

## **Ordinary Meeting of Council Agenda**

***Held at Western Downs Regional Council's  
Tara Soldiers Memorial Hall***

**On Wednesday, 20 May 2020**

**Commencing at 09:30 AM**

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

**13 May 2020**

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# Ordinary Meeting of Council Agenda

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

## **9. CONFIDENTIAL ITEMS**

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

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

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

*(b) industrial matters affecting employees; or*

*(c) the local government's budget; or*

*(d) rating concessions; or*

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

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

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

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

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

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

### **9.1 EXECUTIVE SERVICES**

### **9.2 CORPORATE SERVICES**

#### **9.2.1 Corporate Services Confidential Report Chinchilla Cultural Precinct Masterplan Project**

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

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

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

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	The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of April 2020.	
12.2	<b>Executive Services Report Outstanding Actions April 2020</b>	42
	The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 27 April 2020.	
<b>13.</b>	<b>CORPORATE SERVICES</b>	
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	1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and	
	2. Progress toward achieving 2019/20 Operational Plan outcomes for the third quarter.	
13.2	<b>Corporate Services Financial Report April 2020</b>	56
	The purpose of this Report is to provide Council with the Financial Report for the period ending 30 April 2020.	
13.3	<b>Corporate Services Quarterly Report January to March 2020</b>	65
	The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments of Customer Support and Governance, Facilities, Human Resources and Information Technology during the third quarter of the 2019-2020 financial year.	
<b>14.</b>	<b>INFRASTRUCTURE SERVICES</b>	
14.1	<b>Infrastructure Services Quarterly Report January-March 2020</b>	72
	The purpose of this Report is to provide Council with a quarterly update in relation to the Infrastructure Services' Works, Utilities and Technical Services departments performance.	



## **15. COMMUNITY AND LIVEABILITY**

### **15.1 Community and Liveability Report Amendments Community Grants Council Policy 78**

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

### **15.2 Community and Liveability Quarterly Report January to March 2020 87**

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

### **15.3 Community and Liveability Report COVID-19 Library Takeaway Service 98**

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

The COVID-19 lockdown and subsequent temporary closure of many public facilities and services, including the Western Downs Libraries, called for innovative thinking to keep our residents reading needs satisfied. While the lockdown was mandatory, our residents did not lose their appetite for a good read or a familiar movie or TV series, be it comedy, a love story or a thriller.

Western Downs Libraries' team put their heads together and cooked up a successful initiative to ensure our residents' appetite for books and DVDs were fulfilled. The "Library Takeaway" idea focussed on a light-hearted response to a temporary but drastic change in service levels to the public.

## **16. NOTICES OF MOTION**

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

#### **16.1.1 Executive Services Report Councillor M.J. James Notice of Motion Concept Design Sites Adjacent Tara Pool 103**

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

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

## **17. URGENT GENERAL BUSINESS**

## **18. MEETING CLOSURE**

**Title** **Adopt Minutes Post-Election Meeting of Council 27 April 2020**

**Date** 12 May 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

### **Summary**

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

### **Link to Corporate Plan**

Nil

### **Material Personal Interest/Conflict of Interest**

NIL

### **Officer's Recommendation**

That this Report be received and that:

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

### **Background Information**

Nil

### **Report**

Nil

### Consultation (Internal/External)

Nil

### Legal/Policy Implications (Justification if applicable)

Nil

### Budget/Financial Implications

Nil

### **Conclusion**

Nil

### **Attachments**

Copy of Unconfirmed Minutes of the Post-Election Meeting of Council held on Monday, 27 April 2020.

**Authored by:** A. Lyell, Executive Services Administration Officer





## **Post-Election Meeting of Council Minutes**

**Date:** Monday, 27 April 2020  
**Time:** 9:30 am  
**Location:** Dalby Events Centre  
Nicholson Street, Dalby Qld 4405

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

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

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**1. MEETING OPENING**

The Chairperson declared the Meeting open at 9.30AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Pastor Stuart Wynd of the Baptist Church delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

Nil.

**4. APPOINTMENT OF DEPUTY MAYOR**

**4.1 Corporate Services Report Appointment of Deputy Mayor**

The purpose of this Report is to propose the appointment of a Deputy Mayor.

**COUNCIL RESOLUTION**

**MOVED by:** Cr. P.M McVeigh

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

That Mr S.M. Peut, General Manager (Corporate Services) be appointed as Returning Officer.

**CARRIED**

**COUNCIL RESOLUTION**

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

**Seconded by:** Cr. C.T. Tillman

That the Standing Orders be suspended to enable discussion in relation to this Agenda item.

**CARRIED (8,1)**

The Chairperson called for nominations for the position of Deputy Mayor.

Cr I.J. Rasmussen nominated Cr A.N. Smith for Deputy Mayor.

Cr A.N. Smith's nomination was seconded by Cr C.T. Tillman.

No further nominations were received.

**COUNCIL RESOLUTION**

**MOVED by:** Cr. I.J. Rasmussen

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

That the suspension of the Standing Orders cease.

**CARRIED**

**COUNCIL RESOLUTION**

**MOVED by:** Cr. I.J. Rasmussen

**Seconded by:** Cr. C.T. Tillman

That Councillor A.N. Smith be appointed as Deputy Mayor.

**CARRIED**

Following the announcement of his appointment as Deputy Mayor, Cr A.N. Smith made a short address to the meeting.

**5. CONSIDERATION AND COMPOSITION OF COUNCILLOR PORTFOLIOS**

**5.1 Corporate Services Report Appointment of Councillor Portfolio Spokespersons**

This Report is to seek Council's approval of representative spokesperson appointments to Councillor Portfolios.

**COUNCIL RESOLUTION**

**MOVED by:** Cr. I.J. Rasmussen

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

That the Standing Orders be suspended to enable discussion in relation to this Agenda item.

**CARRIED**

The Chairperson called for nominations for the position of Portfolio Spokespersons and the following nominations were received:

<b>Portfolio</b>	<b>Portfolio Description</b>	<b>Portfolio Spokesperson</b>
Executive (Mayor)	Disaster Management, Economic Development, Internal Audit, Communications and Marketing.	Cr. P.M. McVeigh
Finance, Corporate Services and Business Strategy	Finance, Governance, Business Planning, Saleyards and Health Services.	Cr. I.J. Rasmussen
Works and Technical Services	Civil Works, Fleet, Quarries, Asset Management, Design.	Cr. O.G. Moore
Utilities	Water, Wastewater and Gas.	Cr P.T. Saxelby
Strategic Communication and Council Facilities	Strategic Communications, Council Facilities (Aerodromes, Sporting Facilities, Showgrounds and Community Buildings).	Cr M.J. James
Planning, Environment and Agribusiness	Statutory Planning, Development and Compliance, Environment and Health, Waste, Rural Services and Agribusiness.	Cr A.N. Smith
Tourism, Events and Regional Promotion	Council and Community Major Events, Tourism Attraction and Regional Promotion.	Cr K.A. Bourne Cr K.A. Maguire
Community and Cultural Development	Libraries, Community Development, Cultural Development and Community Services.	Cr. K.A. Maguire
Recreational Spaces and Cemeteries	Parks, Open Spaces, Gardens and Cemeteries.	Cr. C.T. Tillman

As two (2) nominations were received for the Tourism, Events and Regional Promotion Portfolios, a Ballot was held for the Portfolios.

Following the Ballot, the Chairperson announced the nominated Spokesperson for Tourism, Events and Regional Promotion Portfolio will be Cr K.A. Bourne.

#### **COUNCIL RESOLUTION**

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

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

That the suspension of the Standing Orders cease.

**CARRIED**

## COUNCIL RESOLUTION

**MOVED by:** Cr. I.J. Rasmussen

That this Report be received and that Council:-

1. Assign Portfolio Spokespersons to each Councillor Portfolio as follows:

Portfolio	Portfolio Description	Portfolio Spokesperson
Executive (Mayor)	Disaster Management, Economic Development, Internal Audit, Communications and Marketing.	Cr. P.M. McVeigh
Finance, Corporate Services and Business Strategy	Finance, Governance, Business Planning, Saleyards and Health Services.	Cr. I.J. Rasmussen
Works and Technical Services	Civil Works, Fleet, Quarries, Asset Management, Design.	Cr. O.G. Moore
Utilities	Water, Wastewater and Gas.	Cr. P.T. Saxelby
Strategic Communication and Council Facilities	Strategic Communications, Council Facilities (Aerodromes, Sporting Facilities, Showgrounds and Community Buildings.)	Cr. M.J. James
Planning, Environment and Agribusiness	Statutory Planning, Development and Compliance, Environment and Health, Waste, Rural Services and Agribusiness.	Cr. A.N. Smith
Tourism, Events and Regional Promotion	Council and Community Major Events, Tourism Attraction and Regional Promotion.	Cr. K.A. Bourne
Community and Cultural Development	Libraries, Community Development, Cultural Development and Community Services.	Cr. K.A. Maguire
Recreational Spaces and Cemeteries	Parks, Open Spaces, Gardens and Cemeteries.	Cr. C.T. Tillman

and

2. Adopt the revised Councillors as Portfolio Spokespersons - Council Policy as proposed.

Cr. I.J. Rasmussen Withdrew his motion.

## COUNCIL RESOLUTION

**MOVED by:** Cr. K.A. Maguire

**Seconded by:** Cr. C.T. Tillman

That the Standing Orders be suspended to allow discussion.

**CARRIED**



## COUNCIL RESOLUTION

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

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

That the suspension of the Standing Orders cease.

**CARRIED**

## COUNCIL RESOLUTION

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

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

That this Report be received and that Council:-

1. Assign Portfolio Spokespersons to each Councillor Portfolio as follows:

Portfolio	Portfolio Description	Portfolio Spokesperson
Executive (Mayor)	Disaster Management, Economic Development, Internal Audit, Communications and Marketing.	Cr. P.M. McVeigh
Finance, Corporate Services and Business Strategy	Finance, Governance, Business Planning, Saleyards and Health Services.	Cr. I.J. Rasmussen
Works and Technical Services	Civil Works, Fleet, Quarries, Asset Management, Design.	Cr. O.G. Moore
Utilities	Water, Wastewater and Gas.	Cr. P.T. Saxelby
Strategic Communication and Council Facilities	Strategic Communications, Council Facilities (Aerodromes, Sporting Facilities, Showgrounds and Community Buildings.)	Cr. M.J. James
Planning, Environment and Agribusiness	Statutory Planning, Development and Compliance, Environment and Health, Waste, Rural Services and Agribusiness.	Cr. A.N. Smith
Tourism, Events and Regional Promotion	Council and Community Major Events, Tourism Attraction and Regional Promotion.	Cr. K.A. Bourne
Community and Cultural Development	Libraries, Community Development, Cultural Development and Community Services.	Cr. K.A. Maguire
Recreational Spaces and Cemeteries	Parks, Open Spaces, Gardens and Cemeteries.	Cr. C.T. Tillman

And

2. Adopt the revised Councillors as Portfolio Spokespersons - Council Policy as proposed.

**CARRIED**

## **6. APPOINTMENT OF COMMITTEE, WORKING GROUPS AND STEERING GROUPS**

- 6.1 Corporate Services Report Councillor Appointment to Statutory Committees and Dalby Regional Saleyards Reference Group

This report is to provide Council an opportunity to appoint Councillors to statutory committees and the Dalby Regional Saleyards Reference Group.

### **COUNCIL RESOLUTION**

**MOVED by:** Cr. C.T. Tillman

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

That the Standing Orders be suspended to enable discussion in relation to this Agenda Item.

**CARRIED**

Nominations were received as follows:

1. appoint the Mayor, Councillor P.M. McVeigh to the role of Chairperson of the Western Downs Local Disaster Management Group;
2. Councillor A.N. Smith nominated himself as Deputy Chairperson of the Western Downs Local Disaster Management Group, no further nominations were received;
3. Councillor O.G. Moore nominated Councillors A.N. Smith and Councillor P.M. McVeigh to the Western Downs Regional Council Audit Committee. Councillor P.M. McVeigh nominated Councillor I.J. Rasmussen to the WDRC Audit Committee. Councillor I.J. Rasmussen accepted the nomination, Cr A.N. Smith advised his withdrawal from the nomination.
4. Councillor A.N. Smith nominated Councillors O.G. Moore and Councillor P.T. Saxelby to the Wambo Shire River Improvement Trust, no further nominations were received; and
5. Councillor M.J. James nominated Councillor I.J. Rasmussen (as Chairperson) and Councillor O.G. Moore nominated Councillor K.A. Bourne to the Dalby Regional Saleyards Reference Group, no further nominations were received.

### **COUNCIL RESOLUTION**

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

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

That the suspension of the Standing Orders cease.

**CARRIED**

### **COUNCIL RESOLUTION**

**MOVED by:** Cr. C.T. Tillman

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

That this Report be received, and that Council:

1. appoint the Mayor, Councillor P.M. McVeigh to the role of Chairperson of the Western Downs Local Disaster Management Group;
2. appoint Councillor A.N. Smith as Deputy Chairperson of the Western Downs Local Disaster Management Group;
3. appoint Councillors P.M. McVeigh and I.J. Rasmussen to the Western Downs Regional Council Audit Committee;
4. appoint Councillors O.G. Moore and P.T. Saxelby to the Wambo Shire River Improvement Trust; and
5. appoint Councillor I.J. Rasmussen (as Chairperson) and Councillor K.A. Bourne to the Dalby Regional Saleyards Reference Group.

**CARRIED**

### **COUNCIL RESOLUTION**

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

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

That the Ballot Papers be destroyed.

**CARRIED**

## **7. SETTING OF MEETING DATES, TIMES AND VENUES**

### **7.1 Executive Services Report Setting Meeting Dates, Times and Venues for 2020-2024 Term of Council**

The purpose of this Report is to enable Council to consider the day and time for the holding of Council Meetings.

## **COUNCIL RESOLUTION**

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

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

That this Report be received and that the Council hold Ordinary Meetings:-

a. From 1 May 2020:-

- a. On the third Wednesday of the month commencing at 9.30AM;
- b. The venue for the meeting will be set on a rotational basis in Dalby, Chinchilla, Jandowae, Miles, Tara and Wandoan;
- c. The following schedule of meeting dates for the period from 1 May 2020 to 31 December 2020, be confirmed:-

Wednesday, 20 May 2020 - Ordinary Meeting - Tara Soldiers Memorial Hall

Wednesday, 17 June 2020 - Ordinary Meeting - Chinchilla Cultural Centre

Wednesday, 22 July 2020 - Ordinary Meeting - Miles Leichhardt Centre

Wednesday, 19 August 2020 - Ordinary Meeting - Wandoan Cultural Centre

Wednesday, 23 September 2020 - Ordinary Meeting - Chinchilla Customer Service Centre

Wednesday, 21 October 2020 - Ordinary Meeting - Jandowae Customer Service Centre

Wednesday, 18 November 2020 - Ordinary Meeting - Tara Customer Service Centre

Wednesday, 9 December 2020 - Ordinary Meeting - Dalby Events Centre

**CARRIED**

**8. MEETING CLOSURE**

The Meeting concluded at 11.00AM.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Post-Election Meeting of Council held this 27 April 2020.

Submitted to the Ordinary Meeting of Council held this Wednesday, 20 May 2020.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

**Title** **Adopt Ordinary Meeting of Council Minutes 27 April 2020**

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**Date** 12 May 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

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### **Summary**

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

### **Link to Corporate Plan**

Nil

### **Material Personal Interest/Conflict of Interest**

Nil

### **Officer's Recommendation**

That this Report be received and that:

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

### **Attachments**

1. Copy of Unconfirmed Minutes of the Ordinary Meeting of Council held on Monday, 27 April 2020.

**Authored by:** A.Lyell, Executive Services Administration Assistant



## Ordinary Meeting of Council Minutes

**Date:** Monday, 27 April 2020  
**Time:** 11:30 am  
**Location:** Dalby Events Centre  
Nicholson Street, Dalby Qld 4405

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

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

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 11.34AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Pastor Murray Tomlinson of the Dalby Christian Family Church delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

Nil.

**4. CONGRATULATIONS**

Cr C.T. Tillman requested that congratulations be extended to Sebastian Curtis from Dalby on his solo piano accordion performance live streamed from his driveway on Anzac Day.

Cr C.T. Tillman also requested that congratulations be extended to the Western Downs Regional Council Communication and Marketing Team on the live streaming of the performance of Sebastian Curtis on Anzac Day.

Cr K.A. Maguire requested that congratulations be extended to Eleanor Bellgrove of the 11th Light Horse Jandowae Troop for honouring our ex-service personnel in Dalby on ANZAC Day through riding her horse past their homes as they were unable to celebrate in their usual way.

Cr K.A. Maguire requested that congratulations be extended to Lewie (Lewis) Turner of Chinchilla for being accepted into the prestigious theatrical school the American Academy of Dramatic Arts at the Los Angeles Campus. He was due to fly over in September 2020 to begin his studies.



**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Ordinary Meeting of Council Minutes 11 March 2020**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 11 March 2020

**COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 11 March 2020, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

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

**7. PRESENTATION OF PETITIONS BY COUNCILLORS**

**8. MAYORAL UPDATE**

**8.1 Executive Services Mayoral Report March 2020**

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

**COUNCIL RESOLUTION**

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

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

That this report be received and noted.

**CARRIED**

**COUNCIL RESOLUTION**

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

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

That Council resolve to adjourn the Meeting for a period of ten minutes to allow Councillors the opportunity to hold a confidential Councillors only discussion.

**CARRIED**

*The Meeting adjourned at 11.51AM.*

*The Meeting resumed at 12.33PM.*

## 9. CONFIDENTIAL ITEMS

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

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

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

*(b) industrial matters affecting employees; or*

*(c) the local government's budget; or*

*(d) rating concessions; or*

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

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

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

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

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

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

### **COUNCIL RESOLUTION - CLOSE MEETING**

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

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

That Council resolve to close the Meeting in accordance with Sections 275 (1) (A, C) of the *Local Government Regulation 2012* at 12.34PM to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Appointment of Chief Executive Officer;
2. Corporate Services Confidential COVID-19 Targeted Rates Relief Report;
3. Corporate Services Confidential COVID19 Fees and Charges Relief Program Report;
4. Corporate Services Confidential COVID-19 Jobs Package - Masterplans / Major Projects Report;
5. Corporate Services Confidential COVID-19 Jobs Package - Miles Masterplans / Major Projects Report;
6. Corporate Services Confidential COVID-19 Jobs Package - Accelerated Infrastructure Program - Community Buildings & Projects Report;
7. Infrastructure Services Confidential Report COVID-19 Local Jobs Package;
8. Community and Liveability Confidential Report COVID-19 Business Support Programs; and
9. Community and Liveability Confidential Report COVID-19 Community Grant Programs.

**CARRIED**

### **COUNCIL RESOLUTION - REOPEN MEETING**

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

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

That Council resolve to reopen the Meeting at 12.52PM.

**CARRIED**

## 9.1 EXECUTIVE SERVICES

## 9.2 CORPORATE SERVICES

### 9.2.1 Corporate Services Confidential Report Appointment of Chief Executive Officer

The Purpose of this Report is to seek Council's direction in relation to appointing the Chief Executive Officer.

CEO, Mr Ross Musgrove declares a material personal interest in this matter (as defined by *Local Government Act 2009*, section 175D) as he stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter.

He will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.

*CEO Ross Musgrove left the meeting during the discussion at 12.34PM.*

*CEO Ross Musgrove rejoined the meeting following the discussion at 12.36PM.*

*CEO Ross Musgrove left the meeting during the vote at 12.52PM.*

*CEO Ross Musgrove rejoined the meeting following the vote at 12.55PM.*

### COUNCIL RESOLUTION

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

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

That this Report is received and that Council:

1. Reappoint Mr Ross Musgrove to the position of Chief Executive Officer in accordance with s.194 of the Local Government Act 2009;
2. Authorise the Mayor to negotiate a performance-based contract with a maximum term of 5 years; and
3. The Chief Executive Officers conditions of employment will be in accordance with the current conditions of employment (including remuneration).

**CARRIED (8 to 1)**

**For:** Cr. P.M. McVeigh, Cr. K.A. Maguire, Cr. I.J. Rasmussen, Cr. A.N. Smith, Cr. C.T. Tillman, Cr. K.A. Bourne, Cr. M.J. James, and Cr. O.G. Moore

**Against:** Cr. P.T. Saxelby

### **9.2.2 Corporate Services Confidential COVID-19 Targeted Rates Relief Report**

The purpose of this Report is to seek Council approval, as part of the COVID-19 Response, for a suite of Targeted Rates Relief initiatives to support the local community.

#### **COUNCIL RESOLUTION**

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

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

That this Report is received and that Council:

1. approves, pursuant to section 9(1) of the Local Government Act 2009, the extension of the discount period of all general rates and charges levied by Council rate notices issued on 14 March 2020, for the period 1 January 2020 to 30 June 2020, until 30 June 2020.

This extension of time to pay is granted on the following conditions:

- a) This extension of time to pay does not apply to any rates or charges that Council levied prior to 14 March 2020 or interest accruing on those rates and charges,
  - b) If the Current Rates and Charges are not paid by 30 June 2020, those rates and charges will effectively become overdue on 1 July 2020 in accordance with section 132 of the Local Government Regulation 2012,
  - c) Any ratepayer who has paid, or does pay, the Current Rates and Charges on or before 23 April 2020 (the presently stated due date for payment) will not be entitled to a refund of the amount paid or an extension of time to pay any rates or charges levied in the future.
2. approves, pursuant to section 9(1) of the Local Government Act 2009, a rebate of fifty (50) percent to categories 2-65 to 2-95 for general rates levied by Council rate notices issued on 14 March 2020, for the period 1 January 2020 to 30 June 2020, until 30 June 2020.
  3. delegate power, under Section 157 (1) b of the Local Government Act 2009, to the CEO to grant hardship relief on a case by case basis, in relation to the following:
    - a) Payment Plans,
    - b) Discount Periods,
    - c) Interest on Overdue Rates.

**CARRIED**

### **9.2.3 Corporate Services Confidential COVID19 Fees and Charges Relief Program Report**

The purpose of this Report is to seek Council approval, as a part of the COVID-19 Response, for a Fees and Charges Relief Program to support the local community.

#### **COUNCIL RESOLUTION**

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

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

That this Report is received and that Council:

1. approves, pursuant to section 9(1) of the Local Government Act 2009, the Fees and Charges summary (as detailed in Report Attachment 1 - Fees and Charges to be waived) are waived until 30 June 2021.

**CARRIED**

### **9.2.4 Corporate Services Confidential COVID-19 Jobs Package - Masterplans / Major Projects Report**

The purpose of this Report is to seek Council approval, as part of the COVID-19 Response, to fund the detailed design of eight Masterplans / Major Projects to ensure we have 'shovel ready' projects available for State and Federal funding programs creating 344 jobs.

To allocate Council funding to these projects, to progress to the construction stage, upon receipt of co-funding through State or Federal funding programs.

Councillor P.T. Saxelby, declared a perceived conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

- a) He is the Junior Vice President of the Lapunyah Art Gallery.

He dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

*Councillor P.T. Saxelby left the meeting during the discussion at 12.40PM*

*Councillor P.T. Saxelby rejoined the meeting following the discussion at 12.41PM*

*Councillor P.T. Saxelby left the meeting during the vote at 12.57PM*

*Councillor P.T. Saxelby rejoined the meeting following the vote at 12.58PM*

## **COUNCIL RESOLUTION**

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

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

That this report be received, and that Council approve:

1. \$1.653m for the detailed design of the eight Masterplans / Major Projects, outlined in this report; and
2. \$12.417m in Council funding to be allocated to the construction of these Masterplans / Major Projects, contingent upon securing co-funding from State or Federal government.

**CARRIED**

**Absent Did Not Vote:** Cr. P.T. Saxelby

### **9.2.5 Corporate Services Confidential COVID-19 Jobs Package - Miles Masterplans / Major Projects Report**

The purpose of this Report is to seek Council approval, as part of the COVID-19 Response, to fund the detailed design of two Masterplans / Major Projects in Miles to ensure we have 'shovel ready' projects available for State and Federal funding programs creating 91 jobs.

To allocate Council funding to these projects, to progress to the construction stage, upon receipt of co-funding through State or Federal funding programs.

Councillor K.A. Bourne, declared a perceived conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

- a) She was a previous member of the Miles Historical Society Committee.
- b) She was a previous member of the Miles Chamber of Commerce and Industry

She dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

Councillor O.G. Moore, declared a personal interest in this matter (as defined by section 175E of the Local Government Act 2009) as follows:

- a). his sister, Anne Hoffman, owns a property located on the main street of the Miles Township.

He dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

Councillor A.N. Smith, declared a material personal interest in this matter (as defined by Local Government Act 2009, section 175B) as follows:

- a. he stands to gain a benefit or suffer a loss because he owns a property located on the main street of the Miles Township.

He will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.

*Councillors A.N. Smith, O.G. Moore and K.A. Bourne left the meeting during the discussion at 12.42PM*

*Councillors A.N. Smith, O.G. Moore and K.A. Bourne rejoined the meeting following the discussion at 12.43PM*



*Councillors A.N. Smith, O.G. Moore and K.A. Bourne left the meeting during the vote at 12.58PM*

*Councillors A.N. Smith, O.G. Moore and K.A. Bourne rejoined the meeting following the vote at 1.00PM*

#### **COUNCIL RESOLUTION**

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

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

That this report be received, and that Council approve:

1. \$300,000 for the detailed design of the two Masterplans / Major Projects in Miles, outlined in this report; and
2. \$3.380m in Council funding to be allocated to the construction of these two Masterplans / Major Projects in Miles, contingent upon securing co-funding from State or Federal government.

**CARRIED**

**Absent Did Not Vote:** Cr. A.N. Smith, Cr. O.G. Moore and Cr. K.A. Bourne

#### **9.2.6 Corporate Services Confidential COVID-19 Jobs Package - Accelerated Infrastructure Program - Community Buildings & Projects Report**

The purpose of this Report is to seek Council approval as a part of the COVID-19 Response, for an Accelerated Infrastructure Program for Community Buildings & Projects. This \$7.004m program generates \$5.211m of local spend, creating 178 local jobs.

Councillor A.N. Smith declares a conflict of interest in this matter (as defined by Local Government Act 2009, section 175D) as follows:

- a. he is on the Executive Committee of the Condamine Cods Rugby Union Club which utilises the Toilet Facilities on the Condamine Sports Grounds.

He will be dealing with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

*Cr A.N. Smith left the meeting during the discussion at 12.45PM.*

*Cr A.N. Smith rejoined the meeting following the discussion at 12.46pm.*

*Cr A.N. Smith left the meeting during the vote at 1.00PM.*

*Cr A.N. Smith rejoined the meeting following the vote at 1.31PM.*

## **COUNCIL RESOLUTION**

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

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

That this Report be received, and that Council:

1. approves funding of \$7.004m for the Accelerated Infrastructure Program - Community Buildings & Projects (as detailed in Report Attachment 1 - COVID-19 Accelerated Infrastructure Program - Community Buildings & Projects).

## **AMENDMENT NO. 1**

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

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

That the Tara Pool project be deferred until further community consultation is undertaken and an engineering report regarding the existing swimming pool is presented to Council.

Cr. O.G. Moore withdrew his **AMENDMENT NO. 1**.

## **AMENDMENT NO. 2**

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

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

That this Report be received, and that Council:

1. approves funding of \$7.004m for the Accelerated Infrastructure Program - Community Buildings & Projects (as detailed in Report Attachment 1 - COVID-19 Accelerated Infrastructure Program - Community Buildings & Projects)
2. and that the Tara Pool project be deferred until further community consultation is undertaken and an engineering report regarding the existing swimming pool is presented to Council.

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

**For:** Cr. P.T. Saxelby, and Cr. O.G. Moore

**Against:** Cr. P.M. McVeigh, Cr. K.A. Maguire, Cr. I.J. Rasmussen, Cr. C.T. Tillman, Cr. K.A. Bourne, and Cr. M.J. James

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

**AMENDMENT NO. 3**

**Moved By** Cr. C.T. Tillman

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

That this Report be received, and that Council:

1. approves funding of \$7.004m for the Accelerated Infrastructure Program - Community Buildings & Projects (as detailed in Report Attachment 1 - COVID-19 Accelerated Infrastructure Program - Community Buildings & Projects).
2. That consultation be undertaken with the residents of Tara in relation to the Tara Swimming Pool Project.

The **AMENDMENT NO. 3** was **PUT** and

The **CHAIRPERSON** used his **CASTING VOTE** and the **MOTION** was **LOST (4 to 4)**

**For:** Cr. P.T. Saxelby, Cr. C.T. Tillman, Cr. K.A. Bourne, and Cr. O.G. Moore

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

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

The **ORIGINAL MOTION** was **PUT** and **CARRIED (6 to 2)**

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

**Against:** Cr. P.T. Saxelby, and Cr. C.T. Tillman

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

**COUNCIL RESOLUTION**

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

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

That Council resolve to adjourn the Meeting.

**CARRIED**

*The Meeting adjourned at 1.32PM.*

*The Meeting resumed at 3.42PM.*

### **9.3 INFRASTRUCTURE SERVICES**

#### **9.3.1 Infrastructure Services Confidential Report COVID-19 Local Jobs Package**

The purpose of this report is to seek Council's approval to allocate funding for an Infrastructure Services Local Jobs Package of transport asset projects, that will create 524 local construction jobs in response to the economic crisis created by the COVID-19 pandemic.

#### **COUNCIL RESOLUTION**

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

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

That this Report be received, and that Council:

1. Approve funding of \$7,769,915 for the Infrastructure Services - COVID-19 Local Jobs Package (as detailed in Report Attachment 1 - Infrastructure Services COVID-19 Local Jobs Package project list).

**CARRIED**

## **9.4 COMMUNITY AND LIVEABILITY**

### **9.4.1 Community and Liveability Confidential Report COVID-19 Business Support Programs**

The purpose of this report is to seek Council's endorsement of the new business support programs developed to support local businesses through the COVID-19 crisis.

Councillor M.J. James, declared a perceived conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows\*:

a) She was a previously employed by BMO Accountants which may benefit as a result of this program.

She dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.

*Cr M.J. James left the meeting during the discussion at 12.50PM.*

*Cr M.J. James rejoined the meeting following the discussion at 12.51PM.*

*Cr M.J. James left the meeting during the vote at 3.43PM.*

*Cr M.J. James rejoined the meeting following the vote at 3.45PM.*

#### **COUNCIL RESOLUTION**

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

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

That this report be approved and the three business support programs, as detailed within this report, be approved.

**CARRIED**

**Absent Did Not Vote:** Cr. M.J. James

### **9.4.2 Community and Liveability Confidential Report COVID-19 Community Grant Programs**

The purpose of this report is to seek Council's endorsement of the new community grants funding programs developed to support community organisations through the COVID-19 health crisis.

#### **COUNCIL RESOLUTION**

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

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

That this report be approved and the Community Infrastructure Grant Program and the Community Organisation Hardship and Assistance Grant Program, as detailed within this report, be implemented.

**CARRIED**

**10. DEPUTATION**

**11. PLANNING**

**12. EXECUTIVE SERVICES**

**12.1 Executive Services Report Local Government Association of Queensland Request Nomination Election District Representative to Association**

The purpose of this Report is to seek Council's direction in relation to a letter received from the Local Government Association of Queensland advising that in accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020 - 2024.

**COUNCIL RESOLUTION**

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

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

That this Report be received and that Council submit Cr P.M. McVeigh for nomination to the Local Government Association of Queensland Policy Executive for District 4.

**CARRIED**

**12.2 Executive Services Chief Executive Officer Report March 2020**

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

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted

**CARRIED**

**12.3 Executive Services Report Outstanding Actions March 2020**

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 11 March 2020.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**13. CORPORATE SERVICES**

**13.1 Corporate Services Financial Report March 2020**

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

**COUNCIL RESOLUTION**

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

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

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

**CARRIED**

**14. INFRASTRUCTURE SERVICES**

## 15. COMMUNITY AND LIVEABILITY

### 15.1 Community and Liveability Report Community Activation Program Round 2 2019.2020

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 in relation to the Assessment of Round Two of the 2019/2020 Community Activation Program; and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

#### COUNCIL RESOLUTION

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

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as follows:

a) Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed; and

- b) That the applicants for Round Two of the 2019/2020 Community Activation Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Dulacca Pioneers Memorial Hall and Progress Association Inc	Community Pilates Program	\$3,970.00	\$0.00	\$3,250.00	\$0.00	Does not meet the guidelines of the program	
	<b>TOTAL FUNDED</b>					\$0.00	<b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman</b> <b>AGAINST:</b> <b>DID NOT VOTE:</b>	

**CARRIED**



## **15.2 Community and Liveability Report Community Projects Program Round 2 2019.2020**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 in relation to the Assessment of Round Two of the 2019/2020 Community Projects Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

### **COUNCIL RESOLUTION**

**Moved By** Cr. C.T. Tillman

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as follows:
  - a) Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed; and
  - b) That the applicants for Round Two of the 2019/2020 Community Projects Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification /Conditions	Suggestions/ Conflicts of Interest
1	Chinchilla Polocrosse Club Inc	Toilet/shower block renovations	\$12,316.22	\$2,316.22	\$10,000.00	\$10,000.00		
						FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
2	Dalby Golf Club Inc	Purchase new ice machine	\$6,343.48	\$0.00	\$6,343.48	\$3,171.74	Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope	
						FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
3	Queensland Police - Citizens Youth Welfare Association - Dalby Branch (Dalby PCYC)	Upgrade and increase gym equipment at Dalby PCYC Gym	\$6,973.00	\$0.00	\$6,973.00	\$3,486.50	Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope	
						FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
4	Football Dalby	Men's Soccer Goals	\$10,500.00	\$500.00	\$10,000.00	\$5,250.00	Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope	
						FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
<b>TOTAL FUNDED</b>						<b>\$21,908.24</b>		

**CARRIED**

### **15.3 Community and Liveability Report Local Events Program Round 2 2019.2020**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 in relation to the Assessment of Round Two of the 2019/2020 Local Events Program.

Councillor K.A. Maguire, declared a conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

a) Her daughter and her daughters fiancé are the owners of BnG Coaches.

This company receives a financial benefit by providing a service to HD Events. She dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.)

Councillor P.T. Saxelby, declared a conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

a) His brother and father are members of the Pioneer Park Museum and exhibitors.

b) He is a financial member for the Chinchilla Agriculture and Pastoral Association and sponsor of a trophy for the Chinchilla Show.

He dealt with this declared conflict of interest by leaving the meeting while this matter is discussed and voted on.)

Councillor K.A. Bourne, declared a perceived conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

a) She is a member of the Miles and District Show Society.

She dealt with this perceived declared conflict of interest by leaving the meeting while this matter is discussed and voted on.)

Councillor O.G. Moore, declared a perceived conflict of interest in this matter (as defined by section 175D of the Local Government Act 2009) as follows:

a) He is a member of the Miles and District Show Society.

He dealt with this perceived declared conflict of interest by leaving the meeting while this matter is discussed and voted on.)

*Councillors P.T. Saxelby, K.A. Bourne, O.G. Moore and K.A. Maguire left the meeting at 4.15PM.*

*Councillors P.T. Saxelby, K.A. Bourne, O.G. Moore and K.A. Maguire rejoined the meeting at 4.18PM.*

### **COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as follows:
  - a) Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed; and
  - b) That the applicants for Round 2 (two) of the 2019/2020 Local Events Program be declined due to the cancellation of these events due to the COVID-19 pandemic; and
  - c) That the Tara Polocrosse Club application be approved as an exemption to the Community Grants – Council Policy.

**CARRIED**

**Absent Did Not Vote:** Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. K.A. Bourne  
and Cr. O.G. Moore

### **15.4 Community and Liveability Report Regional Arts Development Fund Program Round 2 2019.2020**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 in relation to the Assessment of Round Two (2) of the 2019/2020 Regional Arts Development Fund Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

### **COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 be adopted as follows:

a) Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020 copies of which have been circulated to Members, be taken as read and confirmed; and

b) That the applicants for Round Two (2) of the 2019/2020 Regional Arts Development Fund Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/Conflicts of Interest
1	Megan Cartwright (auspiced by Empire Theatre Projects Pty. Ltd.)	Dalby Empire Youth Arts Program 2020	\$25,384.00	\$1,774.00	\$12,500.00	\$12,500.00	That the program be advertised and offered to students throughout the Western Downs region	
							FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
2	Sunshine Coast Youth Orchestra	SCYO Outreach and Engagement Tour- Dalby Stop	\$11,897.50	\$2,150.00	\$6,480.00	\$0.00		
							FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby, Cr. C.T. Tillman AGAINST: DID NOT VOTE:	
	<b>TOTAL FUNDED</b>					\$12,500.00		

**CARRIED**

## 15.5 Community and Liveability Report Community Grants Funding

The purpose of this report is to seek approval to allow community groups to retain funds approved under the Community Grants Programs for delayed events, projects and activities due to the COVID-19 pandemic.

### COUNCIL RESOLUTION

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

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

That funding approved under the Community Grant Programs throughout 2019/2020 for events, projects and activities that have been postponed as a direct result of the COVID-19 pandemic be approved to hold funds over until the event, project or activity is held on the condition that the grant is expended by 30 June 2021. Conditions of the original grant will remain including acquittal of funds within 6 (six) weeks of completion.

**CARRIED**

## 16. NOTICES OF MOTION

### 16.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

### 16.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

## 17. URGENT GENERAL BUSINESS

**18. MEETING CLOSURE**

The Meeting concluded at 4.27PM.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 27 April 2020.

Submitted to the Ordinary Meeting of Council held this Wednesday, 20 May 2020.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

**Title** **Executive Services Mayoral Report April 2020**

**Date** 12 May 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

## Summary

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

## Link to Corporate Plan

Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this report be received and noted.

## Background Information

Nil

## Report

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

Date	Who/Where	Details
2 April 2020	<ul style="list-style-type: none"> <li>• Queensland Resources Council teleconference COVID 19 Update</li> </ul>	Phone
7 April 2020	<ul style="list-style-type: none"> <li>• Conference Call with Premier and Queensland Mayors</li> </ul>	Phone
9 April 2020	<ul style="list-style-type: none"> <li>• Queensland Resources Council teleconference COVID 19 Update</li> </ul>	Phone
15 April 2020	<ul style="list-style-type: none"> <li>• Councillor Information Session</li> </ul>	Dalby

<b>Date</b>	<b>Who/Where</b>	<b>Details</b>
16 April 2020	<ul style="list-style-type: none"> <li>Councillor Information Session</li> <li>Queensland Resources Council teleconference COVID 19 Update</li> </ul>	Dalby Phone
17 April 2020	<ul style="list-style-type: none"> <li>Meeting of the Mayors - Final Policy Executive Meeting.</li> <li>Conference Call with Premier and Queensland Mayors</li> </ul>	Phone Phone
20 April 2020	<ul style="list-style-type: none"> <li>Monthly Meeting with Origin</li> <li>Queensland Resources Council teleconference COVID 19 Update</li> </ul>	Phone Phone
22 April 2020	<ul style="list-style-type: none"> <li>Meeting with Local Government - COVID-19 Impacts</li> </ul>	Phone
23 April 2020	<ul style="list-style-type: none"> <li>Queensland Resources Council teleconference COVID 19 Update</li> <li>Media Interview - Chanel 7</li> </ul>	Phone
24 April 2020	<ul style="list-style-type: none"> <li>Meeting with Toowoomba Surat Basin Enterprise Board</li> </ul>	Phone
27 April 2020	<ul style="list-style-type: none"> <li>Meeting Of Council - Post Election</li> <li>Ordinary Meeting of Council</li> <li>Department of Local Government, Racing and Multicultural Affairs - Councillor Induction</li> </ul>	Dalby Dalby Phone
28 April 2020	<ul style="list-style-type: none"> <li>Media Opportunity - COVID-19 Recovery Package Announcement</li> <li>Meeting with Secondary Settlement Multicultural Australia</li> </ul>	Dalby Phone
29 April 2020	<ul style="list-style-type: none"> <li>Conference Call with Premier and Queensland Mayors</li> </ul>	Phone
30 April 2020	<ul style="list-style-type: none"> <li>Queensland Resources Council teleconference COVID 19 Update</li> </ul>	Phone

#### Consultation (Internal/External)

Nil

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Nil

#### **Conclusion**

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

#### **Attachments**

Nil

**Authored by:** Leisa Paine, Executive Assistant



**Title** **Executive Services Chief Executive Officer Report April 2020**

**Date** 12 May 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

## Summary

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

## Link to Corporate Plan

Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and noted

## Background Information

Nil

## Report

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

Date	Who/Where	Details
2 April 2020	<ul style="list-style-type: none"> <li>• Meeting with Local Government CEO's</li> </ul>	Phone
9 April 2020	<ul style="list-style-type: none"> <li>• Meeting with Local Government CEO's</li> <li>• Meeting with Queensland Resources Council - COVID-19</li> </ul>	Phone Phone
15 April 2020	<ul style="list-style-type: none"> <li>• Councillor Information Session</li> </ul>	Dalby
16 April 2020	<ul style="list-style-type: none"> <li>• Councillor Information Session</li> <li>• Meeting with Local Government CEO'</li> </ul>	Dalby Phone
20 April 2020	<ul style="list-style-type: none"> <li>• Meeting with Queensland Resources Council - COVID-19</li> <li>• Monthly Meeting with Origin</li> <li>• Monthly Meeting with Shell</li> </ul>	Phone Phone Phone
22 April 2020	<ul style="list-style-type: none"> <li>• Teleconference - DLGRMA - Local Government COVID-19 impacts meeting</li> </ul>	Phone
23 April 2020	<ul style="list-style-type: none"> <li>• Meeting with Local Government CEO's</li> </ul>	Phone
24 April 2020	<ul style="list-style-type: none"> <li>• Meeting with Toowoomba Surat Basin Enterprise</li> </ul>	Phone
27 April 2020	<ul style="list-style-type: none"> <li>• Post-Election Meeting of Council</li> <li>• Ordinary Meeting of Council</li> </ul>	Dalby Dalby

	<ul style="list-style-type: none"> <li>• Department of Local Government, Racing and Multicultural Affairs - Councillor Induction</li> <li>• Meeting with Regional Chambers of Commerce</li> </ul>	Teleconference  Teleconference
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Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

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

**Attachments**

Nil

**Authored by:** A. Lyell, Executive Services Administration Officer

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

**Date** 21 April 2020

**Responsible Manager** R. Musgrove, CHIEF EXECUTIVE OFFICER

## Summary

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

## Link to Corporate Plan

Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and noted.

## Background Information

Nil

## Report

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

### 1. Outstanding Council Meeting Action List (As at 27 April 2020)

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

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			AGAINST VOTE: Cr. P.T. Saxelby ABSENT. DID NOT VOTE: Cr. D.E. Ashurst	
20/03/2019	Councillor Information Session High Quality Agricultural Land Western Downs Planning Scheme	AD6.6.2	Moved by Cr. R.C. Brown Seconded by Cr. C.T. Tillman  That an information session be held for the purpose of exploring options to address issues of concern in relation to the alienation of high quality agricultural land for the WDRC Planning Scheme.  CARRIED	Community and Liveability

#### Consultation (Internal/External)

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

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Nil

#### **Conclusion**

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

#### **Attachments**

Nil

**Authored by:** J. Weier, SENIOR EXECUTIVE OFFICER

<b>Title</b>	<b>Corporate Services Report 2019 2020 Q3 Enterprise Risk Management and Operational Plan Review</b>
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<b>Date</b>	1 May 2020
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<b>Responsible Manager</b>	P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER
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## Summary

The purpose of this Report is to provide Council:

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

## Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Strategic Priority: Financial Sustainability

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

Strategic Priority: Great Liveability

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

Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report be received and noted.

## **Background Information**

### Review of Enterprise Risk

The *Local Government Regulation 2012* (Section 164(1) and Section 175(1)(b)(ii)), provides legislative context for Council's requirements to establish an effective risk management system.

While not mandated by law, it is expected that local governments' risk management activities are undertaken in accordance with AS ISO 31000:2018 Risk Management - Guidelines.

Council's Enterprise Risk Management Framework is based on these principles and guidelines. It informs how Council manages risk, assist in building a risk culture, and provide informed decision making by considering risk across Council's strategic and operational activities.

Council's Risk Appetite Statement is as follows:

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

Council's Enterprise Risk Register is reviewed by the responsible risk owner as an ongoing function of management, and at least each quarter as part of the quarterly review. A copy of this register can be viewed at any time by the senior management team, and it is presented annually to the Audit Committee and executive Management Team.

The Fraud Risk Register is also reviewed by the risk owner as part of the corporate quarterly review. Like the Enterprise Risk Register, the Fraud Risk Register can be viewed by the senior management team at any time.

### Review of Annual Operational Plan

Under the *Local Government Regulation 2012*, Section 174(3)

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

## **Report**

### Corporate Quarterly Review of Enterprise Risk

The Enterprise Risk Management review addresses Council's core enterprise risks - both from a strategic and operational perspective. All risks are assigned to risk owners who are responsible for monitoring and managing them, with reviews undertaken at least quarterly.

Operational risks are monitored by the responsible managers at an operational level, and within normal management capacity. Should any of these risks become a concern, the relevant manager will seek direction from the Executive Management team to implement mitigation strategies outside of their normal operational resources.

The register was reviewed as part of the corporate quarterly review process as at the end of Q3 with all risks identified in the Enterprise Risk Register are deemed management and/or acceptable, within normal day to day management capacity.

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

During the quarter a comprehensive review was undertaken (via workshops), to review the risk registers and the Business Continuity Plans (BCP). This review included the Business Impact Analysis (BIA) for each Division

to ensure that critical services have been identified and each has an accompanying BCP. The results of the review were accepted by the Executive Management Team on 7 May 2020.

#### Corporate Quarterly Review of Operational Plan

In the attached, a review of the 2019/20 Operational Plan against both 'progress status' and 'measure of success' are identified against each of the plan's success drivers.

The status and success indicators for the specific success drivers articulated in the Operational Plan clearly shows Council has made significant progress on the delivery of its commitments during this third quarter, with most actions well on track through the 2019/2020 financial year.

#### Consultation (Internal/External)

The quarterly review of the Enterprise Risk Register, and the 2019/20 Operational Plan, is built from information supplied by each responsible manager. Further, consultation is undertaken in identifying significant achievements across each quarter to be reported at six (6) monthly intervals in each year.

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

Nil

### **Conclusion**

The review of the Enterprise Risk Management Register by the responsible Managers reveals no major risks of concern to the organisation. The challenge to management is to continue to embed a risk aware culture, which still allows the organisation to be poised to take advantage of opportunities as they arise. Naturally there are risks around fraud and workplace health and safety, for which the organisation has a zero-risk appetite. The formation of a separate Fraud Risk Register service to further highlight this area of risk to both management and the organisation.

### **Attachments**

1. 3<sup>rd</sup> Quarter 2019/20 Enterprise Risk and Operational Plan Review

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





**TOGETHER WE MAKE A *REAL* DIFFERENCE**



# 3rd QTR 2019/20 ENTERPRISE RISK AND OPERATIONAL PLAN REVIEW

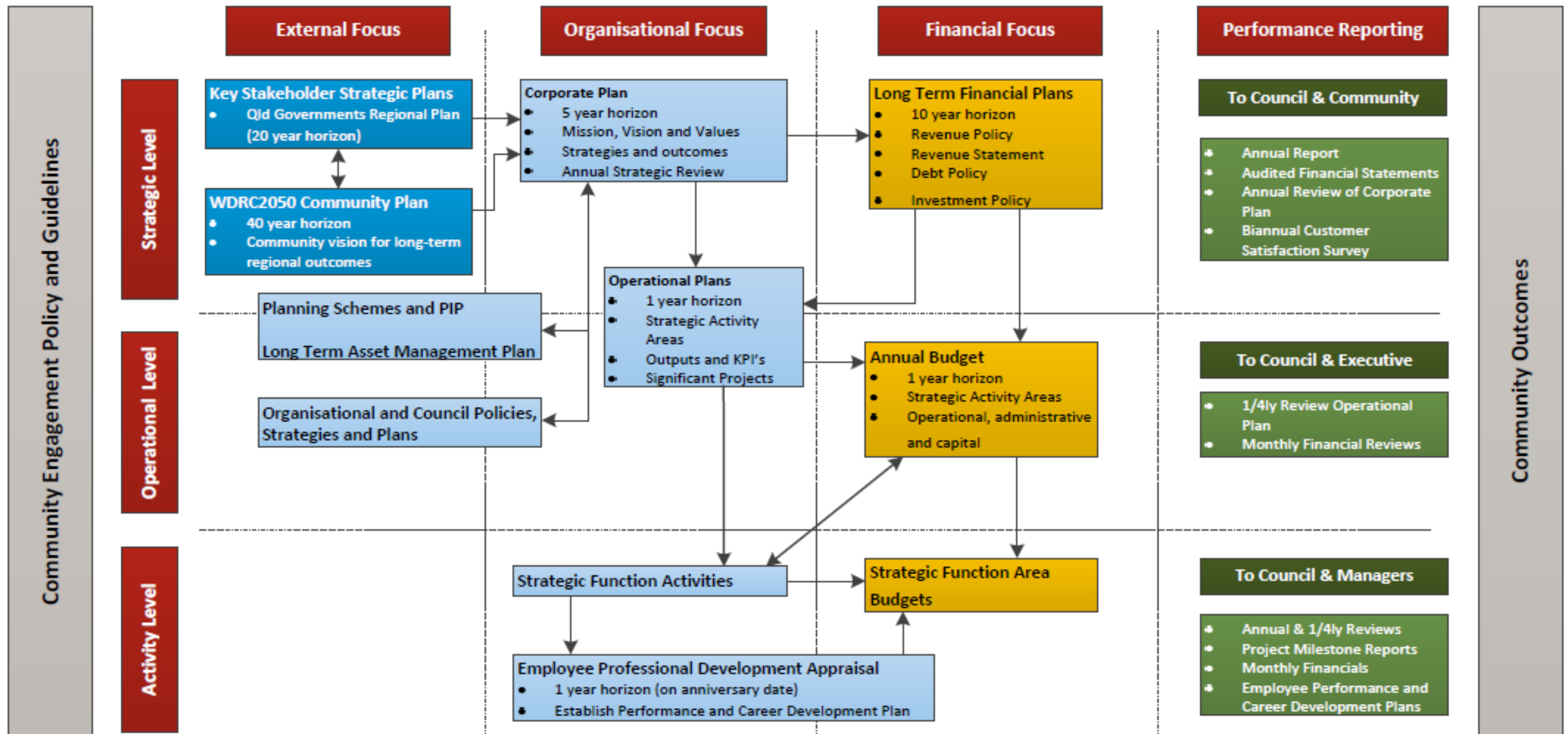
For the period 1 Jan to 31 March 2020

**DELIVERING COUNCIL'S CORPORATE PLAN PRIORITIES**





## WDRC Strategic Planning and Performance Management Framework



### WDRC RISK APPETITE STATEMENT

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

ENTERPRISE RISK MANAGEMENT

QTR 3 - 2019 / 20

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?
<b>FINANCE</b>  Risk Appetite Low	Council's long term financial sustainability being impacted by long term operating deficits	Major	Almost Certain	Extreme	<ul style="list-style-type: none"><li>Established and well understood budgetary process (proactive)</li><li>Financial Management Strategy is in place which details financial sustainability indicators and for which there is strong commitment (proactive)</li><li>Forward planning &amp; budgeting (10 yr Financial Plan) is undertaken (proactive) which includes scenario analysis</li><li>Income &amp; expenditure modelling is undertaken including using conservative population growth forecasts (proactive)</li><li>Strategic asset management planning, linking into Capital &amp; Mtce Works Programs (10 Yr) &amp; debt/funding needs in long term financial forecasting is undertaken (proactive)</li><li>Complex issues are presented in detailed workshops with elected members &amp; key staff (proactive)</li><li>Revenue Statement is reviewed for potential drafting weaknesses by an external expert (proactive)</li><li>Monitoring of progress against budget undertaken monthly including half year budget review (reactive)</li><li>Operations staff understand financial aspects relevant to roles i.e. delegations and procurement practice (proactive &amp; reactive)</li><li>Workforce planning considers affordability of positions (proactive)</li><li>Local Government Legislation provides a sound regulatory environment (proactive)</li><li>Bank reconciliations are undertaken daily (reactive)</li><li>Sound procurement practice which is delivering real savings (proactive)</li><li>Insurance policies are regularly reviewed (proactive)</li><li>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)</li><li>One of the four pillars of the Corporate Plan for 2017-22 is Financial Sustainability (proactive)</li></ul>	Minor	Unlikely	Low	Good	RETAIN the Risk	CFO
<b>TECHNOLOGY</b>  Risk Appetite Low	Loss of systems and data impacting on operations	Catastrophic	Almost Certain	Extreme	<ul style="list-style-type: none"><li>30 minute backup to new cloud backup infrastructure (Proactive)</li><li>Virtualised server environment (Proactive)</li><li>Off-site tape back-up (Proactive), Note tapes are no longer required due to cloud based system.</li><li>Change Management practices in place (Proactive)</li><li>Monthly server and workstation security patching (Proactive)</li><li>Infrastructure Systems Monitoring for availability - Solarwinds (Proactive)</li><li>Daily audit reports available for Civica Authority (Reactive)</li><li>Continual improvement of Standard Work Practices (Proactive)</li><li>Internal auditor undertakes regular audit based on assessment of risks (Reactive)</li><li>Response plans - Business Continuity Plan (Proactive)</li><li>Mobile device/storage encryption (Proactive)</li><li>Staff awareness program on cyber security (Proactive)</li><li>Investment in edge security &amp; endpoint security platforms (Proactive)</li><li>Ongoing security/penetration testing (Proactive)</li><li>Biannual Testing of Disaster Recovery (Proactive)</li><li>Implementation of an IT Management Information System - improved knowledge, problem, change and asset management (Proactive)</li><li>Up to date policies for Cyber Security (Proactive)</li><li>Use of recognised Project Management methodology (Proactive)</li><li>Cyber security insurance (Reactive)</li><li>Identity and user access control - ensuring effective role-based security (Proactive)</li></ul>	Moderate	Possible	Low	Good	RETAIN the Risk	CIO
<b>BUSINESS CONTINUITY</b>  Risk Appetite Low	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"><li>Business Continuity Policy, and Business Continuity Framework reviewed and endorsed by Executive Management Team (Proactive)</li><li>Business Impact Analysis (BIA's) conducted to identify critical business functions/services required to operate during a disruptive event (Proactive)</li><li>BIA's reviewed and endorsed by Executive Management Team (Proactive)</li><li>Business Continuity Plans (BCP's) developed and stored in the cloud for all critical functions/services identified by BIA's (Proactive)</li><li>BCP's endorsed by Executive Management Team (Proactive)</li><li>BCP Policy, Framework, BIA's and BCP's independently reviewed (Proactive)</li><li>BCP Desktop Test Exercise conducted November 2018 (Proactive)</li><li>Data backup and disaster recovery cloud based enabling access during a disruptive event</li></ul>	Moderate	Unlikely	Low	Good	RETAIN the Risk	GM (CS)
<b>DISASTER RESILIENCE</b>  Risk Appetite Low	Business and community is unable to effectively respond in the event of a disaster	Major	Likely	Significant	<ul style="list-style-type: none"><li>Effective contract management (Proactive)</li><li>Safety systems (Proactive)</li><li>Effective procurement policies/management (Proactive)</li><li>Effective Management of Disaster Management Plan (Proactive)</li><li>Other providers available to do the work if the core supplier fails (in some instances) (Reactive)</li><li>Preferred Supplier Arrangements in place (Proactive)</li><li>IT Disaster Recovery (Reactive)</li><li>Coordinated internal and external corporate communications (Reactive)</li><li>Monitoring of weather forecasts (including flood alerts) (Proactive)</li><li>QERMF Risk Assessments on Natural Hazards (Proactive)</li></ul>	Major	Possible	Significant	Fair	RETAIN the Risk	GM (IS)

# STRATEGIC ENTERPRISE RISKS - Continued ....

QTR 3 - 2019 / 20

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?
<b>CULTURE</b> Risk Appetite High	The work culture is inconsistent with the organisation's objectives	Major	Likely	Significant	<ul style="list-style-type: none"> <li>Established Organisational Structure (Proactive)</li> <li>Council performance reporting (Reactive)</li> <li>Corporate and Operational Plan Quarterly reporting (Reactive)</li> <li>Employee Performance Agreements in place (Proactive)</li> <li>Corporate Onboarding (Proactive)</li> <li>Learning and Development Framework in place (Proactive)</li> <li>Staff Risk appetite awareness (Proactive)</li> <li>Staff Recognition and Length of Service programs (Proactive)</li> <li>Staff Mentoring program</li> <li>Internal Communication Systems (COLIN, staff meetings, messaging, localising and engaging) (Proactive)</li> <li>GROW@Work program</li> <li>Innovation Lab</li> <li>Staff Leave management (Proactive)</li> <li>Performance management (Proactive)</li> <li>Staff values clearly communicated (Proactive)</li> <li>WorkVibe (Proactive)</li> <li>We Are WDRC Awards</li> <li>Employee Wellness Programs</li> <li>Safety First</li> </ul>	Moderate	Possible	Moderate	Good	RETAIN the Risk	GM (CS)
<b>FRAUD &amp; CORRUPTION</b> Risk Appetite Zero	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"> <li>Separate Fraud Risk Register Established that identifies proactive and reactive controls (Proactive)</li> <li>Risk owners and risk managers required to provide statements attesting to active identification and management of risk (Proactive)</li> <li>Fraud and corruption Policy and Framework in place (Proactive)</li> <li>Annual fraud and corruption awareness training program (Proactive)</li> <li>Annual ethics training program (Proactive)</li> <li>Employee code of conduct (Proactive)</li> <li>Councillor code of conduct (Proactive)</li> <li>Effective leave management in place (Proactive)</li> <li>Systems in place for reporting suspected fraudulent or corrupt activity (Proactive)</li> <li>Delegations of authority (Proactive)</li> <li>Financial system controls (Proactive)</li> <li>Controls in place for software system user rights (Proactive)</li> <li>Expenditure and payments system financial controls in place (Reactive)</li> <li>Segregation of duties (Proactive)</li> <li>Management accountability to actively monitor for fraud and corruption (Reactive)</li> <li>System access control and forced revision of passwords (Proactive)</li> <li>Action taken if theft/misappropriation occurs (Reactive)</li> <li>Fraud risk routinely discussed as agenda item at team meetings (Proactive)</li> <li>Internal audit function overseen by Audit Committee (Proactive)</li> <li>Budget approval and review process (Reactive)</li> <li>Conflict of Interest declarations, secondary employment declarations (Proactive)</li> <li>Police checks undertaken as part of pre-employment assessments for all relevant positions (Proactive)</li> <li>Established and widely promoted organisational values (Proactive)</li> <li>Internal Audit oversight (Proactive)</li> </ul>	Moderate	Possible	Moderate	Good	CONTROL the Risk	Manager CS&G
<b>SAFETY</b> Risk Appetite Low	Safety - injuring workers and decreased Community wellbeing	Major	Likely	Significant	<ul style="list-style-type: none"> <li>Established Workplace Safety Management System (includes training and awareness) (Proactive)</li> <li>Risk assessments carried out and standard work practices in place for the delivery of essential services (Proactive)</li> <li>Compliance with Standards/Legislation (Reactive)</li> <li>Incidents are recorded in Beakon "incident management system" (Reactive).</li> <li>Training is conducted for all relevant staff on the use of Beakon "incident management system"(Proactive)</li> <li>Risk trends are identified in all Council areas and activities (Proactive)</li> <li>There is a Safety audit program across Council (Proactive)</li> <li>Ad-hoc training is delivered to staff (Proactive)</li> <li>A rehabilitation service is in place for early return to work of injured workers (Reactive)</li> <li>Upskilling training is provided for WHS Advisors (Proactive)</li> <li>Tool box talks conducted with staff in high risk areas (Proactive)</li> <li>Plant used by Council staff is 'fit for purpose' (Proactive)</li> <li>Statewide workplace injury trends are monitored (Proactive)</li> <li>Safety First culture is embedded across Council (Proactive)</li> <li>In-house programs are delivered (ie. 10,000 steps, flu vaccinations, job specific immunisations) (Proactive)</li> </ul>	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	CHRO

OPERATIONAL PLAN 2019/2020

"This 2019/2020 Operational Plan is developed by the Management and Executive team of WDRC, in response to the commitments of Council's WDRC 2017-2022 Strategic Corporate Plan"

Our Mission

We are part of the community we serve, working together to provide valued leadership and services to a diverse region.

Our Vision

An innovative team - connected locally, united regionally.

We Advocate For

A long term domestic and industrial water supply for our region / A suite of regional health services providing our residents with 'Whole of Life' care / Regional educational facilities and first-class educational services / Community participation programs that engage and inspire our local youth / Modern and efficient telecommunication services that meet the needs of our region.

Council's strategies for strengthening the capacity of its people to deliver on the objectives of the Corporate Plan, followed by Management's Operational Plan Strategies, are reported herewith.



PEOPLE STRATEGIES

OUR PEOPLE - TOGETHER WE MAKE A REAL DIFFERENCE

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Status	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Safety First	Improve the capability of Health and Safety Representatives, increase engagement and participation levels with stakeholders across WDRC	Chief Human Resources Officer	30.06.20	50%		10% reduction in lost time injury frequency.  All incidents are investigated within 2 business days of the incident being logged in Beakon.	There is an increase in the LTI frequency rate compared to last year, however there has been a 13% decrease for Q3 compared to Q2.  All incidents were investigated within 2 business days, which is evident in the reporting from Beakon.
	Improve Workplace and Safety (WHS) incident reporting.	Chief Human Resources Officer	30.06.20	75%		10% increase in reporting via Beakon Management System compared to 2018/19.	Beakon reporting shows an increase compared with last year.
	Continue to embed a culture of Safety First.	Chief Human Resources Officer	30.12.19	25%	30.06.20	Lost time injury rate (LTI) is within the lowest quartile within the Local Government industry.	Currently not within the lowestest quartile, due to increase in LTI's above target.
	Ensure that Council complies with its statutory obligations, minimises its exposure to litigation, understands and manages its risk, undertakes targeted internal audits, and develops effective reporting frameworks.	Chief Human Resources Officer	30.06.20	75%		100% of non-compliance issues are addressed within statutory timeframes.	There was no outstanding compliance issues at the end of Q3.
We are WDRC - Right People for the Right Job	Employees are engaged.	Chief Human Resources Officer	30.06.20	75%		Unscheduled absenteeism are < 8 days.	Absenteeism is at 7.73 days.
	Continue to equip our Trainees, Apprentices, Cadets, Bursary and Work Experience participants with the skills, capabilities and self-awareness to contribute meaningfully to our community through their careers.	Chief Human Resources Officer	30.06.20	Achieved		80% of trainees/apprentices are placed by the conclusion of their traineeship/apprenticeship.	14 trainees/apprentices obtained employment with WDRC and within the community. 2 trainees went to University at the end of their traineeship.
	Review and enhance attraction strategies	Chief Human Resources Officer	30.06.20	75%		Staff attrition rate is between 10% and 15%.	Attrition rate is currently below 10%.
Future Fit - Development and Leadership	Build on a sustainable continuous learning and development culture that improves engagement, individual capability and organisational performance.	Chief Human Resources Officer	30.06.20	75%		Training satisfaction evaluation score is above 80%  95% of people confirmed enroled in internal training courses attend.  40% growth of enrolments for e-learning courses on the Learning Management System.	Training satisfaction sheets evaluation at 88%.  100% of people enrolled in intertal training courses attend in this Qtr.  On target for 40%, currently at 30.5%.
	Embed a performance culture in which staff are empowered to act responsibly; be held accountable for their actions; and be recognised for performance excellence.	Chief Human Resources Officer	30.06.20	25%		90% of staff have performance plans in place.	Performance plans to be conducted in 4th quarter.




OPERATIONAL PLAN STRATEGIES							
<div><div></div><div>STRONG ECONOMIC GROWTH</div></div>							
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Status	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
There is confidence in our strong and diverse economy.	Continue to improve our engagement with prospective developers to improve planning outcomes.	Manager Planning & Environment	30.06.20	75%		> 90% of development applications are decided without additional information requests. > 90% of decisions are made within allocated assessment timeframes.	76 % of applications decided without information requests this quarter. 100% of decisions have been made within allocated assessment timeframes, with the average timeframe of 15 days.
	Our Development Assessment processing timeframes will continue to be our key point of difference and amongst the best in the state.	Manager Planning & Environment	30.06.20	75%		Compliance assessment applications completed with decision notices issued in under 9 business days (compared to statutory timeframe of 10 business days). Code assessment applications completed with decision notices issued in under 20 business days (compared to statutory timeframe of 70 business days).	Nil compliance assessment application this quarter. All code assessable applications decided in under 20 business days, with the average across all applications of 15 business days.
	Effectively promote major events and investment opportunities in the Western Downs.	Manager Communications & Marketing	30.06.20	75%		There is an increase of 15% reach through digital and traditional media.	This has been demonstrated through various means including a 95% increase in engaged users of Council's Facebook Page. (period Oct-Dec, 512 people compated with period Jan-March, 1003 people)
	Health Services staff advocate for a suite of regional health services providing the community with 'whole of life care'; target State and Federal Government investment in Health Services in the Western Downs Region and promote regional inter-agency collaboration.	Manager Health Services	30.06.20	75%		Identification of a minimum of 2 leads to attract investment in additional health services to the Western Downs Region.	A number of meetings have been held with Not for Profit and private businesses looking to expand their footprint into the Western Downs Region - business types include disability, aged care and mental health. Businesses have been supported to engage with regional and local contacts.
We're open for business and offer investment opportunities that are right for our Region	Identify and enable opportunities that facilitate investment in the region, from outside of the region.	Manager Economic Development	30.06.20	Achieved		A minimum of 20 quality leads per annum are obtained to attract new investment to the region. 2 investments events are delivered through partnerships per annum.	2 quality leads were followed-up that contacted the Customer Contact Centre re: investment opportunities in the Western Downs region. The TSBE Protein 2020 Conference was held in Dalby on Wednesday 4 March 2020 under the partnership with WDRC. There was over 100 attendees. Promotion of investment opportunities within the Western Downs region was undertaken at the Smartbeef Conference held at Dalby Events Centre where staff manned a booth and networked throughout the conference.
	Identify and enable activities that facilitate the development of local businesses.	Manager Economic Development	30.06.20	Achieved		2 activities are completed, under the Partnership Agreements with regional chambers, that are designed to develop and straighten local businesses.	During Q3, the Economic Development team delivered more 'Google My Business' workshops aimed at strengthening the online marketing startegies of local businesses. The roadshow visited Miles, Chinchilla, Jandoawe, Tara and Dalby. A total of 45 participants attended the workshops. Workshops are held in cooperation with Libraries team and Chambers of Commerce.
We optimise our tourism opportunities, unique experiences and major events	Identify opportunities that facilitate engagement with tourism target markets to extend visitor night stay in the region.	Manager Economic Development	30.06.20	75%		Tourism marketing collateral published across appropriate markets to increase awareness of tourism product and events in the Western Downs Region. 5% increase in average motel occupancy, April - September inclusive (tourism season) - measured by monthly data collection from all 46 motel and other accommodation providers in the region. Increased engagement with local tourism industry and operators.	Accommodation occupancy percentage rates recorded for the quarter were: Dalby & District - Jan 35%, Feb 37%, Mar 35% Chinchilla & District - Jan 31%, Feb 36%, Mar 37% Miles & District - Jan 31%, Feb 32%, Mar 38% In continued efforts to support our accommodation providers a workshop 'Google My Business' was offered for tourism operators to learn how to manager their Google add work (a free search engine) and also Trip Advisor reviews. The workshops were rolled out across the towns and were delivered between Libraries, Economic Development and Tourism. Feedback and take up has been promising with follow up continuing in a one on one scenario.
	Value-add to and enable the growth and development of the region's major events.	Manager Economic Development	30.06.20	75%		10% increase in attendance at Council's recognised major Events measured by data collection from major events committees and ticketing platforms.	No Major Events in Q3.
	Identify and enable opportunities to facilitate the hosting of new events in the Western Downs Region.	Manager Economic Development	30.06.20	Achieved		Develop campaigns and marketing collateral to actively target Conference and Event Industry Supply Chain to host new events in the Western Downs Region.	New destination event: Red v. Waratahs match held in January - 3700 ticket sales and Dalby accomodation reporeted 100% occupancy on the Friday night. New stakeholder engagement event: Major Events Forum - 14 March 2020 - approx. 50 attendees. Experienced and engaging speakers. Attendees from all major event committees. Very positive feedback and 32 surveys completed. All surveyed responded "yes" to the question of attending another similar event in 2021.
Business and industry in our region live local and buy local	Identify opportunities that attract and retain skilled workers to our region's towns.	Manager Economic Development	30.06.20	50%		Deliver roadshow throughout the region targeting employers in key industries to familiarise the developed collateral and how it can be used to complement a live local recruitment strategy.	A roadshow will be conducted throughout the region during Q4 to showcase the collateral developed by both the Economic Development and Communities teams to assist local businesses with their live local recruitment strategies and campaigns. These roadshows can be delivered in a virtual manner if required.
	Resident and Community based health Services buy local where possible; Recruit & attract staff to live local and support local communities.	Manager Health Services	30.06.20	75%		The current ratio (7:3) of local to non-local suppliers is retained or increased. More than 75% of vacant Health Services roles will be filled by candidates living locally or prepared to permanently relocate.	Current ratio of 7:3 local vs. non-local suppliers has been sustained this quarter. Of the 9 position recruited to Health Services, 8 have been filled by locals or candidates who have relocated permanently to the regional (89%). Employee currently comuting has committed to a permanent move within 6 months.
	Commit, where possible, and within the Value for Money framework to spending locally.	Chief Executive Officer	30.06.20	75%		60% of Council's spend is within businesses within the region.	Council's local buy was 56% at the end of Q3.
Our region is a recognised leader in energy, including clean, green renewable energies.	Actively facilitate energy sector development.	Manager Planning & Environment	30.06.20	75%		Positive industry feedback from investors in renewable energy. Rapid development approval means that Western Downs is a good place to do business.	Three separate commercial developers provided unsolicited compliment to Council during the quarter regarding the development assessment team and timeframes.
	Promote the region as an energy transmission infrastructure hub - attractive infrastructure, cheap land and ideal environment (sun and wind).	Manager Economic Development	30.06.20	75%		Increased participation in industry forums.	An Energy Tour was organised as part of the Big Skies Festival, visiting the Dalby Bio-Refinery, Darling Downs Solar Farm and Kogan Creek Power Station. Objective of the tour was to promote the region as an energy transmission infrastructure hub. This tour has been cancelled as a result of the COVID-19 pandemic.

<div>  <b>ACTIVE VIBRANT COMMUNITIES</b> </div>							
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Status	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are a region without boundaries, united in community pride.	Our Western Downs community is proud and engaged in the public spaces we have	Manager Communities	30.06.20	75%		Through partnerships enable and support placemaking initiatives across the Western Downs Region.  A minimum of 3 placemaking initiatives implemented.	Two placemaking initiatives successfully completed, the third (Chinchilla) is underway, and works will start in the next weeks.
	In partnership with the community, deliver regional events designed to support reading, literacy and learning; foster digital participation; and encourage culture and creativity.	Manager Communities	30.06.20	Achieved	31.03.2020	Deliver Language to Literacy Conference; inaugural Writers Festival and regional Fun Palaces events.  Through partnership implement digital literacy projects and programs across the region. Measurement is attendees numbers and feedback.	Words out West successfully delivered with most positive response and feedback. Some Fun Palaces were delivered, but the Conference and balance of the listed events were cancelled due to the COVID-19 pandemic and national shut down.
	Our community events are well attended.	Manager Communications & Marketing	30.06.20	75%		Promote community events through social media channels with an increase of 10% in attendance.	Social media proved a vital tool in the success of the first Words Out West Festival with 44% of all visits to the Words Outs Website (and subsequent ticketing platform) generating from social media, mainly Facebook.
	Robust planning and programming of our maintenance and open spaces projects so as to enhance our region's liveability and community pride through green space initiatives.	Manager Facilities	30.06.20	75%		95% of trees planted through the Adopt a Street Tree Program are established successfully.	An extensive watering regime continued into Q3 due to drought conditions. Watering programs were suspended due to the February rainfall. Watering recommenced in mid-March. The Stage 5 tree planting program commenced early in late February due to favourable conditions.
Our community members are the loudest advocates for what's great about our region	Our community is engaged and supported through capacity building programs and initiatives.	Manager Communities	30.06.20	75%		Partner with other funding providers to deliver Grant Workshops across the region once per annum aimed at upskilling community groups and raising awareness of funding opportunities.  Community Groups are provided with information of, and access to grant funding opportunities through effective communication through all media channels and regular e-newsletters.  Annual reporting of success of Council funding programs including \$ value of grants distributed in each funding program; Success rate of applications received vs. number granted; Total project cost vs. amount granted; Number of new applicants.	All workshops for April till 30 June 2020 have been postponed till further notice due to the COVID-19 pandemic.  Annual reporting will be provided next quarter.
	Actively seek community engagement and advocacy for Council initiatives.	Manager Communications & Marketing	30.06.20	75%		Maintain current level of 'Share' and 'Likes' of social media posts.	An increase in shares and likes on social media through a variety of events including Words out West and flooding event.
	Support Health Services Clients to participate in their local communities and encourage the wider community to engage with the services / aged care facilities.	Manager Health Services	30.06.20	75%		There is a 10% increase in participation by permanent & community based clients / residents at local community based events.	Due to the impacts of the COVID-19 pandemic there have been restrictions placed on social gatherings in all communities and additional restrictions on residents of residential aged care facilities by the Federal and State Governments. These restrictions were put in place in March 2020 and will be in place for the foreseeable future.
Our social, cultural and sporting events are supported locally and achieve regional participation.	Create and implement a region-wide approach towards targeted community activations, programs, initiatives and embed collaborative practice both internally and externally.	Manager Communities	30.06.20	75%		Annual schedule of programs and activities developed and promoted regionally that achieves optimum levels of local and regional participation. Measured by increased attendance at local events and number of new partnerships with community groups established.  Website is redeveloped to ensure community information is easily accessible.	All events planned were achieved until end of February 2020. All later events did not take place due to COVID-19.
Our parks, open spaces, and community facilities are well utilised and connect people regionally.	Our Arts and Cultural spaces are actively used by the community through an active and vibrant network of artists and regional community groups in the Western Downs.	Manager Communities	30.06.20	75%		Through partnerships enable opportunities to facilitate a minimum of 2 touring workshops to upskill and build cultural capital as well as providing engagement opportunities for regional artists and community groups.  Increased number of programs developed and delivered in partnership with the arts community.  Increased use of arts and cultural spaces by the community.	Events such as Flickerfest was planned, advertised but was all cancelled due to the global COVID-19 pandemic.  Two Dogwood gallery exhibitions were opened and successfully hosted.
	Maximise the use of our major community facilities.	Manager Facilities	30.09.19	75%	30.06.20	Increase in facility utilisation rates.	36% increase in Events Centre enquiries compared to same YTD period 2019. 30% increase in admissions at Western Downs Cinemas compared to same YTD period 2019. 11.53% increase in Swimming Pool patronage for January 2020 compared to January 2019.
A recognised culture of volunteerism is active throughout our communities.	Inspire and enable a generation of ambassadors.	Manager Communities	31.03.20	Variance		A minimum of 2 events held per annum to recognise the support of our ambassadors.  A minimum of 2 famils held per annum at increasing ambassador numbers for Council activities.	No scheduled events for the success drive in Q3 - please note that all events for Q4 and later has been cancelled.
	Health Services staff acknowledge the contribution of ambassadors that enhances the consumer experience and actively seek to welcome new ambassadors to the services.	Manager Health Services	30.06.20	75%		There is a 10% increase in Health Services ambassador numbers.	Due to the impact of COVID-19 pandemic there have restrictions placed on vulnerable visitors and volunteers in both residential aged care facilities and community care outlets by the Federal and State Governments. In line with these restrictions our volunteer groups have been advised that whilst their highly valued services will not be required for the time being, we will welcome them back as soon as the restrictions have been lifted.

<div>  <b>GREAT LIVEABILITY</b> </div>							
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Status	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Our residents enjoy the convenience of modern infrastructure and quality essential services.	Deliver quality public Wi-Fi in significant community places.	Chief Information Officer	30.06.20	75%		There is a 95% availability for public access to Wi-Fi during operating hours.	98.65% achieved as at end of third quarter.
	Improve water supply systems to ensure residents have access to quality water supplies across the region.	Manager Utilities	30.06.20	75%		Achieve >90% compliance with customer service standard average response time for water incidents (breaks & leaks) across the region.  There is 10% decrease in water main breaks across the region.	The average response time met was 60% for water incidents across the region, this is a decline from last quarter; but an improvement from this quarter last year. Water main breaks reduced across the region during Q3 equating to a 29% reduction from the same quarter last year.
	Improved wastewater processes to improve customer satisfaction and allow for better utilisation of effluent water.	Manager Utilities	30.06.20	75%		Achieve >75% recycled water as a percentage of wastewater effluent used across the region.  There is a 10% reduction in the number of customers potentially impacted by blocked sewer mains through the sewer reline and cleaning program.  There is 10% decrease in wastewater main breaks across the region.	Continued to provide recycled water across the region, reusing more than 75% of wastewater effluent during Q3.  Sewer main breaks and chokes were down significantly from the previous quarter, with only 4 repairs during Q3.
	Deliver safe, inclusive, quality care and services throughout its Aged Care services.	Manager Health Services	30.06.20	75%		Aged Care services will transition to the new Aged Care Quality Standards; thereby achieving ongoing compliance with the Aged Care Act and successful outcomes following external unannounced audits by the Aged Care Quality and Safety Commission.	There have been a number of phone support contacts from the AACQ &SC in relation to Health Services response and preparedness for the COVID-19 pandemic. There have been no on-site visits. The commission have advised that there will only be desk-top audits undertaken of sites / outlets for the duration of the pandemic with a 'risk-based' approach being taken to identify outlets / sites to be audited during this time.
	Provide a well-connected network of footpaths for residents.	Senior Works Manager	30.06.20	Achieved	30.09.19	100% footpaths maintained in accordance with Transport Asset Maintenance Management Plan.	100% of footpath inspections were completed and comply with TAMMP inspection frequencies.
	Continue to make improvements and increase compliance of Council's Waste Facilities, especially for the waste levy.	Manager Planning & Environment	30.06.20	75%		Contractors for supervised sites will achieve their contract performance targets.	Contractors generally achieved their contract performance targets, with the exception of Winfields Road Landfill, where the contractor self reported a failure to meet contract obligation (attending site during opening hours) due to the road closures during flooding.
	Align service delivery with a contemporary customer service strategy.	Manager Customer Support & Governance	30.06.20	75%		>90% of calls resolved on first point of contact.  <5% call abandonment rate.  10% reduction in unanswered phone calls across all Departments.  95% of general service requests or enquiries acknowledged within 10 business days.  95% of Administrative Action Complaints handled within response timeframes.	Statistics as the end of Q3 are on track:  >95% of calls are being resolved on first point of contact.  Call abandonment rate is currently sitting at 5%.  Reduction in unanswered phone calls across all Departments show a 2% improvement over the previous quarter and 11% improvement over the same quarter last financial year.  88% of general service requests or enquiries acknowledged within 10 business days. This statistic is improving with steps being taken to reach the target over the last quarter of the financial year.  80% of Administrative Action Complaints are handled within response timeframes.
Valued recreational spaces, sporting and community facilities are provided regionally.	Deliver well-maintained facilities that meet the needs and expectations of users.	Manager Facilities	30.06.20	Achieved	31.03.20	100% of playgrounds are audited and prioritised for equipment upgrade.	Annual external audit and condition assessment of all playgrounds was completed in January. Playgrounds recommended for upgrade included in Capital Project submissions for 2020/21.
A safe and well maintained road network connects our region.	Continuous improvement of the strategic framework for the delivery of programmed transport asset maintenance.	Manager Works - Maintenance	30.06.20	75%		Bitumen reseals and unsealed surface maintenance quantities meet the Asset Management Plan and Transport Asset Maintenance Management Plans targets.	Reseal quantities achieved AMP targets. Unsealed surface maintenance meets current TAMMP targets and conditions.
	Improved maintenance management systems for logging of defects and delivery on both state and local road networks.	Manager Works - Maintenance	31.12.19	75%	30.06.20	90% confidence in Reflect Defect Register accuracy as determined by quarterly internal audits.	Audits continuing as an ongoing operational process.
	Effective routine management of Council's unsealed road assets provides a safe road network for the region.	Manager Works - Maintenance	31.12.19	75%	30.06.20	Light maintenance grading of the unsealed road network is completed in accordance with the Transport Asset Maintenance Management Plan frequencies.	Light maintenance grading continues at frequencies appropriate to meet unsealed surface conditions of the TAMMP. Note the TAMMP has been temporarily suspended while the immediate February 2020 flood event response is underway.
	An up to date 10 year capital works program is in place.	Senior Works Manager	31.03.20	Achieved		The 10 year capital work program is developed and integrated into asset management systems.	10 year capital program updated and in place.
	Develop strategic masterplans for townships and rural road network.	Senior Works Manager	31.12.19	75%	30.06.20	Individual masterplans for each township as well as the rural road networks, are developed and integrated into asset management systems.	Kerb and channel / stormwater and footpath infrastructure reviewed for townships and integrated into AMP and 10 year capital works program.
	The Transport Capital Works Program will be delivered on time and within budget.	Manager Works - Construction	30.06.20	75%		95% of Transport Capital Works Program completed by 30 June.  Works program completed within budget allocation.	Works Transport Capital Works Program is on program to be 95% delivered by 30 June. The works program is forecast to be completed within budget.
Our region remains an affordable place for families to live, work, prosper and play.	We deliver responsible budgets based on long term financial forecasts to ensure fully informed decisions are made and impacts on future financial periods are known.	Chief Financial Officer	30.06.20	75%		Council delivers an operating surplus, has no debt and maintains cash surpluses at 9 months of operating expenditure including depreciation.  Average rural and residential rates and charges are comparable to surrounding Councils.	Profit and Loss Statement is reflecting on par with Budget. I caution this with the existing COVID-19 pandemic occurring which may or may not effect this current year budget.
We're recognised as one of the safest regions in Queensland	Maintain a reliable CCTV network that enhances public safety in our major town centres.	Chief Information Officer	30.06.20	50%		Maintenance inspections are carried out at least once per year.  Faults are rectified within 5 business days of notification.	Maintenance inspection completed. Faults measure not meet. We have no SLA with the vendor so this is out of our control.
	Develop and maintain an appropriate Maintenance Management System for the prioritisation of defects on Council road network.	Manager Works - Maintenance	30.09.19	Achieved	31.03.20	Conduct an annual review of the trial Transport Asset Maintenance Management Plan.	The TAMMP review has been completed and was presented to Council in February.
	Continue to increase our efforts to improve animal management outcomes in our community.	Manager Planning & Environment	30.06.20	75%		Increased number of suitable animals successfully re-homed under Pound Pet re-homing and de-sexing programs.  A Customer Survey (Voice of the Customer) for Animal Management achieves a high ranking result.	Compliments have been received during the quarter from residents expressing their appreciation for the Pound Pets service.
	Environmental Health programs focus on improving outcomes for our community.	Manager Planning & Environment	30.06.20	75%		All food premises are inspected at least once per annum, with 100% completed by 30 June 2020, with Spot Compliance Program implemented.	91% of food premises have been inspected this financial year, with 4 Improvement Notices being issued for non compliances.



<div>  <b>FINANCIAL SUSTAINABILITY</b> </div>							
Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Status	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are recognised as a financially intelligent and responsible Council.	Core Corporate Systems and Network available to ensure Council is able to deliver services.	Chief Information Officer	30.06.20	75%		There is 98% uptime for Authority, Enterprise Content Management, email and internet. Network availability is at 99%.	99.86% for Critical systems. 99.28% for Network availability.
	Enable efficiencies via mobilisation and collaboration, through the provision and management of devices and connectivity.	Chief Information Officer	30.06.20	75%		An annual replacement exercise is conducted. Faulty or damaged devices are replaced within 2 working days. Staff Wi-Fi availability in administration buildings is 98%.	85.7% of devices replaced within 2 days. 99.56% for WiFi availability.
	Control employee costs to assist financial sustainability.	Chief Human Resources Officer	30.06.20	75%		No employees have >8 weeks accrued annual leave. Fulltime employee (FTE) numbers remain within budgeted levels.	Currently 11 employees have more than 8 weeks accrued leave with all having strategies in place to reduce.
	Finalise financial statements.	Chief Financial Officer	31.12.19	Achieved		No audit qualifications and finalised by mid-October 2019.	There were no audit qualifications and Council's control environment was given a green light.
	Deliver Budget.	Chief Financial Officer	30.06.20	75%		2020-21 Budget adopted by council and the Budget and the 10 year long-term forecast meet long term financial sustainability indicators noting deficiencies in the Asset Sustainability Ratio.	Budget preparation has began and so far seems to be on track. Long term sustainability will be reviewed and modelled in the coming months. COVID-19 pandemic is a central concern around the budget and the associated timeframes have been reworked to incorporate the changed economic circumstances the country if facing.
	Operate with Budget.	Chief Financial Officer	30.06.20	75%		Revenue and Expenditure are in line with budget. Any likely significant variances are brought to the attention of management and Council.	As at 31 March 2020 Council had an operating surplus of \$27.5 million compared to the YTD budgeted surplus \$27.8 million. This indicates that Council is operating in line with its budget. The impact of the COVID-19 pandemic is unknown at this stage. Council will continue to assess the situation as it unfolds for the rest of the year.
	Maintain a sound internal control environment.	General Manager Corporate Services	3.06.20	Achieved		There are no major control failures. Any high risk issues are addressed as a matter of urgency.	Western Downs Regional Council was 1 of only 8 Councils across the state to score top marks for financial sustainability and management in QAO's February report.
	Distribute rates notices, gas notices, water consumption notices on time.	Chief Financial Officer	31.03.20	75%		Rate and utility notices etc. are sent out on time.	Rates notices issued 24 March 2020.
	Undertake debt recovery action promptly and in accordance with legislative guidelines.	Chief Financial Officer	30.06.20	Variance		Arrears are managed and not increasing.	Due to the current COVID-19 pandemic, debt recovery action has been put on hold, until further assessment can be made whilst the new Council is being inducted. Council will then be looking to reassess this area.
	Increase capacity of in house legal team to handle a greater volume and complexity of matters.	General Counsel	30.06.20	75%		25% reduction in reliance on external legal services.	Finance has advised we are on target to achieve a year end of 50% reduction in legal fees spend.
	Effectively manage property assets to maximise value to Council and the community.	General Counsel	30.06.20	75%		100% of new leases comply with standard work practices.	End of Q3, 100% of leases comply with SWP.
Our long term financial planning guides informed and accountable decision making.	Develop long-term financial and asset management plans that ensure the services we provide are sustainable.	Chief Financial Officer	30.06.20	50%		100% capital works projects exceeding \$100,000 in value are assessed using Council's whole of life costing mode.	As a part of the budget plan, Council will prepare its 10 year capital plan. Current expectations are that new or upgrade projects over \$100k will be assessed using the whole of life costing model. (With exception of roads, as they use a different tool for this purpose)
	Fraud and Corruption Control responsibility is actively managed by each functional area within Council. Leadership in fraud and corruption control.	Manager Customer Support & Governance	30.06.20	75%		100% of identified fraud and corruption risks are assigned to a responsible risk owner. Risk owners provide an annual statement, for functions under their control, attesting to the effectiveness of fraud controls within their area of responsibility. Risk Owners conduct: 1. quarterly review of fraud and corruption risk register. 2. quarterly review of fraud and corruption control measure effectiveness, with remedial action conducted where required. 3. staff education and awareness of fraud and corruption risk.	100% of identified fraud and corruption risks are assigned to a responsible risk owner. Full review of risk registers completed during the quarter. Departmental review of risk registers also conducted in conjunction with the Governance team during preparation for the development of the 2020-2021 Operational Plan.
	Public Interest Disclosure Management System in collaboration with the Queensland Ombudsman Office.	Manager Customer Support & Governance	30.09.19	Achieved		The Public Interest Disclosure (PID) Management System continues to meet legislative requirements and is endorsed by the oversight agency.	Review of PID Management System and Policy conducted in consultation with the Queensland Ombudsman. Policy document adopted by Council resolution 18 September 2019.
Our value for money culture enables us to deliver our core functions sustainably.	Measurement of routine road maintenance activity unit rates allows for sound financial management of maintenance funds.	Manager Works - Maintenance	30.06.20	50%		Council unit rates for routine maintenance activities are reviewed quarterly to identify potential gains in efficiency.	Unit rate check for Q3 to be completed early April once costs are reported.
	Provide a well controlled and safe gas network to the community.	Manager Utilities	30.06.20	Achieved		There is a reduction in unaccounted for gas in the network.	Utilities and Revenue have improved the process in capturing gas loss from the network leaks and repairs. Although the billing data is unavailable at this stage, it is estimated that a similar reduction to Q1 and Q2, in unaccounted for loss will be met this quarter.
	Measurement of transport asset renewal and upgrade unit rates allows for sound financial management of Council's Transport Capital Works Program.	Manager Works - Construction	30.06.20	50%		Council unit rates for transport renewal and upgrade works are reviewed quarterly to identify potential gains in efficiency.	Unit rates for all completed projects have been calculated and distributed for review.
	Council owned Health Services deliver financially responsible service models to our local communities.	Manager Health Services	30.06.20	75%		An Average Aged Care Funding Instrument (ACFI) income is sustained of over \$145 per resident per day. Unspent funds in community Home care Packages are reduced 20%.	ACFI training has been provided to residential staff this quarter with the new Clinical Coordinators now undertaking a review of existing ACFI's for opportunities for uplifts. The results this quarter have been impacted by COVID-19 preparedness activities including recruitment and on-boarding of additional registered staff - needed to maximise ACFI assessments. Unspent funds within community have been reduced this quarter however this will continue to be a challenge as the pandemic is impacting access to additional supports for packaged care clients such as Allied Health and centre based respite activities.
	Embed Value for Money in core decision-making.	Chief Financial Officer	30.09.19	Achieved	28.02.20	Programs are put in place to improve staff consideration of value for money in making procurement decisions.	Procurement training has been rolled out across the region in December 2019 which was successful in informing staff of sound contracting principles of which value for money is. All training has been completed as at the end of February 2020.
Our agile and responsive business model enables us to align our capacity with service delivery.	Take a strategic approach to compliance matters, by dealing with both routine and reactive planning compliance activities.	Manager Planning & Environment	30.06.20	75%		The annual Compliance audit programs are delivered on schedule.	Routine compliance audits were undertaken in accordance with schedule, including 51 intensive agriculture premises.
	Continue to seek external funding opportunities that assist group of landholders address priority pests. Annual action plans will guide how we target priority pests in specific areas	Manager Planning & Environment	30.06.20	75%		100% implementation of pest management action plans.	Current funded pest programs are continuing to be delivered, and are approaching their completion. Several additional grant applications have been submitted to continue targeted plant and animal pest programs, and we are awaiting decisions from the funding agencies.
	Ensure departments are accessing and utilising works mobility software to ensure information and data is up to date.	Senior Works Manager	31.12.19	Achieved		95% compliance of staff utilising relevant software systems, Sensei, Reflect and Pinpoint.	100% of work's staff are utilising works software system.
	Our fleet is utilised efficiently and effectively.	Senior Works Manager	31.03.20	75%	30.06.20	Realistic target utilisation rates will be implemented for each fleet and plant category. Continual review of fleet utilisation - under utilised plant will be identified and disposed of.	Target utilisation rates compiled for each fleet and plant category and presented to FMC. Finance currently reviewing proposed rates and methodology. Fleet utilisation reviewed quarterly with departments and un-utilised/replaced plant disposed of. Note: next auction delayed due to COVID-19 restrictions.
	Risks to the achievement of long term objectives are identified and managed.	Manager Customer Support & Governance	30.06.20	75%		Quarterly review of Corporate Plan 'Measure of Success' is conducted by each functional area with any risks impacting Corporate Plan delivery identified and enter into the appropriate risk register.	Quarterly reviews of operational plan actions is being undertaken by each Manager along with updates to the Enterprise Risk Register and the Fraud Risk Register.
Effective asset management ensures that we only own and maintain assets that are utilised.	Establish system for long term asset management including trending and performance reporting.	Manager Technical Services	30.06.20	75%		An asset management system is implemented that meets our core needs.	Consultant has undertaken business needs analysis. Existing asset management system - Civica has under gone proof of concept analysis.
	Improve our asset management capabilities and planning to deliver quality, well maintained, fit for purpose facilities to the community.	Manager Facilities	30.06.20	75%		100% of identified high priority buildings are condition assessed with maintenance and capital plans prepared.	100% high priority building condition assessments complete. Recommended asset maintenance and major work included in Opex Budget and Capital Project submissions for 2020/21
	Develop a condition assessment program for the Dalby Regional Saleyards.	Manager Facilities	30.06.20	75%		Implemented 100% of recommended high risk maintenance activities.	Detailed structural assessments under review. Urgent defect resolution work underway.



**Title** **Corporate Services Financial Report April 2020**

**Date** 5 May 2020

**Responsible Manager** E. Lambert, ACTING CHIEF FINANCIAL OFFICER

## Summary

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

## Link to Corporate Plan

Strategic Priority: Financial Sustainability

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

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

## Background Information

The Chief Executive Officer is required by Section 204 (2) of the Local Government Regulation 2012 to present the financial report at each meeting of the local government if each meeting is held less frequently than monthly, or monthly. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held (section 204 (3)).

## Report

### 1. Operating Result

The operating profit as at the end of April is \$14.824 million compared to a budgeted profit of \$17.182 million which is \$2.358 million behind budget.

Revenue is \$6.529 million behind budget mainly due the Financial Assistance Grant being \$6.292 million behind budget. Council received half of its 2019-20 payment (\$8.330 million) in 2018-19 as a prepayment. It is unknown if Council will receive another prepayment this financial year. Expenditure is \$4.171 million behind budget. Timing issues are the main reason Materials and Services being \$3.721 million behind budget. Materials and Services as a trend with previous years, run under budget for the first three quarters of the year with it catching up in the last quarter.

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

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
<b>Revenue</b>					
Rates and Utility Charges	(88,811,615)	(90,106,340)	(88,082,247)	2,024,093	Rates and Utility Charges are under budget \$2.024 million due to: > \$1.330 million phasing issue for the fire levy payment. Budget was phased in May where actuals were paid in April. This will correct next month (May). > \$0.642million being paid out in COVID-19 concessions to commercial customers.
Volumetric	(7,227,791)	(3,508,641)	(4,085,008)	(576,367)	Volumetric income is over budget due to increased consumption as a result of the hot and dry conditions.
Less: Discounts & Pensioner Remissions	4,924,373	5,023,367	4,839,540	(183,827)	Discounts & Pensioner remissions are under budget due to a phasing issue. This will correct.
Net Rates and Utility Charges	(91,115,033)	(88,591,614)	(87,327,715)	1,263,899	
Fees and Charges	(6,787,310)	(5,598,795)	(6,204,167)	(605,372)	Fees & Charges are \$0.605 million greater than budget due to: > Water sales from the standpipes being \$0.362 million more than budget due to the drought. > Other Fees & Charges have come in over budget by \$0.268 million including Cemetery income, Town Planning Fees, Health Licences and Permits & Stock Route Fees. > Fines & Penalties being \$0.219 million greater than budget due to Council dedicating more resources towards enforcement. > Washdown Bay fees being \$0.181million better than budget due to increased activity at the Saleyards. This is offset by; > Waste Disposal Fees being \$0.445 million behind budget due to lower than anticipated usage of the facilities.
Rental and Levies	(1,672,589)	(1,386,320)	(1,467,525)	(81,205)	
Sales of Major Services	(18,980,642)	(15,016,083)	(15,770,693)	(754,610)	Sales of Major Services are currently \$0.755 million greater than budget due to: > Saleyards revenue being \$0.825 million greater than budget as a result of higher than expected sales due to the prolonged drought. > Quarry and Gravel Pit sales being \$0.187 million ahead of budget. This is a phasing issue. Council expects sales to be in line with budget for the year. A minor offset to this is Commercial Works income being \$0.171 million behind budget. This is due to a timing difference between invoicing for the works completed and payment.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Operating Grants, Subsidies and Contributions	(25,177,684)	(20,293,710)	(14,473,610)	5,820,100	Operating Grants and Subsidies are under budget due to Council receiving \$6.202 million in FAGS for 2019-20 compared to a YTD budget of \$12.494 million. This is due to \$8.330 million of its 2019-20 FAGS being prepaid in 2018-19. This may correct itself if the State Government prepays the 2020-21 grant this financial year. At this stage however that remains unknown.
Interest Revenue	(3,645,978)	(3,038,310)	(2,191,496)	846,814	Interest Income was budgeted for at 2.50% (the return in 2018-19) for the year but due to the RBA rate decreases, Council has received an average of 1.76% from QTC. It is likely revenue will be under budget by about \$1.000 million for the year.
Other Income	(1,602,500)	(963,756)	(924,643)	39,113	
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(134,888,588)</b>	<b>(128,359,849)</b>	<b>6,528,739</b>	
<b>Expenses</b>					
Employee Benefits	56,922,638	45,771,421	44,050,495	(1,720,926)	Employee Benefits are under budget due to attrition and the management of vacancies across Council.
Less Capitalised Employee Benefits	(5,317,506)	(4,230,936)	(3,431,993)	798,943	Council has currently delivered less than originally anticipated of its capital works program and there have also been savings in the capital works program which effects capitalised employee costs. This is also reflected in operational employee costs which are also under budget.
Net Employee Benefits	51,605,132	41,540,485	40,618,502	(921,983)	
Materials and Services	53,079,460	41,186,987	37,465,776	(3,721,211)	Materials and Services costs are mainly under budget due to outstanding invoices not being accrued at the end of the current month. Large accounts outstanding are the waste contracts and purchase of gas. To date there has also been significant savings in diesel and fuel.
Depreciation and Amortisation	41,863,459	34,886,240	35,357,145	470,905	Depreciation is greater than budget. This is a result of the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense. It is currently estimated that depreciation will be more than budget at year end.
Finance Costs	580,110	92,590	94,139	1,549	

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Corporate Overhead	-	-	-	-	
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>117,706,302</b>	<b>113,535,562</b>	<b>(4,170,740)</b>	
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>(17,182,286)</b>	<b>(14,824,286)</b>	<b>2,358,000</b>	

## 2. Capital Revenue and Expenditure

Capital Revenue for the year is currently \$2.592 million behind budget.

- Capital Grants & Subsidies are \$0.174 million behind budget. This is due to a budget phasing issue with a majority of the TIDS and R2R income now being received where the budget has phased income to still be received over the remaining 3 months.
- Capital Contributions are currently \$2.334 million behind budget due to outstanding claims. These claims will be finalised before year end.
- Contributed Assets are \$0.564 million behind budget. This is purely a budget phasing issue.
- \$0.671 million has been received in Developer Contributions for the upgrade of Sherwood Road and other projects. Council did not budget for Developer Contributions.
- Disposal of Non-Current Assets is \$0.190 million behind budget. Disposal of Non-Current Assets will come in under budget for the year with the second yellow fleet auction being postponed until October 2020 due to the restrictions in place for COVID-19.

Capital Expenditure is \$11.191 million behind budget. This lag in expenditure is due to outstanding invoices for April as well as a greater than anticipated resource sector works being completed. Major projects currently behind budget are:

- **\$1,417,685 - Regional Reseal Budget (19/20).** All works up to date. Invoices currently being signed off and hoping to be paid in the next payment run.
- **\$937,259 - Regional Sewer Main Relining.** Abergeldie contractor has completed approximately 60% of sewer lines in Dalby to date and have also commenced work in Jandowae. To date there have been minor variations relating to heavy silt deposits in the sewer network. This project has been marked at risk.
- **\$757,657 - Regional Resheet Budget (19/20).** Project pushed out in program due to resource sector project wins and delays at Auburn Rd.
- **\$627,904 - Regional SCADA Project.** Works are ongoing for Bell/Jandowae, expected to be completed by 10.04.2020. Works are ongoing for Tara/Chinchilla, expected to be completed by 20.12.20. This project has been marked as at risk.
- **\$556,777 - Haystack Rd (00 - 3.30) Reconstruct.** Reprogrammed. Pushed out by delays at Auburn Road.
- **\$465,724 - Jandowae-Maclister Rd (9.23 - 11.70) Upgrade.** Council report recommending project cancellation pending.
- **\$386,531 - Miles Patching Maintenance Truck.** Delivery due April/May 2020 (advice from Paveline on 9 April 2020).

- **\$233,282 - Kents Rd (7.22 - 13.87) Upgrade.** Approximate 4-week rain delay. Adequate buffer in program to accommodate.

Projects to the value of \$0.887 million and \$1.364 million in revenue have been added to the 2019-20 capital works program. As per the Budget Policy, the projects have been approved by either Council, the Chief Executive Officer or, in some cases, the general managers. The projects are listed in the table below.

Project ID	Project Name	Expenditure Budget	Revenue Budget	Comment
<b>Current Revised Capital Budget</b>		<b>47,927,379</b>	<b>(11,733,782)</b>	
<b>Capital Expenditure for Council Approval</b>				
66100.0085.1411	Kesslers Road Chinchilla - Tara Road Intersection Works - Origin	66,189	(72,808)	Resource sector project. Fully funded. Approved by CEO 19/03/20
66100.0085.1413	Weldons Road - Gravel resheeting from Ch 2.35 - 2.745 m (Senex)	42,875	(49,306)	Resource sector project. Fully funded. Approved by CEO 19/03/20
66100.0085.1414	Senex Ch 0.00 to 2.745 Medium Formation Grading (with water) + gravel patching	23,464	(26,984)	Resource sector project. Fully funded. Approved by CEO 19/03/20
66100.0085.1415	Sherwood Road upgrade Ch 0 - 6.81	1,496,194	(1,406,104)	Resource sector project. Fully funded. Approved by CEO 15/04/20
66100.0085.1416	Frizzell's Road from chainages 0.00m to 2560m	40,989	(47,138)	Resource sector project. Fully funded. Approved by CEO 15/04/20
66100.0085.1417	Lebsanfts Road from Chainages 0.00m to 2000m	38,660	(44,460)	Resource sector project. Fully funded. Approved by CEO 15/04/20
66100.0085.1418	Dulacca North Road from chainages 0.00m to 24500m	93,373	(107,380)	Resource sector project. Fully funded. Approved by CEO 15/04/20
<b>Total</b>		<b>1,801,744</b>	<b>(1,754,180)</b>	
<b>Capital Expenditure Previously Approved by Council to be added to Total Capital Expenditure</b>				
66100.0085.1149	Warra Marnhill / Warra Canaga Intersection	(200,000)	80,000	Project to be rescope. Approved by Council 11/03/20
66100.0085.1156	Jimbours Station Rd/Bunya Hwy - Intersection Reconstruction	(114,487)	80,000	Project moved to 2021-22. Approved by Council 11/03/20
66100.0085.1210	Jandowae-MacLester Rd (9.23 - 11.70) - Upgrade	(600,000)	230,000	Project moved to 2021-22. Approved by Council 11/03/20
<b>Total</b>		<b>(914,487)</b>	<b>390,000</b>	
<b>Total adjustments</b>		<b>887,257</b>	<b>(1,364,180)</b>	
<b>Revised Capital Budget</b>		<b>48,814,636</b>	<b>(13,097,962)</b>	

### 3. Cash and Investments

Council's Cash and Investments at 30 April 2020 totalled \$175.838 million which represents 14.3 months of Operating Expenses including depreciation. The balance as at 30 June 2019 was \$142.251 million. The primary reason for this increase is due to Materials and Services and the capital works program being behind budget as at 30 April 2020.

#### Consultation (Internal/External)

Nil

#### Legal/Policy Implications (Justification if applicable)

Nil

#### Budget/Financial Implications

The attached One-Page report details the progress made against Year-To-Date (YTD) Budget for the period ending 30 April 2020.

Concerns to the full year budget are:

- Interest revenue is likely to come in under budget by around \$1.000 million due to the reduction in the official cash rate having a flow on impact for investing rates for term deposits.
- Depreciation expense is expected to come in over budget by approximately \$0.500 million for the year. This is due to the outcomes from the valuation on buildings last year with the economic useful lives being shortened on a wide range of assets which then increases depreciation expense.

- There are also concerns for the budget regarding COVID-19. COVID-19 will affect some of Councils income streams for the remainder of the year and into the next financial year. The stimulus package has been finalised, and currently working toward integrating the package into the 2020/21 Budget. Some of the identified revenue streams that will be affected are cinemas, cemeteries, event centres in the current year. Changes to the social distancing has been changing weekly, and therefore these business units effected may change.

## **Conclusion**

As at the end of April there are various COVID 19 related issues effecting the current budget. They will also have an effect on the full year result. However, it is expected that Council will make an operating profit for the year.

In addition, there are projects totalling \$0.887 million in expenditure and \$1.364 million in revenue which needs to be approved so that Council's capital works program can be adjusted accordingly.

## **Attachments**

1. One Page Report April 2020

**Authored by:** C Prain, MANAGEMENT ACCOUNTANT

**Western Downs Regional Council**  
**One Page Result**  
**Period Ending: 30 April 2020**

	Council Consolidated					Council Net					Commercial Works				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	(88,811,615)	(88,811,615)	(90,106,340)	(88,082,247)	2,024,093	(68,981,313)	(68,981,313)	(70,276,038)	(68,107,974)	2,168,064	-	-	-	-	-
Volumetric	(7,227,791)	(7,227,791)	(3,508,641)	(4,085,008)	(576,367)	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	4,924,373	4,924,373	5,023,367	4,839,540	(183,827)	3,645,841	3,645,841	3,870,841	3,813,758	(57,083)	-	-	-	-	-
Net Rates and Utility Charges	(91,115,033)	(91,115,033)	(88,591,614)	(87,327,715)	1,263,899	(65,335,472)	(65,335,472)	(66,405,197)	(64,294,216)	2,110,981	-	-	-	-	-
Fees and Charges	(6,787,310)	(6,787,310)	(5,598,795)	(6,204,167)	(605,372)	(3,245,310)	(3,245,310)	(2,742,965)	(3,229,981)	(487,016)	-	-	-	-	-
Rental and Leases	(1,672,589)	(1,672,589)	(1,386,320)	(1,467,525)	(81,205)	(1,582,589)	(1,582,589)	(1,318,820)	(1,409,873)	(91,053)	-	-	-	-	-
Sales of Major Services	(18,980,642)	(18,980,642)	(15,016,083)	(15,770,693)	(754,610)	-	-	-	-	-	(5,435,000)	(5,435,000)	(5,118,330)	(4,947,390)	170,940
Operating Grants & Subsidies	(25,177,684)	(25,177,684)	(20,293,710)	(14,473,610)	5,820,100	(22,073,013)	(22,073,013)	(17,189,039)	(11,257,075)	5,931,964	(3,104,671)	(3,104,671)	(3,104,671)	(3,200,000)	(95,329)
Interest	(3,645,978)	(3,645,978)	(3,038,310)	(2,191,496)	846,814	(3,645,978)	(3,645,978)	(3,038,310)	(2,093,021)	945,289	-	-	-	-	-
Other Income	(1,602,500)	(1,602,500)	(963,756)	(924,643)	39,113	(1,552,500)	(1,552,500)	(922,086)	(897,460)	24,626	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(148,981,736)</b>	<b>(134,888,588)</b>	<b>(128,359,849)</b>	<b>6,528,739</b>	<b>(97,434,862)</b>	<b>(97,434,862)</b>	<b>(91,616,417)</b>	<b>(83,181,626)</b>	<b>8,434,791</b>	<b>(8,539,671)</b>	<b>(8,539,671)</b>	<b>(8,223,001)</b>	<b>(8,147,390)</b>	<b>75,611</b>
<b>Operating Expenses</b>															
Employee Benefits	56,922,638	56,922,638	45,771,421	44,050,495	(1,720,926)	45,880,292	45,880,292	37,007,625	35,802,173	(1,205,452)	2,554,938	2,554,938	2,018,792	1,893,715	(125,077)
Less Capitalised Employee Benefits	(5,317,506)	(5,317,506)	(4,230,936)	(3,431,993)	798,943	(4,586,925)	(4,586,925)	(3,624,372)	(2,974,030)	650,342	-	-	-	-	-
Net Employee Benefits	51,605,132	51,605,132	41,540,485	40,618,502	(921,983)	41,293,367	41,293,367	33,383,253	32,828,142	(555,111)	2,554,938	2,554,938	2,018,792	1,893,715	(125,077)
Materials and Services	53,079,460	53,079,460	41,186,987	37,465,776	(3,721,211)	26,733,036	26,733,036	19,254,601	16,978,429	(2,276,172)	5,312,776	5,312,776	5,057,529	6,517,658	1,460,129
Depreciation and Amortisation	41,863,459	41,863,459	34,886,240	35,357,145	470,905	34,053,592	34,053,592	28,378,010	29,425,599	1,047,589	-	-	-	-	-
Finance Costs	580,110	580,110	92,590	94,139	1,549	549,110	549,110	92,590	96,770	4,180	-	-	-	-	-
Corporate Overhead	-	-	-	-	-	(4,417,445)	(4,417,445)	(3,681,210)	(3,681,210)	-	479,299	479,299	399,420	399,420	-
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>147,128,161</b>	<b>117,706,302</b>	<b>113,535,562</b>	<b>(4,170,740)</b>	<b>98,211,660</b>	<b>98,211,660</b>	<b>77,427,244</b>	<b>75,647,730</b>	<b>(1,779,514)</b>	<b>8,347,013</b>	<b>8,347,013</b>	<b>7,475,741</b>	<b>8,810,793</b>	<b>1,335,052</b>
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>(1,853,575)</b>	<b>(17,182,286)</b>	<b>(14,824,286)</b>	<b>2,358,000</b>	<b>776,798</b>	<b>776,798</b>	<b>(14,189,173)</b>	<b>(7,533,896)</b>	<b>6,655,277</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(747,260)</b>	<b>663,403</b>	<b>1,410,663</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	(6,434,700)	(9,265,833)	(7,721,528)	(7,547,360)	174,167	(6,424,700)	(9,265,833)	(7,721,528)	(7,537,360)	184,167	-	-	-	-	-
Contributions	(4,295,658)	(2,467,949)	(2,337,250)	(2,997)	2,334,253	(4,295,658)	(2,467,949)	(2,337,250)	(1,834)	2,335,416	-	-	-	-	-
Contributions - Contributed Assets	(1,980,000)	(1,980,000)	(1,650,000)	(1,086,080)	563,920	(1,980,000)	(1,980,000)	(1,650,000)	(853,872)	796,128	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	(670,919)	(670,919)	-	-	-	(673,729)	(673,729)	-	-	-	-	-
Disposal of Non-Current Assets	(804,500)	(804,500)	(670,417)	(479,964)	190,453	(804,500)	(804,500)	(670,417)	(479,964)	190,453	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>(13,514,858)</b>	<b>(14,518,282)</b>	<b>(12,379,194)</b>	<b>(9,787,320)</b>	<b>2,591,875</b>	<b>(13,504,858)</b>	<b>(14,518,282)</b>	<b>(12,379,194)</b>	<b>(9,546,759)</b>	<b>2,832,435</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	3,830	3,829.65	-	-	-	3,830	3,830	-	-	-	-	-
Restoration of Land Provision	-	-	-	20,189	20,189	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,500,000	8,500,000	7,083,333	11,474,988	4,391,655	7,500,000	7,500,000	6,250,000	7,066,200	816,200	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,500,000</b>	<b>8,500,000</b>	<b>7,083,333</b>	<b>11,499,007</b>	<b>4,415,673</b>	<b>7,500,000</b>	<b>7,500,000</b>	<b>6,250,000</b>	<b>7,070,029</b>	<b>820,029</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(6,868,433)</b>	<b>(7,871,857)</b>	<b>(22,478,147)</b>	<b>(13,112,599)</b>	<b>9,365,548</b>	<b>(5,228,060)</b>	<b>(6,241,484)</b>	<b>(20,318,367)</b>	<b>(10,010,626)</b>	<b>10,307,741</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(747,260)</b>	<b>663,403</b>	<b>1,410,663</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	6,828,177	7,584,331	4,699,920	3,818,983	(880,937)	6,728,177	7,459,796	4,575,385	3,765,288	(810,097)	-	-	-	-	-
Capital Expenditure - Upgrade Assets	6,293,719	6,618,394	4,481,269	2,583,977	(1,897,292)	5,262,286	5,359,460	3,820,698	2,230,779	(1,585,919)	-	-	-	-	-
Capital Expenditure - Replacement Assets	34,183,320	33,724,654	26,905,461	18,492,566	(8,412,895)	26,279,583	26,023,418	22,228,144	16,197,006	(6,031,138)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL FUNDING APPLICATIONS</b>	<b>47,305,216</b>	<b>47,927,379</b>	<b>36,086,650</b>	<b>24,895,526</b>	<b>(11,191,124)</b>	<b>38,270,046</b>	<b>38,842,674</b>	<b>30,624,227</b>	<b>22,193,073</b>	<b>(8,431,154)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	Gas					Water					Sewerage				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	-	-	-	-	-	(5,772,380)	(5,772,380)	(5,772,380)	(5,767,148)	5,232	(8,866,302)	(8,866,302)	(8,866,302)	(8,821,997)	44,305
Volumetric	-	-	-	-	-	(7,227,791)	(7,227,791)	(3,508,641)	(4,085,008)	(576,367)	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	50,000	37,656	(12,344)	614,999	614,999	438,993	397,073	(41,920)	418,489	418,489	418,489	370,085	(48,404)
Net Rates and Utility Charges	-	-	50,000	37,656	(12,344)	(12,385,172)	(12,385,172)	(8,842,028)	(9,455,082)	(613,054)	(8,447,813)	(8,447,813)	(8,447,813)	(8,451,912)	(4,099)
Fees and Charges	(27,000)	(27,000)	(27,500)	(32,144)	(9,644)	(1,010,000)	(1,010,000)	(750,000)	(1,111,970)	(361,970)	(5,000)	(5,000)	-	(10,202)	(10,202)
Rental and Levies	-	-	-	-	-	(90,000)	(90,000)	(67,500)	(57,652)	9,848	-	-	-	-	-
Sales of Major Services	(3,042,497)	(3,042,497)	(2,038,760)	(1,980,993)	57,767	(104,888)	(104,888)	(78,666)	(27,786)	50,890	(17,094)	(17,094)	(12,821)	(35,156)	(22,335)
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	(43,488)	(43,488)	-	-	-	(40,495)	(40,495)
Interest	-	-	-	-	-	-	-	-	(1,646)	(1,646)	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	(1,646)	(1,646)	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	(3,069,497)	(3,069,497)	(2,011,260)	(1,975,481)	35,779	(13,590,060)	(13,590,060)	(9,738,194)	(10,697,625)	(959,431)	(8,469,907)	(8,469,907)	(8,460,634)	(8,537,765)	(77,131)
<b>Operating Expenses</b>															
Employee Benefits	357,956	357,956	282,849	282,406	(443)	4,522,532	4,522,532	3,578,776	3,349,862	(228,914)	1,513,261	1,513,261	1,197,540	1,070,599	(126,941)
Less Capitalised Employee Benefits	-	-	-	-	-	(194,299)	(194,299)	(153,527)	(66,825)	86,702	(17,500)	(17,500)	(13,829)	(12,020)	1,809
Net Employee Benefits	357,956	357,956	282,849	282,406	(443)	4,328,233	4,328,233	3,425,249	3,283,038	(142,211)	1,495,761	1,495,761	1,183,711	1,058,579	(125,132)
Materials and Services	1,193,739	1,193,739	976,611	631,531	(345,080)	4,169,810	4,169,810	3,430,570	3,502,303	71,733	1,501,890	1,501,890	1,244,980	1,299,877	54,897
Depreciation and Amortisation	270,778	270,778	225,650	226,173	523	3,880,384	3,880,384	3,233,650	3,274,092	40,442	2,847,925	2,847,925	2,373,270	1,709,153	(664,117)
Finance Costs	31,000	31,000	-	(2,543)	(2,543)	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	313,052	313,052	260,880	260,880	-	1,542,032	1,542,032	1,285,010	1,285,010	-	883,472	883,472	736,230	736,230	-
<b>TOTAL OPERATING EXPENSES</b>	2,166,525	2,166,525	1,745,990	1,398,448	(347,542)	13,920,459	13,920,459	11,374,479	11,344,443	(30,036)	6,729,048	6,729,048	5,538,191	4,803,840	(734,351)
<b>Operating (surplus)/deficit</b>	(902,972)	(902,972)	(265,270)	(577,034)	(311,764)	330,399	330,399	1,636,285	646,818	(989,467)	(1,740,859)	(1,740,859)	(2,922,443)	(3,733,925)	(811,482)
<b>Capital Revenue</b>															
Capital Grants & Subsidies	-	-	-	-	-	(10,000)	-	-	(10,000)	(10,000)	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	(290)	(290)	-	-	-	(873)	(873)
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	(114,496)	(114,496)	-	-	-	(117,712)	(117,712)
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	(1,115)	(1,115)	-	-	-	3,925	3,925
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	-	-	-	-	-	(10,000)	-	-	(125,901)	(125,901)	-	-	-	(114,659)	(114,659)
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	600,000	600,000	500,000	4,303,817	3,803,817	200,000	200,000	166,667	104,972	(61,694)
<b>TOTAL CAPITAL EXPENDITURE</b>	-	-	-	-	-	600,000	600,000	500,000	4,303,817	3,803,817	200,000	200,000	166,667	104,972	(61,694)
<b>Net Result (surplus)/deficit</b>	(902,972)	(902,972)	(265,270)	(577,034)	(311,764)	920,399	930,399	2,136,285	4,824,733	2,688,448	(1,540,859)	(1,540,859)	(2,755,776)	(3,743,612)	(987,836)
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	-	-	-	-	-	-	24,535	24,535	24,535	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	700,000	818,337	309,648	173,152	(136,496)	210,000	319,164	229,490	118,746	(110,744)
Capital Expenditure - Replacement Assets	-	-	-	-	-	3,612,335	3,518,998	1,965,143	1,134,975	(830,168)	3,734,381	3,625,217	2,357,595	940,769	(1,416,826)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	4,312,335	4,361,870	2,299,326	1,332,662	(966,664)	3,944,381	3,944,381	2,587,085	1,059,515	(1,527,570)



	Quarry					Waste					Saleyards					Washdown Bays				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>																				
Rates and Utility Charges	-	-	-	-	-	(5,191,620)	(5,191,620)	(5,191,620)	(5,385,128)	(193,508)	-	-	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	-	245,044	245,044	245,044	220,968	(24,076)	-	-	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	-	(4,946,576)	(4,946,576)	(4,946,576)	(5,164,159)	(217,583)	-	-	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	(468)	(468)	(2,040,000)	(2,040,000)	(1,700,000)	(1,255,487)	444,513	-	-	-	-	-	(460,000)	(460,000)	(383,330)	(563,915)	(180,585)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(7,612,463)	(7,612,463)	(5,460,256)	(5,646,887)	(186,631)	-	-	-	-	-	(2,768,700)	(2,768,700)	(2,307,250)	(3,132,481)	(825,231)	-	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	(16,536)	(16,536)	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(14,492)	(14,492)	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	(50,000)	(50,000)	(41,670)	(25,536)	16,134	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(7,612,463)</b>	<b>(7,612,463)</b>	<b>(5,460,256)</b>	<b>(5,647,355)</b>	<b>(187,099)</b>	<b>(7,036,576)</b>	<b>(7,036,576)</b>	<b>(6,688,246)</b>	<b>(6,476,210)</b>	<b>212,036</b>	<b>(2,768,700)</b>	<b>(2,768,700)</b>	<b>(2,307,250)</b>	<b>(3,132,481)</b>	<b>(825,231)</b>	<b>(460,000)</b>	<b>(460,000)</b>	<b>(383,330)</b>	<b>(563,915)</b>	<b>(180,585)</b>
<b>Operating Expenses</b>																				
Employee Benefits	1,102,720	1,102,720	902,188	792,526	(109,662)	401,786	401,786	317,470	377,518	60,048	479,490	479,490	379,530	376,881	(2,649)	109,663	109,663	86,651	104,814	18,163
Less Capitalised Employee Benefits	(503,782)	(503,782)	(427,357)	(379,118)	48,239	-	-	-	-	-	(15,000)	(15,000)	(11,851)	-	11,851	-	-	-	-	-
Net Employee Benefits	598,938	598,938	474,831	413,408	(61,423)	401,786	401,786	317,470	377,518	60,048	464,490	464,490	367,679	376,881	9,202	109,663	109,663	86,651	104,814	18,163
Materials and Services	4,597,152	4,597,152	3,531,280	3,158,767	(372,513)	7,922,904	7,922,904	6,381,556	4,044,421	(2,337,135)	1,243,924	1,243,924	1,030,770	1,015,151	(15,619)	404,229	404,229	279,090	317,638	38,548
Depreciation and Amortisation	19,714	19,714	16,430	17,349	919	339,428	339,428	282,860	339,063	56,203	418,428	418,428	348,690	342,294	(6,396)	33,210	33,210	27,680	23,422	(4,258)
Finance Costs	-	-	-	-	-	-	-	-	(37)	(37)	-	-	-	-	-	-	-	-	(51)	(51)
Corporate Overhead	370,001	370,001	308,340	308,340	-	553,378	553,378	461,150	461,150	-	219,695	219,695	183,080	183,080	-	56,516	56,516	47,100	47,100	-
<b>TOTAL OPERATING EXPENSES</b>	<b>5,585,805</b>	<b>5,585,805</b>	<b>4,330,881</b>	<b>3,897,864</b>	<b>(433,017)</b>	<b>9,217,496</b>	<b>9,217,496</b>	<b>7,443,036</b>	<b>5,222,115</b>	<b>(2,220,921)</b>	<b>2,346,537</b>	<b>2,346,537</b>	<b>1,930,219</b>	<b>1,917,407</b>	<b>(12,812)</b>	<b>603,618</b>	<b>603,618</b>	<b>440,521</b>	<b>492,923</b>	<b>52,402</b>
<b>Operating (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,129,375)</b>	<b>(1,749,492)</b>	<b>(620,117)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>754,790</b>	<b>(1,254,095)</b>	<b>(2,008,885)</b>	<b>(422,163)</b>	<b>(422,163)</b>	<b>(377,031)</b>	<b>(1,215,074)</b>	<b>(838,043)</b>	<b>143,618</b>	<b>143,618</b>	<b>57,191</b>	<b>(70,992)</b>	<b>(128,183)</b>
<b>Capital Revenue</b>																				
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>																				
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	948	948	-	-	-	19,240	19,240	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	200,000	200,000	166,667	-	(166,667)	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>948</b>	<b>948</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,240</b>	<b>19,240</b>	<b>200,000</b>	<b>200,000</b>	<b>166,667</b>	<b>-</b>	<b>(166,667)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,129,375)</b>	<b>(1,748,543)</b>	<b>(619,168)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>754,790</b>	<b>(1,234,854)</b>	<b>(1,989,644)</b>	<b>(222,163)</b>	<b>(222,163)</b>	<b>(210,364)</b>	<b>(1,215,074)</b>	<b>(1,004,710)</b>	<b>143,618</b>	<b>143,618</b>	<b>57,191</b>	<b>(70,992)</b>	<b>(128,183)</b>
<b>Capital Funding Applications</b>																				
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000	100,000	29,160	(70,840)
Capital Expenditure - Upgrade Assets	60,000	60,000	60,000	51,500	(8,500)	61,433	61,433	61,433	9,800	(51,633)	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	-	315,000	315,000	315,000	210,237	(104,763)	242,021	242,021	39,579	9,579	(30,000)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	60,000	60,000	60,000	51,500	(8,500)	376,433	376,433	376,433	220,037	(156,396)	242,021	242,021	39,579	9,579	(30,000)	100,000	100,000	100,000	29,160	(70,840)

**Title** **Corporate Services Quarterly Report January to March 2020**

**Date** 8 May 2020

**Responsible Manager** S. Peut, GENERAL MANAGER (CORPORATE SERVICES)

## Summary

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

## Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- Our parks, open spaces, and community facilities are well utilised and connect people regionally.

Strategic Priority: Financial Sustainability

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

Strategic Priority: Great Liveability

- Our residents enjoy convenience of modern infrastructure and quality essential services.
- Valued recreational spaces, sporting and community facilities are provided regionally.
- We're recognised as one of the safest regions in Queensland.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this report be received and noted.

## Background Information

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

## Report

This report lists the activities for the third quarter for the Customer Support and Governance, Facilities, Human Resources and Information Technology. The Finance department provide a separate monthly report to Council.

## Consultation (Internal/External)

Nil

## Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

It is recommended that Council receive and note this Report.

**Attachments**

1. Corporate Services Quarterly Report January to March 2020

**Authored by:** K. Paech, EXECUTIVE OFFICER



# CORPORATE SERVICES

## QUARTERLY REPORT



# Facilities.

## about our team

We are responsible for approximately 760 major buildings and numerous other structures located at 280 sites and all parks and open spaces throughout the Western Downs.

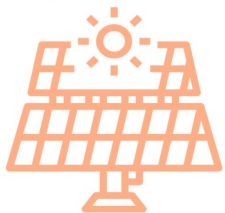
This portfolio of assets includes cinemas, swimming pools, cemeteries, aerodromes, public conveniences, sport and recreation facilities, civic centres, community halls, showgrounds, saleyards, council/community housing, customer service centres, museums, VIC's, health services facilities, disaster management facilities and caravan parks.

A team of 75 FTE's are responsible for these facilities and deliver approximately 70 capital projects each year.



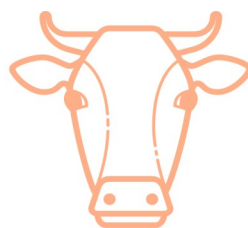
**238,694 KWH**

Solar energy produced



That's enough power to make nearly 5 million pieces of toast!

- Strict registration protocols implemented at the Dalby Saleyards
- Hygiene products distributed throughout facilities & offices



**52,082**

Head of cattle processed through the Dalby Saleyards

## COVID-19



- 2 WD CINEMAS CLOSED
- 6 SKATE PARKS CLOSED
- 17 CAMPING SITES CLOSED
- 21 BBQ FACILITIES CLOSED
- 35 PLAYGROUNDS CLOSED
- 6 SWIMMING POOLS CLOSED

## achievements

**Linemarking** of Miles Aerodrome Apron  
Dalby Aerodrome hanger **bitumen works**

**Tanderra Cemetery** toilet replaced

**New toilet** installed at **Jandowae Cemetery**

New **disability lift** installed at Chinchilla Aquatic Centre

Jandowae Activation project **landscaping** completed

**New gas stove** installed at Dalby Events Centre

Jandowae Cemetery **water upgrade** completed

Bligh Street precinct **fencing** completed

## in progress

Chinchilla Weir **toilet replacement**

**Dalby Toy Library Park and Amos Street Precinct**

1,260 trees being planted under the **Adopt a Street Tree** Program

**Digital Billboards**

Regional cleaning, test and tag and pest control **contract review**

## coming soon

Miles Aerodrome **runway line marking**  
Dalby Saleyards double deck **ramp replacement**

**Shade sails and synthetic grass** at Tara Library

Dalby Showgrounds **Secretary's Office** replacement

**Picnic Settings** at Dalby Skate Park

## achievements

**14 trainees commenced** in February 2020

**12 Community Spirit Bursary Recipients** completed work placement (January to February)

**Q3 & Q4 training calendars released** with 8 corporate courses and 15 compliance courses

### Fire Warden training

**Q3 & Q4 face to face training** put on hold. Looking at online options for Q4 to stay on top of compliance & online course options for corporate training

We focused on **learning & team tools** that can be utilised for health and wellbeing whilst staff are working remotely

A number of **COVID-19 Fact Sheets** were developed and released

**Inspections** of all first-aid kits, fire extinguishers and emergency lighting

## in progress

**Flu Vaccination Program** being rolled out to all staff

Review of building **emergency procedures**

Implementation of **E-Recruitment** (online recruitment system)

**Employee Service Recognition Awards** for 2020 ceremonies

Testing of an automated **online Probation system**

**Enterprise Bargaining Negotiations** for External & Health Services

## Internal Enterprise Bargaining Agreement

A secret ballot was conducted across the region for the *Non-Operational Certified Agreement 2020-2023* which resulted with a majority of staff voting in favour of the Agreement. The Agreement was certified in the Queensland Industrial Relations in March.

## about our team

Human Resources (HR) is a team of 24.96 Full Time Equivalents (FTEs), that encompasses Safety, Organisational Development and Human Resource Services (Recruitment, Payroll and Industrial Relations). HR supports the business through attracting and retaining talent by investing in building the capability of our people and providing a safe workplace and promoting employee well-being.

### HEADCOUNT



**740** = **740**  
Q3 2020 Q2 2020

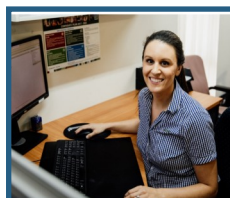
### FULL TIME EQUIVALENTS

**631.49**  
Q3 2020



**627.89**  
Q2 2020

**18** trainees and apprentices completed their qualifications. 11 of those trainees obtained employment with Council. Other trainees have gone on to further study or employment elsewhere.



## grow@work ROUND 5

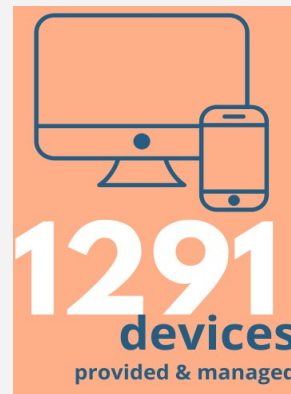
The latest round of this program was launched and provides staff the opportunity to experience a different role within another area of Council.

Staff participating in the program gain new skills and knowledge, explore alternative career pathways, build stronger inter-departmental relationships and on the job mentoring and coaching.

## about our team

ICT has 16.66 FTE grouped within 4 teams: Infrastructure & Technical services, Application Support, ICT Project Management Office and the Innovation Lab. We provide services to the whole organisation which include:

- ◆ End user support (Help Desk) (800-1000 calls per month)
- ◆ Applications Support (120+ applications), analysis, upgrades and reporting
- ◆ Security and networking (48 links across 300Km)
- ◆ Project Management and Implementation (20+ projects per annum)
- ◆ Evaluations, tender management and contract development
- ◆ Meeting room equipment/conferencing equipment (20+)
- ◆ Corporate and Public Wi-Fi
- ◆ Access Management (927 accounts)
- ◆ Vendor and Contract management
- ◆ Architecture reviews and Management
- ◆ Integration management
- ◆ Server room (4) and server management (185)



## coming soon

A **new Intranet** is coming. This will not only give staff 1 place for information sharing and collaboration but will be contemporary and mobile accessible

Communications infrastructure replacement project has started and will improve the reliability and performance of our **region wide internet connectivity**

New **WIFI** system and access points will start in the coming months to improve connectivity of our devices across offices and Depots

Improved sound system and hearing tools for **Cinemas** will be available before the EOY

**Authority 7.1** (ERP) Upgrade testing has started and staff are able to do this remotely

Working with the Communities & Liveability division to select and install new **Gallery and Volunteer mgt software**.

## achievements

**Red Office** Project has been completed. This enables the seamless integration of Microsoft Office tools and ECM (Records Management) improving ease of use and compliance

All teams now have access to **SharePoint** for improved document management and collaboration

**Online Leave** (OLL) and **Online Requisitions** rolled out council wide. Contributing to efficiencies for all and reduction in paper records

**COVID 19** - Established new remote access solution. This increased capacity from 50 to all essential staff working remotely

**12D synergy** project completed. Enabling the design team to more effectively manage design updates and versions

**Security Awareness** program now installed and program for testing and education underway

Assessment and prioritisation of 20/21 ICT requested completed by **ICT Governance Steering Board**



## achievements

Partial Launch of **LivePro** knowledge base software system for the Customer Contact Centre

Completed review of the **Enterprise Risk Management Council Policy** and associated framework

Reviewed Council to CEO delegations register

Completed review of departmental **Business Continuity Plans**. All were successfully tested

Completed review of **Customer Complaints Management System**

## in progress

Development of a **Customer Service Strategy** and **Customer Surveys**

Testing of **Authority 7.1** modules

Review of CEO to Staff **delegations register**

Review of **Business Continuity Management Framework**

Development of 2020-2021 **Operational Plan**

Preparation for induction of new Council following the 2020 Quadrennial Council election

## coming soon

2019-2020 **Annual Report** development

**Business Continuity Plan** simulation testing with Queensland Emergency Services scheduled for Q2-Q3 of 2020

Organisational implementation of **Human Rights Act 2019** responsibilities

Review of **Policy Framework**

## about our team

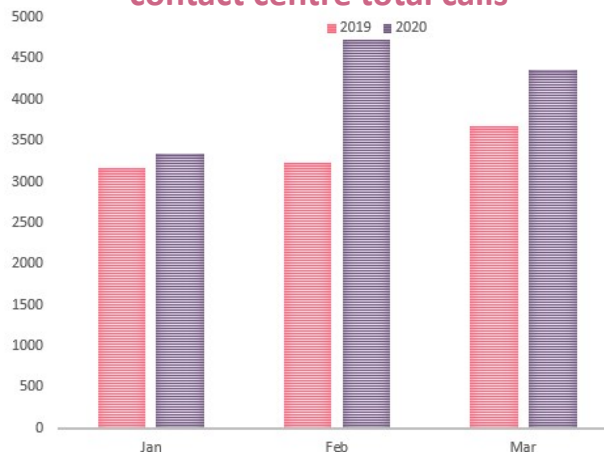
Our fantastic team of 25 FTE's support our community and our organisation through the provision of:

Customer contact services— offering face to face, phone and online customer services, through the customer contact centre team and by getting out and about in our community through kiosk workshops.

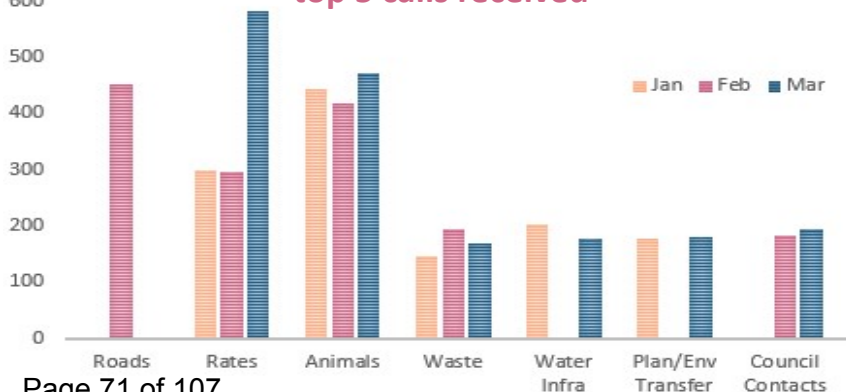
Information management services - records management, information task workflow, form creation, archive management, Helpdesk support and NAR integrity management.

Governance services—policy development and management, local laws, insurance, enterprise risk management, business continuity management, corporate performance reporting, right to information and privacy and provision of advice around our statutory frameworks.

### contact centre total calls



### top 5 calls received





<b>Title</b>	<b>Infrastructure Services Quarterly Report January-March 2020</b>
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<b>Date</b>	5 May 2020
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<b>Responsible Manager</b>	G. Cook, GENERAL MANAGER (INFRASTRUCTURE SERVICES)
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## Summary

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

## Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

Strategic Priority: Financial Sustainability

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

Strategic Priority: Great Liveability

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

Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

NIL

## Officer's Recommendation

That this Report be received and noted.

## Background Information

The Infrastructure Services Department provides a general status and performance update on a quarterly basis, providing Council with information on significant activities completed, in progress and planned.

## **Report**

This Report lists the significant activities for the third quarter from January to March 2020 for the Infrastructure Services' Works, Utilities and Technical Services teams.

### Consultation (Internal/External)

NIL

### Legal/Policy Implications (Justification if applicable)

NIL

### Budget/Financial Implications

NIL

## **Conclusion**

This Report is prepared for Council to receive and note.

## **Attachments**

1. Infrastructure Services Quarterly Report Q3

**Authored by:** K. Harvey, INFRASTRUCTURE SERVICES ADMINISTRATION OFFICER



# Infrastructure Services

*Quarterly Report*  
*January – March 2020*

**Contents**

Works Quarterly Report.....	2
Utilities Quarterly Report.....	3
Technical Services Quarterly Report.....	4



# Works Quarterly Report (January to March 2020)



## Completed Projects

- 2019/20 Reseal Program 100% completed.
- Upgrade of 2.2km unsealed section of Upper Humbug Road, west of South Road, to bitumen sealed (fully funded by QGC).



## In Progress

- Upgrade of 5.2km unsealed section of Scouller's Road, east of Goombi Fairymeadow Road, to bitumen sealed (fully funded by Origin Energy).
- Upgrade of 6.5km of Kent's Road, east of Jandowae Macalister Road, from gravel to bitumen.
- Two sections of Clifford Road upgrade, total length 1.3km (fully funded by QGC).
- DTMR intersection upgrade of Greenswamp Road/Chinchilla Tara Road to permit road train access.
- 2019/20 RMPC Element 15 Base Contract (\$5.29M). Cumulative claim values are currently 85% of total allocation. Claim #9 for works in February is ready for submission.
- 2019/20 Main Roads Reseal Prior Works (\$2.89M). Asphalt work on Dalby Jandowae Road recommenced 10 March 2020.



## Achievements

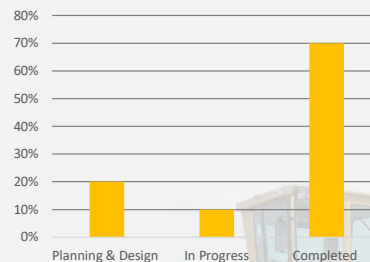
- Regional Reseal Program - 100% of the externally sourced works to deliver this program have been awarded to local contractors at a combined value of \$3.05M. Council split the haulage of the Jimbour Quarry pre-coated aggregate to the sites from the bitumen contractor package to allow local haulage companies the opportunity to secure this work.
- Myall Creek Debris Removal involved the use of excavators, cranes, small boats and crew members in waders. Over 30 shopping trolleys have been retrieved, along with a diverse range of other general litter.
- Construction of the new pedestrian bridge over the Myall Creek near Amos Street, Dalby. Local builder, New State Builders, successfully delivered onsite concrete works, while the 15.3m long x 3m wide bridge steel and timber bridge superstructure was constructed in Sydney and shipped to site.
- 35.97km upgrade of Auburn Road is now complete, with Type 1 Road Trains and B-Doubles able to use the road under permit conditions.
- Works staff worked diligently around the clock to keep roads safe and restore access to homes and businesses as soon as possible, following the February 2020 Flood event. Council's response was regional, with crews from Dalby, Jandowae, Miles, Tara, and Chinchilla pulling together for the clean-up in Jandowae.



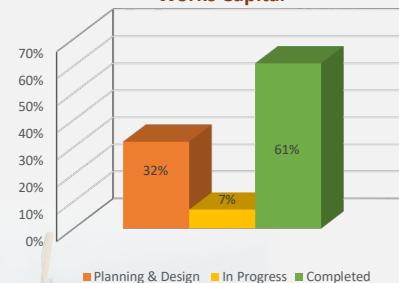
## What's Next

- Upgrade of Queen, Warra and Albert streets in Jandowae from gravel to bitumen. Total length 420m.

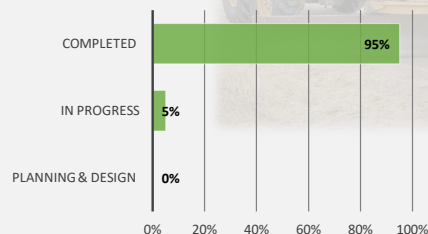
## Works Operations



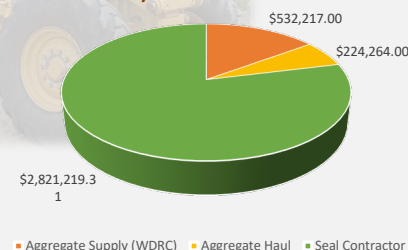
## Works Capital



## Commercial Works & RMPC



## 2019/2020 Reseal Costs



574t

OF CONCRETE



90,000t  
OF ROADBASE

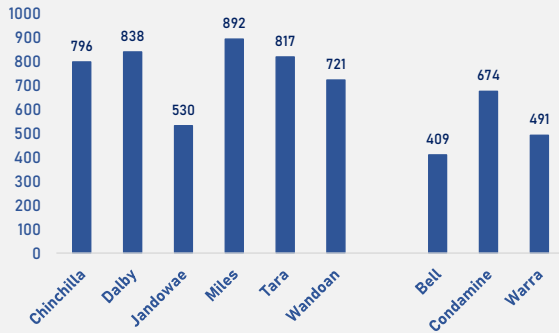
243,000L  
OF BITUMEN



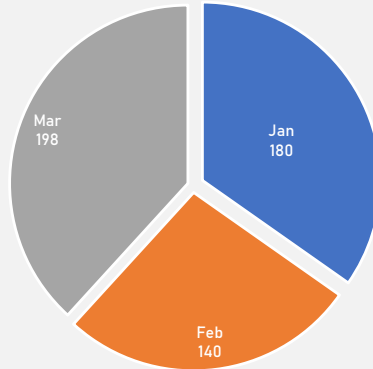


# Utilities Quarterly Report (January to March 2020)

**Scheme Average Daily Consumption/Connection (L/Connection/Day)**



**CRM's Received**



## Completed Projects:

- Chinchilla Water Main Replacements - 265m of 150mm Bell Street, between Heeney and Helena Streets.
- 3 Interconnections from the Potable Chinchilla Rising Main to the Water Network.
- Dalby Water Mains - 140m of 200mm Cunningham Street.
- Dalby Water Mains - 380m of 100mm Coxen Street.
- Dalby Water Mains - 45m of 200mm Warrego Highway.



## In Progress:

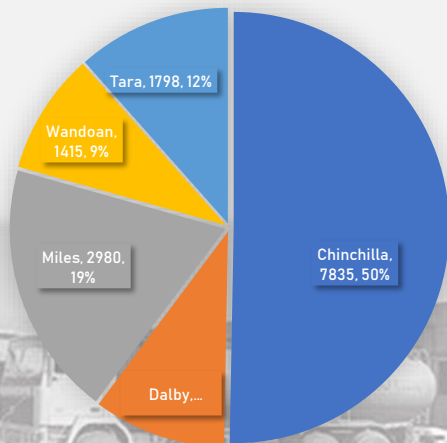
- Pilot Testing and development for treatment of the new Dalby GAB Bore (online).
- Utilities RTU and SCADA Upgrade Stage 2 (Bell/Jandowae) and Stage 2 (Chinchilla/Tara). Renewal of remote telemetry control and alarming systems critical to water and wastewater operations.
- Chinchilla high service pump upgrade. Replace existing high service pumps supplying the Chinchilla network. Pumps awarded.
- Chinchilla high service pump upgrade. 205m of 100mm Helena Street, between Middle and Railway Streets. Awarded, commencing 1 April 2020.
- Request for quotations sent for Chinchilla high service pump upgrade. 340m of 100mm Railway Street, between Heeney and Helena Streets.
- Chinchilla high service pump upgrade under review. 340m of 200mm Middle Street, between First Avenue and Colamba Streets.
- Request for quotations sent for Chinchilla high service pump upgrade. 240m of 150mm Colamba Street, between Middle and Bell Streets.
- Design of Chinchilla high service pump upgrade. 200m of 100mm Twine Street.
- Design of Chinchilla high service pump upgrade. 200m of 100mm Wood Street.
- Design of Chinchilla high service pump upgrade. 280m of 100mm Hogan Street.
- Tara Water Mains Binnie Street Stage 1 260m 90% complete.
- Wandoan Water Main Replacement awaiting contract signature. 700m of 150mm along the Wandoan CBD.
- Regional Water Meter Replacement Program in progress. 10 year meter replacement program to maintain accurate meter fleet.
- Request for quotations sent for regional fencing repair and replacement.
- Sewer Relining (\$2M) ceasing, CCTV and relining of critical sewer mains. Works commenced, cleaning and CCTV being completed.
- Design of Jandowae Wastewater Treatment Plant Upgrade. Improvement to Jandowae Wastewater Plant process and effluent disposal system.



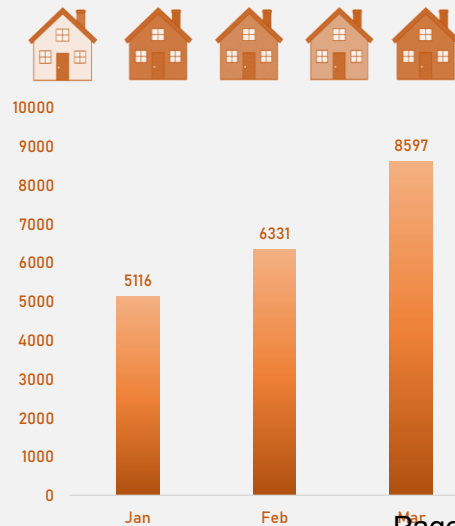
## Achievements:

- Darling & Surat Basin (DASB) Water Operators Forum, hosted by Western Downs Regional Council. The Forum was aimed specifically at water and network field staff, with a number of operators presenting informative papers. A tour of Dalby RO2 Treatment Plant completed the day.
- Utilities team successfully desilted the Loudoun Weir intake, prior to inclement weather filling the weir to 95% the following day. Over 10 years of silt, sedimentation and debris was removed, which will increase the available water during dry times. The team took advantage of a narrow window between complete loss of supply and recharge, with the help of local contractor, Clarris Earthmoving.
- A joint effort from Utilities and Works successfully repaired a wall failure on Koondai Dam following a significant rain event in the upstream catchment. Local contractor Clarris Earthmoving made a temporary repair on the dam wall within 24 hours to enable repairs to the raw water supply line to occur with no loss of service to the Bell community. Works provided technical and on-ground support throughout the event and completed the permanent repair quickly.
- The Utilities team successfully repaired a minor collapse in a sewer pipe under Jandowae Creek in Jandowae, causing significant water infiltration into the sewer network. This is a critical sewer main connecting the north-western branch of the network to the Sewerage Plant. Staff constructed a bypass sewer main over the creek to allow specialist contractors, Downer Pipetech, to install a fiberglass inline patch which successfully sealed the leak.

**Standpipe Consumption (kL)**



**Dalby Natural Gas Consumption Volume (Gj)**



# Technical Services Quarterly Report (January to March 2020)

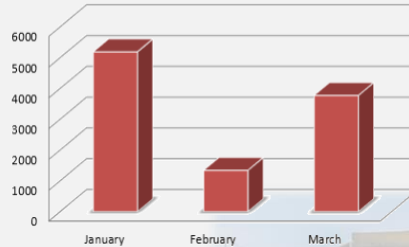


## In Progress

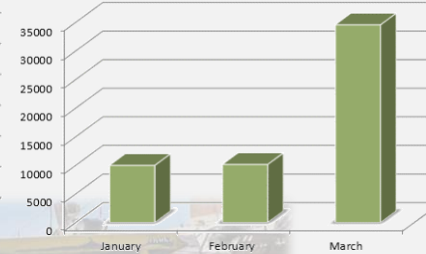
### Design

- 2020-21 Design Program: 44 Design Projects, 7 projects in progress >85% completed.
- Commenced footpath program packages.
- Design team building civil design capability with continued development of Civil Designers by the ongoing cadet program. The team now has 3 cadets with the successful recruitment of another Cadet Civil Designer.
- Miles CBD Streetscape Concept Design project commenced in January 2020. CoDesign Studio were awarded the project to undertake community consultation and develop concept design plans. This exciting design project is intended to transform the section of Warrego Highway between Pine Street and Dawson Street, Miles, and enhance the economic opportunities of the area.
- Continue liaising with DTMR regarding the Warrego Highway Upgrade Project through Chinchilla.
- Corridor Management team continuing to undertake inspections on road network utilised by resource traffic and coordinating maintenance works.
- Corridor Management team meeting regularly with resource companies; Origin, QGC, Senex and Arrow Energy, primarily via skype and telephone conferencing.
- Arrow Energy submitted Traffic Impact Assessment (TIA) for David West Tranche. They are currently amending submission to address review comments from WDRC and DTMR.
- Corridor Management team reviewing Purchase Orders for works completed in readiness to invoice Resource Companies in April 2020.
- GIS/Asset Management team has had significant involvement with the Asset Information Management System (AIMS) review in view of adopting an AIMS system to future fit asset management at WDRC.
- Rewrite of Asset Management Plans (AMP's) progressing for all asset classes. GIS/Asset Management team working closely with asset managers to progress the AMP's.
- Asset data capture continuing.
- Jimbour Quarry continues to produce aggregates to meet demand.
- Jimbour Quarry continuing to blend existing stock to reduce slow moving stockpiles.
- Jimbour Quarry recruiting two Plant Operators.
- Mobile Pits have been operating with one crusher since the 2<sup>nd</sup> mobile crusher has been offline (since September 2019). Awaiting repair of conveyor assembly arm. Conveyor assembly mechanism procured from America.
- Gravel production continuing.

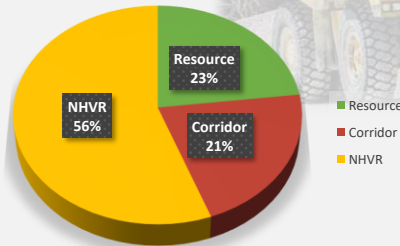
## Jimbour Quarry Production



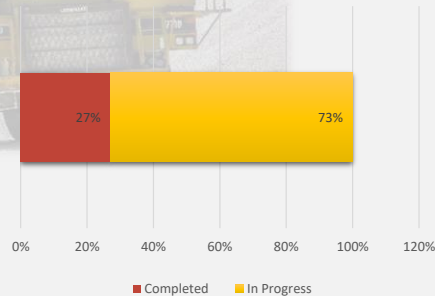
## Mobile Quarry Material Issued



## Permits



## 2020-21 Design Program



**48,096t**



gravel produced by  
internal crushing crew



**953**

Permits issued



## Achievements

- All staff have adjusted to social separation requirements and where applicable are working remotely.
- 2019-20 Design Program completed.
- 3 Additional Design projects completed for 2019-20.
- 2020-21 Design Program: 9 projects IFC and 3 projects completed for signoff.
- Corridor Management processed 953 permits:
  - 203 (21.30% corridor permits);
  - 220 (23.08% resource permits); and
  - 530 (55.61% NHVR permits).
- GIS/Asset Management completed the coordination of Proof of Concept "Facilities" workshop with CIVICA in order to ascertain whether or not Civica can deliver the identified business requirements for Council's Asset Management Information System.
- Stormwater and Gas Comprehensive valuation undertaken with report due in April 2020.
- Mobile Pit's 2<sup>nd</sup> mobile crusher repair of the conveyor assembly completed in March 2020.
- 48,096t of gravel produced by 1 mobile crushing team.
- External package of gravel production produced 43,229t of gravel to meet demand. Local company, Goodland's Gravel, delivered the package.
- Jimbour Quarry completed aggregate production to meet demand.
- Blending of existing scalp stocks continuing to reduce slow moving stockpiles.
- Safety guard audit completed.
- 20,000L self-bunded fuel tank installed.



## What's Next

- Design office continue to deliver design plans for the 2020-21 capital works program.
- Miles Streetscape Project to move to detailed design phase on acceptance of concept design.
- Corridor Management working with Arrow Energy towards achieving a Road Infrastructure Agreement (RIA) with WDRC.
- GIS/Asset Management report Proof of Concept Workshop findings to Asset Management Steering Committee in order to seek direction as to whether to continue with Civica or to go to market to achieve an AIMS solution.
- Report Gas and Stormwater valuations to Council.
- Quarry and Mobile Pits to commence producing gravel for the 2020-21 Capital Works and Maintenance Programs.



<b>Title</b>	<b>Community and Liveability Report Amendments Community Grants Council Policy</b>
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<b>Date</b>	8 May 2020
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

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

## Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

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

## Background Information

The Community Grants - Council Policy was first adopted on 19 December 2012, updated on 17 August 2016 and reviewed and updated on 23 January 2019. The Community Grants - Council Policy acknowledges the valuable contribution of community organisations to deliver community, cultural, economic, sporting and recreation outcomes in line with the strategic direction of Council's Corporate Plan. The Community Grants – Council Policy and associated guidelines have been reviewed again in line with the annual review requirements.

## Report

A review of the Community Grants – Council Policy has been undertaken in line with annual review requirements. Over the previous 12 months, several new grant programs have been developed by Council to support the community. This process highlighted that the Community Grants – Council Policy had become very operationally detailed and was limiting Council's ability to ensure that new funding opportunities were covered under the Policy.

This review has allowed the Community Grants – Council Policy to be amended to reduce the amount of operational detail included in the policy. It will also ensure that Council can continue to respond to the needs of the community through the development of grant programs as required, therefore ensuring that these programs can be administered under the Community Grants – Council Policy. A robust Policy also provides confidence that a good governance model will be followed with the implementation of any funding opportunities.

The operational details that have been removed from the Community Grants – Council Policy will be included in the Community Grants Guidelines documents. The Guidelines will comprehensively outline eligibility for each program ensuring that this information is clear and concise, and easily usable by the community.

#### Consultation (Internal/External)

Communities Manager  
General Manager Community and Liveability  
General Counsel

#### Legal/Policy Implications (Justification if applicable)

The Community Grants Policy is a legislatively required policy, pursuant to sections 194 and 195 of the *Local Government Regulation 2012* (LGR):-

##### **194 Grants to community organisations**

*A local government may give a grant to a community organisation only—*

*(a) if the local government is satisfied—*

*(i) the grant will be used for a purpose that is in the public interest; and*

*(ii) the community organisation meets the criteria stated in the local government's community grants policy; and*

*(b) in a way that is consistent with the local government's community grants policy.*

##### **195 Community grants policy**

*A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.*

The Community Grants Policy must be available to the public under section 199 of the LGR.

#### Budget/Financial Implications

An annual budget allocation is applied to the Community Grant programs as adopted by Council.

#### **Conclusion**

A review of the Community Grants – Council Policy has been undertaken in line with the annual review process. The changes to the Policy will ensure a robust approach to being able to meet the changing needs of the community through granting activities.

#### **Attachments**

1. Community Grants – Council Policy tracked changes version
2. Community Grants – Council Policy

**Authored by:** L. Tyrrell, Community Projects and Grants Coordinator



# Community Grants - Council Policy

<b>Effective Date</b>	<i>Council Policy</i>
<b>Policy Owner</b>	<i>Communities Department</i>
<b>Link to Corporate Plan</b>	<i>Active Vibrant Communities</i>
<b>Review Date</b>	<i>July 2020</i>
<b>Related Legislation</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Statutory Bodies Financial Arrangements Act 1982</i> <i>Associations Incorporation Act 1981</i> <i>Corporations Act 2001 Cmth</i> <i>Public Sector Ethics Act 1994</i>
<b>Related Documents</b>	<i>Community Grants Guidelines</i> <i>Western Downs Regional Council Employee Code of Conduct</i> <i>Disclosures (Conflicts of Interest and Prescribed Personal Interests) - Council Policy</i> <i>Fraud and Corruption Control - Council Policy</i> <i>Fraud and Corruption Control Plan</i> <i>Chief Executive Officer to Staff &amp; Contractors Delegations Register</i>

<b>Policy Version</b>	<b>Approval Date</b>	<b>Adopted/Approved</b>
1	2 March 2016	Council/Organisational Policy
2	17 August 2016	Council/Organisational Policy

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

# Community Grants- Council Policy

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## 1. PURPOSE

The purpose of this policy is to provide a framework which guides the administration of Council's grants programs in a manner that is aligned to Council's corporate strategic priorities and in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and *Statutory Bodies Financial Arrangements Act 1982*.

This policy is to be read in conjunction with the supporting guidelines and agreements for the specific funding programs.

This policy outlines Council's approach to providing grants to community organisations and individuals and recognises the valuable contribution they make towards active, vibrant and engaged communities across the Western Downs.

## 2. OUTCOME

The Community Grants - Council Policy will ensure that:

- Granting activities achieve the strategic priorities of Council's *Corporate Plan 2017-2022*
- Administration and assessment of Council grants are transparent, equitable, inclusive, in the public interest, compliant with relevant legislation and consistent with the principles that underpin the *Local Government Act 2009*
- Council achieves value for money in all granting activities
- Provide a framework which will guide the provision of consistent grant administration and assessment processes across Council
- Provide support for active, vibrant and engaged communities

## 3. SCOPE

This policy applies to all grants made to community organisations and includes the programs under the Community Grants Guidelines and individual partnering arrangements. The current Grant programmes are listed (insert where they can be found, (ie internet link))

This policy does not apply to rate concessions/remissions.

## 4. POLICY

Western Downs Regional Council is committed to supporting community organisations to make a positive and ongoing contribution to the Western Downs Regional Council communities, through the provision of a community grants program and other Partnering arrangements. Council acknowledges the valuable contribution of community organisations to deliver community, cultural, economic, sporting and recreation outcomes in line with the strategic direction of Council's Corporate Plan.

Each of the funding programs has specific outcomes, priorities and guidelines which are defined in the *Community Grants Guidelines* document or set out in individual Partnering arrangements. These specific terms and conditions are reviewed annually.

Organisations eligible to apply for a Community Grant must satisfy the specific eligibility criteria of the particular grant they are applying for as set out in the Grant's guidelines.

### *Delegations*

Section 194 of the *Local Government Regulation 2012* provides Council the power to give a grant to a community organisation in the public interest and consistent with this Policy. A Community organisation is defined in the Regulations as

- (a) an entity that carries on activities for a public purpose; or
- (b) another entity whose primary object is not directed at making a profit.



The relevant delegated Council Officer has authority to approve grants up to \$2,000.00 as detailed in the Chief Executive Officer to Staff & Contractors Delegations Register

*Conflict of Interest Provisions*

All Officers or Councillors involved in the assessment and/or determination of applications must adhere to the requirements detailed in the *Local Government Act 2009*, relevant Code of Conduct and policies with regard to any real or perceived conflicts of interest.

*Risk*

Council Officers will undertake and document a risk assessment for Council's Community Grants Program annually.

*Review*

The Community Grants program will be reviewed annually to ensure that it is achieving efficient and effective outcomes in line with annual performance measures.





# Community Grants - Council Policy

<b>Effective Date</b>	<i>Council Policy</i>
<b>Policy Owner</b>	<i>Communities Department</i>
<b>Link to Corporate Plan</b>	<i>Active Vibrant Communities</i>
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1	2 March 2016	Council/Organisational Policy
2	17 August 2016	Council/Organisational Policy

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

# Community Grants- Council Policy

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## 1. PURPOSE

The purpose of this policy is to provide a framework which guides the administration of Council's grants programs in a manner that is aligned to Council's corporate strategic priorities and in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and *Statutory Bodies Financial Arrangements Act 1982*.

This policy is to be read in conjunction with the supporting guidelines and agreements for the specific funding programs.

This policy outlines Council's approach to providing grants to community organisations and individuals and recognises the valuable contribution they make towards active, vibrant and engaged communities across the Western Downs.

## 2. OUTCOME

The Community Grants - Council Policy will ensure that:

- Granting activities achieve the strategic priorities of Council's *Corporate Plan 2017-2022*
- Administration and assessment of Council grants are transparent, equitable, inclusive, in the public interest, compliant with relevant legislation and consistent with the principles that underpin the *Local Government Act 2009*
- Council achieves value for money in all granting activities
- Provide a framework which will guide the provision of consistent grant administration and assessment processes across Council
- Provide support for active, vibrant and engaged communities

## 3. SCOPE

This policy applies to all grants made to community organisations and individuals and includes the programs under the Community Grants Guidelines and individual partnering arrangements. The current Grant programmes are listed on Council's website <https://www.wdrc.qld.gov.au/living-here/grants-funding/>.

This policy does not apply to rate concessions/remissions.

## 4. POLICY

Western Downs Regional Council is committed to supporting community organisations to make a positive and ongoing contribution to the Western Downs Regional Council communities through the provision of a community grants program and other Partnering arrangements. Council acknowledges the valuable contribution of community organisations to deliver community, cultural, economic, sporting and recreation outcomes in line with the strategic direction of Council's Corporate Plan.

Each of the funding programs has specific outcomes, priorities and guidelines which are defined in the *Community Grants Guidelines* document or set out in individual Partnering arrangements. These specific terms and conditions are reviewed annually.

Organisations and individuals eligible to apply for a Community Grant must satisfy the specific eligibility criteria of the particular grant they are applying for as set out in the Grant's guidelines.

### *Delegations*

Section 194 of the *Local Government Regulation 2012* provides Council the power to give a grant to a community organisation in the public interest and consistent with this Policy. A Community organisation is defined in the Regulations as

- (a) an entity that carries on activities for a public purpose; or
- (b) another entity whose primary object is not directed at making a profit.



The relevant delegated Council Officer has authority to approve grants up to \$2,000.00 as detailed in the Chief Executive Officer to Staff & Contractors Delegations Register

*Conflict of Interest Provisions*

All Officers or Councillors involved in the assessment and/or determination of applications must adhere to the requirements detailed in the *Local Government Act 2009*, relevant Code of Conduct and policies with regard to any real or perceived conflicts of interest.

*Risk*

Council Officers will undertake and document a risk assessment for Council's Community Grants Program annually.

*Review*

The Community Grants program will be reviewed annually to ensure that it is achieving efficient and effective outcomes in line with annual performance measures.



**Title** **Community and Liveability Quarterly Report January to March 2020**

**Date** 11 May 2020

**Responsible Manager** J. Taylor, GENERAL MANAGER (COMMUNITY & LIVEABILITY)

## Summary

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

## Link to Corporate Plan

### Strategic Priority: Active Vibrant Communities

- We are a region without boundaries, united in community pride.
- Our community members are the loudest advocates for what's great about our region.
- Our social, cultural and sporting events are supported locally and achieve regional participation.
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

### Strategic Priority: Financial Sustainability

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

### Strategic Priority: Great Liveability

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

### Strategic Priority: Strong Economic Growth

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

## Material Personal Interest/Conflict of Interest

NIL

## Officer's Recommendation

That this Report be received and noted.



**Background Information**

Nil.

**Report**

This Report outlines Community and Liveability Division activities and outcomes during the third quarter of the 2019 / 2020 Financial Year.

Consultation (Internal/External)

NIL

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

NIL

**Conclusion**

It is recommended that Council receive and note this report.

**Attachments**

1. Community and Liveability Division Quarterly Report (January to March 2020)

**Authored by:** Alicia Mackay, Executive Officer (Community & Liveability)

## Economic Development - Performance

### Economic Development



## PARTNERSHIP INITIATIVES

## Google My Business

## Protein 2020

As part of the WDRC/TSBE Partnership Agreement and in close cooperation with Council's Economic Development team, TSBE held the Protein 2020 Conference on Wednesday 4 March at the Dalby Events Centre.

The Protein 2020 Conference brought together all of the four industries – beef, pork, poultry and dairy – with the view to share best practice, advocate for common policy change and enable collaboration across the sectors.

101 delegates attended the Protein 2020 Conference.

The full day conference included sessions on:

- Future Needs and Availability of Water for our Intensive Animal Industries
- African Swine Fever – Threats and Opportunities for the Nations Protein Providers
- Industry Updates and Key Investments
- Innovation – Brightest New Innovation Assisting our Protein Sectors

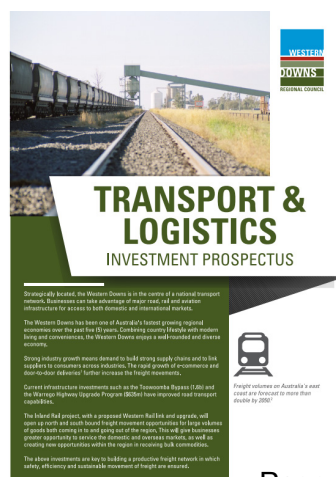
Council's Economic Development Team had an investment attraction stall set-up and promoted that the Western Downs is open for business.

A site tour followed the next morning to Mort & Co's Grassdale Feedlot. 48 people participated in this tour, as a result the tour successfully met the objective to increase overnight stay.

## Investment Attraction

Two new industry prospectuses have been developed featuring the Health and Transport and Logistics industries, within the region.

The two industry prospectuses have been added to the series and will support investment attraction to our region. The industry prospectuses have also been uploaded to the economic development webpage on Council's corporate website.



### VISITOR INFORMATION CENTRE UPDATE

#### DALBY

During this quarter the Tourism Team were actively involved in events and workshops such as the Reds vs Waratahs game in January, Google My Business workshops, and the Events Forum in March.

The Dalby volunteers prepared welcome packs and promotional materials for both Words out West event in February and Reds v Waratahs match in March.

Covid-19 saw the cancellation of many events for which preparation and planning had begun, including; Men's Mental Health Day, Big Air Hang Gliding, Big Skies Festival and the Volunteer famils.

#### The new look at the Dalby VIC



#### CHINCHILLA

Despite the roadworks, the Chinchilla VIC enjoyed a steady flow of visitors - both traveller's moving further afield and locals purchasing merchandise.

The Rotary District Conference boosted Chinchilla's March visitor figures - and in particular, merchandise sales. A number of wooden items crafted by David Walters and Darryl Schubert were purchased as gifts for their guest speakers.

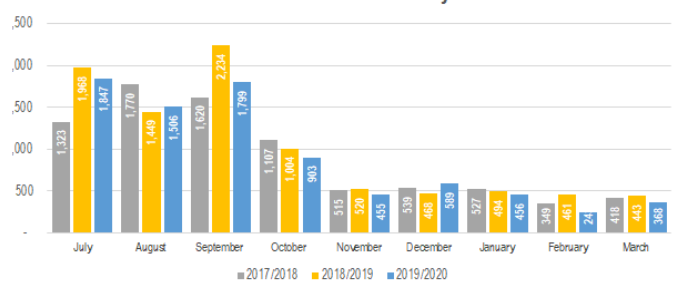
A collaboration of ideas for merchandise with regional artist, Rosanne Steele proved successful with the design and production resulting in a unique and high-quality collection of postcards, tea towels and mugs. Rosanne has sourced organic cotton and an Australian company to produce her goods. We are now working on increasing this collection to include homewares.

#### MILES

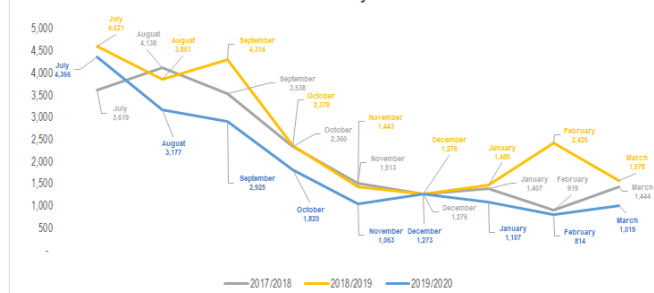
January and February were quite well supported, with people travelling on holidays and business but like everyone else March saw the quick decline.

Efforts continue in contacting accommodation providers and most enjoy the contact with Council and appreciate the care and consideration.

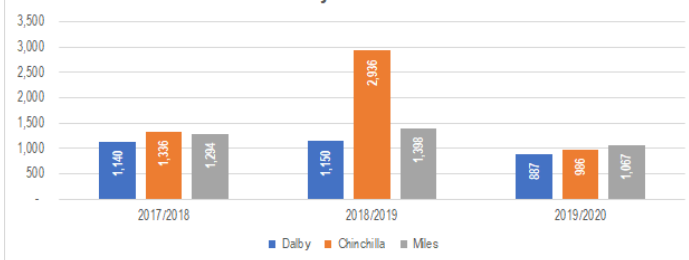
Miles VIC Visitation Numbers by Year



VIC Visitation by Month

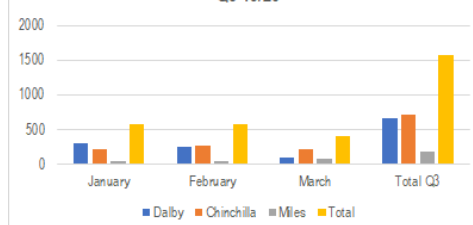


Total VIC Visitation Numbers by Year for January to March Quarter

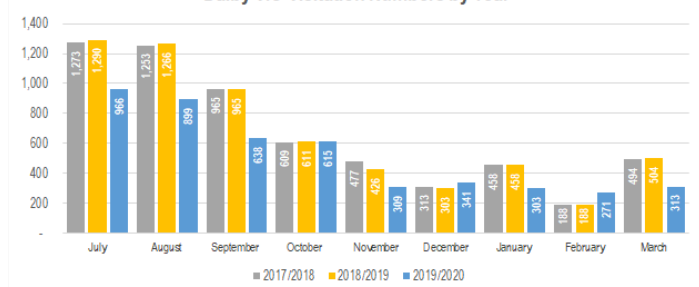


**1,581 HOURS**  
VOLUNTEERED  
AT THE VISITOR INFORMATION CENTRES

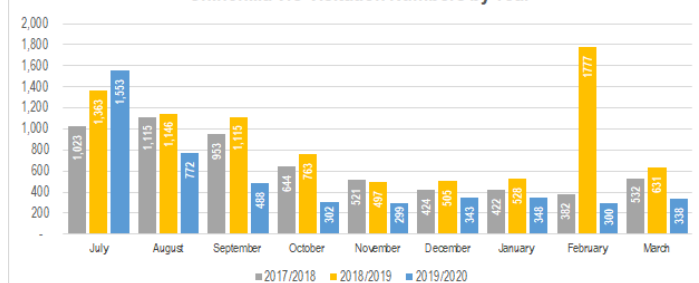
Volunteer Hours at the Visitor Information Centres Q3 19/20



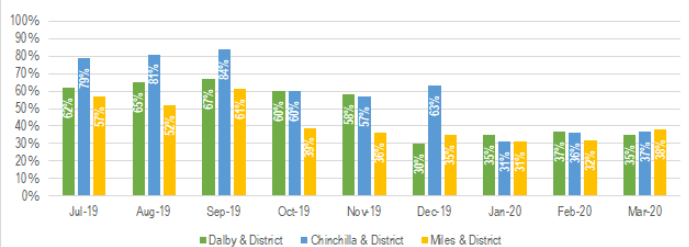
Dalby VIC Visitation Numbers by Year



Chinchilla VIC Visitation Numbers by Year



Accommodation Occupancy FY 19/20





### Events Forum 2020

The Tourism team was given the opportunity to co-ordinate, facilitate and deliver the first WDRC Events Forum.

Held on Saturday 14 March 2020 at Chinchilla Community Centre, approximately 50 attendees from various committee and community groups.

Guest speakers, Peter Homan (SQCT), Hannah Statham (Media Mortar), Andrew Dineen (Parker Travel), Zac Reimers (Volunteering QLD) and Jodie Taylor kept the audience informed and engaged throughout their sessions.

A panel discussion ended the forum with questions from the audience to our guest speakers and representatives from Chinchilla Melon Festival and Tara Festival of Culture and Camels.



### New Events and Pop Up VIC Vehicle

The new Events ute was wrapped by Dalby and District Safety Supplies. We are very excited to have such a vehicle for our roving Pop Up Visitor Information Centres and Events:

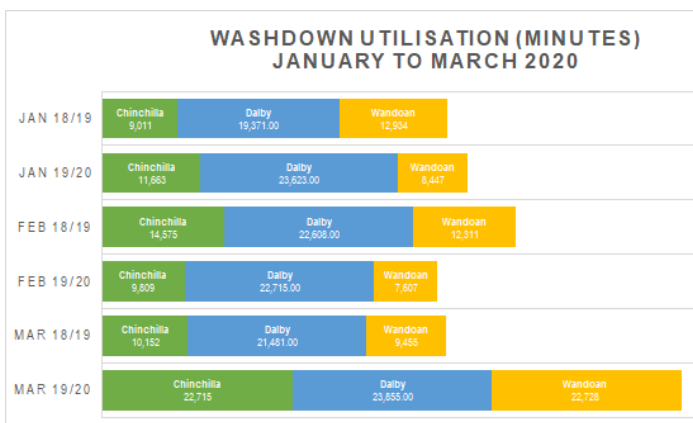


**ONLINE**  
**ENGAGEMENT**  
JAN TO MARCH 2020

**f FACEBOOK**  
3,138 TOTAL FOLLOWERS  
326 NEW FOLLOWERS  
10,060 ENGAGEMENTS  
49 POSTS

**Instagram**  
1,449 TOTAL FOLLOWERS  
3,612 ENGAGEMENTS  
209 NEW FOLLOWERS  
64 POSTS

## Rural Services



## WILD DOG SCALPS

**19/20  
Quarter 3**

**258**

36% Council Trappers

**QUARTER 3 TOTAL**

**18/19  
Quarter 3**

**464**

24% Council Trappers

**133**



**MALE**

**248**

**111**



**FEMALE**

**175**

**14**



**PUP**

**41**

## STOCK PERMITS

**19/20  
Quarter 3**

**38**

**NO OF PERMITS**

**18/19  
Quarter 3**

**54**

**3,352**



**STOCK**

**3,352**

**\$10,632.18 PERMIT VALUE**

**\$15,710.52**

Stock permits issued, with mobs travelling stock routes as a result of the drought conditions affecting many regions

## Development Assessment & Compliance

**15  
DAYS**

Was the benchmark result measured for the average number of days, for assessment of all active applications across all stages of the development process during the January to March Quarter. The Statutory timeframe is 70 days per application, under the *Planning Act 2016*.

**28**

Development Applications (DA) received during the January to March Quarter.

**30**

Development Applications (DA) decided during the January to March Quarter.

**76%**

Development Applications (DA) decided without additional information requests, under the *Planning Act 2016*.

### APPLICANT TESTIMONIALS:

"WDRC continues to impress me with your quick approval timeframes and effective conditioning. It appears that the holiday period was the only thing that resulted in the approval not being granted any quicker. I don't think I know of a council in the country that has approved a feedlot of this size in under 3 months."

"Much appreciate a quick update as to the outcome of the Development Assessment Panel review of our DA."

"Thanks for getting this back to me so quickly. As always, you and Kate's efforts are much appreciated!"

**2**

Certificates of Compliance issued

**6**

Complaints received

**17**

Alleged Unlawful Developments

**4**

Matters of Non-Compliance

**1**

Enforcement Notice issued

**2**

Show Cause Notices issued

**0**

Penalty Infringement Notices (PIN's) issued

**0**

Legal Proceeding commenced

**9**

Outstanding Infrastructure Charges letters issued

**1**

Outstanding Infrastructure Charges placed on land

**12**

Piggery Audit undertaken

**32**

Cattle Feedlot Audits undertaken

# Planning & Environment - Performance

## Waste



**3,656.07  
TONNES**

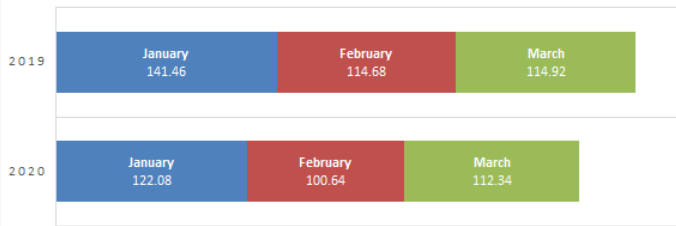
Were disposed through Council's Windfields Road Landfill, a 35.61% decrease when compared to the same quarter last year (5,678.23 tonnes).



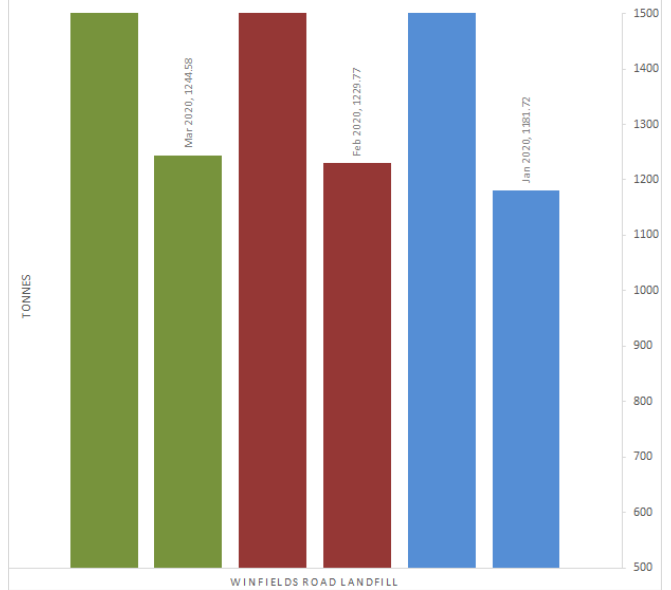
**335.06  
TONNES**

Were collected through Council's Recycled Waste Collection Service, 9.7% decrease when compared to the same quarter last year (371.06 tonnes)

**RECYCLED WASTE COLLECTION, VIA KERBSIDE  
(TONNES)  
JANUARY TO MARCH 2019 - 2020**



**WASTE DISPOSED TO WINFIELDS ROAD LANDFILL  
(TONNES)  
JANUARY TO MARCH 2019 - 2020**



## Community Standards



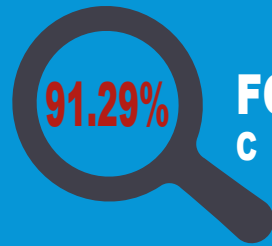
**3.6  
DAYS**

Was the average length of time required to issue a Building approval during the January to March Quarter



**37  
PLUMBING  
INSPECTIONS**

Were conducted for the January to March, which is a 53.75% decrease to number of inspections conducted in the same quarter last year.

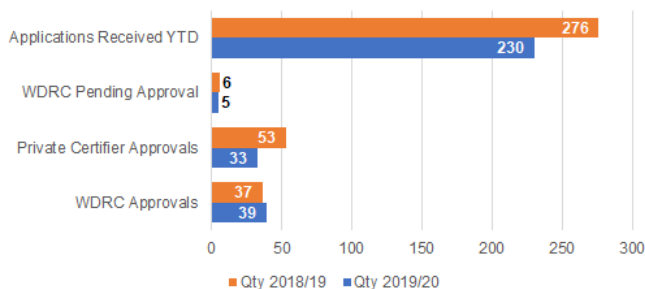


**91.29%  
FOOD INSPECTIONS  
COMPLETED YTD**

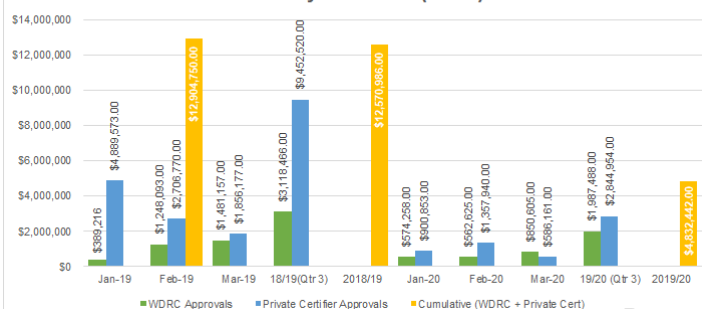
of the Required 287 licensed premises had Food Inspections undertaken YTD with 64 being conducted this quarter, resulting in the issuing of:

- 4 Improvement Notice
- 3 Penalty Infringement Notices (PIN's)
- 1 Licence Suspensions
- NIL Food Course Delivered

**Number of Building Approvals  
January to March (Qtr 3)**



**Building Approval Values  
January to March (Qtr 3)**



## Animal Control

### CUSTOMER FEEDBACK:

"A few weeks back we adopted a cat from the Pound Pet program. I just wanted to update you to say that its very clear that Puss Puss (the kids named her, not me!) has made herself at home in our family and is very much loved! Thanks for this wonderful service".



# Health Services - Performance

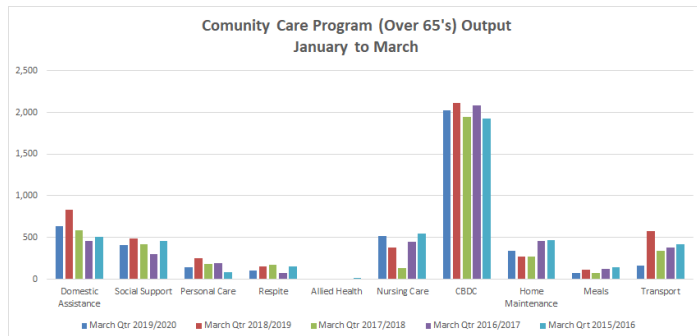
## Community Care

The Jandowae Supervisor 2 year fixed term contract position has now been successfully filled.

The Jandowae team participated in the January flood response to the local community and participated in the recovery steps within Jandowae.

Following the drought breaking rain in January, the Home Maintenance activities have increased significantly across the region during this quarter. As services are delivered outside of the home, the COVID-19 impacts on service delivery have been minimal.

Community Care staff have travelled approximately 74,211km's over this quarter to deliver care to 254 community clients living locally across the Western Downs region. This is an increase of 2,638km's from the same quarter last financial year. The reduction in travel is associated with the flood event in January 2020 and the COVID-19 impact on confidence consumers have in accepting care and service within their own homes.

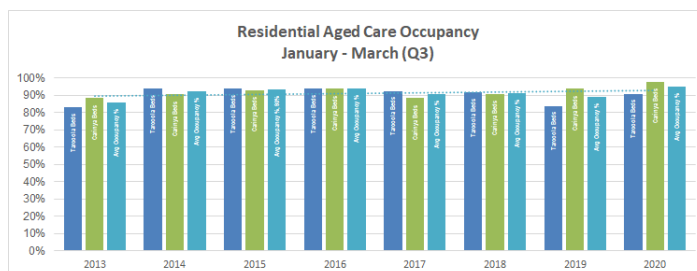
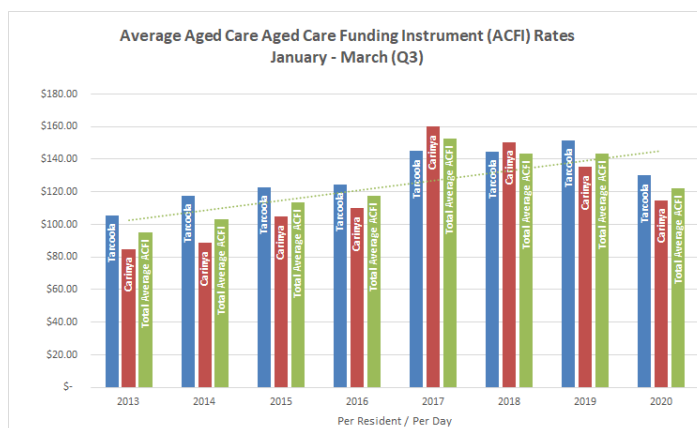


Community Care Programs continue to maintain packaged care client numbers, with 25 clients over the last quarter choosing to receive their package care services from Western Downs Regional Council. As at 31st March, there were 2 x Level 1 clients; 12 x Level 2 clients, 4 x Level 3 and 7 x Level 4 package care clients.

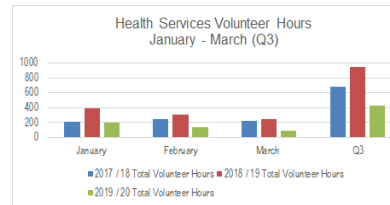
## Aged Care

Once again there has been a change over in the Tarcoola Clinical Coordinator role, with Loretta Harch opting to return to Queensland Health however, successful recruitment has been finalised with the new incumbent, Elizabeth Farr commencing in February 2020.

ACFI training has also been delivered by an external training provider to both current Clinical Coordinators, registered and enrolled nursing staff at both Tarcoola and Carinya. A program of review and opportunities for upgraded submissions being implemented.



Tarcoola has reached 100% occupancy in early January 2020 however, once again due to resident discharges, transfers and impacts from the Coronavirus has meant that the occupancy has once again fallen below 92%.



Health Services has a stable group of volunteers; however as the majority are aged over 65 years a decision was made to cease volunteer services for the present time, as a result of the COVID-19 Pandemic. We look forward to inviting them back to our services as soon as the COVID-19 threat and restrictions are lifted at a Federal, State and Local level.

## Operations

### COVID -19 Preparedness and Response:

#### Regional

Since late February / early March Health Services, along with the broader organisation have been considering and preparing its service's response to the threat of the COVID-19 pandemic should it reach the Region and impact its consumers and staff. Participation at a Service Delivery, Divisional, Organisational and Regional levels have been occurring and remains ongoing. A review of plans including Outbreak Management Plans, Business Continuity Plans, Workforce Stabilisation and PPE stock management planning has been undertaken. Consideration and discussion with key stakeholders in relation to workforce, medical and operational support in response to various tiers of disaster is ongoing.

Influenza Vaccination [Fluvax] programs have been provided to staff and paid volunteers. Education and various alerts have been provided to the broader community, visitors and the contract workforce to raise awareness of the requirement for current Fluvax as a pre-requisite to entering a residential aged care facility from the 1st May 2020.

#### Residential

In response to directions from the Federal Government relating to COVID-19, visiting restrictions have been placed on both Tarcoola and Carinya, with close screening being undertaken for all staff and visitors, including contract staff prior to entry of the Aged Care Facilities. An increase in infection control awareness, training and practices has been undertaken including the use of various levels of PPE and appropriate application.

#### Community

In response to directions from the Federal Government relating to COVID-19, staff have increased their diligence with hand hygiene and the use of PPE. They are calling consumers prior to attending residences to ascertain if the client has developed flu-like symptoms and supporting them to contact their relevant medical practitioners as needed.

A temporary cessation of centre-based respite services and unpaid volunteer attendance has occurred in Jandowae, Tara and Meandarra due to the requirement for social distancing. Support phone calls and consumer home visits have been provided where agreed to, by the consumer.

Some clients initially declined services for fear of being exposed to COVID-19 by staff coming into their homes, however as the pandemic has progressed, and few cases have been identified within the Western Downs, consumer confidence is growing with clients contacting the services and requesting some or all services to be re-instated.

### Health Services EB Negotiations

- EB negotiations commenced for the Personal Care and Support Worker Agreement
- EB negotiations commenced for the Nurses Agreement.

### Networking Opportunities

Tara Helipad Project Group inclusive of QH and QGC remains ongoing, with work stalled at present due to engineering considerations.

### Staff Turnover

- 6% Health Services Staff Turnover for Quarter 3 (January to March 2020), which is a decrease when compared to 12% for last quarter (October to December 2019).
- There continues to be challenges in attracting and retaining suitably skilled and qualified health services staff to our rural and remote locations.

## Department Projects

### Royal Commission into Aged Care Quality & Safety

The Royal Commission into Aged Care Quality and Safety has suspended all hearings and workshops for the time being, subject to ongoing review. This decision is a consequence of the evolving coronavirus (COVID-19) pandemic, and based on information available from the Australian Government and affects all hearings and workshops scheduled until at least the end of May 2020.

# Communities - Performance

## Community Activation

### Local Event Delivery



26 January 2019

## Australia Day Celebrations

Council partnered with Local Community Groups to successfully deliver several Australia Day Events throughout the region, which included events and award ceremonies at Chinchilla, Dalby, Jandowae, Meandarra, Miles & Wandoan. Community pride makes the Western Downs come alive for Australia Day, giving the opportunity to celebrate the achievements of our local and regional Australia Day winners as well as participating in some fun such as:

- Flavour It Your Way sausage competition (Chinchilla and Miles)
- Barefoot Bowls
- Car Displays
- Art & Craft Activities
- Giant games
- Aussie tattoos, stickers, and Face painting
- Celebratory cake cutting
- Musical Entertainment

As part of the Australia Day Ambassadors Program, Council also welcomed 5 extraordinary Australians to take part in our local ceremonies. These Ambassadors are past recipients of the Australian of the Year Awards, sportspeople, scientists, businesspeople, actors and community workers who provide inspiration and pride to Australia Day events and are one of the highlights of our events.



Regional Pool Parties: As part of our 'Youth on the Move' theme, regional pool parties were organised across the region in conjunction with Swim Fit and local swimming clubs throughout the month of February. There was inflatables and music on offer, for all to come and enjoy as well as food and drink available for purchase. All proceeds of the \$2 entry went to the local swimming clubs. These events aim to ensure our communities are connected regionally and that our parks, open spaces and community facilities are well utilised. The Moonie event was cancelled due to wet weather.

## Community Projects & Grants

Lytana was selected in the Australian Barbarians Rugby Open Boys team to represent the country in the Rugby Test Match against Samoa School Boys team in Sydney. The game was a very physical test match. Congratulations to Lytana and the Australian Barbarians Rugby team. Lytana was supported under the Individual Excellence program to attend this event.



press media campaign and also be sending out volunteers a thank you gift. Planning has been taking place during this quarter.



## VOLUNTEER MANAGEMENT PROGRAM

Quotes have been requested from suppliers for the online volunteer management system. This will provide Council with a consistent and efficient way to manage volunteer data, positions and communication. The program will ensure Volunteer management risk is reduced. Working with the ICT team, quotes have been received and procurement is currently underway.



## SUCCESSFUL GRANTS

GRANT	NO OF SUCCESSFUL APPLICATIONS	AMOUNT
In Kind Assistance Program	7	\$4,910.00
Local Events Program	12	\$11,777.00
Community Projects Program	2	\$3,680.00
Reimbursement Program	3	\$2,379.33
Individual Excellence Program	2	\$750.00
Community Activation Program	0	\$0.00

## Libraries



The Library takeaway service has been well and truly embraced by residents. In the first 18 hours of the service going live there were 30 requests lodged - even before social media or a media release were live. Stats to date (i.e. mid-April) are:

- 146 requests placed in first two weeks
- 619 items loaned since the service started on 4 April
- Comments from customers:

"Good work Western Downs. No surprises that you are all over still delivering to your region."

"What a good idea!"

"Wow! Keep up the good work at our Library - you are still awesome people. This is impressive! Thank you for your commitment."



Your Library at Home page launched late May with almost 400 hits in the first 7 days.

BorrowBox app downloads up by 80% across Australia

## Projects

### Western Downs Libraries Website Redevelopment



### Western Downs Writers Festival



### Makers Space Dalby and 2 x Mobile Labs



### Tara Library Outdoor Garden

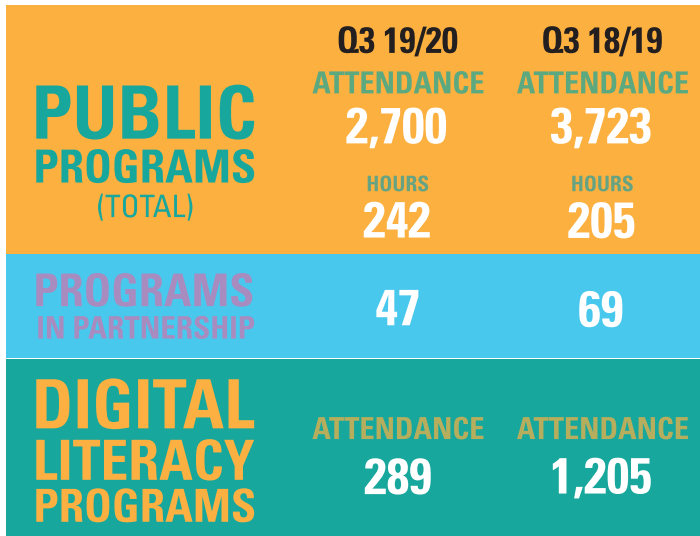




# Communities - Performance

## Libraries

### Key Statistics



- All public programs were cancelled on 18 March due to COVID-19

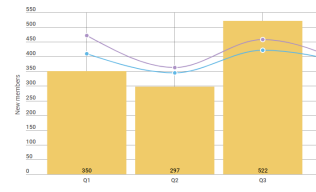


- 1,000 children from 13 schools attended school engagement day
- 600 tickets sold
- 65% of people were from Western Downs
- 35% from outside WDRC
- 55% stayed overnight
- 92% rated WOW Excellent or Very Good

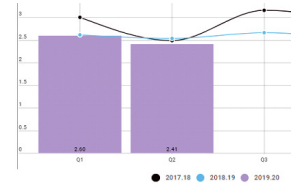
#### WRITERS FESTIVAL TESTIMONIAL:

"This Festival was such a wonderful addition to the cultural calendar. Well done Western Downs on a great inaugural event. We hope to get to more of it next year!"

### NEW MEMBERSHIPS

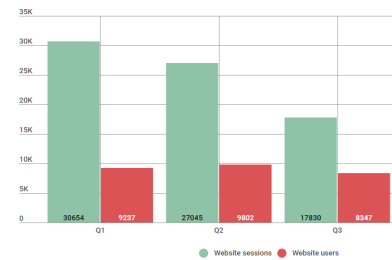


### COLLECTION TURNOVER TREND



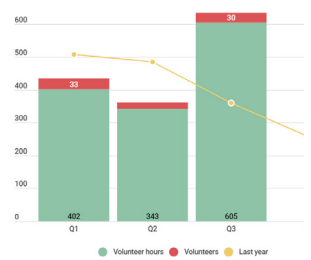
### ONLINE ENGAGEMENT OVERVIEW

Virtual branch statistics 2019.20

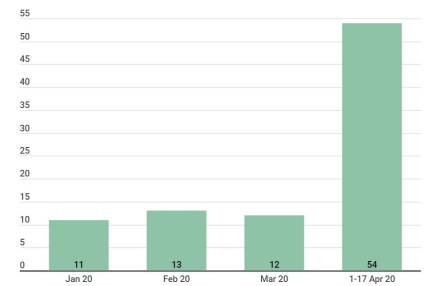


### VOLUNTEERS

Library Volunteers 2019.20



### NEW MEMBER ONLINE REGISTRATIONS 2020



55

New members joined online since shutdown (Apr)



48%

Increase in new users of eResources



5%

Increased eResource downloads



80%

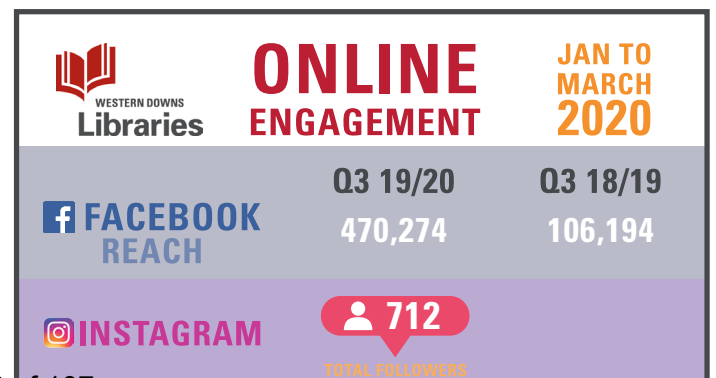
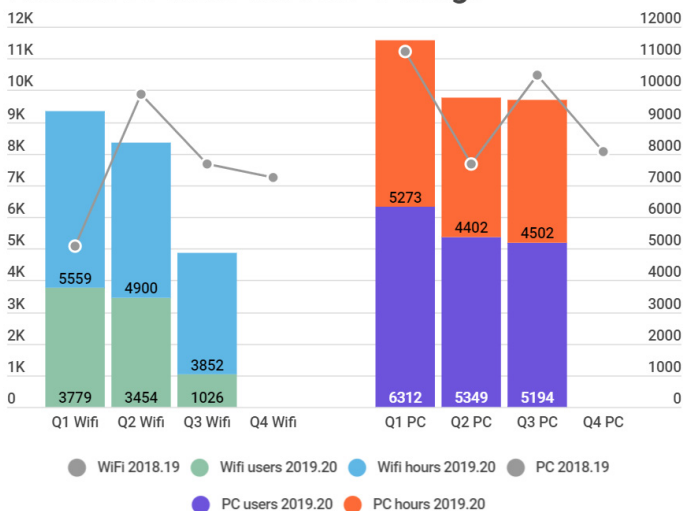
Increased BorrowBox app downloads in Australia



400

Hits on Your Library at Home page in its first 7 days

### Libraries Public WiFi & PC usage



# Communities - Performance

## Arts & Culture

The Impact of COVID19 is most felt in the Communities department as all our activities involves the public, and groups of more than two people. Our team has stepped up to the new challenges and is delivering innovative new programs to our communities.

Detailed feedback on our response to COVID19 will be in the Q4 report.



## EVENTS & PUBLIC PROGRAM ATTENDANCE

### EXHIBITIONS

1,342  
OVERALL  
ATTENDANCE

14 DECEMBER 2019 -  
1 FEBRUARY 2020

TRE360

7 FEBRUARY -  
12 MARCH 2020

Abstract  
Comics #4

## 79 | PROGRAMS OVERALL ATTENDANCE JAN - MARCH 2020

Miles Book club  
Forget-Me-Not  
Mini-Makers

Bluecare Gallery Tour  
Mosaic Workshop  
Storytime @ the Gallery

## COLLECTIONS MANAGEMENT SYSTEM

Arts and Culture are working with ICT Project Management to implement a new collection management system for the corporate art collection and heritage collection at Meandarra Anzac Memorial Museum. The team are compiling the data for migration, which includes professional photography of the corporate art collection, which will allow the collection to be viewed online. Project to conclude June 2020.

## ARTS & CULTURE ONLINE



Arts and Culture Online is a social media and 'at home' campaign to increase online content relating to Arts and Culture within the Western Downs region. The purpose is to stay connected with our regional artistic community, profiling Western Downs region artist and practices to build awareness of arts in our region, and offer practical 'at home' workshops and programming.

## Meandarra ANZAC Memorial Museum



65  
PEOPLE

JAN - MARCH 2020  
ATTENDANCE



## ONLINE ENGAGEMENT JAN TO MARCH 2020

17 WEBSITE  
CLICKS

[www.dogwoodcrossing.com](http://www.dogwoodcrossing.com)

## f FACEBOOK

1,718 TOTAL LIKES

58,896 PAGE ENGAGED USERS

49,374 REACH

## Instagram

401

FOLLOWERS



## ONLINE ENGAGEMENT JAN TO MARCH 2020

## f FACEBOOK

671 TOTAL LIKES

357 PAGE ENGAGED USERS

3,454 REACH

<b>Title</b>	<b>Community and Liveability Report COVID-19 Library Takeaway Service</b>
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<b>Date</b>	11 April 2019
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<b>Responsible Manager</b>	C. Barnard, COMMUNITIES MANAGER
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## Summary

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

## 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

The COVID-19 lockdown and subsequent temporary closure of many public facilities and services, including the Western Downs Libraries, called for innovative thinking to keep our residents reading needs satisfied. While the lockdown was mandatory, our residents did not lose their appetite for a good read or a familiar movie or TV series, be it comedy, a love story or a thriller.

Western Downs Libraries' team put their heads together and cooked up a successful initiative to ensure our residents' appetite for books and DVDs were fulfilled. The "Library Takeaway" idea focussed on a light-hearted response to a temporary but drastic change in service levels to the public.

## Report

Under normal circumstances Western Downs libraries offer the borrowing of actual books and entertainment material from the libraries itself, as well as the use of our vast e-library through any of the sixteen existing digital platforms that include online streaming, eMagazines, eAudiobooks, music, kids' specific material and eLearning resources.

To take some attention away from the seriousness of the unfolding global COVID-19 pandemic, the Libraries team developed a "Library Takeaway" service that allowed residents and local users to order real books and DVDs online, and either pick it up from their closest library, or have the library takeaway order delivered at their town address. Due to logistics, the "Library Takeaway" services were only available to residents living within town boundaries.

As much thought went into the design of how to deliver and return the borrowed items, as what went into the development of a catchy fun and bright promotional theme. See Appendix 1.

While most of Western Downs residents are familiar with our web-based libraries services and applications, the Libraries team designed a simple and easy to follow "user menu" to allow residents to search, find and borrow physical books and DVDs. The Libraries takeaways menu still offered a telephone service for people who are not as "tech savvy" to locate a book or DVD.

### **The Success**

The proof of the pudding is in the eating, and our "Library Takeaway" menu service is a resounding success. During April 2020 the Libraries' team distributed 224 uniquely packed parcels to residential addresses and collected 429 parcels for return. This is a total of 653 individual packages comprising of 2,185 items.

The community has showered the Libraries' team with gratitude and praise in the drive to feed the hearts and minds of our residents during the time of COVID-19 lockdown.

#### Consultation (Internal/External)

NIL

#### Legal/Policy Implications (Justification if applicable)

NIL

#### Budget/Financial Implications

NIL

### **Conclusion**

Libraries play an important role in building healthy minds and help to increase liveability on the Western Downs. The creative initiative taken by our Libraries team has been applauded by the community and noticed by other libraries in Queensland.

As Australia, and our community slowly emerges from the COVID-19 pandemic, all agree this initiative was a resounding success and pleased the reading tastebuds of our residents.

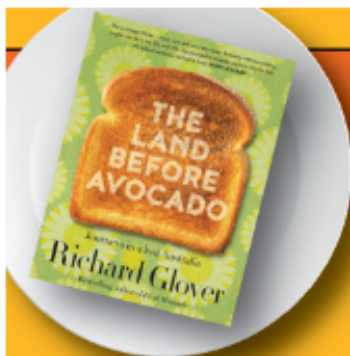
### **Attachments**

1. Library Takeaway Poster and Chef Suggestions
2. Photos

**Authored by:** C. Barnard, COMMUNITIES MANAGER







# LIBRARY TAKEAWAY

Our branches may be closed, but we're still dishing up the best in books, DVDs, magazines and audiobooks when you're hungry for your library at home....

## 1. GO ONLINE

Visit [www.westerndownslibraries.com/library-takeaway](http://www.westerndownslibraries.com/library-takeaway) and follow the prompts.

## 2. MAKE YOUR RESERVATIONS

Are you after something sweet or saucy? Go on, devour the next great novel.

## 3. CHOOSE YOUR DELIVERY OPTION

Pick up at your nearest branch or we'll deliver to your residence.

## 4. CHECK YOUR NOTIFICATIONS

We'll let you know when your loans are hot & fresh out of the oven with a call or message.

## 5. PICK UP YOUR ORDER

Or wait for delivery.

## 6. BON APPÉTIT

Dine in on your gourmet library picks.



### CHEF'S SUGGESTIONS

Can't decide from our buffet of literary delights? Have our librarians select for you with our tailor-made service. Go online and fill in your preferences OR give us a call!

For more information  
visit [www.westerndownslibraries.com/library-takeaway](http://www.westerndownslibraries.com/library-takeaway)  
email [library@wdrc.qld.gov.au](mailto:library@wdrc.qld.gov.au)  
or call **1300 COUNCIL**



## Attachment 2



Photos 1 & 2 - Libraries Takeaways ready for pick up



<b>Title</b>	Executive Services Report Councillor M.J. James Notice of Motion Concept Design Sites Adjacent Tara Pool
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<b>Date</b>	12 May 2020
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<b>Responsible Manager</b>	R. Musgrove, CHIEF EXECUTIVE OFFICER
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## Summary

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

## Link to Corporate Plan

Strategic Priority: Financial Sustainability

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

Strategic Priority: Great Liveability

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

## Material Personal Interest/Conflict of Interest

Nil

## Officer's Recommendation

That this Report and the Notice of Motion from Councillor M.J. James be received and that Council's direction be provided.

## Background Information

Councillor M.J. James provided on Tuesday, 12 May 2020, a Notice of Motion for Council to consider at its Ordinary Meeting to be held on Wednesday, 20 May 2020.

## Report

Attachment 1 - Notice of Motion dated 12 May 2020.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)



Nil

Budget/Financial Implications

Nil

**Conclusion**

That the attached Notice of Motion from Councillor M.J. James be received and that Council's direction be provided.

**Attachments**

1. Councillor M.J. James Notice of Motion dated 12 May 2020.

**Authored by:** J. Weier, SENIOR EXECUTIVE OFFICER

### **Purpose**

To ensure the design and positioning of Replacement Pool at Tara is considered in the context of the adjacent Council-owned parcels of land to achieve improved aesthetic presentation and safety, and give consideration to future tourism and community potential of the broader precinct.

### **Background**

A significant funding allocation has been approved for the replacement of the Tara pool as part of the accelerated infrastructure program in the COVID-19 Recovery Package. Council's intention was to fast track this project as part of a suite of local initiatives which would significantly boost local jobs and provide a wonderful long term sport and lifestyle asset for the Tara Community.

Research by the International Association for Sports and Leisure Facilities (2019) on the future trends for global aquatics industry explains the future of public swimming facilities as places of "inclusivity, socialising and sport", and should be designed to operate as "wellness hubs". As acclaimed social demographer Bernard Salt said ABC Documentary "Pools", "Australians don't have a city square or town square as the Italians do and the Greeks do, I think we invented it with the swimming pool".

Either side of the Tara pool complex (on Surat Development Rd/Smallacombe St and Fry St), are Council-owned properties – a park to the west and to the east an ancillary site with town water infrastructure and public amenities. The adjacent rural fire station on Fry St is mooted for future relocation. (Photos attached).

It is my understanding that due to the engineering works required, the construction of the pool replacement is not likely to commence until after the completion of the 2021 swimming season. Therefore the pool design could be timed to coincide with this concept planning with no impact to the COVID-19 Recovery Package roll-out.

This is an opportunity to invite key user groups to provide input of local knowledge for Council's consideration into the design of:

- a) the pool complex giving consideration to size, shape, positioning, water play areas, landscaping and provision of ancillary facilities within the constraints of the budget allocation approved in the COVID-19 Recovery Package - Accelerated Infrastructure Program, and with consideration given to the cost of ongoing operation, and
- b) the surrounding precinct to ensure that the pool facility is considered in context.

The concept plan could consider improved aesthetics from Rotary Park through to the Fry St Corner – recognising the significance of this area as part of the entrance to town; spaces earmarked for leisure and/or future development, and parking and pedestrian access. It could also address safety concerns about the positioning of town bore and the "short cut" road through the allotment.

This plan would need to be mindful of the plans for Tara Lagoons and ensure this design would be complimentary to, rather than competing with, this project.

It is proposed that WDRC could achieve economies of scale with the design process by broadening the design brief for the pool project to also consider the concept design for the broader precinct.

The Tara community has proven its ability to take a concept and develop it from an idea to fruition with the Tara Lagoons. This pool precinct could become another project the Tara community could take ownership of and drive forward in the years to come.

This project supports Council corporate plan pillars of great livability, active vibrant communities and takes into account financial sustainability.

### **Proposed Recommendation**

*That Council funds the development of a concept design for the Tara Pool Precinct encompassing the council-owned properties adjacent to the current Tara Pool to achieve improved aesthetic presentation and safety, and give consideration to future tourism and community potential of the precinct; and further that this concept design be done in conjunction with the design of the Tara Pool Replacement Project (as per the funding allocation in COVID-19 Recovery Package).*

## ATTACHMENTS:

