

## **Ordinary Meeting of Council Agenda**

***Held at Western Downs Regional Council's  
Dalby Event Centre***

**On Monday, 27 April 2020**

Commencing at 11:30 AM

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

**22 April 2020**

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# Ordinary Meeting of Council Agenda

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
3. **APOLOGIES**
4. **CONGRATULATIONS**
5. **CONFIRMATION OF MINUTES**
  - 5.1 **Adopt Ordinary Meeting of Council Minutes 11 March 2020** 1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 11 March 2020
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **PRESENTATION OF PETITIONS BY COUNCILLORS**
8. **MAYORAL UPDATE**
  - 8.1 **Executive Services Mayoral Report March 2020** 19

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

## 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 Appointment of Chief Executive Officer

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

#### 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.

#### 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.

- 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.

- 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.

- 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.

### **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.

### **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.

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.

10. DEPUTATION

11. PLANNING

12. EXECUTIVE SERVICES

12.1 **Executive Services Report Local Government Association of Queensland Request Nomination Election District Representative to Association** 21

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.

12.2 **Executive Services Chief Executive Officer Report March 2020** 34

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.

12.3 **Executive Services Report Outstanding Actions March 2020** 36

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.

13. CORPORATE SERVICES

13.1 **Corporate Services Financial Report March 2020** 38

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

14. INFRASTRUCTURE SERVICES

15. COMMUNITY AND LIVEABILITY

15.1 **Community and Liveability Report Community Activation Program Round 2 2019.2020** 48

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.

- 15.2 Community and Liveability Report Community Projects Program Round 2 2019.2020** 54
- 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.
- 15.3 Community and Liveability Report Local Events Program Round 2 2019.2020** 62
- 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.
- 15.4 Community and Liveability Report Regional Arts Development Fund Program Round 2 2019.2020** 72
- 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.
- 15.5 Community and Liveability Report Community Grants Funding** 79
- 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.
- 16. NOTICES OF MOTION**
- 16.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**
- 16.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**
- 17. URGENT GENERAL BUSINESS**
- 18. MEETING CLOSURE**

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

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**Date** 1 April 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 Wednesday, 11 March 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 11 March 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 Wednesday, 11 March 2020.

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



## Ordinary Meeting of Council Minutes

**Date:** Wednesday, 11 March 2020  
**Time:** 9:30am  
**Location:** Miles Customer Service Centre  
29 Dawson Street, Miles, QLD, 4415

**Councillors:** Cr.P.M.McVeigh (Chairperson)  
Cr.D.E.Ashurst  
Cr.R.C.Brown  
Cr.K.A.Maguire  
Cr.G.M.Olm  
Cr.I.J.Rasmussen  
Cr.P.T.Saxelby  
Cr.A.N.Smith  
Cr.C.T.Tillman

**Officers:** R.A.Musgrove, Chief Executive Officer  
P.Greet, Acting General Manager (Corporate Services)  
B.Barnett, Acting General Manager (Infrastructure Services)  
J.K.Taylor, General Manager (Community and Liveability)  
J.Weier, Senior Executive Officer  
Abbey Lyell, Executive Services Administration Officer

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 9.30AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Reverend Stuart Andrews from the Presbyterian Church delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

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

That Council accept the apology for non-attendance from Cr I.J. Rasmussen.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**4. CONGRATULATIONS**

Nil.

**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Minutes Ordinary Meeting of Council**

**5.1.1 Adopt Ordinary Meeting of Council Minutes 19 February 2020**

*The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 19 February 2020*

**COUNCIL RESOLUTION**

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

**Seconded By** Cr.R.C.Brown

*That this Report be received and that:*

*1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 19 February 2020, copies of which have been circulated to Members, be taken as read and confirmed.*

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

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

Nil.

**7. PRESENTATION OF PETITIONS BY COUNCILLORS**

Nil.

**8. MAYORAL UPDATE**

**8.1 Executive Services Mayoral Report February 2020**

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

**COUNCIL RESOLUTION**

**Moved By** Cr.D.E. Ashurst

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

*That this report be received and noted.*

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**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.R.C.Brown

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

That Council resolve to close the Meeting in accordance with Sections 275 (1) (c,f) of the Local Government Regulation 2012 at 9.45AM to discuss the following Confidential Reports:

1. Executive Services Confidential Report Audit Committee Meeting Minutes 3 December 2019
2. Corporate Services Confidential Report Tender MM13-19-20 Digital Billboards Dalby Chinchilla
3. Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2019

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**COUNCIL RESOLUTION - REOPEN MEETING**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.G.M.Olm

That Council resolve to reopen the Meeting at 9.58 AM.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

## 9.1 EXECUTIVE SERVICES

### 9.1.1 Executive Services Confidential Report Audit Committee Meeting Minutes 3 December 2019

The purpose of this Report is to provide Council with a copy of the Unconfirmed Minutes of the Western Downs Regional Council Audit Committee Meeting held on Tuesday, 3 December 2019.

#### COUNCIL RESOLUTION

**Moved By** Cr.R.C.Brown

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

That this Report be received and that:

1. Council note the Minutes of the Western Downs Regional Council Audit Committee Meeting held on Tuesday, 3 December 2019.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

## 9.2 CORPORATE SERVICES

### 9.2.1 Corporate Services Confidential Report Tender MM13-19-20 Digital Billboards Dalby Chinchilla

The purpose of this Report is to provide Council with an assessment of the tenders received for the supply/manufacture and installation of two double faced LED billboards approximately 6 metres high by 3 metres wide located at Dalby and Chinchilla to enable Council and Local Community Groups to promote local events and inform the public.

#### COUNCIL RESOLUTION

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

**Seconded By** Cr.G.M.Olm

That Council receive and notes the Report and awards the Digital Billboard Tender MM13-19-20 to Visual Focus for \$548,536.00 inclusive of GST.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**9.2.2 Corporate Services Confidential Report Quarterly Liability Update as at 31 December 2019**

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 December 2019.

**COUNCIL RESOLUTION**

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

**Seconded By** Cr.D.E. Ashurst

That Council note the liability matters.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**9.3 COMMUNITY AND LIVEABILITY**

**9.4 INFRASTRUCTURE SERVICES**

## 10. PLANNING

### 10.1 (035.2019.565.001) Community and Liveability Report Development Application for Reconfiguring a Lot (Boundary Realignment) of Lots 3 4 5 and 6 on D14948 at 153 Cunningham Street Dalby The Corporation of the Synod of the Diocese of Brisbane

*The purpose of this Report is for Council to consider the proposed development to Reconfigure a Lot (Boundary Realignment) of land described as Lots 3 4 5 and 6 on D14948 and situated at 153 Cunningham Street, Dalby.*

#### **COUNCIL RESOLUTION**

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

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

*That this report be received and that:*

*1.The application for Reconfiguring a Lot (Boundary Realignment) of land described as Lots 3 4 5 and 6 on D14948 at 153 Cunningham Street, Dalby, be approved, subject to the following conditions:*

#### **APPROVED PLANS**

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

**Plan No:**SP229747

**Description:**Plan of Lots 1 and 2, Cancelling Lots 3 - 6 on D14948, prepared by Stephen Ring, dated 19-8-2009

**Plan No:**00113/09, Sheet 1 of 1, Issue B

**Description:**Relocated Office Diagram, Site Plan, prepared by Martin Building Design, dated 28-04-14

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

#### **APPROVED DEVELOPMENT**

*3.The approved development is Reconfiguring a Lot for a Boundary Realignment as shown on the Approved Plans.*

*4.Prior to lodgment of the Plan of Survey to Council for endorsement, building approval must be obtained for the relocation of the Church Office as shown on Approved Site Plan No. 00113/09, Sheet 1 of 1, Issue B, prepared by Martin Building Design and dated 28-04-14; and a Form 11 - Certificate of Classification issued.*

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



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

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

7. The Plan of Survey shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

#### **FEES AND CHARGES**

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

#### **MAINTENANCE**

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

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

10. Repair all damage incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of work associated with the development.

#### **LOT NUMBERING**

11. The numbering of all approved lots shall remain as indicated on the Approved Plans (unless otherwise amended/approved by Council).

#### **VEHICLE ACCESS**

12. Ensure all existing vehicular property accesses are maintained in accordance with Council's Planning Scheme.

#### **WATER SUPPLY**

13. Install a separate water service connection to each lot as per Council's standards.

#### **SEWERAGE**

14. Connect each lot separately to Council's reticulated sewerage system.

#### **STORMWATER**

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

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

#### **ADVISORY NOTES**

**NOTE 1 -Currency Period**

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

**NOTE 2 -Aboriginal Cultural Heritage**

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

**NOTE 3 -General Environmental Duty**

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

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

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

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

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

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

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

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

**"Chapter 6Dispute Resolution**

**Part 1Appeal Rights**

**229Appeals to Tribunal or P&E Court**

(1)Schedule 1 states -

(a)matters that may be appealed to -

(i)either a tribunal or the P&E Court; or

(ii)only a tribunal; or

(iii)only the P&E Court; and

(b)the person -

(i)who may appeal a matter (the **appellant**); and

(ii)who is a respondent in an appeal of the matter; and

(iii)who is a co-respondent in an appeal of the matter; and

(iv)who may elect to be a co-respondent in an appeal of the matter.

(2)An appellant may start an appeal within the appeal period.

(3)The **appeal period** is -

(a)for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or

(b)for an appeal against a deemed refusal - at any time after the deemed refusal happens; or

(c)for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or

(d)for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or

(e)for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or

(f)for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.

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

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**COUNCIL RESOLUTION**

**Moved By** Cr.P.T.Saxelby  
**Seconded By** Cr.A.N.Smith

*That Council resolve to adjourn the Meeting.*

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

*The Meeting adjourned at 10:06am*

*The Meeting resumed at 10:24am*

**COUNCIL RESOLUTION - CLOSE MEETING**

**Moved By** Cr.R.C.Brown  
**Seconded By** Cr.G.M.Olm

That Council resolve to close the Meeting in accordance with Sections 275 (1) (A-H) of the Local Government Regulation 2012 at 10.24AM to discuss a confidential matter.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

Cr. P.M. McVeigh advised Council that in relation to the Planning Report Agenda Item No. 11.1 he failed to declare, when considering and voting on this item in this meeting, a perceived conflict of interest. This perceived conflict was previously declared at the Pre-Agenda discussions held on Monday, 9 March 2020 as his family owns the property across the road from the property the subject of the application. He advised that he will be self reporting the matter to the Office of the Independent Assessor. He offered his apologies to Council for his oversight in not declaring this conflict.

**COUNCIL RESOLUTION - REOPEN MEETING**

**Moved By** Cr.R.C.Brown  
**Seconded By** Cr.G.M.Olm

That Council resolve to reopen the Meeting at 10.30AM.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**11. DEPUTATION**

**11.1 Deputation Eunice Turner**

Eunice Turner, Community Member

Ms Turner addressed Council in relation to her concerns for the proposed off leash dog park in Chinchilla and also in relation to vacant land in Slessar Street Chinchilla.

**12. EXECUTIVE SERVICES**

**12.1 Executive Services Chief Executive Officer Report February 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 February 2020.*

**COUNCIL RESOLUTION**

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

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

*That this Report be received and noted*

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**12.2 Executive Services Report Outstanding Actions February 2020**

*The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 19 February 2020.*

**COUNCIL RESOLUTION**

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

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

*That this Report be received and noted.*

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**13. CORPORATE SERVICES**

**13.1 Corporate Services Report Amendment Enterprise Risk Management - Council Policy**

The purpose of this Report is to seek Council's approval of the amended Enterprise Risk Management - Council Policy.

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

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

That this Report be received and that Council adopt the Enterprise Risk Management - Council Policy as amended.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**13.2 Corporate Services Financial Report February 2020**

The purpose of this Report is to provide Council with the Financial Report for the period ending 29 February 2020.

**COUNCIL RESOLUTION**

**Moved By** Cr.D.E. Ashurst

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

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

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**14. INFRASTRUCTURE SERVICES**

**14.1 Infrastructure Services Report Transport Asset Maintenance Management Review and Update**

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

**COUNCIL RESOLUTION**

**Moved By** Cr.G.M.Olm

**Seconded By** Cr.D.E. Ashurst

That the Report be received, and Council endorse the updated Transport Asset Maintenance Management Plan and continue the implementation trial for another one year

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**14.2 Infrastructure Services Report Regional Road Transport Group Transport Infrastructure Development Scheme Funding**

The purpose of this Report is to seek Council's approval to amend the 2019/20 Capital Budget to optimise the Regional Road Transport Group Transport Infrastructure Development Scheme Funding in 2019/20 and future years.

**COUNCIL RESOLUTION**

**Moved By** Cr.G.M.Olm

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

That this report be received and the proposed changes to the 2019/20 Capital Budget as detailed in this report are adopted.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**15. COMMUNITY AND LIVEABILITY**

**15.1 Community and Liveability Report Reds vs Waratahs Pre-Season Trial Match 2020**

The purpose of this Report is to provide Council with a summary of the Reds vs Waratah 2020 Pre-season Trial Match and community activations.

**COUNCIL RESOLUTION**

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

**Seconded By** Cr.D.E. Ashurst

That this report be received and noted.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**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**

**17.1 Council Delegation to Chief Executive Officer Approval for Councillor Attendance at Meetings by Teleconference**

**COUNCIL RESOLUTION**

**Moved By** Cr.R.C.Brown

**Seconded By** Cr.G.M.Olm

Council delegate the power pursuant to section 276(2) and (3)(b) of the Local Government Regulation 2012, to allow a person to take part in a meeting (Council or Committee Meetings) by teleconferencing and approve the teleconferencing arrangement, to the Chief Executive Officer, in the absence of the Mayor, pursuant to section 257(1)(b) of the Local Government Act 2009.

**CARRIED**

**ABSENT. DID NOT VOTE:** Cr. I.J. Rasmussen

**18. MEETING CLOSURE**

The Meeting concluded at 11.14 AM.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 11 March 2020.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL



**Title** **Executive Services Mayoral Report March 2020**

**Date** 1 April 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 March 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 March 2020:

Date	Who/Where	Details
3 March 2020	<ul style="list-style-type: none"> <li>• Audit Committee Meeting</li> <li>• Meeting with Potential Project</li> </ul>	Dalby
4 March 2020	<ul style="list-style-type: none"> <li>• Toowoomba Surat Basin Enterprise Protein 2020 Conference</li> <li>• Dalby Chamber of Commerce - Business After Hours</li> </ul>	Dalby Dalby
5 March 2020	<ul style="list-style-type: none"> <li>• Mamma Mia - Opening Night</li> </ul>	Toowoomba
6 March 2020	<ul style="list-style-type: none"> <li>• International Women's Day</li> </ul>	Dalby
9 March 2020	<ul style="list-style-type: none"> <li>• Pre Agenda Meeting</li> <li>• Councillor Information Session</li> </ul>	Dalby Dalby

<b>Date</b>	<b>Who/Where</b>	<b>Details</b>
10 March 2020	<ul style="list-style-type: none"> <li>• Radio Interview - ABC Regional Drive</li> <li>• State Disaster Coordination Centre Teleconference - Mayors Update - COVID 19</li> <li>• AusIndustry - Southern Queensland Rural &amp; Regional Roadshow</li> </ul>	Phone Phone  Dalby
11 March 2020	<ul style="list-style-type: none"> <li>• Ordinary Meeting of Council</li> </ul>	Miles
13 March 2020	<ul style="list-style-type: none"> <li>• Official Opening of Rotary District 9630 Conference -</li> </ul>	Chinchilla
14 March 2020	<ul style="list-style-type: none"> <li>• Attended the Major Events Forum</li> </ul>	Chinchilla
16 March 2020	<ul style="list-style-type: none"> <li>• State Disaster Coordination Centre Teleconference - Mayors Update - COVID 19</li> </ul>	Phone
18 March 2020	<ul style="list-style-type: none"> <li>• Media Interview - ABC</li> <li>• Media Interview - Win News</li> <li>• Dalby District Disaster Meeting Group - COVID-19 Extra-Ordinary meeting</li> </ul>	Phone Dalby
23 March 2020	<ul style="list-style-type: none"> <li>• Meeting with Mercer.</li> </ul>	Phone
25 March 2020	<ul style="list-style-type: none"> <li>• State Disaster Coordination Centre Teleconference - Mayors Update - COVID 19</li> </ul>	Phone
26 March 2020	<ul style="list-style-type: none"> <li>• Queensland Resources Council teleconference COVID 19</li> </ul>	Phone
30 March 2020	<ul style="list-style-type: none"> <li>• State Disaster Coordination Centre Teleconference - Mayors Update - COVID 19</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 March 2020.

**Attachments**

Nil

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

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

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**Date** 22 April 2020

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

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### **Summary**

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.

### **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: Strong Economic Growth

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

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

Nil

### **Officer's Recommendation**

That this Report be received and that Council's Direction for nomination of the Local Government Association of Queensland District 4 Representative/s be provided.

### **Background Information**

At the commencement of each Local Government term, the Local Government Association of Queensland (LGAQ), being the peak representative body for Councils, seeks nomination for election to its Policy Executive.

### **Report**

Members of the Policy Executive are drawn from the Mayors and Councillors within each of the LGAQ Electoral Districts established throughout the State.

Western Downs Regional Council is a member of District 4 along with Toowoomba Regional Council, Southern Downs Regional Council and Goondiwindi Regional Council.

Western Downs Regional Council has four (4) votes, whilst Goondiwindi Regional Council and Southern Downs Regional Council each have two (2) votes and Toowoomba Regional Council has (six) 6 votes. In the event of a tie in the voting, the Returning Officer conducts a draw of names to determine the successful candidate.

The District 4 Representative for the 2016 - 2020 Term was former Western Downs Regional Council Councillor, Cr. R.C. Brown.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

**Conclusion**

That Council's direction for nomination of the LGAQ's District 4 Representative/s be provided.

**Attachments**

1. Letter from LGAQ dated 7 April 2020;
2. Policy Executive Members Information Schedule;
3. LGAQ Corporate Governance Charter;
4. LGAQ Fees, Reimbursements and Insurance; and
5. Nomination Form.

**Authored by:** Jayne Weier, SENIOR EXECUTIVE OFFICER



7 April 2020

**DISTRICT NO.04 - DARLING DOWNS**

Mr Ross Musgrove  
Chief Executive Officer  
Western Downs Regional Council  
PO Box 551  
DALBY QLD 4405

[ross.musgrove@wdrc.qld.gov.au](mailto:ross.musgrove@wdrc.qld.gov.au)

Dear Mr Musgrove,

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024**

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.

***Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.***

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

**Councils within the District:**

Goondiwindi, Southern Downs, Toowoomba, Western Downs

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule  
Attachment 1B: LGAQ Corporate Governance Charter  
Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

**PLEASE NOTE:**

- a) Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time **nominated email address: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**.
- b) If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- c) A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', written over a light grey circular stamp or watermark.

Greg Hallam AM  
CHIEF EXECUTIVE OFFICER



**POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE**

**MEETING OBLIGATIONS**

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates are as follows:

**Policy Executive Dates 2020**

7-Feb-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
17-Apr-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
25-Jun-20	8:30am to 4:00pm	Induction for New Members	LGAQ House	Boardroom/Brolga/Orchid
	6:00pm	Dinner	TBC	TBC
26-Jun-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
14-Aug-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
18-Oct-20	TBC	Policy Executive Meeting	Gold Coast	TBC
11-Dec-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions in **June 2020**, and subject to the Rules, hold office until **June 2024**.

6 April 2020

# CORPORATE GOVERNANCE CHARTER

January 2020



# 1 Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This Corporate Governance Charter defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

## The LGAQ Board and Policy Executive have previously resolved to adopt a number of corporate objectives including:

- ✘ Establish a leadership reputation for advocacy & representation
- ✘ Establish a leadership reputation for integrity (trusted and authoritative)

Furthermore, the Board and Policy Executive have also resolved to adopt the corporate values of: **Accountable; Trusted; Empowered.**

Together these elements provide the foundation for the Association's policy initiatives and activities.

## This Charter is intended to assist the Policy Executive and Board by:

- ✘ Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- ✘ Identifying key principles for effective corporate governance to allow "best practice" performance;
- ✘ Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- ✘ Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 6.7(17)), Directors and Executive Representatives are required to comply with this Charter.

# 2 Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are actioned to obtain an optimal return for members as the key stakeholders of the Organisation.

## Corporate Governance arrangements for LGAQ include:

- ✘ The role of Annual Conference;
- ✘ The election of Executive Representatives;
- ✘ The role of the Policy Executive;
- ✘ The role of the President of the Board ("President");
- ✘ The role of the Board;
- ✘ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 6.3 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for: appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.7 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may delegate any of its powers to a Committee appointed out of its number (Rule 6.15 of the Constitution).

The President is the highest elected official of LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.7 of the Constitution). The CEO's powers may only be exercised after full consultation with the President; and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practices, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.



## 3 Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

**The powers and duties of the Directors are spelt out in detail in Rule 6.7 of the Constitution. In summary, the Directors:**

- ✘ Are responsible for setting the strategic direction and monitoring of the business;
- ✘ Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it;
- ✘ Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management;
- ✘ Make decisions that are not items of day-to-day management of the Organisation;
- ✘ Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.;
- ✘ Have oversight of the financial management of LGAQ and are responsible for major financial decisions (although the annual budget is approved by the Policy Executive)
- ✘ May grant a power of attorney.;

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

**To effectively perform their role, a Director requires:**

- ✘ Competency in modern corporate and financial management standards and practices;
- ✘ An ability to provide a holistic focus on local government issues;
- ✘ An ability to put the interests of their own council behind those of the Association;
- ✘ Capacity to devote sufficient time to both Board and Policy Executive responsibilities;
- ✘ Legitimacy and confidence in the eyes of members and fellow Executive Representatives;
- ✘ Ability to exercise objective judgement on corporate affairs independent from management;
- ✘ Access to accurate, relevant and timely information.

**A Director has a duty to:**

- ✘ Act consistently in the best interests of LGAQ as a whole;
- ✘ Act honestly and in good faith;
- ✘ Not gain advantage by improper use of their position;
- ✘ Not misuse information;
- ✘ Act with due care and diligence;
- ✘ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Directors in accordance with the LGAQ Conflict of Interest Policy
- ✘ Not allow such interests to conflict with the interests of LGAQ.

A Director has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings organised as part of the Director role. According to Rule 6.1(5) of the Constitution, a Director vacates that office at the conclusion of the third consecutive Board meetings that the person has failed to attend, without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

## 4 Conduct of Board meetings

**A Board meeting is the main opportunity for a Director to:**

- ✘ Obtain and exchange information with the senior management team;
- ✘ Obtain and exchange information with each other;
- ✘ Make decisions.

**A Director shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:**

- ✘ Behaving in a business-like manner;
- ✘ Acting in accordance with policy resolutions of the Association;
- ✘ Addressing issues in a courteous manner;
- ✘ Using judgement, common sense and tact when discussing issues;
- ✘ Avoiding distractive behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

## 5 Review of Board's Effectiveness and Training Needs of Director

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review thus provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any request or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretariat for action.

## 6 Executive Representative Role

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

### The key roles of an Executive Representative can be broadly defined as:

- ✘ Representing the overall interests of local government within Queensland;
- ✘ Representing each district's interests on the Policy Executive;
- ✘ Contributing to Policy Executive decision-making;
- ✘ Assisting in relationships between councils at a district and regional level.

In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- ✘ Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or ROCs (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committees);
- ✘ Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- ✘ Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- ✘ Familiarise themselves with and provide input into LGAQ segment1 plans and segment activities relevant to the councils within their district.

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation, i.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or ROCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, such as Regional Road Groups or RDAs, may also be an option. Executive Representatives should also undertake

regular one-on-one engagement with individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, whenever possible, accompany Executive Representatives to ROC and other regional meetings. LGAQ also has a Policy Executive Support Coordinator who acts as the central point of contact and clearing house for all communications material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAQ staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAQ. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement on the Policy Executive will be supported by participation of their CEO in the CEO Reference Group.

### To effectively perform their role, an Executive Representative requires:

- ✘ An ability to provide a holistic focus on local government issues;
- ✘ An ability to put the interests of their own council behind those of their electoral district and those of the Association;
- ✘ Capacity to devote sufficient time to Policy Executive responsibilities;
- ✘ Legitimacy and confidence in the eyes of members;
- ✘ Ability to exercise objective judgement on corporate affairs independent from management;
- ✘ Access to accurate, relevant and timely information.

#### An Executive Representative has a duty to:

- ✘ Act consistently in the best interests of LGAQ as a whole;
- ✘ Act honestly and in good faith;
- ✘ Not gain advantage by improper use of their position;
- ✘ Not misuse information;
- ✘ Act with due care and diligence;
- ✘ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Executive Representatives in accordance with the LGAQ Conflict of Interest Policy;
- ✘ Not allow such interests to conflict with the interests of LGAQ

An Executive Representative has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executive, Committee and other meetings organised as part of the Policy Executive role. According to Rule 5.2(2)(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the third consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

## 7 Conduct of Policy Executive Meetings

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✘ Behaving in a business-like manner;
- ✘ Acting in accordance with policy resolutions of the Association;
- ✘ Addressing issues in a courteous manner;
- ✘ Using judgement, common sense and tact when discussing issues;
- ✘ Minimising distracting behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, fully canvass all aspects of any policy issue confronting LGAQ and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAQ back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAQ.

## 8 Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Organisation.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

# 9 Code of Conduct

LGAQ has adopted "The way we do business", a code of conduct and service standards for the Association's employees. Although not LGAQ employees, Directors and Executive Representatives are encouraged to familiarise themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

# 10 Use of Social Media



### What is social media?

Social media is the use of on-line or internet based technologies to communicate interactively with other people. There are several well-known internet sites which are used for social media, including but not limited to, Facebook, Twitter and LinkedIn.

### The LGAQ and social media

The LGAQ embraces the use of social media for the promotion, development and delivery of services and that of its members.

LGAQ encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online, and in what context.

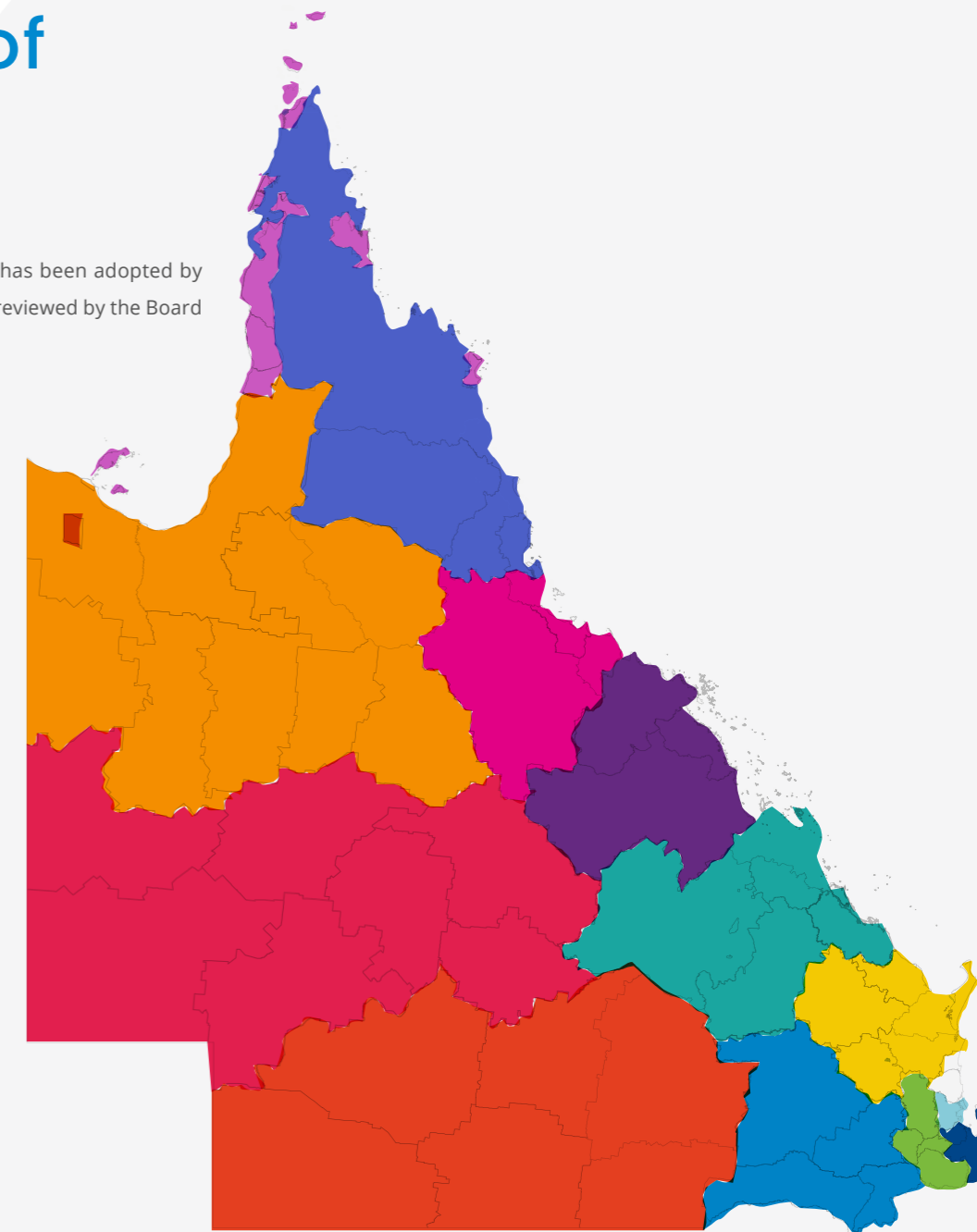
### Information published on social media sites by Directors and Executive Representatives

**Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGAQ. Directors and Executive Representatives must not publish information on social media which:**

- ✘ In any way disparages or harms LGAQ's business or reputation;
- ✘ Disparages or personally criticises fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGAQ employees, elected representatives of members or employees of members;
- ✘ Breaches a Directors' or Executive Representatives' obligations to keep information confidential
- ✘ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying;
- ✘ Could be perceived as representing the viewpoint or official position of LGAQ on any issue, in circumstances where the Director or Executive Representative has no LGAQ authority to publish that information on the LGAQ's behalf.

# 11 Review of Charter

This Corporate Governance Charter has been adopted by the LGAQ Board and will be formally reviewed by the Board on an annual basis.



### Legend Key

- |  |  |   |  |
|--|--|---|--|
| <span style="color: lightblue;">●</span> District 1      | <span style="color: yellow;">●</span> District 3 | <span style="color: purple;">●</span> District 7  | <span style="color: orange;">●</span> District 11      |
| <span style="color: red;">●</span> District 2 North      | <span style="color: cyan;">●</span> District 4   | <span style="color: pink;">●</span> District 8    | <span style="color: lightpurple;">●</span> District 12 |
| <span style="color: darkblue;">●</span> District 2 South | <span style="color: orange;">●</span> District 5 | <span style="color: magenta;">●</span> District 9 |  |
| <span style="color: green;">●</span> District 2 West     | <span style="color: teal;">●</span> District 6   | <span style="color: blue;">●</span> District 10   |  |



For all enquiries, call or text our  
**Members' Hotline on 1300 542 700**

Local Government House  
25 Evelyn St, Newstead QLD 4006

**Local Government Association  
of Queensland**

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**[www.lgaq.asn.au](http://www.lgaq.asn.au)**



**FEES, REIMBURSEMENTS AND INSURANCE**

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee or body, are as follows:

Daily Allowance	\$491.00
Accommodation	\$271.00

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 68c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

6 April 2020

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)  
POLICY EXECUTIVE 2020-2024**

**NOMINATION FORM**

**DISTRICTs NO. 3 to 11**

The City Council of .....

Hereby nominates Cr. ....

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at ..... this ..... day of ..... 2020



CHIEF EXECUTIVE OFFICER

I hereby accept this nomination .....

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

RETURNING OFFICER: MR GJ HALLAM AM  
RETURNING OFFICER  
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD  
PO BOX 2230  
FORTITUDE VALLEY BC QLD 4006

**N.B FAXED NOMINATIONS WILL NOT BE  
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY  
HAND ONLY.**

**Email: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**

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

**Date** 1 April 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 March 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 March 2020:

<b>Date</b>	<b>Who/Where</b>	<b>Details</b>
3 March 2020	<ul style="list-style-type: none"> <li>• Audit Committee Meeting</li> <li>• Meeting with Potential Project</li> </ul>	Dalby Dalby
4 March 2020	<ul style="list-style-type: none"> <li>• Toowoomba Surat Basin Enterprise Protein 2020 Conference</li> </ul>	Dalby
5 March 2020	<ul style="list-style-type: none"> <li>• LGMA CEO Forum</li> <li>• Meeting with McCullough Robertson</li> </ul>	Brisbane Brisbane
6 March 2020	<ul style="list-style-type: none"> <li>• Meeting with Executive Recruitment</li> <li>• Meeting with Santos</li> </ul>	Brisbane
9 March 2020	<ul style="list-style-type: none"> <li>• Pre Agenda Meeting</li> <li>• Councillor Information Session</li> </ul>	Dalby Dalby
10 March 2020	<ul style="list-style-type: none"> <li>• State Disaster Coordination Centre - COVID-19</li> </ul>	Phone
11 March 2020	<ul style="list-style-type: none"> <li>• Ordinary Meeting of Council</li> <li>• Meeting with Local Business</li> </ul>	Miles Dalby
12 March 2020	<ul style="list-style-type: none"> <li>• Meeting with AGL</li> </ul>	Brisbane
16 March 2020	<ul style="list-style-type: none"> <li>• State Disaster Coordination Centre - COVID-19</li> </ul>	By Phone



17 March 2020	<ul style="list-style-type: none"> <li>Meeting with Energy Quest - East Coast Gas Market</li> </ul>	Phone
18 March 2020	<ul style="list-style-type: none"> <li>Meeting with District Disaster Management Group - COVID-19</li> </ul>	Dalby
23 March 2020	<ul style="list-style-type: none"> <li>Monthly Meeting with Origin</li> <li>Quarterly Meeting with Shell</li> <li>Meeting with Minister Lynham - FIFO/COVID-19</li> </ul>	Phone Phone Phone Phone
24 March 2020	<ul style="list-style-type: none"> <li>Meeting with Sunwater</li> </ul>	Phone
25 March 2020	<ul style="list-style-type: none"> <li>State Disaster Coordination Centre - COVID-19</li> </ul>	Phone
26 March 2020	<ul style="list-style-type: none"> <li>Meeting with Local Government Managers Australia</li> </ul>	Phone

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 March 2020.

**Attachments**

Nil

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

**Title** **Executive Services Report Outstanding Actions March 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 11 March 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 11 March 2020.

#### 1. Outstanding Council Meeting Action List (As at 11 March 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

**Title** Corporate Services Financial Report March 2020

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**Date** 6 April 2020

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

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### **Summary**

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

### **Link to Corporate Plan**

Strategic Priority: Financial Sustainability

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

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

Nil

### **Officer's Recommendation**

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

### **Background Information**

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

### **Report**

#### **1. Operating Result**

The operating profit as at the end of March is \$27.494 million compared to a budgeted profit of \$27.839 million which is \$0.345 million behind budget. Council has now levied the full year of general rates income which makes up 69.6% of Council's total revenue stream.

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)	(90,192,090)	(85,750)	
Volumetric	(7,227,791)	(3,508,641)	(4,085,189)	(576,548)	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	3,141,544	2,953,364	(188,180)	
Net Rates and Utility Charges	(91,115,033)	(90,473,437)	(91,323,915)	(850,478)	
Fees and Charges	(6,787,310)	(5,171,889)	(5,613,354)	(441,465)	Fees & Charges are \$0.441 million greater than budget due to: > Water sales from the standpipes being \$0.309 million more than budget due to the drought. > Other Fees & Charges have come greater than budget by \$0.292 million including Cemetery income, Town Planning Fees, Health Licences and Permits & Stock Route Fees. > Fines & Penalties being \$0.204 million greater than budget due to Council dedicating more resources towards enforcement. > Washdown Bay fees being \$0.172 million greater than budget due to increased activity at the Saleyards. This is offset by; > Waste Disposal Fees being \$0.501 million behind budget due to lower than anticipated usage of the facilities.
Rental and Levies	(1,672,589)	(1,254,438)	(1,287,185)	(32,747)	
Sales of Major Services	(18,980,642)	(13,810,214)	(14,537,506)	(727,292)	Sales of Major Services are currently \$0.727 million greater than budget due to: > Saleyards revenue being \$0.827 million greater than budget as a result of higher than expected sales due to the prolonged drought. > Quarry and Gravel Pit sales being \$0.113 million behind budget as a result of some delays in the delivery of the capital works program. Council expects sales to be in line with budget for the year.
Operating Grants, Subsidies and Contributions	(25,177,684)	(19,730,241)	(13,886,712)	5,843,529	Operating Grants and Subsidies are under budget due to timing differences for receipt of Grants, including FAGS.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Interest Revenue	(3,645,978)	(2,734,479)	(2,025,210)	709,269	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 approx. \$1million for the year.
Other Income	(1,602,500)	(869,380)	(908,876)	(39,496)	
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(134,044,078)</b>	<b>(129,582,759)</b>	<b>4,461,319</b>	
<b>Expenses</b>					
Employee Benefits	56,922,638	41,297,163	40,024,287	(1,272,876)	Employee Benefits are under budget due in part to the delay in reaching agreement on the EBA. The outcome of the EBA was the payment of a lump sum to internal employees done in February. In addition, employee numbers remain less than budget.
Less Capitalised Employee Benefits	(5,317,506)	(3,875,865)	(3,195,907)	679,958	Council has currently delivered less than originally anticipated of its 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	37,421,298	36,828,380	(592,918)	
Materials and Services	53,079,460	37,302,549	33,184,243	(4,118,306)	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, telecommunications, credit card transactions being 2 months behind and purchase of gas. To date there has also been significant savings in diesel and fuel due to price.
Depreciation and Amortisation	41,863,459	31,397,616	31,993,722	596,106	Depreciation is \$0.596 million 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	83,331	82,454	(877)	
Corporate Overhead	-	-	-	-	
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>106,204,794</b>	<b>102,088,799</b>	<b>(4,115,995)</b>	
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>(27,839,284)</b>	<b>(27,493,961)</b>	<b>345,323</b>	

## 2. Business Unit Commentary

- **Commercial Works:** Commercial Works currently has an operating deficit of \$0.372 million compared to a budgeted surplus of \$0.832 million which is \$1.205 million behind budget. This is due to a lag in payment of claims. To date there are 4 claims outstanding totalling \$1.260 million. It is expected that Commercial Works will come in ahead of budget for the year due to additional works being added to the program throughout the year.
- **Gas:** Gas currently has an operating surplus of \$0.416 million compared to a budgeted surplus of \$0.022 million which is \$0.394 million better than budget. This better than budgeted position is due to expenditure being behind budget by \$0.419 million. February and March purchase of gas invoices are currently outstanding. Revenue is currently in line with budget.
- **Water:** The Water business unit has an operating profit of \$0.444 million compared to a budgeted deficit of \$0.432 million. This better than budgeted position of \$0.876 million is due to volumetric income being ahead of budget by \$0.576 million and standpipe income being \$0.309 million ahead of budget due to the prevailing dry conditions. Expenditure is currently in line with budget.
- **Sewerage:** Sewerage has a current operating surplus of \$4.336 million compared to a budgeted surplus of \$3.657 million which is \$0.678 million greater than budget. This better than budgeted position is due to depreciation expense being \$0.598 million behind budget due to the fair value of the sewerage infrastructure decreasing which then reduces depreciation expense. Depreciation will come in under budget for the year for Sewerage assets. Revenue is currently in line with budget.
- **Quarry:** The Quarry and Gravel Pits are \$0.367 million better than budget with an operating surplus of \$1.491 million compared to a \$1.124 million budgeted surplus. Revenue is under budget by \$0.112 million due to less sales than anticipated as the capital works program has experienced some delays in delivery. This is offset by expenditure being \$0.480 million less than budget, as Council has not needed to produce as much, which then reduces costs. Council still expects the Quarry business to perform in line with budget for the year.
- **Waste:** Waste currently has an operating surplus of \$1.852 million compared to a budgeted profit of \$0.016 million which is \$1.836 million better than budget. This better than budgeted position is due to a lag in expenditure. All rate income has now been levied and is ahead of budget by \$0.198 million. Fees & Charges income is \$0.501 million less than budget as usage of the facilities has been lower than anticipated. Materials and Services expenses are under budget by \$2.232 million due to:
  - outstanding invoices for March totalling around \$0.460 million have not been received or processed to date.
  - a \$1.062 million waste levy rebate was received in July 2019 from the State Government. This income amount sits under expenditure, as it offsets the expenditure paid back to the State Government.
  - the waste levy expense (that the State Government receive) is behind budget \$0.865 million due to the budget being phased evenly over 12 months where only the Jandowae site is paid monthly, with the other sites to be paid annually in June as surveys are required to calculate the levy for those sites. It is expected that this expense will come in under budget due to lower utilisation of the sites.
- **Saleyards:** Saleyards have an operating surplus of \$1.144 million compared to a budgeted surplus of \$0.339 million which is \$0.804 million greater than budget. This outcome to revenue is \$0.827 million greater than budget due to higher than usual throughput. A minor offset is that costs are \$0.023 million higher due to this increased output.
- **Washdown Bays:** Washdown Bays are currently operating at a surplus of \$0.067 million compared to a budgeted deficit of \$0.057 million. This is a result of increased throughput at the facility due to higher numbers of cattle going through the Saleyards.

### 3. Capital Revenue and Expenditure

Capital Revenue for the year is currently \$1.648 million ahead of budget.

- Capital Grants & Subsidies are \$2.235 million ahead of 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 \$0.664 million behind budget due to claims for the Geldard Road, Perretts Road and Stockton Road projects being outstanding.
- \$0.599 million has been received in Developer Contributions for the upgrade of Sherwood Road. Council did not budget for Developer Contributions. The offset to this is \$0.039 million of Infrastructure charges written off for the Water and Sewerage business units.
- Contributed Assets are \$0.398 million behind budget. This is purely a budget phasing issue.
- Disposal of Non-Current Assets is \$0.123 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 \$7.922 million behind budget. This lag in expenditure is due to outstanding invoices for March as well as a greater than anticipated resource sector works being completed. Major projects currently behind budget are:

- Regional Reseal projects are \$1.418 million behind budget. This is due to outstanding invoices and minor rain delays. Project is back on schedule with no current issues.
- Regional Resheet projects are \$0.758 million behind budget. This is purely due to a lag in invoices with the project on schedule.
- Regional SCADA Upgrade project is \$0.628 million behind budget. Works are ongoing with expected completion in April and June.
- Haystack Rd Reconstruct project is \$0.557 million behind budget. The project has been pushed out due to delays with Auburn Road. Project is still scheduled to be completed this financial year.

### 4. Cash and Investments

Council's Cash and Investments at 31 March 2020 totalled \$149.817 million which represents 12.21 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 31 March 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 31 March 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. Some of the identified revenue streams that will be affected are cinemas, cemeteries, event centres currently. Changes to the social distancing has been changing weekly, and therefore these business units effected may change. The biggest unknown risk is to how much Council will collect of its second half year rate notices which were levied in March and due at the end of April. There has been cancellation of events which would also reduce Council losses to offset some of the income at risk during this period.

### **Conclusion**

It is recommended that the March 2020 Financial Report be received and noted.

### **Attachments**

1. One Page Report March 2020

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



**Western Downs Regional Council**  
**One Page Result**  
**Period Ending: 31 March 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)	(90,192,090)	(85,750)	(68,981,313)	(68,981,313)	(70,276,038)	(70,217,262)	58,776	-	-	-	-	-
Volumetric	(7,227,791)	(7,227,791)	(3,508,641)	(4,085,189)	(576,548)	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	4,924,373	4,924,373	3,141,544	2,953,364	(188,180)	3,645,841	3,645,841	2,410,213	2,289,624	(120,589)	-	-	-	-	-
Net Rates and Utility Charges	(91,115,033)	(91,115,033)	(90,473,437)	(91,323,915)	(850,478)	(65,335,472)	(65,335,472)	(67,865,825)	(67,927,637)	(61,812)	-	-	-	-	-
Fees and Charges	(6,787,310)	(6,787,310)	(5,171,889)	(5,613,354)	(441,465)	(3,245,310)	(3,245,310)	(2,526,642)	(2,973,960)	(447,318)	-	-	-	-	-
Rental and Levies	(1,672,589)	(1,672,589)	(1,254,438)	(1,287,185)	(32,747)	(1,582,589)	(1,582,589)	(1,186,938)	(1,230,268)	(43,330)	-	-	-	-	-
Sales of Major Services	(18,980,642)	(18,980,642)	(13,810,214)	(14,537,506)	(727,292)	-	-	-	-	-	(5,435,000)	(5,435,000)	(4,847,497)	(4,947,390)	(99,893)
Operating Grants & Subsidies	(25,177,684)	(25,177,684)	(19,730,241)	(13,886,712)	5,843,529	(22,073,013)	(22,073,013)	(16,625,570)	(10,670,177)	5,955,393	(3,104,671)	(3,104,671)	(3,104,671)	(3,200,000)	(95,329)
Interest	(3,645,978)	(3,645,978)	(2,734,479)	(2,025,210)	709,269	(3,645,978)	(3,645,978)	(2,734,479)	(1,930,065)	804,414	-	-	-	-	-
Other Income	(1,602,500)	(1,602,500)	(869,380)	(908,876)	(39,496)	(1,552,500)	(1,552,500)	(831,877)	(882,785)	(50,908)	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(148,981,736)</b>	<b>(148,981,736)</b>	<b>(134,044,078)</b>	<b>(129,582,759)</b>	<b>4,461,319</b>	<b>(97,434,862)</b>	<b>(97,434,862)</b>	<b>(91,771,331)</b>	<b>(85,614,893)</b>	<b>6,156,438</b>	<b>(8,539,671)</b>	<b>(8,539,671)</b>	<b>(7,952,168)</b>	<b>(8,147,390)</b>	<b>(195,222)</b>
<b>Operating Expenses</b>															
Employee Benefits	56,922,638	56,922,638	41,297,163	40,024,287	(1,272,876)	45,880,292	45,880,292	33,282,918	32,354,537	(928,381)	2,554,938	2,554,938	1,844,189	1,833,194	(10,995)
Less Capitalised Employee Benefits	(5,317,506)	(5,317,506)	(3,875,865)	(3,195,907)	679,958	(4,586,925)	(4,586,925)	(3,310,902)	(2,788,699)	522,203	-	-	-	-	-
Net Employee Benefits	51,605,132	51,605,132	37,421,298	36,828,380	(592,918)	41,293,367	41,293,367	29,972,016	29,565,838	(406,178)	2,554,938	2,554,938	1,844,189	1,833,194	(10,995)
Materials and Services	53,079,460	53,079,460	37,302,549	33,184,243	(4,118,306)	26,733,036	26,733,036	17,151,132	14,511,867	(2,639,265)	5,312,776	5,312,776	4,916,141	6,327,080	1,410,939
Depreciation and Amortisation	41,863,459	41,863,459	31,397,616	31,993,722	596,106	34,053,592	34,053,592	25,540,209	26,648,593	1,108,384	-	-	-	-	-
Finance Costs	580,110	580,110	83,331	82,454	(877)	549,110	549,110	83,331	85,085	1,754	-	-	-	-	-
Corporate Overhead	-	-	-	-	-	(4,417,445)	(4,417,445)	(3,313,089)	(3,313,089)	-	479,299	479,299	359,478	359,478	-
<b>TOTAL OPERATING EXPENSES</b>	<b>147,128,161</b>	<b>147,128,161</b>	<b>106,204,794</b>	<b>102,088,798</b>	<b>(4,115,996)</b>	<b>98,211,660</b>	<b>98,211,660</b>	<b>69,433,599</b>	<b>67,498,293</b>	<b>(1,935,306)</b>	<b>8,347,013</b>	<b>8,347,013</b>	<b>7,119,808</b>	<b>8,519,752</b>	<b>1,399,944</b>
<b>Operating (surplus)/deficit</b>	<b>(1,853,575)</b>	<b>(1,853,575)</b>	<b>(27,839,284)</b>	<b>(27,493,961)</b>	<b>345,323</b>	<b>776,798</b>	<b>776,798</b>	<b>(22,337,732)</b>	<b>(18,116,599)</b>	<b>4,221,133</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(832,360)</b>	<b>372,362</b>	<b>1,204,722</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	(6,434,700)	(9,265,833)	(4,776,500)	(7,011,337)	(2,234,837)	(6,424,700)	(9,265,833)	(4,776,500)	(7,001,337)	(2,224,837)	-	-	-	-	-
Contributions	(4,295,658)	(2,467,949)	(667,048)	(2,997)	664,051	(4,295,658)	(2,467,949)	(667,048)	(1,834)	665,214	-	-	-	-	-
Contributions - Contributed Assets	(1,980,000)	(1,980,000)	(1,485,000)	(1,086,080)	398,920	(1,980,000)	(1,980,000)	(1,485,000)	(853,872)	631,128	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	(599,397)	(599,397)	-	-	-	(638,191)	(638,191)	-	-	-	-	-
Disposal of Non-Current Assets	(804,500)	(804,500)	(603,375)	(479,964)	123,411	(804,500)	(804,500)	(603,375)	(479,964)	123,411	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>(13,514,858)</b>	<b>(14,518,282)</b>	<b>(7,531,923)</b>	<b>(9,179,775)</b>	<b>(1,647,852)</b>	<b>(13,504,858)</b>	<b>(14,518,282)</b>	<b>(7,531,923)</b>	<b>(8,975,198)</b>	<b>(1,443,275)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	3,830	3,830	-	-	-	3,830	3,830	-	-	-	-	-
Restoration of Land Provision	-	-	-	13,196	13,196	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,500,000	8,500,000	6,375,000	11,474,988	5,099,988	7,500,000	7,500,000	5,625,000	7,066,200	1,441,200	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,500,000</b>	<b>8,500,000</b>	<b>6,375,000</b>	<b>11,492,014</b>	<b>5,117,014</b>	<b>7,500,000</b>	<b>7,500,000</b>	<b>5,625,000</b>	<b>7,070,029</b>	<b>1,445,029</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>(28,996,207)</b>	<b>(25,181,722)</b>	<b>3,814,485</b>	<b>(5,228,060)</b>	<b>(6,241,484)</b>	<b>(24,244,655)</b>	<b>(20,021,768)</b>	<b>4,222,887</b>	<b>(192,658)</b>	<b>(192,658)</b>	<b>(832,360)</b>	<b>372,362</b>	<b>1,204,722</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	6,828,177	7,584,331	4,023,906	3,415,170	(608,736)	6,728,177	7,459,796	3,899,371	3,368,310	(531,061)	-	-	-	-	-
Capital Expenditure - Upgrade Assets	6,293,719	6,618,394	3,506,873	2,418,717	(1,088,156)	5,262,286	5,359,460	2,950,302	2,111,386	(838,916)	-	-	-	-	-
Capital Expenditure - Replacement Assets	34,183,320	33,724,654	22,151,901	15,927,232	(6,224,669)	26,279,583	26,023,418	18,685,585	14,196,902	(4,488,683)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	47,305,216	47,927,379	29,682,680	21,761,119	(7,921,561)	38,270,046	38,842,674	25,535,258	19,676,598	(5,858,660)	-	-	-	-	-



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	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)	(5,767,704)	4,676	(8,866,302)	(8,866,302)	(8,866,302)	(8,821,997)	44,305
Volumetric	-	-	-	-	-	(7,227,791)	(7,227,791)	(3,508,641)	(4,085,189)	(576,548)	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	50,000	25,789	(24,211)	614,999	614,999	316,388	293,163	(23,225)	418,489	418,489	230,169	214,141	(16,028)
Net Rates and Utility Charges	-	-	50,000	25,789	(24,211)	(12,385,172)	(12,385,172)	(8,964,633)	(9,559,729)	(595,096)	(8,447,813)	(8,447,813)	(8,636,133)	(8,607,856)	28,277
Fees and Charges	(27,000)	(27,000)	(20,250)	(26,085)	(5,835)	(1,010,000)	(1,010,000)	(750,000)	(1,059,183)	(309,183)	(5,000)	(5,000)	-	(7,869)	(7,869)
Rental and Levies	-	-	-	-	-	(90,000)	(90,000)	(67,500)	(56,916)	10,584	-	-	-	-	-
Sales of Major Services	(3,042,497)	(3,042,497)	(1,655,480)	(1,599,713)	55,767	(104,888)	(104,888)	(78,666)	(25,824)	52,842	(17,094)	(17,094)	(12,821)	(34,095)	(21,274)
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(40,159)	(40,159)	-	-	-	(40,495)	(40,495)
Other Income	-	-	-	-	-	-	-	-	(1,646)	(1,646)	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(3,069,497)</b>	<b>(3,069,497)</b>	<b>(1,625,730)</b>	<b>(1,600,009)</b>	<b>25,721</b>	<b>(13,590,060)</b>	<b>(13,590,060)</b>	<b>(9,860,799)</b>	<b>(10,743,458)</b>	<b>(882,659)</b>	<b>(8,469,907)</b>	<b>(8,469,907)</b>	<b>(8,648,954)</b>	<b>(8,690,315)</b>	<b>(41,361)</b>
<b>Operating Expenses</b>															
Employee Benefits	357,956	357,956	258,386	258,993	607	4,522,532	4,522,532	3,267,872	3,065,046	(202,826)	1,513,261	1,513,261	1,093,491	977,055	(116,436)
Less Capitalised Employee Benefits	-	-	-	-	-	(194,299)	(194,299)	(140,248)	(55,973)	84,275	(17,500)	(17,500)	(12,633)	(1,849)	10,784
Net Employee Benefits	357,956	357,956	258,386	258,993	607	4,328,233	4,328,233	3,127,624	3,009,074	(118,550)	1,495,761	1,495,761	1,080,858	975,206	(105,652)
Materials and Services	1,193,739	1,193,739	907,212	489,282	(417,930)	4,169,810	4,169,810	3,098,851	3,181,244	82,393	1,501,890	1,501,890	1,112,072	1,178,497	66,425
Depreciation and Amortisation	270,778	270,778	203,085	203,555	470	3,880,384	3,880,384	2,910,285	2,952,677	42,392	2,847,925	2,847,925	2,135,943	1,538,301	(597,642)
Finance Costs	31,000	31,000	-	(2,543)	(2,543)	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	313,052	313,052	234,792	234,792	-	1,542,032	1,542,032	1,156,509	1,156,509	-	883,472	883,472	662,607	662,607	-
<b>TOTAL OPERATING EXPENSES</b>	<b>2,166,525</b>	<b>2,166,525</b>	<b>1,603,475</b>	<b>1,184,080</b>	<b>(419,395)</b>	<b>13,920,459</b>	<b>13,920,459</b>	<b>10,293,269</b>	<b>10,299,503</b>	<b>6,234</b>	<b>6,729,048</b>	<b>6,729,048</b>	<b>4,991,480</b>	<b>4,354,611</b>	<b>(636,869)</b>
<b>Operating (surplus)/deficit</b>	<b>(902,972)</b>	<b>(902,972)</b>	<b>(22,255)</b>	<b>(415,929)</b>	<b>(393,674)</b>	<b>330,399</b>	<b>330,399</b>	<b>432,470</b>	<b>(443,955)</b>	<b>(876,425)</b>	<b>(1,740,859)</b>	<b>(1,740,859)</b>	<b>(3,657,474)</b>	<b>(4,335,703)</b>	<b>(678,229)</b>
<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	-	-	-	-	-	-	-	-	16,877	16,877	-	-	-	21,917	21,917
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10,000)</b>	<b>-</b>	<b>-</b>	<b>(107,910)</b>	<b>(107,910)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(96,668)</b>	<b>(96,668)</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	600,000	600,000	450,000	4,303,817	3,853,817	200,000	200,000	150,000	104,972	(45,028)
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>450,000</b>	<b>4,303,817</b>	<b>3,853,817</b>	<b>200,000</b>	<b>200,000</b>	<b>150,000</b>	<b>104,972</b>	<b>(45,028)</b>
<b>Net Result (surplus)/deficit</b>	<b>(902,972)</b>	<b>(902,972)</b>	<b>(22,255)</b>	<b>(415,929)</b>	<b>(393,674)</b>	<b>920,399</b>	<b>930,399</b>	<b>882,470</b>	<b>3,751,952</b>	<b>2,869,482</b>	<b>(1,540,859)</b>	<b>(1,540,859)</b>	<b>(3,507,474)</b>	<b>(4,327,399)</b>	<b>(819,925)</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	-	-	-	-	-	-	24,535	24,535	24,535	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	700,000	818,337	239,648	133,583	(106,065)	210,000	319,164	195,490	116,448	(79,042)
Capital Expenditure - Replacement Assets	-	-	-	-	-	3,612,335	3,518,998	1,300,143	948,561	(351,582)	3,734,381	3,625,217	1,821,595	569,402	(1,252,193)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,312,335</b>	<b>4,361,870</b>	<b>1,564,326</b>	<b>1,106,679</b>	<b>(457,647)</b>	<b>3,944,381</b>	<b>3,944,381</b>	<b>2,017,084</b>	<b>685,850</b>	<b>(1,331,234)</b>



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	Quarry					Waste					Saleyards				
	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	134,774	130,646	(4,128)	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	-	(4,946,576)	(4,946,576)	(5,056,846)	(5,254,482)	(197,636)	-	-	-	-	-
Fees and Charges	-	-	-	(468)	(468)	(2,040,000)	(2,040,000)	(1,530,000)	(1,028,973)	501,028	-	-	-	-	-
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(7,612,463)	(7,612,463)	(5,139,225)	(5,026,456)	112,769	-	-	-	-	-	(2,768,700)	(2,768,700)	(2,076,525)	(2,904,028)	(827,503)
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	(16,536)	(16,536)	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(14,492)	(14,492)	-	-	-	-	-
Other Income	-	-	-	-	-	(50,000)	(50,000)	(37,503)	(24,445)	13,058	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(7,612,463)</b>	<b>(7,612,463)</b>	<b>(5,139,225)</b>	<b>(5,026,924)</b>	<b>112,301</b>	<b>(7,036,576)</b>	<b>(7,036,576)</b>	<b>(6,624,349)</b>	<b>(6,338,927)</b>	<b>285,422</b>	<b>(2,768,700)</b>	<b>(2,768,700)</b>	<b>(2,076,525)</b>	<b>(2,904,028)</b>	<b>(827,503)</b>
<b>Operating Expenses</b>															
Employee Benefits	1,102,720	1,102,720	834,607	736,599	(98,008)	401,786	401,786	290,012	349,363	59,351	479,490	479,490	346,531	354,551	8,020
Less Capitalised Employee Benefits	(503,782)	(503,782)	(401,256)	(349,387)	51,869	-	-	-	-	-	(15,000)	(15,000)	(10,826)	-	10,826
Net Employee Benefits	598,938	598,938	433,351	387,212	(46,139)	401,786	401,786	290,012	349,363	59,351	464,490	464,490	335,705	354,551	18,846
Materials and Services	4,597,152	4,597,152	3,289,736	2,855,426	(434,310)	7,922,904	7,922,904	5,648,581	3,416,798	(2,231,783)	1,243,924	1,243,924	922,943	933,059	10,116
Depreciation and Amortisation	19,714	19,714	14,787	15,614	827	339,428	339,428	254,574	305,844	51,270	418,428	418,428	313,821	308,060	(5,761)
Finance Costs	-	-	-	-	-	-	-	-	(37)	(37)	-	-	-	-	-
Corporate Overhead	370,001	370,001	277,506	277,506	-	553,378	553,378	415,035	415,035	-	219,695	219,695	164,772	164,772	-
<b>TOTAL OPERATING EXPENSES</b>	<b>5,585,805</b>	<b>5,585,805</b>	<b>4,015,380</b>	<b>3,535,758</b>	<b>(479,622)</b>	<b>9,217,496</b>	<b>9,217,496</b>	<b>6,608,202</b>	<b>4,487,003</b>	<b>(2,121,199)</b>	<b>2,346,537</b>	<b>2,346,537</b>	<b>1,737,241</b>	<b>1,760,441</b>	<b>23,200</b>
<b>Operating (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,123,845)</b>	<b>(1,491,165)</b>	<b>(367,320)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>(16,147)</b>	<b>(1,851,923)</b>	<b>(1,835,776)</b>	<b>(422,163)</b>	<b>(422,163)</b>	<b>(339,284)</b>	<b>(1,143,587)</b>	<b>(804,303)</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>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	948	948	-	-	-	12,248	12,248	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	200,000	200,000	150,000	-	(150,000)
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>948</b>	<b>948</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,248</b>	<b>12,248</b>	<b>200,000</b>	<b>200,000</b>	<b>150,000</b>	<b>-</b>	<b>(150,000)</b>
<b>Net Result (surplus)/deficit</b>	<b>(2,026,658)</b>	<b>(2,026,658)</b>	<b>(1,123,845)</b>	<b>(1,490,217)</b>	<b>(366,372)</b>	<b>2,180,920</b>	<b>2,180,920</b>	<b>(16,147)</b>	<b>(1,839,676)</b>	<b>(1,823,529)</b>	<b>(222,163)</b>	<b>(222,163)</b>	<b>(189,284)</b>	<b>(1,143,587)</b>	<b>(954,303)</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	60,000	60,000	60,000	51,500	(8,500)	61,433	61,433	61,433	5,800	(55,633)	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	-	315,000	315,000	315,000	202,788	(112,212)	242,021	242,021	29,579	9,579	(20,000)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>51,500</b>	<b>(8,500)</b>	<b>376,433</b>	<b>376,433</b>	<b>376,433</b>	<b>208,588</b>	<b>(167,845)</b>	<b>242,021</b>	<b>242,021</b>	<b>29,579</b>	<b>9,579</b>	<b>(20,000)</b>



	Washdown Bays				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>					
Rates and Utility Charges	-	-	-	-	-
Volumetric	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	-
Fees and Charges	(460,000)	(460,000)	(344,997)	(516,816)	(171,819)
Rental and Levies	-	-	-	-	-
Sales of Major Services	-	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-
Interest	-	-	-	-	-
Other Income	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>(460,000)</b>	<b>(460,000)</b>	<b>(344,997)</b>	<b>(516,816)</b>	<b>(171,819)</b>
<b>Operating Expenses</b>					
Employee Benefits	109,663	109,663	79,157	94,949	15,792
Less Capitalised Employee Benefits	-	-	-	-	-
Net Employee Benefits	109,663	109,663	79,157	94,949	15,792
Materials and Services	404,229	404,229	255,881	290,989	35,108
Depreciation and Amortisation	33,210	33,210	24,912	21,079	(3,833)
Finance Costs	-	-	-	(51)	(51)
Corporate Overhead	56,516	56,516	42,390	42,390	-
<b>TOTAL OPERATING EXPENSES</b>	<b>603,618</b>	<b>603,618</b>	<b>402,340</b>	<b>449,355</b>	<b>47,015</b>
<b>Operating (surplus)/deficit</b>	<b>143,618</b>	<b>143,618</b>	<b>57,343</b>	<b>(67,461)</b>	<b>(124,804)</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>Capital Expenses</b>					
Loss of Revaluation of Inventory	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>143,618</b>	<b>143,618</b>	<b>57,343</b>	<b>(67,461)</b>	<b>(124,804)</b>
<b>Capital Funding Applications</b>					
Capital Expenditure - New Assets	100,000	100,000	100,000	22,325	(77,675)
Capital Expenditure - Upgrade Assets	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	-
Loan Principal	-	-	-	-	-
Land Rehab	-	-	-	-	-
	100,000	100,000	100,000	22,325	(77,675)

**Title** **Community and Liveability Report Community Activation Program Round 2 2019.2020**

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**Date** 20 February 2020

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

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### Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 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.

### 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:

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>					<b>\$0.00</b>	<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>		

## Background Information

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

The purpose of the Community Activation Program is to aid community, sport and recreation organisations to make a positive contribution to active, vibrant communities in the Western Downs through capacity building, encouraging partnerships, long-term planning, good governance and self-sufficiency.

In accordance with the Community Grants - Council Policy - Community Activation Program, Council may allocate funds in each annual budget.

There are three **Competitive Rounds** for this program per year for applications \$2000.00 and over, and a **Responsive Round** for applications up to \$2000.00 that is open all year. This Report relates to **Round Two** of the **competitive rounds** which closed on 4 February 2020.

## Report

Round Two of the Community Grants - Council Policy - Community Activation Program closed on 4 February 2020. One application was received from a Western Downs community group.

The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 19 February 2020 - Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group.

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

### Consultation (Internal/External)

The Community Activation Program is implemented and coordinated by the Communities Department.

The Reference Group comprising of Cr. I.J. Rasmussen (Chairperson), Cr. P.T. Saxelby, Cr. K.A. Maguire, Cr. D.E. Ashurst and Cr. C.T. Tillman and Communities Staff assessed Round Two of the 2019/2020 grant applications based on its level of community benefit and how it meets the selection criteria.

The Meeting of the Reference Group was held on 19 February 2020.

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

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Activation Program.

After awarding funds to a community group, and the funds are used, in accordance with the Community Grants - Council Policy - Community Activation Program - a financial report must be submitted by the recipient within 6 weeks of the completion date of the event and non-submission may affect future funding applications.

Budget/Financial Implications

The Community Activation Program has a budget allocation of \$50,000.00 for the 2019/2020 year.

Under the **Responsive Round** one application has been assessed, for a total amount of \$1,000.00.

Under the **Competitive Round, Round One**, the Reference Group has reviewed one application and recommended the disbursement of funding of \$1,000.00

Under the **Competitive Round, Round Two**, the Reference Group has reviewed one application and recommends the disbursement of funding of \$0.00.

That leaves a balance remaining of \$40,000.00.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Activation Program	2019/2020 \$50,000.00	Competitive Round 1	\$ 9,000.00
		Responsive Round	\$1,000.00
		Competitive Round 2	\$0.00
		Balance	\$40,000.00

**Conclusion**

The Community Grants - Council Policy - Community Activation Program supports the development and growth of community organisations across the Western Downs. This funding program may aid community organisations through cash contributions of a maximum of \$10,000.00 per application.

The Reference Group at its Meeting on 19 February 2020 assessed the applications in accordance with the Community Grants - Council Policy - Community Activation Program and the Reference Group's recommendations are presented for Council's consideration.

**Attachments**

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting Community Activation Program held on 19 February 2020.

**Authored by:** Kerri Wood, Community Grants Officer



MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY ACTIVATION PROGRAM) MEETING HELD AT THE COMMITTEE ROOM, WESTERN DOWNS REGIONAL COUNCIL MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON WEDNESDAY 19 FEBRUARY 2020 AT 2.44 pm

Council Representatives:

Cr. I.J. Rasmussen (Chairperson), Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Officers: Mrs. L. Tyrrell, Ms. K. Wood, Miss J. Harding

Apology: Mr. C. Barnard

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. D.E. Ashurst SECONDED Cr. P.T. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed.  <b>CARRIED</b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 23 October 2019</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 were considered by Council at its Meeting on Wednesday, 23 October 2019. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	Refer Attachment 1
	Assess Applications	
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. D.E. Ashurst

SECONDED Cr. C.T. Tillman

That it be a recommendation to Council that the applicants for Round Two (2) of the 2019/2020 Community Activation Program be advised as follows:

	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
1	Dulacca Pioneers Memorial Hall and Progress Association Inc	Community Pilates Program	\$3,970.00	\$0.00	\$3,250.00	<b>\$0.00</b>	Does not meet the guidelines of the program	
						<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>		
<b>TOTAL FUNDED</b>						<b>\$0.00</b>		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Activation Program will be held following the receipt of Applications for Round Three (3) of the 2019/2020 Program (May 2020).</p> <p>The Chairperson declared the Meeting closed at 3.00 pm</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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UNCONFIRMED

**Title** **Community and Liveability Report Community Projects Program Round 2 2019.2020**

**Date** 20 February 2020

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

**Summary**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 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.

**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:

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			\$12,316.22	\$2,316.22	\$10,000.00	\$10,000.00		

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification /Conditions	Suggestions/ Conflicts of Interest	
	Chinchilla Polocrosse Club Inc	Toilet/shower block renovations							
						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>			

## Background Information

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

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

In accordance with the Community Grants - Council Policy - Community Projects Program, Council may allocate funds in each annual budget.

There are three **competitive rounds** for this program per year for applications \$2000.00 and over, and a **responsive round** for applications up to \$2000.00 that is open all year.

This Report relates to Round Two of the **competitive rounds** which closed on 4 February 2020.

**Report**

Round Two of the Community Grants - Council Policy - Community Projects Program closed on 4 February 2020. Four applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 19 February 2020. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

Consultation (Internal/External)

The Community Projects Program is implemented and Coordinated by the Communities Department. The Reference Group consisting of Cr. I.J. Rasmussen (Chairperson), Cr. P.T. Saxelby, Cr. K.A. Maguire, Cr. D.E. Ashurst and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Two of 2019/2020. Grant Applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 19 February 2020.

Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Community Projects Program.

In accordance with the Community Grants - Council Policy - Community Projects Program - any community organisation that receives funding in this round, must submit a financial report on the application of funding received, within 6 weeks of the completion date of the event. Non-submission of a financial report may affect future funding applications.

Budget/Financial Implications

The Community Projects Program has a budget allocation of \$90,000.00 for the 2019/2020 year.

Under the **Responsive Round** seven applications have been assessed, for a total amount of \$9,076.38.

Under the **Competitive round**, the Reference Group has reviewed four applications and recommends the disbursement of funding for Round Two of \$21,908.24.

That leaves a balance remaining of \$50,657.38.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
		Competitive round 1	\$13,770.00
		Responsive rounds	\$9,076.38
		Competitive round 2	\$21,908.24
		Balance	\$50,657.38

## **Conclusion**

The Community Grants - Council Policy - Community Projects Program supports organisations in the region to purchase equipment, with capital infrastructure and upgrading of facilities. This funding program may aid through cash contributions to a maximum amount per application of \$10,000.

The Reference Group at its Meeting on 19 February 2020 assessed the applications in accordance with the Community Grants - Council Policy - Community Projects Program and the Reference Group's recommendations are presented for Council's consideration.

## **Attachments**

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.

**Authored by:** Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROGETCS PROGRAM) MEETING HELD AT THE COMMITTEE ROOM, WESTERN DOWNS REGIONAL COUNCIL MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON WEDNESDAY 19 FEBRUARY 2020 AT 2.29 pm

Council Representatives:

Cr. I.J. Rasmussen (Chairperson), Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Officers: Mrs. L. Tyrrell, Ms. K. Wood, Miss J. Harding

Apology: Mr. C. Barnard

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. C.T. Tillman SECONDED Cr. K.A. Maguire</p> <p>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.  <b>CARRIED</b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 23 October 2019</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 were considered by Council at its Meeting on Wednesday, 23 October 2019. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Refer Attachment 1
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil



WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION  
 MOVED Cr. P.T. Saxelby                                      SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for Round Two (2) of the 2019/2020 Community Projects Program be advised as follows:

	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
1	Chinchilla Polocrosse Club Inc	Toilet/shower block renovations	\$12,316.22	\$2,316.22	\$10,000.00	<b>\$10,000.00</b>		
							<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>	
2	Dalby Golf Club Inc	Purchase new ice machine	\$6,343.48	\$0.00	\$6,343.48	<b>\$3,171.74</b>	<b>Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope</b>	
							<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>	
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	<b>\$3,486.50</b>	<b>Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope</b>	
							<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>	
4	Football Dalby	Men's Soccer Goals	\$10,500.00	\$500.00	\$10,000.00	<b>\$5,250.00</b>	<b>Conditional upon confirmation that they agree to contribute 50% of the total project cost with no reduction of scope</b>	
							<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>	

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest	
						DID NOT VOTE:			
	<b>TOTAL FUNDED</b>					<b>\$21,908.24</b>			

UNCONFIRMED

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Projects Program will be held following the receipt of Applications for Round Three (3) of the 2019/2020 Program (May 2020).</p> <p>The Chairperson declared the Meeting closed at 2.43 pm</p>
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**Privacy Statement** Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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UNCONFIRMED

**Title** **Community and Liveability Report Local Events Program Round 2 2019.2020**

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**Date** 20 April 2020

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

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### Summary

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

### Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

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

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received and 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.

## Background Information

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

The purpose of the **Local Events Program** is to support our local social, cultural and sporting events that celebrate our unique experiences, what is great about our region, achieve regional participation, connect our community and activate our parks, open spaces and community facilities.

In accordance with the Community Grants - Council Policy - Local Events Program, Council may allocate funds in each annual budget.

There are three **competitive rounds** for this program per year for applications \$2000.00 and over, and a **responsive round** for applications up to \$2000.00 that is open all year.

This Report relates to Round Two of the **competitive rounds** which closed on 4 February 2020.

## Report

Round Two of the Community Grants - Council Policy - **Local Events Program** closed on 4 February 2020. A total of twelve applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 19 February 2020 - (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group). The following table reflects the assessment recommendations made by the Reference Group.

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Jandowae and District Show Society	2020 Jandowae and District Show	\$42,300.00	\$37,800.00	\$5,000.00 (Cash \$4,550 plus \$450.00 In Kind Assistance)	<b>\$4,550.00 cash plus \$450.00 In Kind Assistance</b>		
							<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>	
2	HD Events (auspiced by Variety Queensland Inc)	K's 4 Variety Kids	\$35,640.00	\$6,640.00	\$1,364.00 plus \$1,650.00 In Kind Assistance	<b>\$1,364.00 cash plus \$1,650.00 In Kind Assistance</b>		Cr K.A. Maguire declared her conflict of interest (that her daughter and her daughter's fiancé are the owners of BnG Coaches. This company receives a financial benefit by providing a service for this event) and left the room and did not vote.
							<b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. P.T. Saxelby, Cr. C.T. Tillman</b> <b>AGAINST:</b> <b>DID NOT VOTE: Cr. K.A. Maguire</b>	
3	Chinchilla Agriculture	2020 Chinchilla Show	\$42,170.00	\$20,000.00	\$4,000.00	<b>\$4,000.00</b>		Cr. P.T. Saxelby declared his conflict of interest (as a

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
	and Pastoral Association							financial member of the Show Society and sponsor of a trophy) and left the room and did not vote.  <b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. C.T. Tillman</b> <b>AGAINST:</b> <b>DID NOT VOTE: Cr. P.T. Saxelby</b>
4	Wandoan and Kindergarten Association Inc	Wandoan Camel Races	\$40,000.00	\$20,000.00	\$2,000.00	\$2,000.00		<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>
5	Jandowae Race Club Inc	Jandowae Races	\$40,000.00	\$26,000.00	\$2,000.00 plus \$1,020.00 In Kind Assistance	\$2,000.00 cash plus \$1,020.00 In Kind Assistance		<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>
6	Wandoan Polocrosse Club	Wandoan Polocrosse Carnival 2020	\$15,000.00	\$2,000.00	\$2,000.00	\$2,000.00		<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>
7	Pioneer Park Museum	Pioneer Park Museum Annual Field Day	\$5,960.00	\$3,960.00	\$2,000.00 plus \$360.00 In Kind Assistance	\$2,000.00 cash plus \$360.00 In Kind Assistance		Cr. P.T. Saxelby declared his conflict of interest (his father and brother are members of the Club and exhibitors) and left the room and did not vote.  <b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. C.T. Tillman</b> <b>AGAINST:</b> <b>DID NOT VOTE: Cr. P. T. Saxelby</b>
8	Dalby and District Show Society	Dalby and District Show	\$125,000.00	\$80,000.00	\$10,000.00	\$5,000.00		<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>
9	Rotary Club of Dalby Inc	Dalby Health Expo	\$15,000.00	\$3,500.00	\$2,000.00	\$500.00		<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>
10	Tara Polocrosse Club	Tara Polocrosse Carnival	\$14,550.00	\$12,500.00	\$2,000.00 cash plus \$2,000.00 In Kind Assistance	\$2,000.00 cash plus \$2,000.00 In Kind Assistance		<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>

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
11	Dalby Baptist Church	Smileys Car and Bike Spectacular	\$8,024.00	\$1,000.00	\$2,000.00 plus \$1,035.00 In Kind Assistance	\$0.00	Religious bodies are not eligible under the Community Grants - Council Policy	
						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:		
12	Miles and District Show Society	Miles Annual Show	\$17,700.00	\$6,000.00	\$5,000.00 (\$4,560.00 Cash plus \$440.00 In Kind Assistance)	\$4,560.00 cash plus \$440.00 In Kind Assistance		
						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>\$29,974.00 cash plus \$5,920.00 In Kind Assistance</b>		

Council entered caretaker mode in preparation for the Local Government Elections on Saturday 22 February 2020. This report was held over for consideration by the new Council at the first meeting in April 2020.

The development of the COVID-19 pandemic throughout March has resulted in all these events, except for the Tara Polocrosse Club carnival, being postponed or cancelled. In light of the developments, this report's recommendation has been amended to reflect that these events will not be held in the near future. The applications will now be officially declined due to the global pandemic and community organisations will be asked to re-apply at a future date once their re-scheduled event dates are known.

The Tara Polocrosse Club had submitted an application for the Polocrosse carnival held on 14 and 15 March 2020. The application met all the criteria and was recommended for approval by the Reference Group. The Community Grants – Guidelines state that applications cannot be made for events that have already occurred. Due to the decision to hold this report over to the April meeting, the funding approval will have to be made with an exception to the Community Grants – Council Policy as the event has already occurred.

Consultation (Internal/External)

The **Local Events Program** is implemented and Coordinated by the Communities Department.

The Reference Group consisting of Cr. I.J. Rasmussen (Chairperson), Cr. P.T. Saxelby, Cr. K.A. Maguire, Cr. D.E. Ashurst and Cr. C.T. Tillman, and Communities Staff assessed Round Two of the 2019/2020 grant applications based on their level of community benefit and how they met the selection criteria.

Legal/Policy Implications (Justification if applicable)

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Local Events Program.

In accordance with the Community Grants - Council Policy - **Local Events Program** - all local events that received funding through this program, must submit a financial report within 6 weeks of the completion date of the event. The non-submission may affect future funding applications.

Budget/Financial Implications

The **Local Events Program** has a budget allocation of \$100,000.00 plus returned funds of \$2,338.00 (total cash \$102,338.00) plus \$20,000.00 In Kind Assistance for the 2019/2020 year.

Under the **Responsive round** twenty-two applications have been assessed, for a total amount of \$26,974.50.

Under the **Competitive round**, the Reference Group has reviewed twelve applications and recommends the disbursement of funding for Round Two of \$29,974.00 cash plus \$ 5,920.00 of In Kind Assistance. In light of the COVID-19 health crisis, only \$2,000.00 cash and \$2,000.00 In Kind Assistance is now recommended.

That leaves a balance remaining of \$39,605.50 cash plus of \$9,480.00 In Kind Assistance.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Local Events Program	2019/2020 \$102,338.00 cash plus \$20,000.00 In Kind Assistance	Competitive round 1	\$33,960.00 cash plus \$8,520.00 In Kind Assistance
		Responsive rounds	\$26,974.50
		Competitive round 2	\$2,000.00 cash plus \$2,000.00 In Kind Assistance
		Balance	\$39,605.50 cash plus \$9,480.00 In Kind Assistance

**Conclusion**

The Community Grants - Council Policy - **Local Events Program** supports the development and growth of community events across the region and sponsorship of awards and competitions. This funding program may aid through cash and/or in-kind contributions to a maximum amount per application of \$10,000.

The Reference Group at its Meeting on 19 February 2020 assessed the applications in accordance with the Community Grants - Council Policy - Local Events Program and the Reference Group's recommendations are presented for Council's consideration.

**Attachments**

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.

**Authored by: Kerri Wood, Community Grants Officer**



MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (LOCAL EVENTS PROGRAM) MEETING HELD AT THE COMMITTEE ROOM, WESTERN DOWNS REGIONAL COUNCIL MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON WEDNESDAY 19 FEBRUARY 2020 AT 2.01pm

Council Representatives:

Cr. I.J. Rasmussen (Chairperson), Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Officers: Mrs. L. Tyrrell, Ms. K. Wood, Miss J. Harding

Apology: Mr. C. Barnard

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. D.E. Ashurst SECONDED Cr. C.T. Tillman</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed.  <b><u>CARRIED</u></b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 23 October 2019</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 were considered by Council at its Meeting on Wednesday, 23 October 2019. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Refer Attachment 1
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

Cr. K. A. Maguire and Cr. P.T. Saxelby excluded themselves from the vote.

MOVED Cr. D.E. Ashurst                      SECONDED Cr. C.T. Tillman

The votes were as follows: For Cr. D. E. Ashurst, Cr. C. T. Tillman, Cr. I. J. Rasmussen. Absent Did Not Vote Cr. K. A. Maguire and Cr. P.T. Saxelby.

That it be a recommendation to Council that the applicants for Round Two (2) of the 2019/2020 Local Events Program be advised as follows:

	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
1	Jandowae and District Show Society	2020 Jandowae and District Show	\$42,300.00	\$37,800.00	\$5,000.00 (Cash \$4,550 plus \$450.00 In Kind Assistance)	<b>\$4,550.00 cash plus \$450.00 In Kind Assistance</b>		
<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>								
2	HD Events (auspiced by Variety Queensland Inc)	K's 4 Variety Kids	\$35,640.00	\$6,640.00	\$1,364.00 plus \$1,650.00 In Kind Assistance	<b>\$1,364.00 cash plus \$1,650.00 In Kind Assistance</b>		Cr K.A. Maguire declared her conflict of interest (that her daughter and her daughter's fiancé are the owners of BnG Coaches. This company receives a financial benefit by providing a service for this event) and left the room and did not vote.
<b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. P.T. Saxelby, Cr. C.T. Tillman</b> <b>AGAINST:</b> <b>DID NOT VOTE: Cr. K.A. Maguire</b>								
3	Chinchilla Agriculture and Pastoral Association	2020 Chinchilla Show	\$42,170.00	\$20,000.00	\$4,000.00	<b>\$4,000.00</b>		Cr. P.T. Saxelby declared his conflict of interest (as a financial member of the Show Society and sponsor of a trophy) and left the room and did not vote.
<b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. C.T.</b>								

	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
							<b>Tillman AGAINST: DID NOT VOTE: Cr. P.T. Saxelby</b>	
4	Wandoan and Kindergarten Association Inc	Wandoan Camel Races	\$40,000.00	\$20,000.00	\$2,000.00	\$2,000.00		
							<b>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>	
5	Jandowae Race Club Inc	Jandowae Races	\$40,000.00	\$26,000.00	\$2,000.00 plus \$1,020.00 In Kind Assistance	\$2,000.00 cash plus \$1,020.00 In Kind Assistance		
							<b>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>	
6	Wandoan Polocrosse Club	Wandoan Polocrosse Carnival 2020	\$15,000.00	\$2,000.00	\$2,000.00	\$2,000.00		
							<b>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>	
7	Pioneer Park Museum	Pioneer Park Museum Annual Field Day	\$5,960.00	\$3,960.00	\$2,000.00 plus \$360.00 In Kind Assistance	\$2,000.00 cash plus \$360.00 In Kind Assistance		Cr. P.T. Saxelby declared his conflict of interest (his father and brother are members of the Club and exhibitors) and left the room and did not vote.
							<b>FOR: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. C.T. Tillman AGAINST: DID NOT VOTE: Cr. P. T. Saxelby</b>	
8	Dalby and District Show Society	Dalby and District Show	\$125,000.00	\$80,000.00	\$10,000.00	\$5,000.00		
							<b>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>	
9	Rotary Club of Dalby Inc	Dalby Health Expo	\$15,000.00	\$3,500.00	\$2,000.00	\$500.00		

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
						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:		
10	Tara Polocrosse Club	Tara Polocrosse Carnival	\$14,550.00	\$12,500.00	\$2,000.00 cash plus \$2,000.00 In Kind Assistance	\$2,000.00 cash plus \$2,000.00 In Kind Assistance		
						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:		
11	Dalby Baptist Church	Smileys Car and Bike Spectacular	\$8,024.00	\$1,000.00	\$2,000.00 plus \$1,035.00 In Kind Assistance	\$0.00	Religious bodies are not eligible under the Community Grants - Council Policy	
						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:		
12	Miles and District Show Society	Miles Annual Show	\$17,700.00	\$6,000.00	\$5,000.00 (\$4,560.00 Cash plus \$440.00 In Kind Assistance)	\$4,560.00 cash plus \$440.00 In Kind Assistance		
						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>\$29,974.00 cash plus \$5,920.00 In Kind Assistance</b>		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Local Events Program will be held following the receipt of Applications for Round Three (3) of the 2019/2020 Program (May 2020).</p> <p>The Chairperson declared the Meeting closed at 2.27 pm</p>
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Batch Number:	Dataworks Number:	Retention:
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UNCONFIRMED

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

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**Date** 20 February 2020

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

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### Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 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.

### 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:

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>						<b>\$12,500.00</b>		

## Background Information

The purpose of the Regional Arts Development Fund (RADF) is to support professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities. The program is a partnership between the Queensland Government through Arts Queensland and Western Downs Regional Council to support local arts and culture.

In accordance with the Community Grants - Council Policy - RADF Program, Council may allocate funds in each annual budget. This Report relates to RADF Round Two (2) 2019/2020 which was assessed 19 February 2020.

## Report

Round Two (2) of the RADF Program received two (2) applications from community groups and individuals across the Western Downs Regional Council area. The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 19 February 2020 - Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group.

All applicants will be advised of Council's decision to provide full funding, part funding or to decline the application and will also be provided with reasons behind the Reference Group's recommendation to Council.

### Consultation (Internal/External)

The RADF Program is implemented and coordinated by the Communities Department.

The Reference Group comprising of Cr. I.J. Rasmussen (Chairperson), Cr. P.T. Saxelby, Cr. K.A. Maguire, Cr. D.E. Ashurst and Cr. C.T. Tillman and Communities Staff assessed Round Two of the 2019/2020 grant applications based on its level of community benefit and how it meets the selection criteria.

The Meeting of the Reference Group was held on 19 February 2020.

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

Council considers allocating funds in each annual budget and will advertise for submissions under the Community Grants - Council Policy - Regional Arts Development Fund Program.

After awarding funds to a community group, and the funds are used, in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program - a financial report must be submitted by the recipient within 6 weeks of the completion date of the event and non-submission may affect future funding applications.

#### Budget/Financial Implications

The Regional Arts Development Fund Program has a budget allocation of \$72,312.00 for the 2019/2020 financial year.

Arts Queensland	\$20,000.00
Council	\$20,000.00
Surplus 2018/2019	<u>\$32,312.00</u>
	<u>\$72,312.00</u>

The Reference Group has recommended the disbursement of funding for Round Two (2) of \$12,500.00 which will leave a balance remaining of \$36,448.09

Name of funding program	Financial Year Allocation	Rounds	Amount
Regional Arts Development Fund	2019/2020	Strategic Initiative (Surplus)	\$32,312.00
		Budget allocation	\$40,000.00
		Plus Returned Funds	\$10,192.00
		Responsive Round	\$16,687.91
		Round 1	\$16,868.00
		Round 2	\$12,500.00
		Remaining	\$36,448.09

#### **Conclusion**

The Community Grants - Council Policy - Regional Arts Development Fund Program supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities.

The Reference Group at its Meeting on 19 February 2020 assessed the applications in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program and the Reference Group's recommendations, presented for Council's consideration.

#### COVID-19 Arts Queensland Approved Variation to RADF 2019-20 Funding Agreement

On 21 April 2020 Arts Queensland approved a variation to WDRC RADF 2019-20 Funding agreements in response to COVID-19 impacts. Arts Queensland have approved for the following community groups to retain their previously approved RADF Grant funding. Further, subject to Council's approval of the recommendations contained in this report, Arts Queensland are in support of the funding being allocated and retained by Megan Cartwright (auspiced by Empire Theatre Project Pty Ltd) for the Dalby Empire Youth Arts Program until the program is delivered post COVID-19.

Application No.	Applicant	Amount	Initiative	Action
RADF000021920	Dalby Quilting and Applique Club	\$1,834.00	My Colour My Way Workshop	Postponed - To be delivered in 20/21



RADF000151920	Wandoan Show Society Inc	\$1,980.00	Wandoan Photo Challenge Workshop	Postponed - To be delivered in 20/21
RADF000221920	Hannaford Club Inc	\$1,995.00	Sashiko/Jelly Roll workshop	Postponed - To be delivered in 20/21
RADF0000161920	Megan Cartwright (auspiced by Empire Theatre Projects Pty Ltd)	\$12,500.00	Dalby Empire Youth Arts Program 2020	Subject to Community Grants Assessment Reference Group (Reference Group) at its Meeting on 19 February 2020, and ratification by Council.

#### Attachments

1. Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 19 February 2020.

**Authored by:** Kerri Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (REGIONAL ARTS DEVELOPMENT FUND PROGRAM) MEETING HELD AT THE COMMITTEE ROOM, WESTERN DOWNS REGIONAL COUNCIL MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON WEDNESDAY 19 FEBRUARY 2020 AT 1.30 pm

Council Representatives:

Cr. I.J. Rasmussen (Chairperson), Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. I.J. Rasmussen, Cr. D.E. Ashurst, Cr. K.A. Maguire, Cr. P.T. Saxelby and Cr. C.T. Tillman

Officers: Mrs. J. Taylor, Mrs. L. Tyrrell, Ms. J. Wilson, Ms. K. Wood, Miss J. Harding

Apology: Mr. C. Barnard

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. K. A. Maguire SECONDED Cr. C.T. Tillman</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 copies of which have been circulated to Members, be taken as read and confirmed.  <b>CARRIED</b></p> <p><b><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 23 October 2019</u></b></p> <p>The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 were considered by Council at its Meeting on Wednesday, 23 October 2019. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 1 October 2019 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	<b>Communities Stream</b>	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	<b>Arts and Cultural Stream</b>	
	Regional Arts Development Fund Program	
	Assess Applications	Refer Attachment 1

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. D.A. Ashurst

SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for Round Two (2) of the 2019/2020 Regional Arts Development Fund Program be advised as follows:

	<b>Applicant</b>	<b>Project Description</b>	<b>Total Project Cost</b>	<b>Applicant Contribution</b>	<b>Amount Requested</b>	<b>Amount Approved (Excl. G.S.T.)</b>	<b>Justification/Conditions</b>	<b>Suggestions/ Conflicts of Interest</b>
1	Megan Cartwright (auspiced by Empire Theatre Projects Pty. Ltd.)	Dalby Empire Youth Arts Program 2020	\$25,384.00	\$1,774.00	\$12,500.00	<b>\$12,500.00</b>	<b>That the program be advertised and offered to students throughout the region</b>	
						<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>		
2	Sunshine Coast Youth Orchestra	SCYO Outreach and Engagement Tour-Dalby Stop	\$11,897.50	\$2,150.00	\$6,480.00	<b>\$0.00</b>		
						<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>		
<b>TOTAL FUNDED</b>						<b>\$12,500.00</b>		

		<p>Jodie Taylor presented the guidelines for the new Destination Events Program which were considered by the Community Grants Assessment Reference Group and will be implemented in the next financial year following a review and ratification of the Community Grants - Council Policy.</p> <p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Regional Arts Development Fund Program will be held following the receipt of Applications for Round Three (3) of the 2019/2020 Program (May 2020).</p> <p>The Chairperson declared the Meeting closed at 2.00pm</p>
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Batch Number:	Dataworks Number:	Retention:
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**Title** **Community and Liveability Report Community Grants Funding**

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**Date** 20 April 2020

**Responsible Manager** C. Barnard, COMMUNITIES MANAGER

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### **Summary**

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.

### **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 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. Conditions of the original grant will remain including acquittal of funds within 6 (six) weeks of completion.

### **Background Information**

Grants are distributed under the Community Grants – Council Policy. In the 2019 / 2020 financial year, there have been two competitive rounds, closing on Tuesday 3 September 2019 and Tuesday 4 February 2020 and monthly assessments of responsive rounds. Competitive rounds are assessed by the Community Grants Assessment Reference Group and responsive rounds are approved at a Coordinator level. The applications for the February competitive round have been assessed by the Community Grants Reference Assessment Group and are awaiting ratification by full Council.

### **Report**

Due to the COVID-19 health crisis, many of the approved events, projects and activities funded through Council's Community Grant programs cannot proceed as planned and have subsequently been postponed to a later date. Funds for approved grants in the current financial year have already been distributed.

Council has an opportunity to support our community in a very practical way during this time by allowing groups to retain their approved funding for use on the approved events, projects and activities when they are re-scheduled.

The Community Grants Council Policy does not reference the need for funds to be used within the same financial year; therefore it would not be necessary for approved grant applicants to return unexpended funds this financial year and then re-apply for the same event, project or activity in the next financial year.

Communication with the community groups affected by this decision would include details about the return of funds if the event, project or activity is unable to be re-scheduled.

#### Consultation (Internal/External)

General Manager Community and Liveability  
Communities Manager

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

Community Grants – Council Policy

#### Budget/Financial Implications

There is an annual budget allocation for the Community Grant programs. The funds for already approved grants in the current financial year have been distributed.

#### **Conclusion**

Due to the COVID-19 pandemic, many of the events, projects and activities that have received financial support through Council's community grant programs have had to be postponed. Allowing community groups to retain approved funds for use on their approved events when re-scheduled will prevent the groups having to return funds and re-apply for them in the new financial year.

#### **Attachments**

1. Community Grants – Council Policy

**Authored by:** Lavinia 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 individuals and includes the following programs under the Community Grants Guidelines:

- Local Events Program
- Community Projects Program
- Community Activation Program
- Regional Arts Development Fund
- Individual Excellence Program
- In Kind Assistance Program
- Reimbursement Program

The Policy also applies to support to community organisations under individual Partnership Agreements

- Museum and Gallery funding
- Major Event funding
- Chamber of Commerce funding
- Showgrounds Capital grants
- Grants administered by Council from external funding sources

This policy does not apply to rate concessions/remissions.

## 4. POLICY

Western Downs Regional Council is committed to supporting not-for-profit community organisations of the Western Downs to make a positive and ongoing contribution to the communities in which they operate. Through the provision of a community grants program and other Partnership Agreements, Council acknowledges the valuable contribution of community organisation 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 Partnership Agreements. These specific terms and conditions are reviewed annually.

Organisations eligible to apply for a Community Grant must:

- Be community based, non-profit incorporated organisation based within the boundaries of Western Downs Regional Council area
- Meet the specific eligibility criteria of the funding program as set out in the Guidelines
- Not have outstanding Council grants that have not been acquitted satisfactorily
- Not have outstanding payments to Council
- Not own or operate a commercial licensed premise and/or gaming machines

Individuals, as defined in this policy, are eligible to apply for funding through particular identified programs in accordance with the guidelines of those programs.

Organisations that are not eligible to apply for a Community Grant are:

- Commercial organisations and/or applications for projects or events for a commercial activity
- Government agencies or departments of local, state or federal government including Auxiliaries and Parents and Citizen Associations of these bodies
- Political or religious organisations
- Charitable or not-for-profit organisations that operate a commercial business as defined in the definitions of this policy (e.g. a not-for-profit commercial scale nursing home)
- Bodies or authorities established by a Government body eg. Chaplaincy Programs, Landcare groups, Fish Restocking groups

Exemption to organisation eligibility can be made at the discretion of Council where there is a significant public interest, the application meets the funding criteria and is consistent with the Community Grants Policy. Exemptions may also be applied where specific funding guidelines allow eg. Regional Arts Development Fund.

Applications for funding must be submitted online by the closing date. Applications received after the closing date will not be accepted for assessment in that round.

All funding received must be acquitted within six (6) weeks of the completion of the project or as set out in Individual Agreements with the exception of the Reimbursement Program and In Kind Assistance Program.

Funding decisions are endorsed by Council, CEO or delegated staff member. Decisions cannot be appealed. Applicants may write to Council to seek clarification if they believe that their application was incorrectly assessed.

#### *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.

The relevant delegated Council Officer has authority to approve grants under \$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.



Term	Definition
<b>Acquittal</b>	The process by which a recipient demonstrates to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
<b>Auspecting</b>	Auspecting is an agreement from one organisation (generally a not-for-profit legally constituted entity) to apply for funding on behalf of a second organisation (generally when the second organisation is not incorporated).
<b>Community Organisation</b>	An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (not-for-profit). A Community Organisation operates with a primary purpose of providing services to the community.
<b>Funding Agreement</b>	These are the conditions upon which Council provides a Grant to a recipient.
<b>Grant</b>	Funds provided to a recipient through a formal program for a specific purpose or project, directed at achieving goals and objectives consistent with Council policy, where the recipient is selected on merit against a set of criteria. Grants are subject to conditions (particularly reporting and accountability and a requirement for the funds to be expended for the direct purpose they were granted).
<b>Individual</b>	A singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit. The individual cannot apply the funds to make a profit.
<b>In-Kind Assistance Program</b>	The supply of support in the form of staff time, Council equipment and resources. Costs of these services are accounted for internally so as to transparently track and report on Council's support for the community.
<b>Partnership Agreement</b>	A Partnership Agreement is a formally negotiated agreement between Council and an organisation, individual or community group that details the nature, quality and scope of a service to be provided. The purpose of a Partnership Agreement is to formalise the services of a provider and outline the responsibilities of both Council and the provider of a defined service.
<b>Not-for-profit</b>	An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
<b>Charity</b>	<p>Charity has a special meaning under law. The Commonwealth definition of charity is set out in the <i>Charities Act 2013</i> External site. To be a charity, your organisation must:</p> <ul style="list-style-type: none"> <li>• be not-for-profit</li> <li>• have only charitable purposes that are for the public benefit</li> <li>• not have any disqualifying purposes (engaging in, or promoting activities that are unlawful or contrary to public policy, or promote or oppose a political party or candidate for political office)</li> <li>• not be an individual, political party or government entity.</li> </ul> <p>Charities must be registered with the Australian Charities and Not-for-profits Commission (ACNC) before they can be endorsed by the Australian Taxation Office (ATO) to access charity tax concessions. In order to be registered by the ACNC, charities must also comply with the ACNC governance standards. The ATO accepts the ACNC's decision on charity registration and decides which tax concessions your charity is entitled to, depending on your charity's registered subtype.</p>
<b>Commercial Organisation</b>	A person, partnership or organisation which is not a community organisation and is engaged in a profit-seeking enterprise or activity.

