executive Officer	30/06/2023	Achieved		100% of major projects and procurement of commercial goods and services are assessed on local content.	All procurement processes for major projects and commercial goods and services have included local content in evaluation criteria this financial year.
We focus on proactive, sustainable planning for the future						
Sister city project progressed to gain and share knowledge, learnings and opportunities.	Economic Development Manager	30/06/2023	Achieved		Develop and progress sister Cities Implementation Plan.	The Economic Development Team has prepared a plan and draft Memorandum of Understanding and has reached out to two Local Government areas in Texas, USA. One area was not in the position to establish a Sister City relationship, and the other area has been experiencing flooding events during the course of June. Council has sent a letter to express our well wishes and to progress the conversation when their disaster management is settled. Establishment of a relationship is included in the 2023-24 Operational Plan.
Our community is informed via meaningful communications in relation to weather preparedness.	Communications and Marketing Manager	31/12/2022	Achieved		Review and develop opportunities to improve communications and community education during weather events, supporting pre-existing disaster management plan.	Australian Warning System (AWS) is required to be implemented by 1 November 2023. Communications and Marketing is partnering with Disaster Management to deliver a community education / preparedness campaign in the second half of 2023.
Workforce Plan is developed to ensure capability and capacity now and into the future.	Chief Human Resource Officer	31/12/2022	Variance	30/09/2023	Workforce planning strategy is developed in consultation with the Executive Management Team. Staff Cultural Survey is undertaken to establish a baseline and identify opportunities for improvement. Workforce attraction strategy including employee value proposition implemented.	Workforce Planning Strategy will be completed by 30 September 2023. Staff Cultural Survey completed. A workforce attraction workshop is scheduled in August 2023 for the Senior Leadership Team. Outcomes from the workshop will be used in the Workforce Planning Strategy.
Implementation of the Facilities asset management system.	Facilities Manager	31/12/2022	Achieved		A revised Facilities Asset Register update process is established. Robust asset reporting is developed that informs long-term planning.	Register completed and has been used as the basis for any new capital submissions to Council for 2023-24 onwards.
A strategic approach will be taken for development compliance programs.	Planning and Environment Manager	30/06/2023	Achieved		Proactive compliance audits will be undertaken in accordance with approved audit plans, with the results of these audits communicated and actioned with relevant functional areas. Customer requests will be actioned in accordance with the Compliance Strategy to ensure that an acceptable outcomes is promptly achieved. Anniversary approval checks will be conducted on all development approvals until the development is in use and compliant, or the approval lapses.	Council's Compliance team have undertaken fifteen (15) proactive inspections between April-June 2023. Of these inspections, ten were compliant and five are currently on compliance programs. Received twenty-eight (28) customer requests between April-June 2023 (seventeen (17) of which have been resolved). One hundred (100) anniversary audits were completed, all of which were compliant. Those that could not be completed have been forecasted for review in twelve months.
The organisation is appropriately prepared to respond in the event of a disaster.	Chief Executive Officer	30/06/2023	Achieved		Council is compliant with Disaster Management Regulations. Flood notification infrastructure and systems are audited and an improvement plan is developed. The Disaster Dashboard provides improved information sharing and communication with the community.	Council has met all requirements of Disaster Management Regulations. Flood notification infrastructure has been audited in conjunctions with the Bureau of Meteorology, and a maintenance plan has been developed. Upgrades have been made to the Disaster Dashboard to allow for easier public viewing, improved content and faster customisation for Council.

SUSTAINABLE ORGANISATION (continued)

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
Our people are skilled an values-driven to make a real difference						
Leave liability is managed in accordance with EBA's.	Chief Human Resource Officer	30/06/2023	Achieved		Annual leave liability above 8 weeks is actively managed with leave plans for reduction.	Nine employees with more than eight weeks annual leave. Six employees have leave plans in place or being submitted; one on work cover with no leave plan until return to work; two employees very recently returned from work cover and medical leave. Managers working with employees to secure leave plans.
Our Leadership Team capability provides a high level of performance to deliver on Council's Corporate Plan Strategy.	Chief Human Resource Officer	30/06/2023	Variance	30/09/2023	Executive leadership development matrix is completed by all General Managers and direct reports. Development of induction strategy for senior officers/coordinators to build organisational capability. Approved technical training identified in Learning and Development Plan has an attendance rate of 80%.	Executive leadership matrix in final stages - to be reviewed by Chief Human Resource Officer and Executive Leadership Team by 30 September 2023. Strategy is developed and in final stages - to be reviewed by Chief Human Resource Officer and Executive Leadership Team by 30 September 2023.. Technical training attendance is at 92%.
Health and Safety is a primary consideration across the organisation.	Chief Human Resource Officer	30/06/2023	Achieved		100% of critical issues raised by HSRs are attended to, through the safety committees. 50% of staff are drug and alcohol tested during the financial year by WHS team members. Our wellbeing initiatives are regionally focused and report monthly to Executive.	100% of critical issues raised by Health and Safety Representatives are attended to through the safety committees. 80% of staff are drug and alcohol tested during the financial by Workplace Health and Safety team members. 100% Wellbeing initiatives are regionally focused and reported through the Executive Safety Steering Group reports.
Proactive safety indicators are promoted across the organisation to enhance safety consciousness.	Chief Human Resource Officer	30/06/2023	Achieved		Each quarter hazard/near miss reporting is increased 15% from previous year. >85% of scheduled hazard inspections are completed within timeframes. 95% of incidents are reported within the required timeframe.	Hazard/near miss reporting has increased 15% from previous year. >85% of scheduled hazard inspections are completed within timeframes. iAuditor has been increased to check on validation of hazard reports. 95% of incidents are reported within the required timeframes
Our agile and responsive business model enables us to align our capacity with service delivery						
Customer Experience Satisfaction Program - Monitor customer's satisfaction levels and implement a new Benchmarking Program.	Customer Support & Governance Manager	30/06/2023	Not Achieved		Work with and support departments to achieve overall satisfaction above 75%. Time taken to resolve customer requests in accordance with the Customer Service Charter is at 80% or above. Unresolved customer requests in accordance with the Customer Service Charger is below 20%.	Work required to lift overall customer satisfaction above 75%, currently at 67%. Time taken to resolve customer requests is at 79%. Unresolved customer requests is at 21%.
Our fleet is utilised effectively and efficiently.	Senior Works Manager	30/06/2023	Achieved		Actual utilisation rates of fleet reviewed quarterly and target utilisation rates adjusted accordingly in line with industry benchmarks and actual WDRC utilisation rates.	Fleet utilisation has been reviewed quarterly.
Our preventative maintenance program provides a reliable and safe natural gas network.	Utilities Manager	30/06/2023	Not Achieved		Achieve <15% unaccounted for gas in the distribution.	The unaccounted systems loss data is currently unavailable for reporting. The results, however, are unlikely to meet the Key Performance Indicator. It is recommended that further investigation into the reporting methodology is required, prior to applying the Key Performance Indicator in the future.
Council proactively manages changes in community housing regulatory requirements that have significant impact to operations and resourcing.	Facilities Manager	30/06/2023	Variance	30/09/2023	100% of housing inspections are completed in line with the Residential Tenancy Authority agreements.	90% of inspections have been completed, remainder of inspections have been scheduled to be completed in July 2023 due to changes in inspection frequency and resourcing.
Saleyards processes and procedures align with good practice.	Facilities Manager	30/06/2023	Achieved		100% compliance with 6 monthly internal audit and annual National Saleyards Quality Assurance Audit.	Continued to meet all quality assurance requirements.
A robust asset maintenance program deliver safe, fit for purpose facilities.	Facilities Manager	30/06/2023	Achieved		95% of CRMs are completed within established service level timeframes. 80% of the proactive maintenance plan is delivered on time and in line with Council's approved budget.	Customer requests have been completed within service level timeframes. Proactive maintenance plan delivered to target.
Expand our precedent and knowledge library to enable faster response times.	General Counsel	30/06/2023	Achieved		Achieve compliance and commence customer response within next business day.	Achieved success measure.
Our effective asset management ensure that we responsibly maintain our community assets						
Transfer of permanent/high value records to Queensland State Archives.	Customer Support & Governance Manager	31/12/2022	Achieved		All relevant records transferred to Queensland State Archives.	All meeting minute books from pre-amalgamation Councils were transferred to Queensland State Archives in the second quarter.
Measurement of current transport asset renewal and upgrade unit rates is completed to enable sound financial planning and management of Council's Transport Capital Works Program.	Works Manager - Construction	30/06/2023	Achieved		Unit rates of completed projects reviewed quarterly against established benchmarks and shared across strategic planning for inclusion into the 10 year Capital Works Program.	Unit rates are regularly updated and made available for strategic planning and design department.
Work with Asset Management Plan (AMP) owners to action AMP improvement plans to ensuring effective asset management is maintained.	Technical Services Manager	30/06/2023	Achieved		Asset Management Improvement Plan actions are reviewed annually.	Asset Management Plans are reviewed annually and inform budget deliberations. This is an ongoing action.
Effective management of safety standards to meet servicing compliance for fire and first aid.	Chief Human Resource Officer	30/06/2023	Achieved		Fire and first aid servicing are 100% compliant. Emergency evacuation drills are conducted at all facilities manned by WDRC staff.	Fire and first aid servicing are 100% compliant. Emergency evacuation drills are conducted at all facilities manned by Western Downs Regional Council staff.
Council's transport infrastructure maintenance practices enable sound financial management of maintenance budgets and operating funds.	Works Manager - Maintenance	30/06/2023	Achieved		A program of maintenance is developed and maintained to ensure opportunities to minimise waste or gain efficiencies are identified. Annual reseal programs reviewed against the 10 year Capital Works Program to minimise maintenance expenditure ahead of planned reconstruction works.	A whole of life reseal program has been developed for good asset management as well as to optimise efficiencies. Council's Regional Reseal Program delivered for 2022-23.
Our fleet is agile and reflective of business requirements.	Senior Works Manager	30/06/2023	Achieved		The fleet will be adjusted accordingly to fulfil operation requirements, with any under utilised / non-required assets either moved to other areas or disposed.	Fleet adjusted to fulfill operational requirements. Under utilised / non-required assets disposed via June 2023 auction. Fourteen (14) items of fleet auctioned at a value of \$475,863.64 and fifty-three (53) miscellaneous items auctioned with a value of \$10,247.27.
Implement strategies to determine long term viability of community facilities.	Facilities Manager	30/06/2023	Variance	30/09/2023	Showgrounds strategy delivered by 31 March 2023. Aquatic and recreational facilities strategies delivered. Devise terms of reference for underutilised assets strategy for future action.	Showgrounds Strategy and Aquatic Facilities Strategy have been delivered to target and adopted by Council. Development of the Future Facilities Strategy, commencing 2023-24. Terms of Reference for underutilised assets strategy has been deferred due to delays in filling positions to finalise the Asset Management Plan.
All property related matters and transaction are compliant with legislation.	General Counsel	30/06/2023	Achieved		100% of property related transaction comply with the relevant legislation.	All property transactions are compliant with legislation.
An up-to-date 10 year Utilities Capital Works Program is in place.	Utilities Manager	30/06/2023	Achieved		The 10 year Utilities Capital Works Program is developed and integrates with our asset management systems.	The adjusted 10 year Capital Program has been completed and work is in progress to adjust the Asset Management Plan.

Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Status	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We actively advocate on issues that align to our long-term strategic objectives and vision for our region.	Chief Executive Officer	30/06/2023	Achieved		Our advocacy position papers are maintained and respond to changes in the internal and external environment. The advocacy program is reviewed at least annual with Council.	Consultation on <i>Communities Partnership Framework</i> , Department of Energy and Public Works. In June 2023, the Economic Development Team made a submission, on behalf of Western Downs Regional Council, in response to a government call for feedback on the proposed guidelines for a <i>Communities Partnership Framework</i> for renewable energy projects. Consultation on <i>Energy Bill</i> , Department of Energy and Public Works. In June 2023, Economic Development team made a submission, on behalf of Western Downs Regional Council, in response to a government call for feedback on the proposed <i>Energy Bill</i> .

Title Corporate Services Financial Report July

Date 1 August 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 31 July 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.*

The monthly financial report provides an overview of Council's progress for the 2023-24 financial year and assists the organisation to manage its immediate budget, whilst being cognisant of its long-term financial goals.

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 July 2023 Financial Report.

Background Information

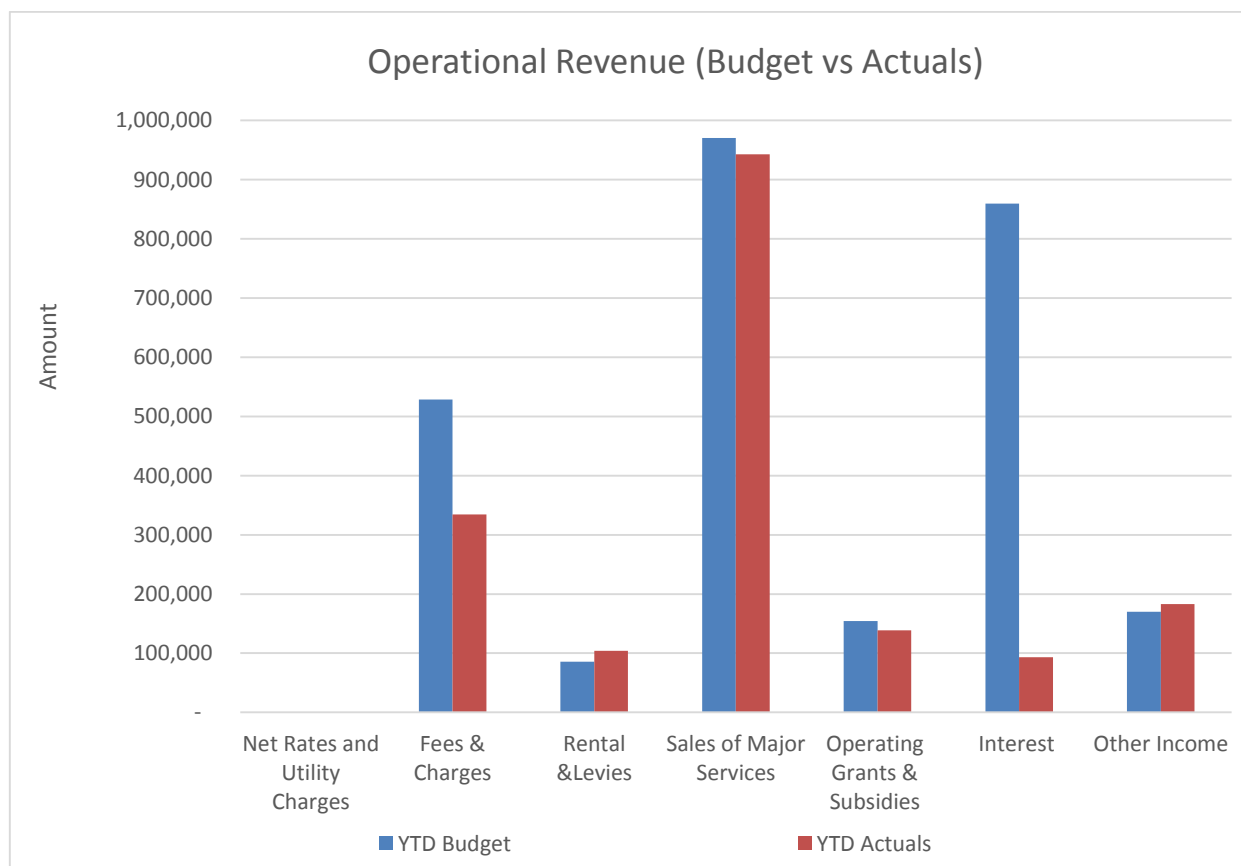
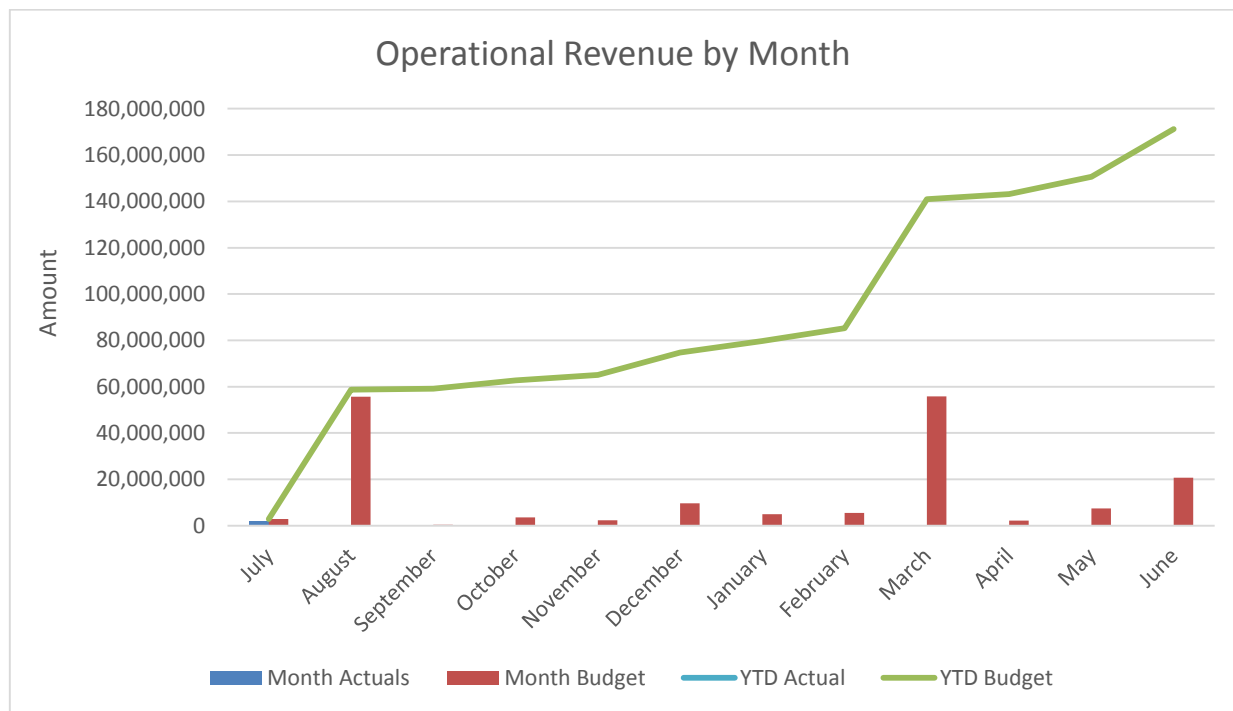
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to 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 31 July 2023 is \$7,200,012 compared to a budgeted deficit of \$9,975,389 which is \$2,775,377 better than budget. This better than budgeted position is due to an underspend in Materials and Services and Employee Benefits. The Operating Surplus ratio as of 31 July 2023 is -400.9 per cent which is below Council's target of one per cent. Council has not met the target due to a deficit being made in July. This will always be the case in July due to no major revenue streams being received in this month.

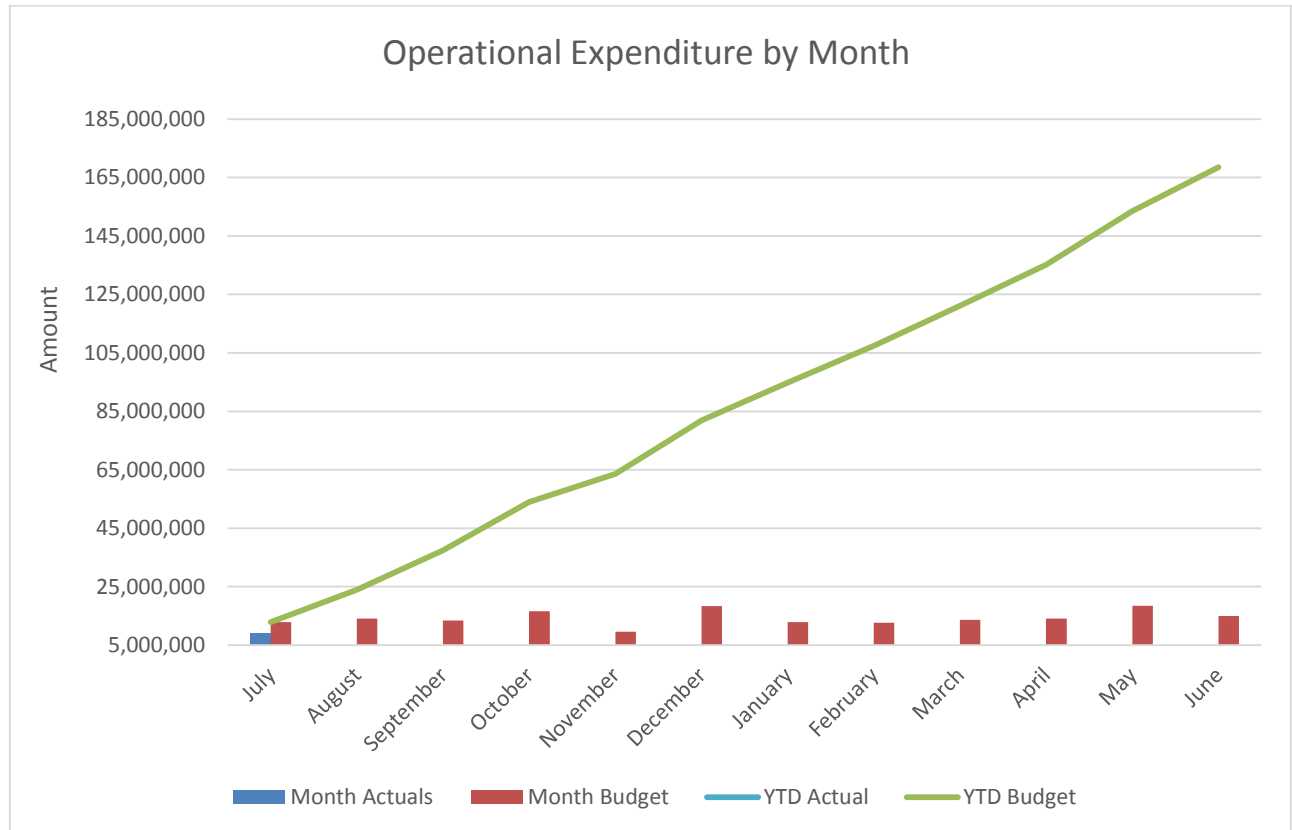
Graphs and a summary of major variances for revenue and expenses are listed below.

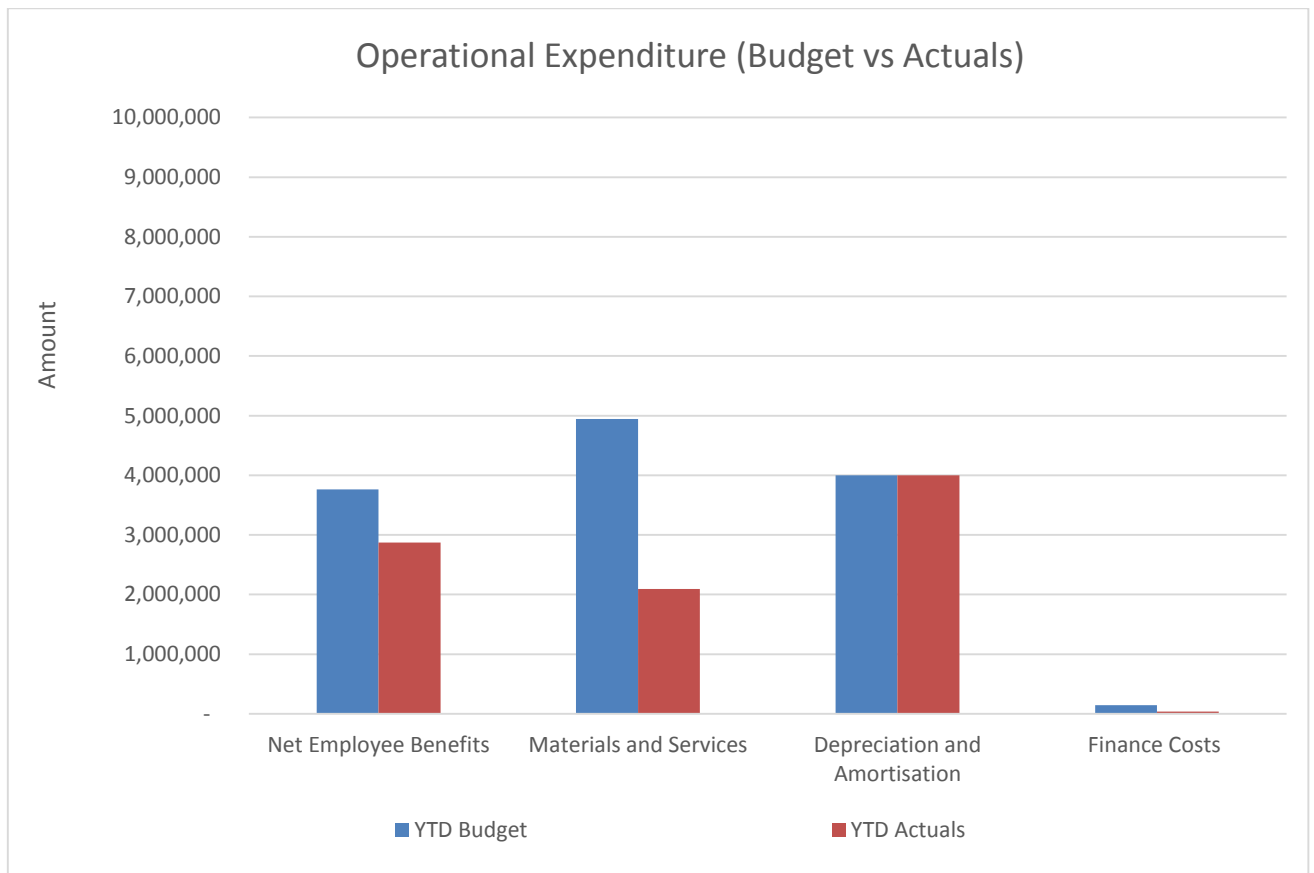


Operational Revenue is \$972,754 behind budget as of 31 July 2023, due to:

- ↓ \$194,015 behind budget for Fees and Charges revenue mainly due to accruals for the Washdown Bays, Waste Disposal and Aerodromes not being unwound in July. Accruals for this income is based on outstanding amounts. This is a timing difference and will correct in the coming months;

- ↑ Rental and Levies in inline with budget;
- ↓ \$27,622 behind budget for Sales of Major Services primarily due to an accrual for Commercial Works not being unwound in July. This is a timing difference and will correct in August;
- ↓ Operating Grants and Subsidies is inline with budget;
- ↓ \$766,030 behind budget for Interest Revenue due to the interest amount not being available for July at the time of writing this report; and
- ↑ Other Income is in line with budget.





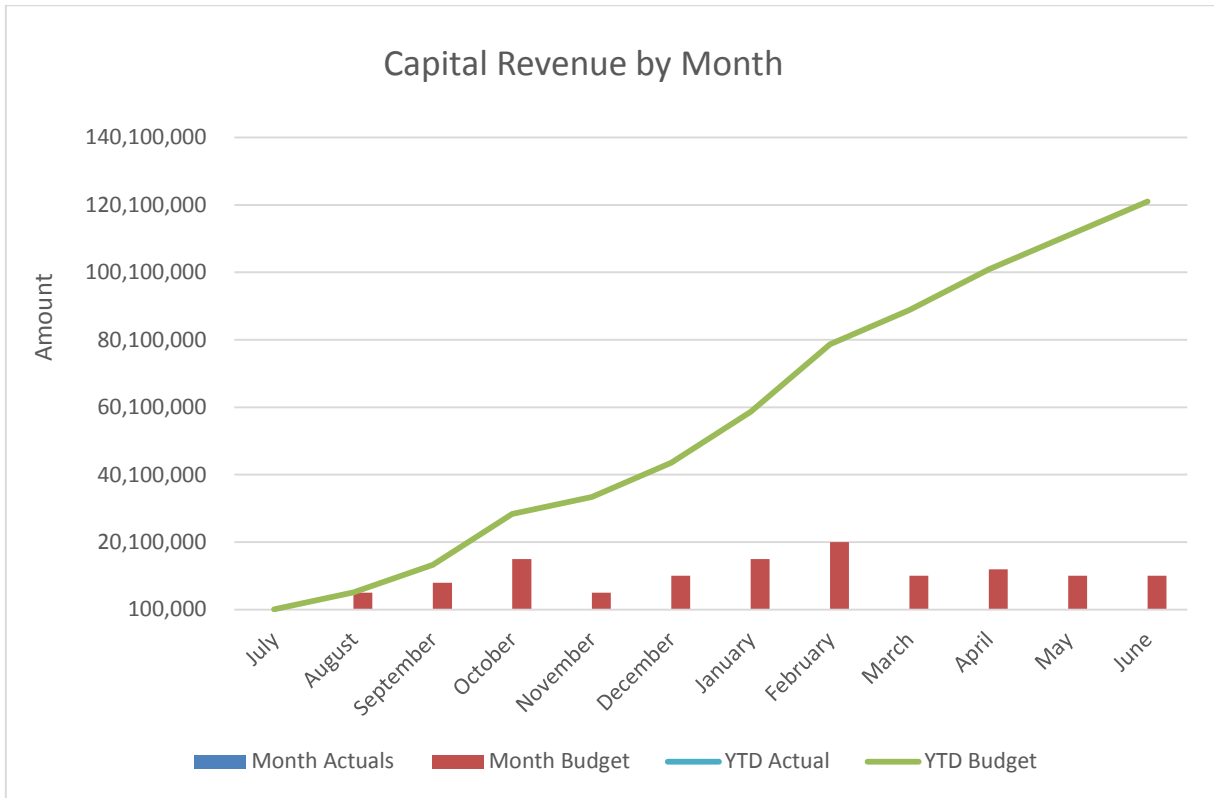
Operational Expenditure is \$3,748,131 behind budget as of 31 July 2023, due to:

- ↓ \$891,932 under budget for Net Employee Benefits due to a lower full time equivalent count when compared to budget;
- ↓ \$2,850,271 under budget for Materials and Services due to reverse accruals not being unwound in July and outstanding expenditure not being received;
- ← Depreciation and Amortisation is in line with budget; and
- ↓ Finance costs are in line with budget.

2. Capital Revenue and Expenditure

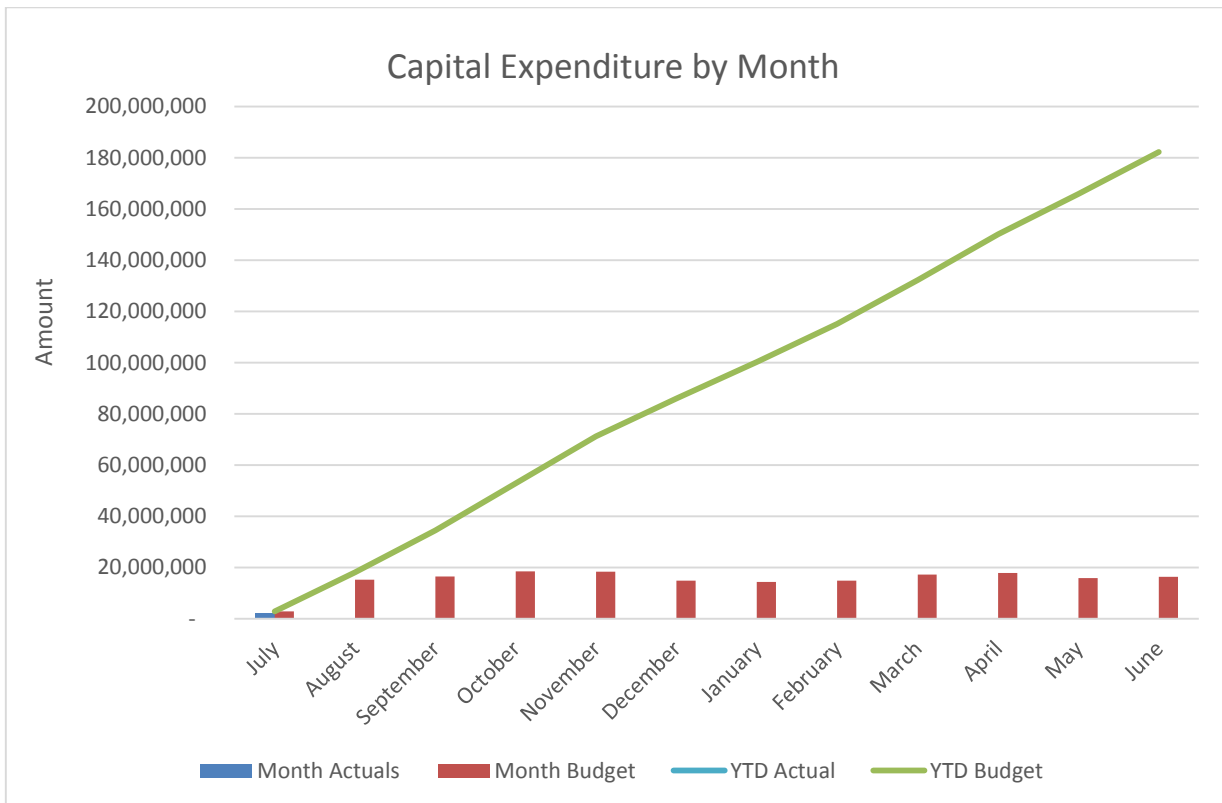
Capital Revenue

Capital Revenue is in line with budget.



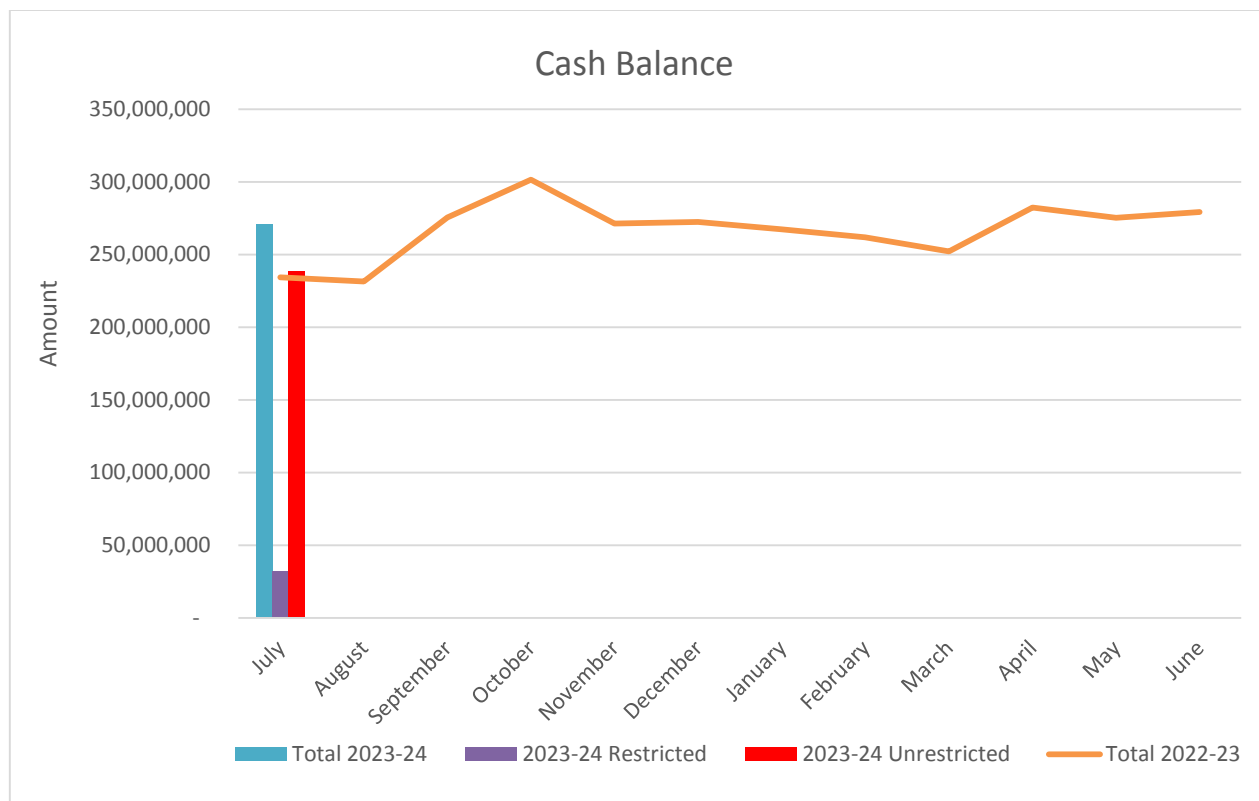
Capital Expenditure

Capital Expenditure is behind budget by \$882,446 as at the end of July 2023. This underspend is due to a timing difference of works in progress and receiving.



3. Cash and Investments

Council's Cash and Investments as of 31 July 2023 totalled \$270,343,418 (\$32,040,912 of this is considered restricted in nature). The unrestricted cash balance is \$238,302,506 which represents 16.97 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 unrestricted balance as of 30 June 2023 was \$244,090,012.



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 2024 Financial Year Original Budget on 21 June 2023. The attached one-page report details the progress made against Year-To-Date budget for the period ending 31 July 2023.

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 \$2,775,377 due to expenditure being behind budget. At this stage there are no budget concerns.

Attachments

1. One Page Report July 2023

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



Western Downs Regional Council
One Page Result
Period Ending: 31 July 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	(109,322,166)	-	-	-	(86,284,379)	-	-	-	-	-	-	-
Volumetric	(6,091,872)	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,836,378	-	-	-	4,447,460	-	-	-	-	-	-	-
Net Rates and Utility Charges	(109,577,660)	-	-	-	(81,836,918)	-	-	-	-	-	-	-
Fees and Charges	(7,792,477)	(528,462)	(334,447)	194,015	(3,884,383)	(295,038)	(270,549)	24,489	-	-	-	-
Rental and Levies	(860,111)	(85,843)	(103,999)	(18,156)	(765,111)	(85,843)	(101,556)	(15,713)	-	-	-	-
Sales of Major Services	(23,737,567)	(970,434)	(942,812)	27,622	-	-	-	-	(9,129,313)	-	58,583	58,583
Operating Grants & Subsidies	(17,558,322)	(154,563)	(138,381)	16,182	(17,558,322)	(154,563)	(138,381)	16,182	-	-	-	-
Interest	(10,313,000)	(859,417)	(93,387)	766,030	(10,213,000)	(851,083)	(88,361)	762,722	-	-	-	-
Other Income	(1,389,401)	(169,830)	(182,769)	(12,939)	(1,204,401)	(154,413)	(182,769)	(28,356)	-	-	-	-
Total Operating Revenue	(171,228,537)	(2,768,549)	(1,795,795)	972,754	(115,462,135)	(1,540,940)	(781,616)	759,324	(9,129,313)	-	58,583	58,583
Operating Expenses												
Employee Benefits	60,612,828	4,164,766	3,123,567	(1,041,199)	48,531,567	3,235,438	2,548,203	(687,235)	1,725,572	132,736	98,765	(33,971)
Less Capitalised Employee Benefits	(6,682,328)	(403,610)	(254,343)	149,267	(6,002,412)	(361,724)	(231,885)	129,839	-	-	-	-
Net Employee Benefits	53,930,500	3,761,156	2,869,224	(891,932)	42,529,155	2,873,714	2,316,318	(557,396)	1,725,572	132,736	98,765	(33,971)
Materials and Services	66,012,972	4,944,747	2,094,476	(2,850,271)	36,042,858	2,456,969	1,344,120	(1,112,849)	6,316,964	578,533	208,570	(369,963)
Depreciation and Amortisation	47,976,424	3,998,035	3,998,035	-	38,154,080	3,179,507	3,179,507	-	-	-	-	-
Finance Costs	603,000	40,000	34,072	(5,928)	603,000	40,000	34,072	(5,928)	-	-	-	-
Corporate Overhead	-	-	-	-	(3,800,946)	(316,745)	(316,745)	-	427,164	35,597	35,597	-
Total Operating Expenses	168,522,896	12,743,938	8,995,807	(3,748,131)	113,528,147	8,233,444	6,557,271	(1,676,173)	8,469,700	746,866	342,932	(403,934)
Operating (surplus)/deficit	(2,705,641)	9,975,389	7,200,012	(2,775,377)	(1,933,988)	6,692,504	5,775,655	(916,849)	(659,613)	746,866	401,515	(345,351)
Capital Revenue												
Capital Grants & Subsidies	(116,920,640)	(110,000)	(77,052)	32,948	(116,920,640)	(110,000)	(77,052)	32,948	-	-	-	-
Contributions	(2,585,000)	-	-	-	(2,585,000)	-	-	-	-	-	-	-
Contributions - Contributed Assets	(100,000)	-	-	-	(100,000)	-	-	-	-	-	-	-
Contributions from Developers - Cash	(300,000)	(25,000)	(46,256)	(21,256)	(300,000)	(25,000)	(34,142)	(9,142)	-	-	-	-
Disposal of Non-Current Assets	(1,240,000)	-	(27,273)	(27,273)	(1,240,000)	-	(27,273)	(27,273)	-	-	-	-
Total Capital Revenue	(121,145,640)	(135,000)	(150,581)	(15,581)	(121,145,640)	(135,000)	(138,467)	(3,467)	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	10,000,000	-	-	-	10,000,000	-	-	-	-	-	-	-
Total Capital Expenses	10,000,000	-	-	-	10,000,000	-	-	-	-	-	-	-
Net Result (surplus)/deficit	(113,851,281)	9,840,389	7,049,431	(2,790,958)	(113,079,628)	6,557,504	5,637,188	(920,316)	(659,613)	746,866	401,515	(345,351)
Capital Funding Applications												
Capital Expenditure - New Assets	8,513,888	78,053	78,539	486	3,722,163	5,053	58,739	53,686	-	-	-	-
Capital Expenditure - Upgrade Assets	5,558,910	132,260	72,927	(59,333)	5,382,910	132,260	72,712	(59,548)	-	-	-	-
Capital Expenditure - Replacement Assets	168,123,304	2,592,628	1,769,029	(823,599)	157,536,564	2,490,628	1,714,868	(775,760)	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	182,196,102	2,802,941	1,920,495	(882,446)	166,641,637	2,627,941	1,846,319	(781,622)	-	-	-	-



Western Downs Regional Council
One Page Result
Period Ending: 31 July 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	-	-	-	-	(6,608,052)	-	-	-	(10,168,601)	-	-	-
Volumetric	-	-	-	-	(6,091,872)	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	616,721	-	-	-	477,924	-	-	-
Net Rates and Utility Charges	-	-	-	-	(12,083,203)	-	-	-	(9,690,677)	-	-	-
Fees and Charges	(34,000)	-	(882)	(882)	(1,073,000)	-	(4,653)	(4,653)	-	-	-	-
Rental and Levies	-	-	-	-	(95,000)	-	(2,443)	(2,443)	-	-	-	-
Sales of Major Services	(3,647,662)	-	-	-	(35,000)	-	(909)	(909)	(11,000)	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(45,000)	(3,750)	-	3,750	(35,000)	(2,917)	-	2,917
Other Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	(3,681,662)	-	(882)	(882)	(13,331,203)	(3,750)	(8,005)	(4,255)	(9,736,677)	(2,917)	-	2,917
Operating Expenses												
Employee Benefits	389,658	29,974	19,969	(10,005)	4,988,745	383,750	235,303	(148,447)	2,257,485	173,653	74,907	(98,746)
Less Capitalised Employee Benefits	-	-	-	-	(140,912)	-	(132)	(132)	-	-	(1,112)	(1,112)
Net Employee Benefits	389,658	29,974	19,969	(10,005)	4,847,833	383,750	235,171	(148,579)	2,257,485	173,653	73,795	(99,858)
Materials and Services	1,529,774	135,972	(120,844)	(256,816)	4,180,793	320,263	142,980	(177,283)	1,817,427	127,155	43,356	(83,799)
Depreciation and Amortisation	316,693	26,391	26,391	-	5,515,919	459,660	459,660	-	2,868,939	239,078	239,078	-
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	246,410	20,534	20,534	-	1,469,983	122,499	122,499	-	823,983	68,665	68,665	-
Total Operating Expenses	2,482,535	212,871	(53,950)	(266,821)	16,014,528	1,286,171	960,309	(325,862)	7,767,834	608,551	424,895	(183,657)
Operating (surplus)/deficit	(1,199,127)	212,871	(54,832)	(267,703)	2,683,324	1,282,421	952,304	(330,117)	(1,968,842)	605,634	424,895	(180,740)
Capital Revenue												
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(11,241)	(11,241)	-	-	(873)	(873)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	(11,241)	(11,241)	-	-	(873)	(873)
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Net Result (surplus)/deficit	(1,199,127)	212,871	(54,832)	(267,703)	2,683,324	1,282,421	941,063	(341,358)	(1,968,842)	605,634	424,022	(181,613)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,237,500	73,000	19,800	(53,200)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	7,737,500	67,000	49,679	(17,321)	1,700,000	35,000	4,254	(30,746)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	10,975,000	140,000	69,479	(70,521)	1,700,000	35,000	4,254	(30,746)

	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	-	-	-	-	(6,261,135)	-	-	-	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	294,273	-	-	-	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,966,861)	-	-	-	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,901,094)	(158,424)	(45,998)	112,426	-	-	-	-	(900,000)	(75,000)	(12,365)	62,635
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,036,810)	(730,619)	(730,132)	487	-	-	-	-	(2,877,782)	(239,815)	(270,354)	(30,539)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(20,000)	(1,667)	(5,026)	(3,359)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(185,000)	(15,417)	-	15,417	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,036,810)	(730,619)	(730,132)	487	(8,072,955)	(175,508)	(51,024)	124,484	(2,877,782)	(239,815)	(270,354)	(30,539)	(900,000)	(75,000)	(12,365)	62,635
Operating Expenses																
Employee Benefits	1,216,815	93,601	68,542	(25,059)	629,012	48,386	40,830	(7,556)	740,645	56,973	27,868	(29,105)	133,329	10,256	9,180	(1,076)
Less Capitalised Employee Benefits	(472,842)	(36,372)	(20,772)	15,600	-	-	-	-	(66,162)	(5,514)	(442)	5,072	-	-	-	-
Net Employee Benefits	743,973	57,229	47,770	(9,459)	629,012	48,386	40,830	(7,556)	674,483	51,459	27,426	(24,033)	133,329	10,256	9,180	(1,076)
Materials and Services	5,495,484	415,845	409,086	(6,759)	8,878,912	761,759	39,754	(722,005)	1,090,638	102,397	24,851	(77,546)	660,122	45,854	2,603	(43,251)
Depreciation and Amortisation	23,713	1,976	1,976	-	557,131	46,428	46,428	-	489,439	40,787	40,787	-	50,510	4,209	4,209	-
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	325,509	27,126	27,126	-	270,530	22,544	22,544	-	183,194	15,266	15,266	-	54,173	4,514	4,514	-
Total Operating Expenses	6,588,679	502,176	485,958	(16,218)	10,335,585	879,116	149,556	(729,561)	2,437,754	209,909	108,330	(101,579)	898,134	64,834	20,507	(44,327)
Operating (surplus)/deficit	(1,448,131)	(228,443)	(244,174)	(15,731)	2,262,630	703,608	98,532	(605,077)	(440,028)	(29,906)	(162,024)	(132,118)	(1,866)	(10,166)	8,142	18,308
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Result (surplus)/deficit	(1,448,131)	(228,443)	(244,174)	(15,731)	2,262,630	703,608	98,532	(605,077)	(440,028)	(29,906)	(162,024)	(132,118)	(1,866)	(10,166)	8,142	18,308
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	1,144,545	-	-	-	319,680	-	-	-	90,000	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	176,000	-	215	215	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	316,769	-	-	-	443,600	-	228	228	388,871	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	1,461,314	-	-	-	939,280	-	443	443	478,871	-	-	-

Title Corporate Services Quarterly Report April to June 2023

Date 31 July 2024

Responsible Manager B. Bacon, GENERAL MANAGER (CORPORATE SERVICES)

Summary

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

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- Our business and industry actively live and buy local.

Strategic Priority: Active Vibrant Community

- Our parks, open spaces, and community facilities are alive with activities and connect our communities.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.

- Our recreational spaces and community facilities are attractive, safe, and accessible.

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

Strategic Priority: Sustainable Organisation

- We focus on proactive, sustainable planning for the future.

- Our people are skilled and values driven to make a real difference.

- Our agile and responsive business model enables us to align our capacity with service delivery.

- Our effective asset management ensures that we responsibly maintain our community assets.

The Divisional quarterly report provides an appreciation of the activities being undertaken by Corporate Services to assist directly and indirectly (through enabling other sections of the organisation) with the delivery of operational and capital initiatives which contribute towards the fulfilment of Council's Corporate Plan.

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 resolve to receive the Corporate Services Quarterly Report for the period April to June 2023.

Background Information

The Corporate Services division provides a quarterly report update of general status and performance, providing Council with information on significant activities.

Report

This Report lists the activities for the second quarter of the 2022-2023 financial year from the Facilities, Human Resources, Information Technology, Customer Support and Governance and Communication and Marketing departments. The Finance department provides a separate monthly report to Council.

Consultation (Internal/External)

Consultation has occurred with the following departments within Council:

- (1) Facilities;
- (2) Human Resources;
- (3) Information Technology;
- (4) Customer Support and Governance; and
- (5) Communication and Marketing.

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

This report provides an overview of the Corporate Services' strategic and operational activities for the fourth quarter of the 2022-2023 financial year. It is presented to Council for information and noting.

Attachments

1. Corporate Services Quarterly Report April to June 2023

Authored by: K. Sutton, EXECUTIVE OFFICER

CORPORATE SERVICES

Quarterly Report



April to June

Page 185 of 213

2023

FACILITIES

Project Management Office

\$509,781 was spent locally, with **8 projects completed**. Some of these include:

Miles Leichhardt Centre Roof – The roof was removed and replaced with new roof sheeting.

Lake Broadwater Hall Kitchen - Provided a refurbished user-friendly kitchen for hall users.

Meandarra Library– Roof and guttering was removed and replaced with new products.

Archibald Street Toilets – Paint work remediation and new lighting installation around building and along the pathway.



Archibald St - New Lighting

Showgrounds and Aquatic Facilities Strategy

Both the Showgrounds Strategy and Aquatic Facilities Strategies were adopted at the Ordinary Meeting of Council held on 21 June 2023.



Swim teacher and lifeguard development courses

Short term projects:

Aquatic Facilities Strategy

- Conducted swim teacher and lifeguard development courses.
- Accessibility stairs trial underway.

Stage Two upcoming projects:

Showgrounds Strategy

Asset Optimisation Project - research to identify masterplan priorities
Showgrounds Governance and Management Project - Jandowae pilot

Aquatic Facilities Strategy

Pool Heating Report
Wandoan Remediation and Upgrade

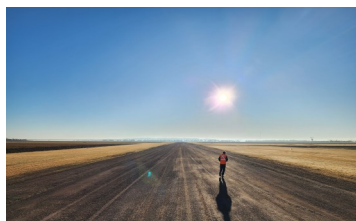
Aerodromes



Q4 21/22	Total recorded landings 2,916
	Total revenue generated \$220,005
Q4 22/23	Total recorded landings 2,883
	Total revenue generated \$286,411

Completed Projects

- Dalby - Cross runway and taxi way reconstruction
- Dalby - Line marking on runway
- Tara - Hazard reduction burn
- Miles - Earthworks to repair erosion



Dalby Aerodrome Cross Runway

Operational Highlights

Dalby Events Centre

Q4 21/22 - 15 events

Q4 22/23 - 17 events



Dalby Showgrounds

Q4 21/22 - 28 events

8,639 attendees

Q4 22/23 - 14 events

8,640 attendees



Civic Centres

Q4 21/22 - 37 events

Q4 22/23 - 45 events



WD Cinemas Chinchilla

Q4 21/22

Total for all movies - **2,358** Tickets

Candybar - **\$18,528** Sales

Q4 22/23

Total for all movies - **3,246** Tickets

Candybar - **\$30,608** Sales



Housing

Community and Crisis Housing **92%** occupancy.

One house is undergoing maintenance and expected to be ready for occupancy next quarter. Department of Housing referrals in progress for the two vacant

Saleyards



Q4 21/22 - 39,424

Q4 22/23 - 57,123



120 Cunningham Street project is progressing. Landscaping is well underway. Final stages proceeding and completion set for next quarter.

Achievements

Application Allow listing

This is a security capability that reduces harmful attacks by allowing only trusted files, applications, and process to be run on staff computers.

Information Classification Phase 1

Investigation of classification policies, schemes, and guidelines for Council to follow.

Upgrade Manage Engine to Cloud

Upgrade from the on-premises version of Manage Engine to the Cloud version.

DMARC Protocol Implementation

Implementation of a standard email authentication method as part of the 21/22 Security Audit.

Tara Memorial Hall Audio Visual Replacement

Replacement of Audio and Visual equipment at the Tara Memorial Hall.

Miles Leichhardt Centre Audio Visual Replacement

Replacement of Audio and Visual equipment at the Miles Leichhardt Centre.

Coming Soon

Dalby Closed Circuit Television Network Storage Expansion

Expansion of available CCTV Storage for growing CCTV network.

Microsoft Teams Rooms

Implementation of Microsoft Teams software and hardware within the region to allow for better remote capabilities.

Information Classification Phase Two

As an outcome of the Crowe Audit completed in July 2021 and ICT's Security Program, this project is implementing classifications identified within Phase 1.

Learning Management System Migration To Australia

Saleyards Software Upgrade



In Progress

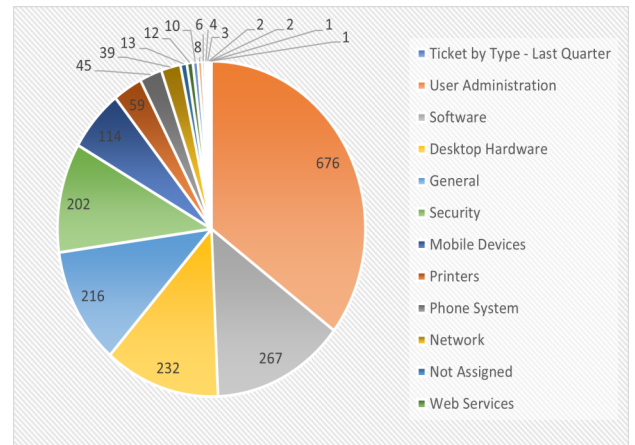
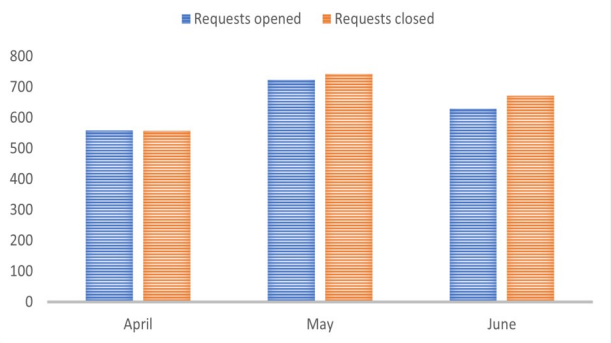
Network and Connectivity Upgrade (Switches)

Replacement of Council's end of life network switches and routers to ensure continued network reliability and performance for staff accessing Council's systems.

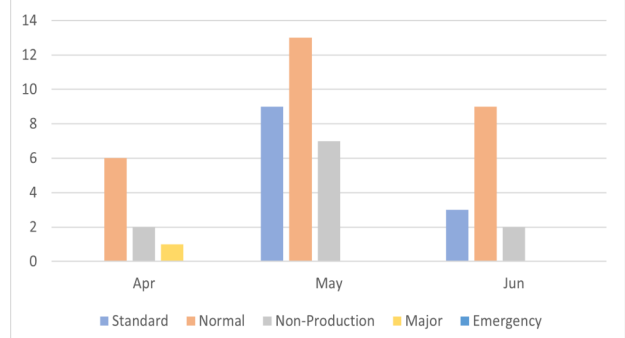
Office Photocopier Replacement

Replacement of end-of-life photocopiers.

OPERATIONAL TICKETS



CHANGES COMPLETED



Highlights



Western Downs Regional Council supported Origin Energy to deliver a community lunch on Mental Fitness and suicide prevention. Gus Worland, host and founder of Gotcha4Life Foundation shared the importance of checking in on your mates.

Early Career and Economic Development participated in the BEST Industry dinner, promoting career avenues within the Western Downs Regional Council to regional youth.



Organisation Development has worked in conjunction with Local Government Managers Australia to develop Report Writing training specific to the needs of Council.

Forty-seven (47) random drug and alcohol tests were conducted across the region.

Eight work experience students hosted and nine Community Spirit bursary recipients completed placements across the region.

Organisational Development designed and delivered 11 microlearning training modules for the launch of OneCouncil.

Seven safety walks were conducted across Dalby and Miles.

Six employees participated against other local government areas in the 2023 Australasian Management Challenge.

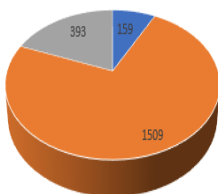
Early Career participated in the YES Summit, discussing careers with young entrepreneurs from across the region.

Safety has transitioned from Safe Plan 4801 to 45001 which incorporates safety, quality, and environmental standards.

Council attended the Local Government Managers Australia Awards for Excellence and were announced as a finalist in the Community Shaping Category for the Health Services Transaction nomination.

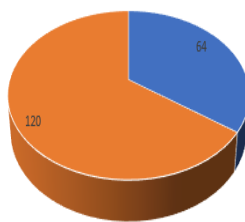
Safety Walk and Hazard Inspections action item tasking is now a paperless system done through the OneCouncil programme.

Job Advertising, Applications & Interviews
March - June 2023



Jobs Advertised Applications Received Interviews Conducted

Recruitment Statistics - March - June 2023



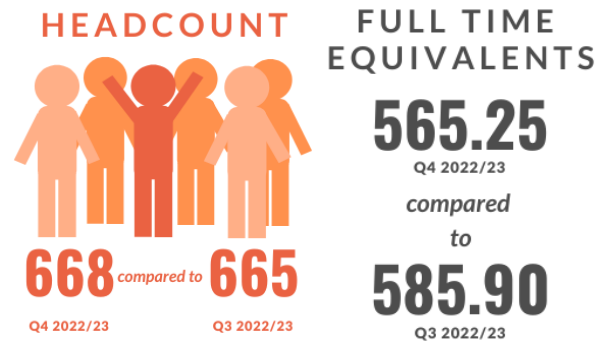
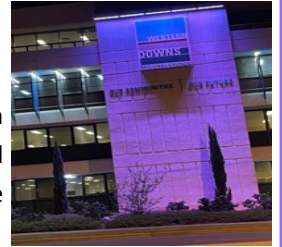
Onboards Crossboards

Domestic & Family Violence Awareness

Western Downs Regional Council undertook many initiatives for Domestic and Family Violence Awareness month. Such as, magnetic posters on JJ Richards' garbage truck fleet.



Lighting up the Western Downs Regional Council Corporate Office in purple for May.



In Progress and Coming Soon

The Smart Digital team will be working with OneHR in Phase Two of OneCouncil.

Mental Health First Aid training for Engaging Leaders is being delivered to leaders at Council. Initial sessions have taken place during June with additional training sessions on offer in October.

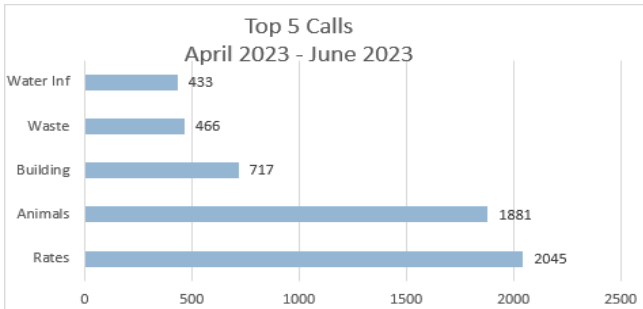
Mental Health First Aid training will be available to Council employees in October.

The delivery of Report Writing training is in progress. Three sessions have been held during May with a fourth to take place in August.

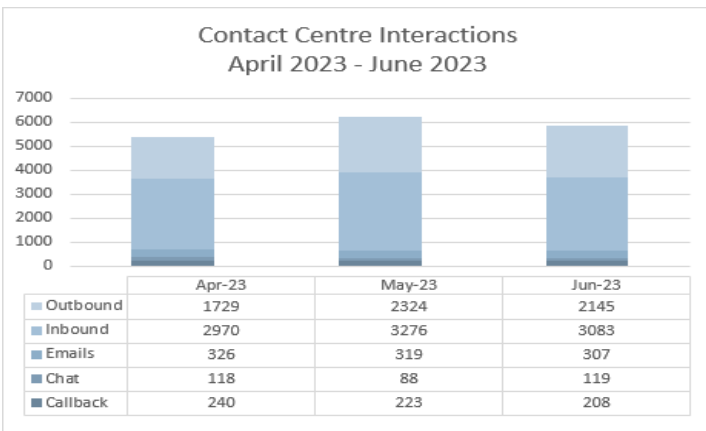
Health and Wellbeing have launched a Winter Wellness Wheel which has interactive spokes with tips and tricks to help employees beat the winter blues.



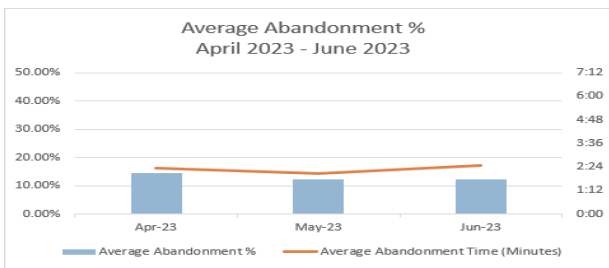
Top 5 Calls



Call Volume



Call Abandonment



4.40

minutes
Avg call resolution time



79%

of calls resolved on first point of contact



Information Management – Records

9818

Incoming documents registered for the period

478

CRMS Created from emailed customer interactions

Information Management – Complaints

3

Administrative complaints received

3

Administrative complaints resolved

Customer Experience Survey

Councils overall satisfaction is at 6.7%, however 4 Individual departments are scoring higher with scores ranging between 7.6% & 8.9%

Achievements

- Development of 2023-2024 Operational Plan.
- Development of 2023-2024 Departmental Budget.
- Completed Regulatory Compliance Survey of Managers.
- Completed testing to put Council's records system into the Cloud.
- Renewal Insurance portfolio 2023/24

In Progress

- Information Security Classification Project in conjunction with Information Technology team.
- Internal Audit—Asset Management.
- Contractor Engaged to Deliver Risk Management Awareness Training.
- Review of Records Management Processes and Practices.
- Tender for Contract Internal Audit Services 2023-2026.
- Local Law Review.
- Review Policy Framework.

Coming Soon

- Business Continuity Department Workshops.
- Risk Management Departmental Workshops.
- Risk Management Awareness Training.
- Business Continuity Exercise.
- Planning and Environment Internal Audit

COMMUNICATIONS & MARKETING



Exploring new engagement tools
Led to a significant uptake in contributions to the Parks and Placemaking Strategies, with 63% of contributors using the social mapping tool across 16 individual parks.



Accelerating our Manufacturing
A singular video post promoting the success of the Accelerate Manufacturing Conference reached 1,984 Facebook and LinkedIn accounts, demonstrating the effectiveness of dynamic video content.



Budget Reel
Exploring new ways to reach younger audiences through reels and short form content expanded our reach for Budget communications with 1,391 plays in Instagram, YouTube Shorts and Facebook.

WHAT WE'VE BEEN WORKING ON:

Council Budget 2023/24 | Community Movie Nights | ANZAC Day | Grants & Funding | Liveability Census | Opera at Jimbour | Accelerate Manufacturing Conference | Circus Workshops | 10 Artists Storytelling | Western Downs Futures promotions | Road Upgrades communications | Parks and Placemaking Strategy promotions and engagement | Picture Western Downs | Volunteers Week | Young Entrepreneurs Summit promotions | Waste Warriors campaign | Youth Fest 2023 | Sculpture Trail Strategy engagement | Big Skies launch promotions | SMART Digital Programme communications | Sundown Bridge naming | Tara bushfire communications | NAIDOC Week promotions | Chinchilla Parkland Masterplan | Workforce Attraction Workshops

The Communications and Marketing team has supported the communications and promotions of various Council initiatives this quarter, with particular focus on implementing dynamic and engaging content to drive project outcomes and engagement on its digital channels. This quarter saw the implementation of an educational campaign to reduce landfill and recycling contamination, which included the planning, scripting and scheduling of three separate videos, as part of a broader educational campaign. The Communications and Marketing team delivered similar visual content for the Accelerate Manufacturing Conference and the Youth Entrepreneurial Summit which performed well on Council's social media channels.

Council's online engagement tool continues to show value for the organisation, with several projects featuring on the online platform across the quarter. Communications and Marketing supported teams to deliver fresh opportunities to link with the public using new online tools and functions such as the Parks and Placemaking Strategy engagement which saw significant uptake in the online mapping feature.

The Team continues to implement actions under the Communications and Community Engagement Strategy, with some key highlights for the quarter including the development of a revised social media policy and work practice to drive digital content and continued internal education to embed communications and community engagement into project planning. The team also completed its first corporate website review which involved organisation-wide communication and support to ensure content is timely and engaging. The team supported several departments to communicate proactively as part of the SMART Digital Programme to enhance Council's service capability for the future.

WHAT YOU WILL SEE NEXT QUARTER!

- Waste Warriors campaign
- Responsible Pet Ownership campaign
- Big Skies promotions
- Mary's Place completion and opening announcement
- Mountain Bike Trails completion and opening promotions
- Tara Aquatic Centre communications
- Youth Fest promotions
- Jandowae Central Park Fence engagement
- Events Masterclass promotions
- Procurement Roadshow

- Pest and Weed Symposium
- Protein Jobs Fair
- Flickerfest
- Bushfire Awareness Sessions
- Regional Halls and Showgrounds upgrades
- Tara Art Exhibition
- SMART Digital Programme communications
- Dalby Cultural Precinct engagement
- Chinchilla Cultural Centre communications
- Disaster Preparedness Campaign planning and commencement
- CMCA National Rally promotions
- Illegal land clearing communications
- Rates Calculation communications



Title **Infrastructure Services Quarterly Report April to June 2023**

Date 27 July 2023

Responsible Manager G. Cook, GENERAL MANAGER (INFRASTRUCTURE SERVICES)

Summary

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

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.
- 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 parks, open spaces, and community facilities are alive with activities and connect our communities.
- We empower communities to develop local initiatives and events.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our effective asset management ensures that we responsibly maintain our community assets.

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 resolve to receive the Infrastructure Services Quarterly Report for the period April to June 2023.

Background Information

The Infrastructure Services department provides a general status and performance update on a quarterly basis, providing Council with information on significant activities completed, in progress and planned.

Report

This Report lists the significant activities for the fourth quarter from April to June 2023 for the Infrastructure Services' Works, Utilities, Technical Services and Disaster Management teams.

Consultation (Internal/External)

Consultation has occurred with the Works, Utilities, Technical Services and Disaster Management departments within Council.

Legal/Policy Implications (Justification if applicable)

There are no legal or policy implications.

Budget/Financial Implications

There are no budget or financial implications.

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 provides an overview of the Infrastructure Services' Works, Utilities, Technical Services and Disaster Management departments for the fourth quarter. It is for Council to receive and note.

Attachments

1. Infrastructure Services Quarterly Report April to June 2023

Authored by: B. Harper, **PROJECT SUPPORT OFFICER**

Infrastructure Services

Quarterly Report



April to June 2023

WORKS CONSTRUCTION

Achievements

- An outstanding effort by all achieved throughout this financial year. A year of multiple natural disasters thrown at us, delays in supply of componentry and unavailability of contractors throughout the year.

Works Complete

- Edna Street and Bird Street, Dalby & Park Street Chinchilla — reconstruction inc. kerb and channel
- Arubial Road, Condamine — road widening
- Chinchilla Tara Road/Upper Humbug Road — Intersection Upgrade Works
- W4Q footpath packages: Lytton St, Warra, Jimbour St, Archibald St and Wallace St, Dalby
- Macalister Bell, Macalister Rehabilitation Project Stage 2 (8kms completed)
- Royalty Road, Greenswamp - gravel resheet (funded through Resource Sector Infrastructure Agreement)
- Dalby Aerodrome Cross Runway works (Facilities project)
- Armstrong Street, Dalby— Bitumen Dust suppression
- Gill Weir Road, Miles—intersection upgrade with Leichhardt Highway
- Big Valley Floodway upgrade works (REPA works)
- Bullock Head Road, Inglestone — Upgrade from gravel pavement to bitumen sealed
- Roche Creek Road, Roche Creek - road widening and reconstruction
- Chances Plains Road, Chances Plains - reconstruction - awaiting culvert install
- Oak Park Road, Chinchilla—reconstruction - 2nd seal pending
- Tames Road, Coolumboola—gravel resheet incorporating flood damage works
- Owen Street, Dalby—Footpath reconstruction works



Annie Street &
Dan Street, Dalby



Warra State School New Footpath

7.70kms

Of the roads upgraded or reconstructed

803ms

Of footpaths reconstructed OR constructed

In Progress

- Annie Street, Dalby — reconstruction inc. kerb and channel
- Dan Street, Dalby – reconstruction inc. kerb and channel
- Windermere Road, Glenmorgan — gravel resheet including geometry and safety improvements
- Moonie Highway/Gulera Road — Intersection Upgrade Works

33kms *Of gravel re sheeting completed on regional roads for this quarter*

160kms *re sheeting completed this financial year*

WORKS MAINTENANCE

Works Complete

- Meandarra Talwood Rd / Moonie Highway Safety Signage Upgrade
- DTMR—Element 23 Signage Renewal Program
- DTMR 2023 Reseal Prior Works
- Macalister Wilkie Creek Road pavement repairs and reseal
- Sealing of dust suppressions on the DTMR controlled Warra Canaga Creek Rd in conjunction with resheeting and flood damage works at those locations.
- Warra Canaga Creek Rd DRFA and Element 16 resheeting for DTMR

In Progress

- Replacement of Works Depot shed at Wandoan Depot
- Replacement of 3 x Emulsion tanks at the Dalby, Chinchilla, and Tara Works depots
- Customer Requests continue to be prioritised and actioned with a large volume of requests still being received for road repairs

What's Next

- * WDRC Reseal Program
- * DTMR Element 16 resheeting planned on Warra Canaga Creek Rd and Warra Kogan Rd
- * Limited DTMR Commercial Works in 2023/24 due to WDRC prioritise on local roads

Achievements

- WDRC reseal program is out to market 6 months earlier than usual seeking to capitalise on generally quiet periods in the market.
- Whole of Life Reseal Program developed for WDRC local road using the 14 year seal life for forward planning of asset management.
- Negotiated an additional \$800K has been secured for the RMPC for this financial year



Leichardt Hwy Pavement Repairs

35,866 litres

of Herbicide Sprayed

2,496m³

of stabilisation performed

511 tonnes

of asphalt repairs performed

WORKS

FLOOD DAMAGE RESTORATION

Status Update

- \$158M of Restoration of Essential Public Assets (REPA) submissions have now been approved by the Queensland Reconstruction Authority (QRA).
- An additional \$9.4M value in thirteen (13) REPA submissions are under assessment by QRA. This is for the extra damage identified on the sealed network following lodgement of the original REPA Submissions.
- Council is awaiting advice from QRA in relation to its submission of approximately \$17.3M of proposed improvements at a total of 86 sites for Betterment funding.
- Gravel crushing continues in Council pits using local contractors. To date, approximately 330,000 tonnes of gravel has been produced for the flood damage repairs on unsealed roads. A further 140,000 tonnes is planned to be supplied from Council pits.
- The first three (3) packages for the supply of 115,000 tonnes of gravel from commercial quarries have been awarded. A further two (2) gravel supply packages, for the supply of 65,000 tonnes of gravel, are planned to be awarded in July. Council continues to consult with industry, and is developing further RFQs, for the procurement of up to 1M tonnes of gravel externally for the entire flood damage Program.
- Twelve (12) packages of Flood Damage Restoration works have been awarded to contractors, with seven (7) packages completed. A further four (4) Works Packages are currently out to tender, including the first package on sealed roads, with a view to award during July. Round 6 RFQs, comprised of another three (3) packages, is planned to be issued in July. Ongoing release of further rounds of packages is planned approximately monthly.



Completed Heavy Formation Grade with 50mm top-up on Burunga Lane from Flood Package 1

Flood Damage Packages in progress

- * Package 8 (Durah / Burra Burri / Darr Creek)
- * Package 9 (Roche Creek / Wandoan)
- * Package 10 (Bogandilla / Glenaubyn / Dulacca)

Flood Damage Packages Awarded

- * Package 12 (Woleebee / Guluguba / Glenaubyn / Dalwogon)
- * Package 13 (Brigalow / Warra / Kogan / Macalister / Ranges Bridge)

WORKS

FLOOD DAMAGE RESTORATION

Flood Damage Packages Completed

- * Package 1 (Wooleebee/ Guluguba)
- * Package 2 (Gurulmundi)
- * Package 3 (Kragra / Cadarga / Monogorilby),
- * Package 4 (Meandarra)
- * Package 5 (Glenmorgan)
- * Package 6 (Flinton / Westmar / Southwood)
- * Package 7 (Bungaban)



Completed Heavy Formation Grade with 50mm top-up on Undulla Road from Flood Package 4

Flood Damage Packages Out to Market

- * Package 11 (Waikola)
- * Package 14 (Flinton / Westmar)
- * Package 15 (Meandarra / Hannaford / Inglestone / Southwood / Moonie)
- * Package Seal 01 (Kumbarilla / Ducklo)

Flood Damage Packages Planned

- * Package 16 (Sujeewong / Auburn)
- * Package 17 (Tara)
- * Package 18 (Inglestone / Southwood / Westmar / Flinton)

TECHNICAL SERVICES

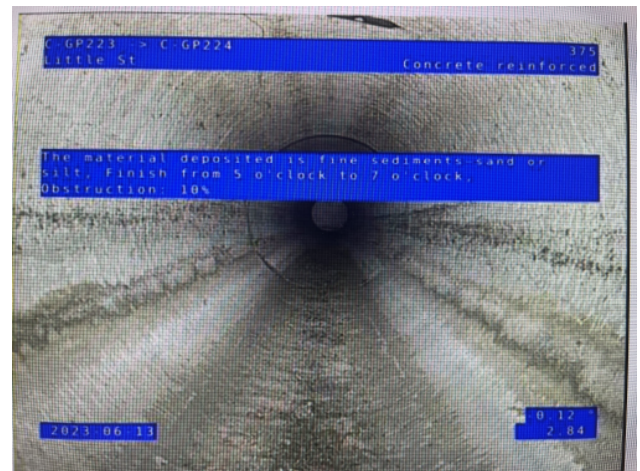
Design

Achievements

- 98% (40/41) 2022-23 Issue For Construction (IFC), 2>95% completed
- 40/46 additional miscellaneous projects completed
- Recruited a Cadet Civil Designer to commence cadetship program

What's Next

- Arubial Road-Roma-Condamine Intersection is awaiting DTMR approval
- 24/25 Capital Works Program scoping trips to commence



CCTV inspection—stormwater asset

GIS & Asset Management

Achievements

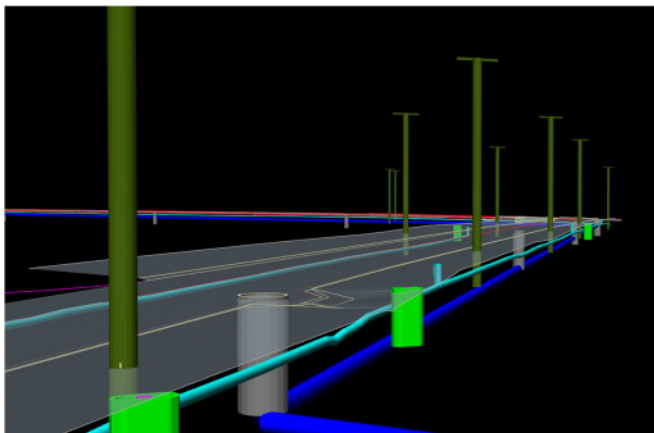
- Completed valuations of gas and Stormwater infrastructure
- Completed indexation of roads, bridges, footpaths, water and sewer infrastructure
- Completed 2022/23 stormwater inspections
- Indexation of roads, bridges, water and sewer infrastructure
- Completed draft version of the 2023 planning scheme maps

In Progress

- Capitalisation of projects continuing
- Maintaining GIS dataset and maps

What's Next

- Road condition survey
- Build interactive maps interface for 2023 amended planning scheme
- Stage 2 of the One Council program for asset management and GIS



12d Design Program - 3d image of project in design

In Progress

- 2023-24 Design Program progressing 56% complete
(11 of 25 road upgrades, 9 of 9 dust suppression and 3 of 7 footpath projects, completed)
- Edward Street, Chinchilla being finalised
- Riverglen Road, Glenmorgan
- Macalister-Wilkie Creek Road

TECHNICAL SERVICES

Quarry & Mobile Pits

In Progress

- Crushing of aggregates and road base for internal and external demand
- 2 local contractors engaged to produce an additional 306,000t of gravel for DRFA project

Achievements

4th Quarter Sales

Quarry

- * 19,054t road base gravel and aggregates

Mobile Pit

- * 279,472 crushed gravel

4th Quarter Production

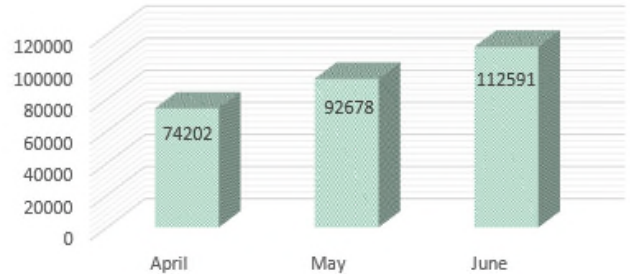
Quarry

- * 23,157 gravel and aggregates

Production Mobile Pits

- * 121,057t (inhouse plus external contractor)
- No Safety incidents

Mobile Quarry Material Issued



Corridor Management

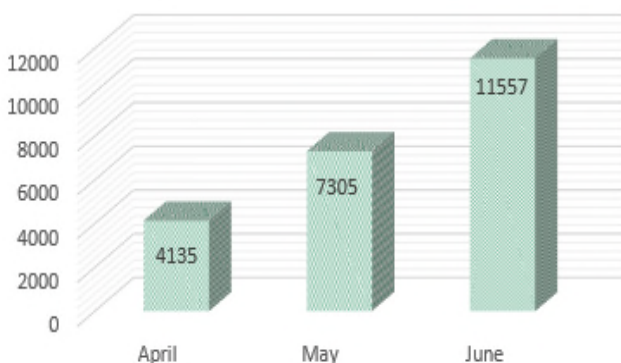
In Progress

- Arrow Energy continuing road upgrades and maintenance on multiple roads in the vicinity of their projects in the south east area of the region, including:-
 - Springvale/Grassdale Intersection
 - Abernethy Road
- Wambo Wind Farm has completed condition assessments and progressing design of roads and intersections requiring upgrades and modifications to accommodate project traffic including the turbine components including
 - Hickey Road, Jandowae, Wooletts Road, Diamondy Road, Niagara Road

Achievements

- Road Infrastructure Agreements - Arrow Energy resolved by council at general meeting
- Permits processing has increased from 1755 to 3108 over the same period since 2022. (an increase of 77%)

Jimbour Quarry Production



274 Resource Permits

334 Corridor Permits

2500 NHUR Permits





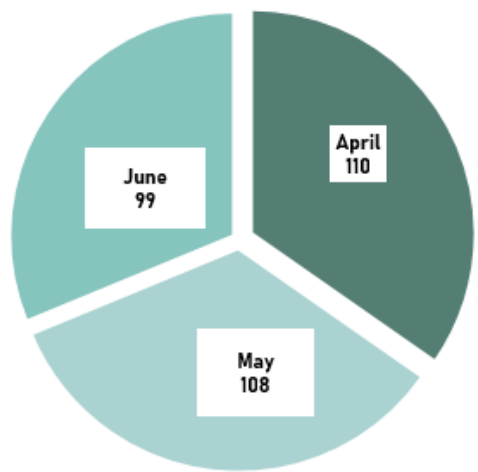
UTILITIES

In Progress

- Dalby Water Supply Upgrade — Hutton Bore complete, pump test complete. Pipeline stage 1 — Directional Drilling under Moonie Highway at Dalby WTP and under Myall Creek complete. 1200m Pipework installed from Dalby WTP to eastern side under Myall Creek.
- Solar Carpark — Stage 2 Structure and Solar Panels Completed
- Water Main Replacement at Warra St, Myall St to George St Jandowae — Awarded Contract, 65% complete.
- Sewer Relining at Boyd St Pumpstation Commissioning underway & decommissioning at retired site.
- Recycled Water project at Miles Golf Club — Electrical Irrigation System Upgrade – Contract awarded, vibratory ploughing electrical lines underway



CRM's Received



30 Marble Street Installation Construction of Carpark Structure and Solar Panels

Completed Projects

- Practical completion reached on the following water main replacements:
 - Heeney St, Hypatia St to Leichhardt St
 - Warrego Highway, Cooper St to Carmichael St, Chinchilla
 - Warrego Highway, Dead end Chinchilla
 - Boyd St, Helena St to Heeney St
- Practical completion reached—Regional Sewer Relining
- Dalby Owen St Water tower valve replacement
- Dalby Res A cleaned inspected
- Chinchilla Riverdell Pump Station Valve replacement completed
- Regional safety equipment re-certification, load testing of lifting equipment
- Miles WTP sand filter repaired
- Miles SPS 1 pipe work fabricated refurbished pump fitted
- Tara WTP membranes replaced

Dalby Natural Gas Consumption Volume (Gj)



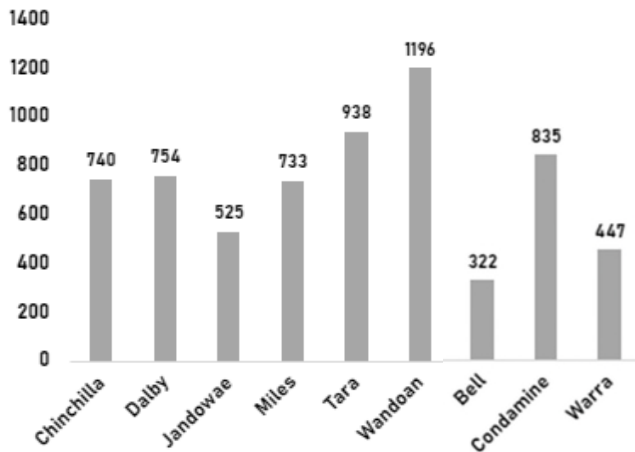
UTILITIES

What's Next

- Water Replacement Renewal— Tender advertised
- Dalby Water Supply Upgrade—Pipeline stage 2—Design being finalised
- Dalby WWTP Blowers Installation—Materials procured, Project awarded
- Chinchilla Edward St water main intersection upgrade/ decommission of 100mm line—contract awarded
- Individual water tower safe access system replacements
- Sewer Relining 2023/24
- Wandoan Cooling tower repair



Scheme Average Daily Consumption/Connection (L/Connection/Day)



**Dalby Water Supply Upgrade - Pipeline Stage 1
Installation of Pipe through Enveloper under Moonie Hwy at WTP**



Dalby Water Supply Upgrade - Pipeline Stage 1 - Directional Drill under Myall Creek

DISASTER MANAGEMENT

In Progress

- Resilient Homes Fund—WDRRC supporting locals to register for program—This program has now closed.
- Procurement is underway for upgrade of the regional flood monitoring network (\$1Million)
- Ongoing staff training opportunities
- Development of Internal Local Disaster Coordination Team
- Bushfire Preparedness Sessions to be delivered collaboratively with the Rural Fire Service in Tara and Miles
- Implementation of the Australian Warning System (AWS)



Weather Outlook

- Drier than average
- Warmer than average days and nights
- Low soil moisture
- El Nino ALERT
- Low stream flow levels
- High to Extreme fire danger rating expected



Achievements

- 43 staff trained in Evacuation Centre Management
- 45 Infrastructure Services machine operators and supervisors attended Fireground Safety training delivered by RFS
- Flood Intelligence System Implementation
- Flood monitoring network pre-season maintenance



Funding Opportunities

- Disaster Ready Funding (DRF)
- Counter Disaster Operations (CDO) claim
- Flexible Funding Grant (FFG)
- Flood Risk Management Program (FRMP)
- Recovery & Resilience Grant
- Qld Resilience & Risk Reduction Fund (QRRRF)
- Continued state and federal funding opportunities

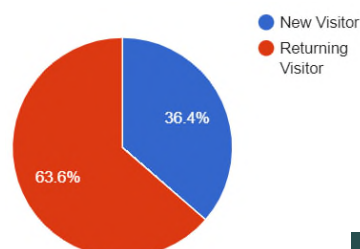
Disaster Dashboard

1,154

New Disaster Dashboard Users

5,678

Disaster Dashboard pageviews



Title **Community and Liveability Quarterly Report (Q4) April to June 2023**

Date 10 August 2023

Responsible Manager Daniel Fletcher, General Manager, Community & Liveability

Summary

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division for the fourth quarter of the 2022 / 2023 Financial Year.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.
- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.
- We empower communities to develop local initiatives and events.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

NIL

Report

This Report outlines the Community and Liveability Division activities and outcomes during the fourth quarter of the 2022 / 2023 Financial Year.

Consultation (Internal/External)

NIL

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

NIL

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council receive and note this report.

Attachments

C+L Q4 Report 2022-23 FY PDF.pdf

Authored by: Bridget Donald, Executive Officer (Community & Liveability).



COMMUNITY & LIVEABILITY DIVISION QUARTERLY REPORT

QUARTER 4:
1 APRIL TO 30 JUNE 2023

Page 205 of 213

AT A GLANCE: Capital and Operational Statistics

- Communities
- Parks and Recreation
- Planning and Environment
- Economic Development

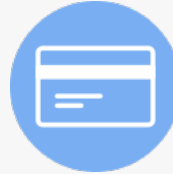
Note: comparisons in these figures are based on previous quarter data.



17 local events delivered (+5)
7,406 attendees (+5,464)



30,796 physical library visitors (-425)
7,792 online transactions (+586)



408 new library members (-127)



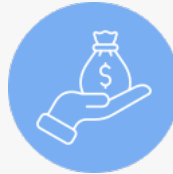
245 library programs delivered (-6)
4437 attendees (-531)



4 exhibitions delivered (=)
1,144 visitors (-139)



10 public arts programs delivered (+4)
271 participants (+75)



\$67,033 in community grants
(-\$9,475)



Volunteer Appreciation & Engagement Days delivered



Community Outreach Days delivered regionally



86 active volunteers (+29)
2,462 volunteer hours (+223)



63 plaques (+3)
53 interments (+17)



5,640 campers (+4,750)



116 park inspections (-42)



55 mowing requests (-1)



34 development assessments decided (-4)



14 day assessment period (-1.1)



Contract finalised for waste/recycling collection



Stock route assessment
100% complete



181 participants in 3rd
1080 Baiting Program



5,124 dogs registered



278 food licenses



179 compliance inspections



2 large-scale events delivered (+1)



RAI Strategy Workshop delivered



6 separate stakeholder engagements (+3)



3 tourism products delivered (=)



3 submissions made
(1 funding and 2 advocacy)



8,682 visitors through VIC (+4,007)

COMMUNITIES

Artists and staff at the 10 Artists: Finale premiere event.

Arts and Culture

Exhibitions

10 Artists: Finale

The *10 Artists: Finale* videos has been completed and videos published on the Western Downs Arts website. The gallery exhibition will open at Dogwood Crossing, Miles on 28 July with an online 3D virtual exhibition to follow.

2023 Regional Artists' Exhibition

Entries are closed for the 10th Annual Western Downs Regional Artists' Exhibition, 'Essence'. Around 40 entries were received including from first-time entrants and young artists. Curation and judging to be completed soon. Exhibition opens 16 September at Gallery 107 @ Dalby.

Meandarra Anzac Memorial Museum

The third 'Bunker' exhibition for the year 'Bury me in the Brigalow' by Kieth Murray opened with 144 through the door so far.

Tara and District Art Exhibition

After a three-year hiatus, the Tara & District Art Exhibition (formerly the *Bloomin' Creative Showcase*) is open for submissions. Entries close Friday 22 September, exhibition opens Friday 20 October.

Dogwood Crossing, Miles

Exhibition Details	Feedback	Patrons
1 April – 20 May 2023 John Mullins Memorial Art Gallery <i>Paper: All Stitched Up</i> Papermakers and Artists of Queensland	<i>Love the way the cloth and the pot complement each other.</i>	671
Curved Wall <i>The Cloth and the Pot</i> By Ann Greaves and Karen Gaskell	<i>What a wonderful exhibition in the little town of Miles! Loved it, congratulations everyone.</i>	
27 May – 22 July 2023 John Mullins Memorial Art Gallery <i>Paint the Town</i> 2021 Queensland Regional Art Awards	<i>A wonderful exhibition beautifully displayed and explained. Full marks again to Dogwood Crossing!</i>	473
Flying Arts Alliance Curved Wall <i>Journey with Nature</i> By Sharleen Smith	<i>I love the use of contemporary colours used in an ancient art form. Thank you!</i>	

Public Art

Public Art Strategy

Consultants Delos Delta continue to work on delivering a Public Art Strategy with revision of a draft in progress.

Future Visions Placemaking: Anderson Park

The sculpture designed by artist Chris Calcutt is currently being constructed by B&B Fabrication. The footings are laid with installation on track for early August.

Performing Arts

Circus performance *Casting Off* was presented to an appreciative audience in Tara, with workshops also in Tara and Chinchilla.

The Wind in the Willows saw crowds young and old enjoy a fresh take on the classic story, with over 600 booked in across Wandoan, Miles and Dalby.

Projects and Grants

Volunteering

- Volunteer Engagement Day held to provide training for volunteers in conjunction with the Tourism team.
- Volunteer Appreciation Day held in conjunction with National Volunteer Week. 78 volunteers attended the day
- We received 12 new volunteer applications for the quarter.
- Social media included promotion of the Volunteer Appreciation Day.
- Working with Delicious & DeLightful and Back to the Bush committees to support their volunteer programs for upcoming events.
- Running the 2023 Big Skies volunteer program.

Total hours by volunteers:

Organisation	Hours	Volunteers
Communities	150	2
Libraries & Galleries	506	24
Tourism	1,806	60
Total	2,462	86

Grants

- Grants e-newsletter now transitioned to a section in the WDRC monthly newsletter.
- Community outreach days at Miles, Wandoan, Tara and Dalby. Reached 6 groups with one on one support.
- Approximately 55 community enquiries were received and supported by the grants team during the quarter.
- \$67,033.18 was distributed under the community grant programs for the quarter across 40 community groups.

Library Volunteer Abbey at the Volunteer Appreciation Day.



Community Activation

Event Name	Event Date	Location/s	Attendance #
Easter at Anderson Park	1 April	Anderson Park, Dalby	350
School Holiday Movies:			
Moonie	11 April	Moonie Sports Club	30
Kogan	12 April	Kogan Memorial Hall Lawns	27
Bell	13 April	Pips 'n' Cherries	55-65
Dulacca	14 April	Dulacca	70
ANZAC Day:			
Dalby	25 April	Anzac Park, Patrick Street	1,000+
Tara	25 April	Tara	550+
Miles	25 April	Anzac Park, Corbett Street	841
Wandoan	25 April	Wandoan Memorial Hall	—
Chinchilla	25 April	Chinchilla Botanic Parklands	3,500+
Opera @ Jimbour	5-7 May	Jimbour House	1,500+
Red Bench Miles	9 May	Miles Medical Centre	37
Tara Reconciliation Event	31 May	Tara Shire State College (Hall and Oval)	150+
Drive-in Movies:			
Tara	9 June	Tara Showgrounds (Cricket Oval)	125
Miles	10 June	Miles Football Grounds	92
Chinchilla	23 June	Chinchilla Showgrounds - Main Arena	224
Dalby	24 June	Dalby Showgrounds	200



The Easter Bunny makes an appearance at Easter at Anderson Park in April.

Libraries

Stories of Impact: where Libraries make a difference

Libraries was successful in attaining a Backyard Cricket grant from Friends of the Library Australia. The grant enabled us to bring fantastic science workshops and shows to 157 students from Wandoan, Guluguba, Meandarra, Glenmorgan, Westmar and the Gums.

“Street Science was engaging and fun for all of our students. It was an absolutely amazing show with excellent science demonstrations and explanations. The students and staff would love for them to come back next year!” — Meandarra State School

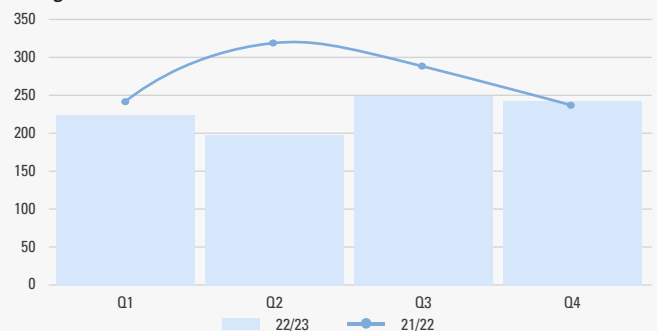
“Street Science visited our school to educate, entertain and amaze us with science. The show was mind-blowing with plenty of demonstrations and scientific explanations. All the children absolutely loved the show and the hands-on experience. It was the best ever!” — Wandoan State School

Digitisation Project: Picture Western Downs

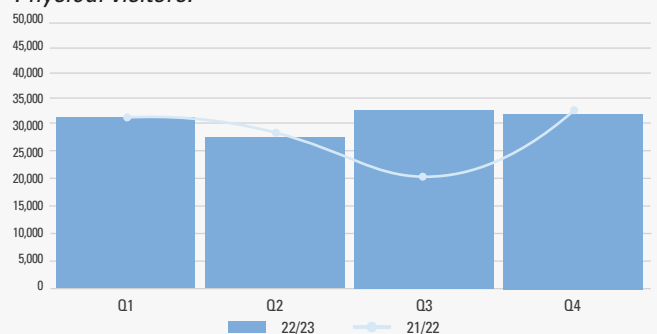
325 images have been digitised and records have been uploaded, with representation from across the region. The launch of Picture Western Downs was held on Monday 29 May at the Miles Historical Village to a small but appreciative group of 25 people. Cr Maguire was also interviewed on ABC Radio about the project.

Picture Western Downs will be ongoing and will form part of Libraries’ 2023-24 Action Plan.

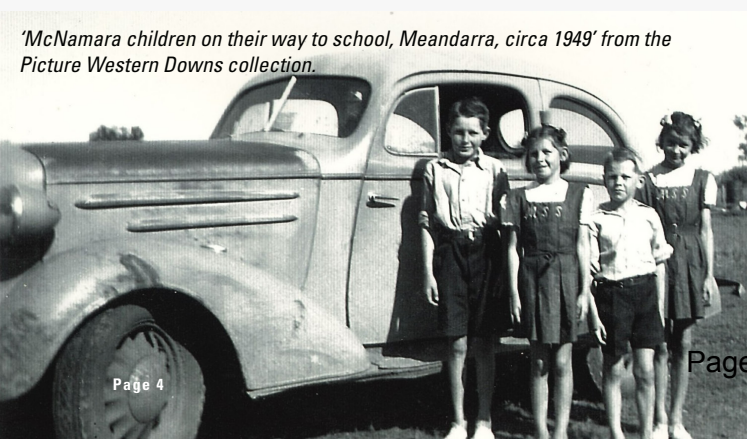
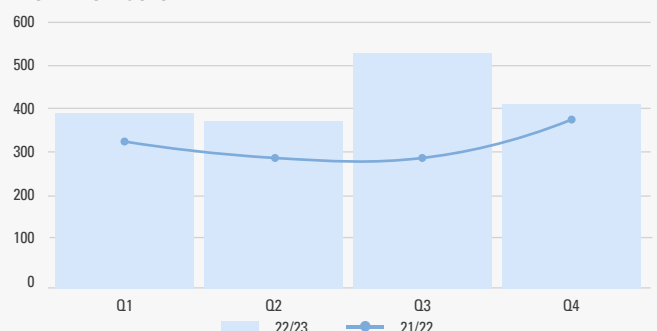
Programs delivered:



Physical visitors:



New members:



‘McNamara children on their way to school, Meandarra, circa 1949’ from the Picture Western Downs collection.

PARKS AND RECREATION

Lake Broadwater (pictured) saw a 494% increase in patrons during the quarter, far outweighing the national trend of 33% increases in camping holidays post-COVID.

Parks and Recreation

Camping

- 5,640 campers
 - Lake Broadwater: 3862 (+3,212)
 - Tara Lagoon: 1598 (+1,538)
- 2 educational groups welcomed to Lake Broadwater
- An average of 80 - 120 day trippers visit Lake Broadwater each weekend

Cemeteries

- Total interments: 53 (+17)
- Memorial plaque applications actioned: 63 (+3)



Q4 22/23 was the busiest quarter on record for WDRRC cemeteries.

Works Awarded

- Meandarra Caravan Park washing machine upgrades
- Garden of Angels Upgrades
- Jandowae and surrounds garden & lawn maintenance panel
- Region wide standard arboreal works
- Region wide complex arboreal works
- Caliguel Lagoon water supply
- Lake Broadwater water supply
- Regional grave digging services
- Regional bronze product supply - temporary single supply

Works Complete

Tanderra Lawn Cemetery (Chinchilla)

- Shade structure restoration
- Columbarium upgrades
- Gates restoration

Myall Remembrance Park

- Shade structure restoration
- Drainage upgrades - phase 1

Replacement Projects

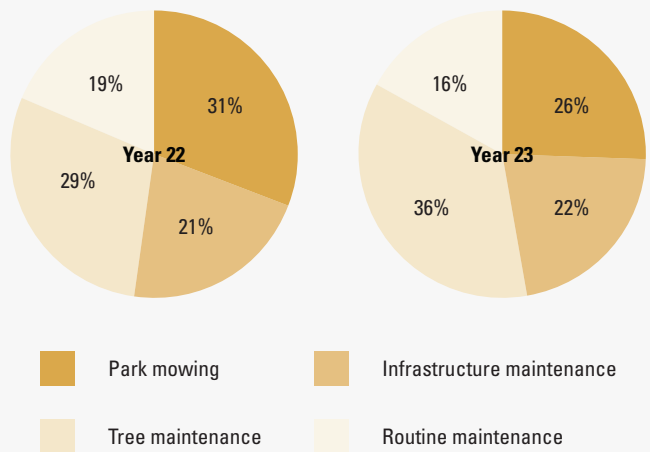
- Water Cannons at the Chinchilla Botanic Parkland
- Swing sets at O'Sullivan Park (Wandoan) and Apex Park (Miles)

Administration

- 234 Customer Requests (CRM) processed (100% completion rate)
- New camping officer recruited

CRM	Year 22	Year 23	-/+
Park mowing	55	49	-6
Infrastructure maintenance	38	41	3
Tree maintenance	52	68	16
Routine maintenance	33	32	-1
Total	178	190	12

Breakdown of CRMs:



PLANNING AND ENVIRONMENT



One of the new waste and recycling collection trucks, a part of the recently modernised fleet.

Compliance

Council’s Compliance team have undertaken *15 proactive inspections* between April-June. Of these inspections, 10 were compliant and 5 are currently on compliance programs.

100 anniversary audits were completed, all of which were compliant. Those that could not be completed have been forecasted for review in 12 months.

We also received *28 Customer Requests* between April-June (*17 of which have been resolved*).

Certificates of Compliance	8
Alleged Unlawful Development	27
Intention to Inspect	15
Non-Compliance w/ Development Approval	6
Enforcement Notices	2
Show Cause Notices	3
Infringement Notices	1
Outstanding Infrastructure Charges	6
Feedlot/Extractive Industry Audit	0
CRM	28
Urban Street Number Requests	7
Stormwater Complaints	2
12 Monthly Audit Reviews	100
Survey Plan Sealing	3

Waste

Winfields Road Cell 1B Update

Council’s contractor (Durack Civil) has commenced works on site with no significant delays experienced thus far. Initial works include excavation of unsuitable material and location/exposure of the existing landfill’s drainage system to facilitate integration.

Dulacca Transfer Station

Construction completed within budget and now open to public. A very successful project undertaken with a local Miles contractor (Kerwicks Earthworks).

Environmental Health

- 5,124 Registered Dogs
- 278 Food Licences
- 179 Compliance Assessments
- 11 Illegal dumping incidents for the quarter.

New Waste/Recycling Collection Contract

12 year contract with JJ’s Waste & Recycling commenced on 1 July with a fleet of 6 new highly attractive collection trucks. Council’s Waste & Communication teams have jointly rolled out a simultaneous waste and recycling awareness campaign to highlight the importance of recycling correctly.

Regional Waste Strategy

Council has provided a submission on the draft strategy advising the draft doesn’t represent a realistic or affordable strategy for local government and is more an aspirational document highly dependent on external funding. This strategy is ongoing.

Rural Services

Priority Weed Projects

Quarter 4 priority weed focus has been on Mother of Millions in Wandoan Dump Reserve, Mother of Millions around Jandowae Township, Mimosa Bush Dalby-Kogan Rd, Mother of Millions on 9 Mile Stock Route and Harrisia Cactus along the Moonie Hwy.

1080 Baiting Program

The final of three baiting programs was completed in May with a total of 181 participants:

Chinchilla	15
Dalby	53
Tara	74
Wandoan	39

Stock Routes

Stock Route assessment is now 100% complete. A total of 1,252 head of livestock have been utilising the routes in the past quarter

Natural Resource Management Partnerships

The announcement of the successful application for QFPI Rd 7 for Feral Pig Management and Phytophthora Risk. Payment received from SQL landscape for grasslands weeds projects and provision of vertebrate pest monitoring data.

Dog registrations are up 11% from the last quarter.



Planning

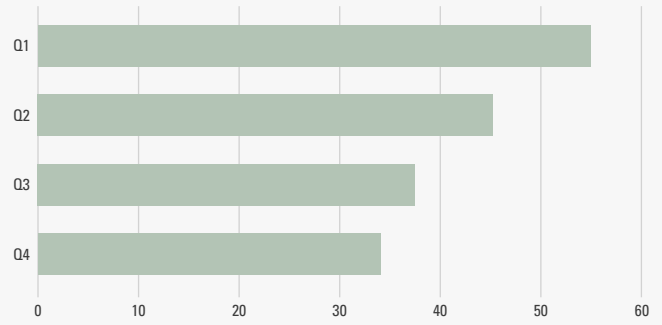
Development Assessments

- 57 development applications were received during the Quarter.
- 34 decisions were made during the Quarter (refer to graph).
- 11 of those received during the Quarter were also decided during the Quarter.
- 91% of development applications were decided within allocated timeframes.
- 91% of Code Assessable Development Applications were completed within 15 business days on average during the Quarter.
- 14 business days on average were taken to complete the process of applications during the Quarter, compared to the statutory timeframe of 70bd. (-1.1)
- 22 business days on average were taken to complete the process of applications that were received and also decided during the Quarter, compared to the statutory timeframe of 70bd.

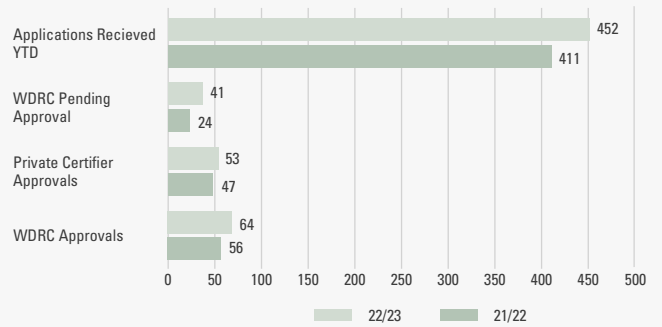
Community Standards

- 25.67 days on average to issue a building approval
- 6.04 days to issue a plumbing approval

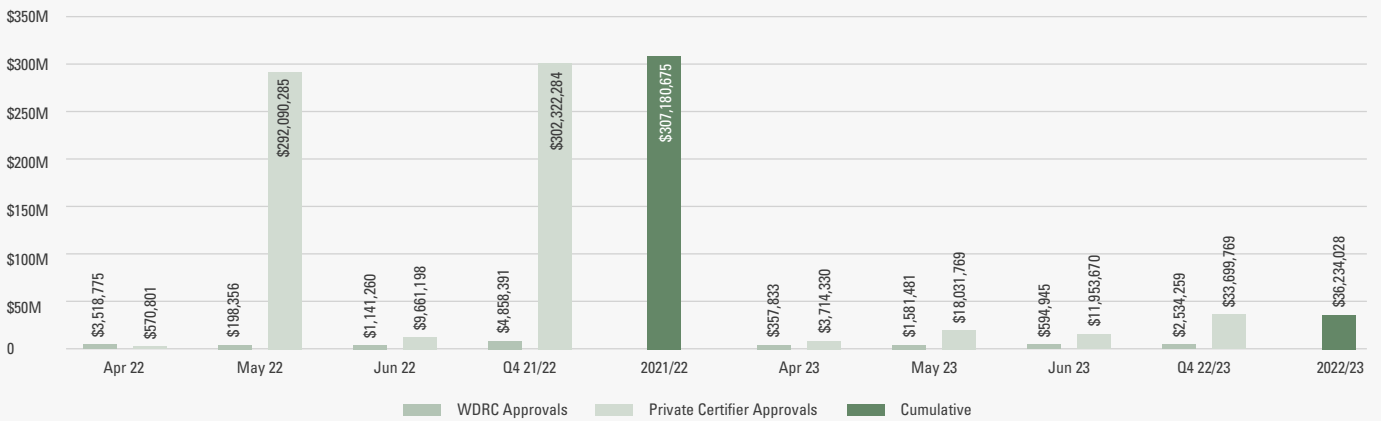
FY 22/23 Planning Decisions Made:



Number of Building Approvals, April to June:



Building Approval Values, April to June:



Council's planning team now work to an average 14 day assessment period, 1.1 days less than the previous quarter and an enormous 56 days less than the statutory requirement.

ECONOMIC DEVELOPMENT

YES

Local students at the Young Entrepreneur Summit (YES) Dalby.

Economic Development

Manufacturing Conference

The Accelerate Manufacturing Conference was delivered to over 60+ participants, providing an opportunity for our business community to impart shared knowledge, implement business efficiencies and discuss the importance of sustainability and workforce planning (the topics of the day).

The event had positive feedback, confirming that content was relevant and informative:

"[the conference was a] great place to touch base and look at how we can change. Refresh our focus with different ideas, develop new connections to implement different programs."

RAI Strategy Workshop Chinchilla

Council partnered with Regional Australia Institute (RAI) to work with 30 members of the Chinchilla community for a full day workshop.

The purpose of the workshop was to produce pledges the community is willing to commit to, to support Council in reaching the targets in the Economic Development Strategy and the Tourism & Events Strategies. A number of pledges were made by a variety of participants representing diverse organisations.

YES Dalby

The Young Entrepreneur Summit (YES) Dalby was delivered on 7 June at the Dalby Events Centre. Council sponsored 250 tickets for school students from the Western Downs to attend, and the Queensland Chief Entrepreneur sponsored 100 tickets for students outside of our region. The event was facilitated by The Australian School of Entrepreneurship, with over 300 young people attending from the Western and Darling Downs.

"YES was a significant event for our students. Thanks to Council for bringing these "big city" events to our region too. Saw so much value in the day for our students." — local school teacher.

Following the YES Summit, two Dalby State High students have visited Council's Communities and Economic Development Managers with their ideas to develop a 'youth space', showcasing that the event was successful in inspiring our youth and inciting entrepreneurship.

Submissions

Locally Led Economic Recovery Program

Under the program, the team highlighted how Buy Western Downs and #ExperienceWesternDowns are designed to directly support small businesses by promoting their products and services and encouraging shoppers to buy local.

Consultation on Communities Partnership Framework, Department of Energy and Public Works

The team made a submission in response to a government call for feedback on the proposed guidelines for a Communities Partnership Framework for renewable energy projects.

Consultation on Energy Bill, Department of Energy and Public Works

The team made a submission in response to a government call for feedback on the proposed Energy Bill.

Tourism

Volunteer Engagement Day

In April we hosted the Volunteer Engagement Day at the Chinchilla RSL, which brought 50+ Council volunteers from across the region together for connection, important updates and new learnings in the space — as well as a chance to show our appreciation for all that they do.

Highlights of the day included a cyber security talk from IT, and the awarding of Autumn's Volunteer of the Season to Lorna Gadsby.

Stakeholder engagement

400+ bags were delivered to different events around the region, including the Vintage Car Rally, Dalby Show and major event Opera @ Jimbour from 5–7 May (200 bags alone).

Our event scrim has been used at Chinchilla recently as part of the promotion of two Rugby League games held in May, organised to support families of the Wieambilla tragedy.

Presentations were also given to the Jandowae and Tara business community in readiness for CMCA and Solos converging on the region in September / October 2023.

Crowds enjoying the spectacular grounds of Jimbour House at Opera @ Jimbour.



Title Councillor Megan James Notice of Motion Request Review of the Council Meeting Policy

Date 11 August 2023

Prepared by Cr. M. J. James - Spokesperson for Strategic Communications & Council Facilities

Purpose

The purpose of this report is to consider a notice of motion from Councillor James, requesting a review of Council's *Meetings – Council Policy*.

Proposed Recommendation

That Council review the Council Meetings Policy

Proposed Recommendation Background

The following information has been provided by Councillor James in support of the notice of motion:

- There is currently some ambiguity in the council meetings policy.
- A review would simplify and provide clarity around meeting procedure.
- Consideration should be given whether the current policy should potentially be a procedure rather than a policy.
- To consider the procedure around deputations and how council responds to deputations.
- To ensure clarity around meeting policy and procedure are in place prior to the next term of Council.