Ordinary Meeting of Council Agenda

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The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of July 2021.

10. CONFIDENTIAL ITEMS

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

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

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

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

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

(b) industrial matters affecting employees;

(c) the local government's budget;

(d) rating concessions;

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

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

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

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

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

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

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

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

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

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

10.1. EXECUTIVE SERVICES

10.1.1. Executive Services Confidential Report Appointment of Acting Chief Executive Officer

The purpose of this report is to appoint an Acting Chief Executive Officer under s.195 of the *Local Government Act 2009.*

10.2. CORPORATE SERVICES

10.2.1. Corporate Services Confidential Report Quarterly Liability Update as at 30 June 2021

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 30 June 2021.

10.3. COMMUNITY AND LIVEABILITY

10.3.1. Community and Liveability Confidential Report Health Services Governance Report

The purpose of this Report is to provide Council with an update in relation to key governance areas within the Health Services sites and services

10.4. INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

12.1. **(030.2021.252.001) Community and Liveability Report Development Application Material Change of Use for Relocatable Home Park at 264 Zeller Street Chinchilla Labada Investments Pty Ltd C/- Murray and Associates (Qld) Pty Ltd** 31

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a Relocatable Home Park on land described as Lot 51 on SP283855, situated at 264 Zeller Street, Chinchilla.

12.2. **(035.2021.389.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 lot into 2 lots) 171 Sandalwood Avenue East Dalby Kucks C/- Downes Group Pty Ltd** 59

The purpose of this Report is for Council to decide the proposed development for a Reconfiguring of a Lot (1 lot into 2 lots) of land described as Lot 46 on SP251981 and situated at 171 Sandalwood Avenue East, Dalby.

12.3. **(035.2021.516.001) Community and Liveability Report Development Application Reconfiguring a Lot 50 and 303 Fletts Road and Fletts Road Hopeland Davis** 84

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (Boundary Realignment - 3 lots into 3 lots) of land described as Lot 24 on DY991, Lot 2 on RP196753 and Lot 62 on SP168215, situated at 50 and 303 Fletts Road and Fletts Road, Hopeland.

13. EXECUTIVE SERVICES

13.1. **Executive Services Report Proposed Motions for LGAQ Annual Conference** 100

The purpose of this report is to seek Council's endorsement of four motions to be presented for debate at the 2021 Local Government Association of Queensland (LGAQ) Conference.

13.2. **Executive Services Report Communications and Engagement Strategy** 112

The purpose of this report is to provide Council with an update on the development of a Communications and Engagement Strategy for Western Downs Regional Council.

13.3. **Executive Services Chief Executive Officer Report July 2021 and Communications and Marketing Quarterly Report April to June 2021** 115

The purpose of this Report is to provide Council with:

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

13.4. **Executive Services Report Outstanding Actions July 2021** 119

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 21 July 2021.

13.5. **Executive Services Report Community Benefit of Digital Billboards** 123

The purpose of this report is to provide Council with an update on the success of the digital billboards in promoting community events and initiatives across the Western Downs.

14. CORPORATE SERVICES

14.1. **Corporate Services Related Party Disclosure - Council Policy** 127

The purpose of this report is to seek Council's approval to adopt the Related Parties Disclosure - Council Policy.

14.2. Corporate Services Report Permanent Road Closure Application - Part Big Valley Road, Bungaban 164

This Report is to determine an application for the permanent closure of a portion of the Big Valley Road Reserve that is adjacent to the boundary of the northern portion of Lot 5 on Crown Plan FT10083, Bungaban, to facilitate a boundary re-alignment.

There is a current Development Application Reconfiguring Lot (1 Lot into 2 Lots) lodged with Council and is conditioned by making the road closure application to resolve the building encroachment on a section of the road reserve only for the Big Valley Road that runs through Lot 5 FT1008.

14.3. Corporate Services Permanent Road Closure - Part Bowen Street, Condamine 169

The purpose of this Report is to determine an application for the permanent road closure of part of Bowen Street, an unformed road that runs along the northern boundary of Lots 125 and 126 Crown Plan C444 and the adjoining southern boundary of Lot 2 Crown Plan C4416, Condamine.

14.4. Corporate Services Report Write Off of Outstanding Unrecoverable Accounts Receivable 174

The purpose of this Report is to seek Council's approval to write-off the attached outstanding accounts receivable, infringement notices and gas accounts that are unrecoverable. These write-offs relate to outstanding accounts that have been provided for as a Provision for Impairment (as per the Financial Statements) in the 2020 -2021 financial year accounts. These write-offs have a very small impact on the financial outcome for the 2020-2021 financial year.

14.5. Corporate Services Report 2020-21 Q4 Enterprise Risk Management and Operational Plan Review 191

The purpose of this Report is to provide Council with:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. Progress towards achieving the 2020-21 Operational Plan outcomes for the fourth and final quarter.

14.6. Corporate Services Financial Report July 2021 207

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 July 2021.

14.7. Corporate Services Quarterly Report April to June 2021 213

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the fourth quarter of the 2020-2021 financial year.

15. INFRASTRUCTURE SERVICES

15.1. Infrastructure Services - Disaster Recovery Funding Arrangements February 2020 Heavy Rainfall and Flooding Event - Reconstruction of Essential Public Assets 220

The purpose of this Report is to provide Council with a progress update in regard to Queensland Reconstruction Authority - Disaster Recovery Funding Arrangement Flood Damage Restoration Works caused by the February 2020 Riverine Flooding event.

Western Downs Regional Council have been approved for the Queensland Reconstruction Authority - Disaster Recovery Funding Arrangements for Counter Disaster Operations (CDO), Immediate Restoration (IR), Emergency Works (EWK) and Reconstruction of Essential Public Assets (REPA) following the February 2020 Riverine Flooding Event.

Western Downs Regional Council have been successful in obtained QRRRF funding for the Kleinschmidt's Road Creek Crossing Upgrade.

The delivery of these work packages are in progress utilising skilled local contractors. Where work is completed internally by Council 100% of the plant cost can be recovered by Council.

15.2. Infrastructure Services Report Gates and Grids Policy Review 223

The purpose of this Report is to seek Council's approval of the Gates and Grids Council Policy review.

15.3. Infrastructure Services Quarterly Report April to June 2021 237

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

16. COMMUNITY AND LIVEABILITY

16.1. Community Liveability Report Small Business Friendly Council Initiative 250

The purpose of this Report is to seek Council's approval to participate in the Small Business Friendly Initiative.

17. NOTICES OF MOTION

17.1. CONSIDERATION OF NOTICES OF MOTION/BUSINESS

17.2. RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

18. URGENT GENERAL BUSINESS

19. MEETING CLOSURE

Title	**Adopt Ordinary Meeting of Council Minutes 21 July 2021**
Date	9 August 2021
Responsible Manager	R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 21 July 2021

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 21 July 2021, copies of which have been circulated to Members, be taken as read and confirmed.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Attachments

1. Copy of Unconfirmed Minutes of the Ordinary Meeting of Council held on Wednesday, 21 July 2021.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

Ordinary Meeting of Council Minutes

Date:	**Wednesday, 21 July 2021**
Time:	**9:30 am**
Location:	**WDRC - Chinchilla Cultural Centre** **80-86 Heeney Street, Chinchilla Qld 4413**
Councillors:	**Cr. P. M. McVeigh (Chairperson)** **Cr. A. N. Smith** **Cr. K. A. Bourne** **Cr. P. T. Saxelby** **Cr. K. A. Maguire** **Cr. I. J. Rasmussen** **Cr. M. J. James** **Cr. O. G. Moore** **Cr. C. T. Tillman**
Officers:	**R. A. Musgrove, Chief Executive Officer** **S. M. Peut, General Manager (Corporate Services)** **G. K. Cook, General Manager (Infrastructure Services)** **J. K. Taylor, General Manager (Community and Liveability)** **J. L. Weier, Senior Executive Officer** **A. G. Lyell, Executive Services Administration Officer** **E. Kendall, Communications and Marketing Manager**

UNCONFIRMED

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

Pastor Carly Dallman from the Country Hope Church, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

Nil

4. CONGRATULATIONS

Cr. K. A. Maguire requested that congratulations be extended to Dion Cross of Chinchilla for winning People's Choice award at Sculptures Outback in Maranoa Regional Council with his sculpture titled "A Bush Conversation" which also lights up at night time.

Cr. K. A. Maguire requested that congratulations be extended to Janine Watson former long time resident of Chinchilla for being Australia's first taekwondo Paralympian representing Australia at the Tokyo Paralympics 2021.

Cr. M. J. James requested that congratulations be extended to Dalby State High School teams who competed in the Kokoda Challenge at the Gold Coast on the weekend. There were four teams who walked the 96km (times ranging from 22-27 hours) and five teams who walked the 48km, embracing the Spirit of Kokoda, embodying Courage, Endurance, Mateship and Sacrifice and raising over $8000 for Kokoda Youth Foundation.

UNCONFIRMED

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 23 June 2021

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 23 June 2021.

COUNCIL RESOLUTION
Moved By Cr. I. J. Rasmussen
Seconded By Cr. P. T. Saxelby

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 23 June 2021, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

5.2 Adopt Minutes Special Meeting of Council ADOPT 2021-22 Budget 23 June 2021

The purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council ADOPT 2021-22 Budget held on Wednesday, 23 June 2021.

COUNCIL RESOLUTION
Moved By Cr. K. A. Maguire
Seconded By Cr. C. T. Tillman

That this Report be received and that:

1.The Unconfirmed Minutes of the Special Meeting of Council ADOPT 2021-22 Budget held on Wednesday, 23 June 2021, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

UNCONFIRMED

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

7. DECLARATION OF CONFLICT OF INTEREST

(035.2021.204.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 lot into 2 lots) Lot 11 on SP191508 Yarrala Road Dalby Golder

Cr. P. M. McVeigh

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

1. His daughter and son in law share farm the property.

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

Community and Liveability Confidential Report Health Services Governance Report

Cr. C. T. Tillman

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

1. She is on the board of Ningana.

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

Corporate Services Report Tara Pool Update

Cr. K. A. Maguire

In accordance with Chapter 6, Part 2, Division 5B of the Local Government Act 2009, Cr. K. A. Maguire informed the meeting of a prescribed conflict of interest in respect to this matter due to:

1. Her daughter and her son-in-law own a coach company in Chinchilla.

Having given due consideration to her position she determined that she would leave the meeting while the matter is discussed.

UNCONFIRMED

8. PRESENTATION OF PETITIONS BY COUNCILLORS

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report June 2021

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of June 2021.

COUNCIL RESOLUTION
Moved By Cr. C. T. Tillman
Seconded By Cr. A. N. Smith

That this Report be received and noted

CARRIED

UNCONFIRMED

10. CONFIDENTIAL ITEMS

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

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

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

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

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

(b) industrial matters affecting employees;

(c) the local government's budget;

(d) rating concessions;

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

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

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

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

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

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

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

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

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

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

UNCONFIRMED

COUNCIL RESOLUTION - CLOSE MEETING

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

That Council resolve to close the Meeting in accordance with Sections 254J (1) (b,c,g,e,f) of the *Local Government Regulation 2012* at 9:46am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Microsoft Enterprise Agreement Renewal (c);

2. Confidential Corporate Services Report Review Indigenous Land Use Agreement QI2015/002 (g);

3. Community and Liveability Confidential Report Health Services Governance Report (b,f);

4. Community and Liveability Confidential Report Negotiations for Waste Services (g);

5. Infrastructure Services Confidential Report Bush Dunny Liquid Waste Disposal Jandowae (g);

6. Infrastructure Services Confidential Report Plant Purchasing For 2021/2022 (e);

7. Infrastructure Services Confidential Report Russell Park Mountain Bike Trail Project Award Trail Construction Contract MM01-21-22 (g).

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

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

That Council resolve to reopen the Meeting at 10.30AM.

CARRIED

UNCONFIRMED

11. DEPUTATION

11.1 Deputation - Eunice Turner

Eunice Turner addressed Council in relation to a number of her concerns throughout Chinchilla and the Region including the Waste Facility, Washdown Facility, Waste in the Chinchilla Cemetery and the 4.5% rate increase. Eunice also Farewelled CEO Ross Musgrove and wished him the best for his future.

COUNCIL RESOLUTION - ADJOURN
Moved By Cr. P. T. Saxelby
Seconded By Cr. K. A. Bourne

That Council resolve to adjourn the Meeting.

CARRIED

The Meeting adjourned at 10.35am.

The Meeting resumed at 10.53am.

UNCONFIRMED

COUNCIL RESOLUTION - CLOSE MEETING

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

That Council resolve to close the Meeting in accordance with Sections 254J (1) (b,c,g,e,f) of the *Local Government Regulation 2012* at 10.53am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Microsoft Enterprise Agreement Renewal (c);

2. Confidential Corporate Services Report Review Indigenous Land Use Agreement QI2015/002 (g);

3. Community and Liveability Confidential Report Health Services Governance Report (b,f);

4. Community and Liveability Confidential Report Negotiations for Waste Services (g);

5. Infrastructure Services Confidential Report Bush Dunny Liquid Waste Disposal Jandowae (g);

6. Infrastructure Services Confidential Report Plant Purchasing For 2021/2022 (e);

7. Infrastructure Services Confidential Report Russell Park Mountain Bike Trail Project Award Trail Construction Contract MM01-21-22 (g).

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

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

That Council resolve to reopen the Meeting at 11:49am.

CARRIED

UNCONFIRMED

10.1 EXECUTIVE SERVICES

Nil

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Report Microsoft Enterprise Agreement Renewal

The purpose of this Report is to seek Council's approval to renew Council's Microsoft Enterprise Agreement for the Provision of Microsoft Products and Licencing Solutions under the under *Local Buy - ICT Solutions and Services BUS-274.*

COUNCIL RESOLUTION

Moved By Cr. M. J. James
Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1. Council renews its Microsoft Enterprise Agreement for the Provision of Microsoft Products with preferred supplier Insight. The agreement is for a period of three (3) years under *Local Buy - ICT Solutions and Services BUS-274* at a total cost of $352,385.37 (ex GST) per annum, plus any additional licensing required throughout the year. Total cost of the three (3) year Enterprise Agreement will be $1,057,156.11 (ex GST) plus additional costs associated with increased licencing.

CARRIED

UNCONFIRMED

10.2.2 Confidential Corporate Services Report Review Indigenous Land Use Agreement QI2015/002

The purpose of this Report is to seek direction on the review of the *Iman People and Local Government Indigenous Land Use Agreement QI2015/002* to which Western Downs Regional Council is a party.

COUNCIL RESOLUTION

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

That this Report be received, and that:

1. Council agree, in principle, to Western Downs Regional Councils position in relation to the proposed amendments to the *Iman People and Local Government Indigenous Land Use Agreement QI2015/002*, as recommended; and
2. The Chief Executive Officer be delegated the authority to:
   a. negotiate changes on behalf of Council to finalise the review of *Iman People and Local Government Indigenous Land Use Agreement QI2015/002*.
   b. engage suitable legal representation on behalf of Council for the purpose.

CARRIED

UNCONFIRMED

10.3 COMMUNITY AND LIVEABILITY

10.3.1 Community and Liveability Confidential Report Health Services Governance Report

The purpose of this Report is to provide Council with an update in relation to key governance areas within the Health Services sites and services.

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

1. She is on the board of Ningana.

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

Cr. C. T. Tillman left the meeting during the discussion at 9:49am.

Cr. C. T. Tillman re-joined the meeting at 10:29am.

Cr. C. T. Tillman left the meeting during the discussion at 10:53am.

Cr. C. T. Tillman re-joined the meeting at 11:46am.

Cr. C. T. Tillman left the meeting during the vote at 11:51am.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire
Seconded By Cr. A. N. Smith

That the report be received and that:

1. Council regretfully proceed with a planned, controlled and respectful closure of the Tarcoola Aged Care facility in Tara based on clinical and legal advice.
2. Council will assist residents of Tarcoola and their families with relocation, advocacy, counselling and support.
3. Council will work with employees to provide employment options and support them through the transition period.
4. Council continue in its efforts to advocate for an aged care provider to serve the Tara community.
5. Council continue to operate the Carinya Aged Care Facility located in Miles subject to adequate staffing to ensure the safe and quality care of the residents living in that facility.
6. Council continue to operate Community Care Services subject to adequate staffing to ensure the safe and quality care delivery to our community-based clients.

CARRIED
Absent Did Not Vote: Cr. C. T. Tillman

Cr. C. T. Tillman re-joined the meeting at 11:55am.

UNCONFIRMED

CEO R. Musgrove left the meeting at 11:55am.

10.3.2 Community and Liveability Confidential Report Negotiations for Waste Services

This report is to seek Council's determination on a proposed extension for Council's Garbage and Recycling Collection and Recyclables Processing Contract.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman
Seconded By Cr. K. A. Maguire

That this Report be received and noted and that:

1. Council authorise the Chief Executive Officer to finalise negotiations and execute a contract for the continuation of the 'Garbage and Recycling Collection and Recycling Processing Contract' supplied by JJ Richards and Sons Pty Ltd currently executed under Local Buy Panel Contract C002/11 until 30 June 2023, based on the current terms and conditions.

CARRIED

UNCONFIRMED

10.4 INFRASTRUCTURE SERVICES

10.4.1 Infrastructure Services Confidential Report Bush Dunny Liquid Waste Disposal Jandowae

The purpose of this Report is to allow Council to consider a request from Bush Dunny Septic Tank Cleaning to continue use of the Jandowae sewerage system for septage waste disposal.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith
Seconded By Cr. K. A. Bourne

That this Report be received and that;

1.Council declines the request to accept liquid waste at Jandowae or Dalby and requests Bush Dunny Septic Cleaning to utilise alternative methods of disposal.

CARRIED (8 to 1)

CEO R. Musgrove re-joined the meeting at 11:57am.

UNCONFIRMED

10.4.2 Infrastructure Services Confidential Report Plant Purchasing For 2021/2022

The purpose of this Report is to seek Council's approval to replace the following plant items as per the adopted 2021/22 Capital Plant Budget.

COUNCIL RESOLUTION

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

That this Report be received and that:

1. **Local Buy NPN 2.15-2 - RFQ FM01-21-22**

Recommendation: That the Council purchase a new Komatsu D155AXi-8 Dozer from Komatsu Australia for a purchase price of $1,131,800 excluding GST.

2. **Local Buy NPN 2.15-2 - RFQ FM02-21-22**

Recommendation: That the Council purchase two new Caterpillar 140 Graders from Hastings Deering for a total purchase price of $819,242 excluding GST.

3. **Local Buy NPN 2.15-2 - RFQ FM03-21-22**

Recommendation: That the Council purchase a new Komatsu WA430-6 Wheel Loader from Komatsu Australia for a purchase price of $348,700 excluding GST.

4. **Local Buy NPN 2.15-2 - RFQ FM04-21-22**

Recommendation: That the Council purchase two new Ammann ARS150 Vibrating Drum Rollers from Porter Equipment for a total purchase price of $323,938 excluding GST.

CARRIED

10.4.3 Infrastructure Services Confidential Report Russell Park Mountain Bike Trail Project Award Trail Construction Contract MM01-21-22

The purpose of this report is to seek Council's approval to award the contract for the construction of the trail component of the Russell Park Mountain Bike Trail Project (MM01-21-22).

COUNCIL RESOLUTION

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

That this report be received and that:

1. Council awards the contract for the construction of the trail component of the Russell Park Mountain Bike Trail Project to Common Ground Trails Pty Ltd for their lump sum price submitted in their quotation of $2,120,950 excl. GST.

CARRIED

UNCONFIRMED

12. PLANNING

12.1 (035.2021.204.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 lot into 2 lots) Lot 11 on SP191508 Yarrala Road Dalby Golder

The purpose of this Report is for Council to consider the proposed development application to Reconfigure a Lot (1 lot into 2 lots) on land described as Lot 11 on SP191508 located at Yarrala Road, Dalby; to consider the Planning Officer's assessment of the merits of the proposal; and the Officer's Recommendation to decide the application.

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

a) His son in law share farms the property.

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

Cr. P. M. McVeigh left the meeting at 12:02pm.

Cr. A. N. Smith resumed The Chair.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby
Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1.The application for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 11 on SP191508 and situated at Yarrala Road, Dalby be approved, subject to the following conditions:

APPROVED PLAN

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

Plan No:00119/19, Issue F

Description: New Site Plan, prepared by Martin Building Design, dated 16-03-21

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

APPROVED DEVELOPMENT

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

COMPLIANCE, TIMING AND COSTS

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

UNCONFIRMED

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

6.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

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

MAINTENANCE

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

LOT NUMBERING

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

10.Within 30 business days of registration of the title, the developer is to make a request to Council for street numbering.

LANDSCAPING

11.All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of the development work and any ensuing defects liability period.

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

INFRASTRUCTURE CHARGES

13.All infrastructure charges including those associated with Council's Water, Sewerage, Stormwater, Transport and Parks Networks are now levied under the *Planning Act 2016*. As required under Section 119 of the *Planning Act 2016*, a separate Infrastructure Charges Notice is attached.

ENGINEERING WORKS

14.Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan unless stated otherwise.

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

16.Be responsible for any alteration necessary, to public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

UNCONFIRMED

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

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

STORMWATER MANAGEMENT

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

20.Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

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

WATER SUPPLY

22.Provide a potable water supply for any future developments on the proposed lots independent of Council's water reticulation system.

ON-SITE WASTEWATER DISPOSAL

23.Future uses on the proposed lots are to be connected to an on-site wastewater disposal system, in accordance with AS 1547:2012, and the Queensland Plumbing and Waste Water Code.

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

VEHICLE ACCESS

24.Access to Proposed Lots 1 and 2 must be via future crossovers from Yarrala Road.

25.Any future crossover to the proposed lots shall be subject to an approval from Council for a new crossover. Future crossovers shall be designed to accommodate the largest expected vehicle, and to Council's commercial or industrial standard as relevant.

TELECOMMUNICATIONS

26.Provide telecommunication provisions to all lots of the development to comply with telecommunication provider’s requirements.

27.Submit to Council, written confirmation from a telecommunication provider that an agreement has been made for the supply of telecommunication services.

ELECTRICITY

28.Design and provide 3 phase electricity supply provisions to all lots of the development to comply with Ergon Energy's requirements.

29.Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

EARTHWORKS - GENERAL

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

UNCONFIRMED

31Ensure that each lot is self-draining.

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

R E F E R R A L A G E N C Y R E S P O N S E

1.The State Assessment and Referral Agency as Concurrence Agency (Department of Transport and Main Roads as Technical Agency), provided a Concurrence Agency response dated 28 April 2021 which is attached to this approval.

A D V I S O R Y N O T E S

NOTE 1 -Currency Period

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

Reconfiguring a Lot

(a)for any part of the development approval relating to reconfiguring a lot —if a plan for the reconfiguration, that under the Land Title Act, is required to be given to a local government for approval is not given to the local government within —

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

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

NOTE 2 -Aboriginal Cultural Heritage

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

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

NOTE 3 -General Environmental Duty

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

NOTE 4 -General Safety of Public During Construction

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

NOTE 5 -Property Note (Audit of Conditions)

UNCONFIRMED

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

NOTE 6 -Duty to Notify of Environmental Harm

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

CARRIED
Absent Did Not Vote: Cr. P. M. McVeigh

Cr. P. M. McVeigh re-joined the meeting at 12:03pm.

Cr. P. M. McVeigh resumed The Chair.

UNCONFIRMED

13. EXECUTIVE SERVICES

13.1 Executive Services Chief Executive Officer Report June 2021

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 June 2021.

COUNCIL RESOLUTION
Moved By Cr. I. J. Rasmussen
Seconded By Cr. C. T. Tillman

That this Report be received and noted

CARRIED

13.2 Executive Services Report Outstanding Actions June 2021

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 23 June 2021.

COUNCIL RESOLUTION
Moved By Cr. I. J. Rasmussen
Seconded By Cr. P. T. Saxelby

That this Report be received and noted.

GM Cook left the meeting at 12:06pm.

CARRIED

GM Cook re-joined the meeting at 12:09pm.

UNCONFIRMED

13.3 Executive Services Report Local Government Association of Queensland Annual Conference 25-27 October 2021 Mackay and October Ordinary Meeting of Council

The purpose of this Report is to seek Council's direction regarding the delegates from Western Downs Regional Council to be approved to attend the 125th Annual Conference of the Local Government Association of Queensland, to be held 25 to 27 October 2021, at the Mackay Entertainment and Convention Centre. Further, that the Ordinary Meeting of Council scheduled on 27 October be held on 20 October 2021 to allow Councillors to attend the LGAQ Conference.

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

That this Report be received and that:

1. Council appoints two (2) Councillors (Cr. P.M. McVeigh and Cr. A.N. Smith) as delegates to attend the Annual Conference of the Local Government Association of Queensland, to be held 25 to 27 October 2021, at the Mackay Entertainment and Convention Centre; and
2. The Ordinary Meeting of Council scheduled on 27 October 2021 be held on 20 October 2021 at the Dalby Corporate Office commencing at 9.30am.

CARRIED

UNCONFIRMED

14. CORPORATE SERVICES

14.1 Corporate Services Report Business Continuity Management - Council Policy

The purpose of this Report is to present the draft amended Business Continuity Management - Council Policy for Council's consideration and approval.

COUNCIL RESOLUTION
Moved By Cr. I. J. Rasmussen
Seconded By Cr. A. N. Smith

That this Report be received and that:

1. Council adopt the Business Continuity Management - Council Policy as amended.

CARRIED

14.2 Corporate Services Report Council Advisory Committees - Council Policy

The purpose of this Report is to seek Council's approval to rescind the Council Advisory Committees - Council Policy.

COUNCIL RESOLUTION
Moved By Cr. M. J. James
Seconded By Cr. A. N. Smith

That this Report be received and that:

1. Council rescind the Council Advisory Committees - Council Policy.

CARRIED

UNCONFIRMED

14.3 Corporate Services Report Closure Arrangements Christmas New Year 2021/2022

The purpose of this Report is to present to Council the proposed closure arrangements for the Christmas/New Year for 2021/2022 for Council Officers.

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

That this Report be received and that the proposed closure arrangements for the 2021/2022 Christmas/New Year period be adopted as follows:

1. All Council Customer Service Centres close from Thursday, 23 December 2021 at 5:00 pm and reopen Tuesday, 4 January 2022 at 8:00 am.
2. All field (Works and Parks & Open Space Departments) based staff will compulsorily conclude at 3:00 pm on Friday, 17 December 2021 for a period of three (3) weeks returning on Monday, 10 January 2022.
3. Health Services and Utilities staff will continue to operate during this close down period. Any leave during this period will be approved by the relevant Supervisor/Coordinator.
4. On call arrangements for emergency works will be established.

CARRIED

14.4 Corporate Services Financial Report June 2021

The purpose of this Report is to provide Council with the Financial Report for the year ending 30 June 2021. A final report will be provided to the September Council meeting once all accruals, prepayments and provisioning has been finalised for 2020-21. This will also include a report on the business unit outcomes. This report also seeks Council approval for an increase in an approved 2021-22 Washdown Bay fee.

COUNCIL RESOLUTION
Moved By Cr. I. J. Rasmussen
Seconded By Cr. A. N. Smith

That this Report be received, and that:

1. Council notes the June 2021 Financial Report, and
2. Council resolves to increase the following Washdown Bay fee "Use of Washdown Bay (via use of AVDATA system) (per minute) - High volume outlet only" from $1.40 per minute to $1.65 per minute effective 1 August 2021.

CARRIED

UNCONFIRMED

14.5 Corporate Services Report Tara Pool Update

The purpose of this Report is to seek Council's approval for the provision of support measures to the residents of Tara and District during the 2021/22 swimming season, whilst the Tara pool is closed.

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

Her daughter and her son-in-law own a coach company in Chinchilla.

Having given due consideration to her position she determined that she would leave the meeting while the matter is discussed.)

Cr. K. A. Maguire left the meeting 12:18pm.

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

That this Report be received, and that:

1. Council approve the Chief Executive Officer be authorised to implement and fund the support measures outlined on Page 3, Table 1 to support the residents of Tara and District during the 2021/22 swimming season.

CARRIED
Absent Did Not Vote: Cr. K. A. Maguire

Cr. K. A. Maguire re-joined the meeting at 12:20pm.

UNCONFIRMED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Report Dulacca Potable Water Petition Consideration

The purpose of this Report is to allow Council to consider a request from the Dulacca Pioneers Memorial Hall and Progress Association to supply potable water to Dulacca.

COUNCIL RESOLUTION
Moved By Cr. K. A. Bourne
Seconded By Cr. P. T. Saxelby

That the report be noted and that:

1. Council investigate further water supply options for towns with Non-potable water supply.

CARRIED

15.2 Infrastructure Services Report Asset Management Plans 2021

The purpose of this Report is to seek Council's approval to adopt the organisation's updated Asset Management Suite of Plans.

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

That this report be received and that:

1. Council adopt as presented the 2021 Strategic Asset Management Plan and Asset Management Plans for Buildings and Facilities, Fleet and Plant, Planning and Environment, Transport, Wastewater and Water Supply.

CARRIED

15.3 Infrastructure Services Report 2020/21 Capital Works Program June 2021 Update

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2020/21 Capital Works Program for the month of June 2021.

COUNCIL RESOLUTION
Moved By Cr. O. G. Moore
Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

UNCONFIRMED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Report Nomination Special Holidays 2022

The purpose of this Report is to seek Council's endorsement of the proposed nominated Show Holidays in 2022 in line with the *Holidays Act 1983*.

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

That this Report be received and that:

In accordance with the *Holidays Act 1983*, Council submit the following dates to be appointed as 2022 gazetted Show Holidays:-

Chinchilla	20 May 2022
Dalby	1 April 2022
Miles	17 May 2022
Tara	8 August 2022
Wandoan	1 April 2022

CARRIED

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

18. URGENT GENERAL BUSINESS

Nil

19. MEETING CLOSURE

The Meeting concluded at 12:31pm

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 21 July 2021.

Submitted to the Ordinary Meeting of Council held this Wednesday, 18 August 2021.

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

Title	**Executive Services Mayoral Report July 2021**
Date	3 August 2021
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 July 2021.

Link to Corporate Plan

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted

Background Information

Nil

Report

Meetings, delegations and forums attended by the Mayor during the month of July 2021:

9th July 2021	• 70 Year Celebrations of Inglestone QCWA	Inglestone
13th July 2021	• Stakeholder Advisory Group Meeting- Regional Water Assessment (Southern & Darling Downs)	Warwick
19th July 2021	• Planning and Pre Agenda meeting • LGAQ Dinner	Dalby Dalby
20th July 2021	• LGAQ Elected Member Update • BMO Regional Talk • WDRC and USQ Regional Advanced Manufacturing meeting	Dalby Dalby Teams
21st July 2021	• Ordinary Meeting of Council • Drought Angels Lunch	Chinchilla Chinchilla
22nd July 2021	• Radio Interview: ABC Southern Queensland with Belinda Sanders • Southern Cross Care Queensland Community Hall Meeting	Phone Chinchilla

23rd July 2021	• Darling Downs & SWQ Council of Mayors Meeting	St George
25th July 2021	• Oath Taking Ceremony - The Dalby Filipino-Australian Community	Dalby
26th July 2021	• Radio Interview: TRIPLE M Interview with Lee Faulkner • LGAQ Natural Assets and Natural Resource Management Advisory Group meeting • Opening of the F.R.R.R. Repair and Repaint Project	Phone Phone Warra
27th July 2021	• DAP Meeting • Meeting with Western Downs Regional Council and TMR	Dalby Skype
28th July 2021	• Councillors & Executive Region Site Visits	Chinchilla Kogan Wandoan Miles
29th July 2021	• Councillors & Executive Region Site Visits • Meeting with David Littleproud MP	Miles Warwick
30th July 2021	• Tarcooola Closure Meeting with Community members, Minister David Littleproud MP and Ann Leahy MP	Dalby

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The forgoing represents activities undertaken by the Mayor during the month of July 2021.

Attachments

Nil

Authored by: Hailey Wex, Executive Assistant

Title	**(030.2021.252.001) Community and Liveability Report Development Application Material Change of Use for Relocatable Home Park at 264 Zeller Street Chinchilla Labada Investments Pty Ltd C/- Murray and Associates (Qld) Pty Ltd**
Date	4 August 2021
Responsible Manager	T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish a Relocatable Home Park on land described as Lot 51 on SP283855, situated at 264 Zeller Street, Chinchilla.

Link to Corporate Plan

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. The application for a Material Change of Use to establish a Relocatable Home Park on land described as Lot 51 on SP283855 and situated at 264 Zeller Street, Chinchilla, be approved, subject to the following conditions:

APPROVED PLANS

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

Drawing No: A - 01, Job No. 1512-1405, Issue A
Description: Site Plan, prepared by Taylor'd Distinction, dated December 2015 and as amended in red by the applicant

Drawing No: A - 02, Job No. 1512-1405, Issue A
Description: **D**eluxe Villa Plan & Deluxe Subfloor Plan, prepared by Taylor'd Distinction and dated December 2015

Drawing No: A - 03, Job No. 1512-1405, Issue A
Description: Deluxe Villa Elevations & Section, prepared by Taylor'd Distinction and dated December 2015

Drawing No: A - 04, Job No. 1512-1405, Issue A
Description: Studio Villa Plan & Studio Subfloor Plan, prepared by Taylor'd Distinction and dated December 2015

Drawing No: A - 05, Job No. 1512-1405, Issue A
Description: Studio Villa Elevations & Section, prepared by Taylor'd Distinction and dated December 2015

Drawing No: A - 06, Job No. 1512-1405, Issue A
Description: Disabled Villa Plan & Disabled Subfloor Plan, prepared by Taylor'd Distinction and dated December 2015

Drawing No: A - 07, Job No. 1512-1405, Issue A
Description: Disabled Villa Elevations & Section, prepared by Taylor'd Distinction and dated December 2015

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

APPROVED DEVELOPMENT

3. The approved development is a Material Change of Use for a Relocatable Home Park (Villas 1-28 only) as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

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

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

FEES AND CHARGES

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

MAINTENANCE

7. 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.

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

LIGHTING

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

10. Outdoor lighting of the development shall mitigate adverse lighting and illumination impacts by:

    10.1 providing outdoor lighting that is designed, installed and regulated in accordance with the parameters outlined in Australian Standard 1158.1.1 – Control of Obtrusive Effects of Outdoor Lighting;

    10.2 installation of outdoor lighting that:

10.2.1 provides graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land; and

10.2.2 is directed onto the subject land and away from neighbouring properties; and

10.2.3 uses shrouding devices to preclude light overspill onto surrounding properties where necessary.

VISUAL AND GENERAL AMENITY

11. Any graffiti on the buildings must be removed.

12. All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development work and any ensuing defects liability period.

13. All landscaped areas as shown on the Approved Plans shall be maintained, and the site shall remain in a clean and tidy state at all times.

WASTE MANAGEMENT

14. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Waste Reduction and Recycling Act 2011*.

15. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

PREMISES IDENTIFICATION

16. Each Villa shall be clearly identified through the provision of the tenancy number in a prominent location.

ENGINEERING WORKS

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

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

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

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

STORMWATER MANAGEMENT

20. Provide stormwater drainage to ensure that there will be no actionable nuisance to any adjoining properties, including the road reserve.

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

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

WATER SUPPLY AND SEWER

23. The proposed development shall be connected to Council's water reticulation system.

24. The development shall be connected to Council's reticulated sewerage system.

PARKING AND ACCESS - GENERAL

25. Construct all new parking areas to provide a concrete or bitumen seal.

26. Provide car parking generally in accordance with Approved Drawing No. A-01, Job No. 1512-1405, Issue A, dated December 2015, prepared by Taylor'd Distinction.

27. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

ELECTRICITY AND TELECOMMUNICATIONS

28. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

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

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

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

A D V I S O R Y N O T E S

NOTE 1 - Relevant Period

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

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

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

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

NOTE 2 - Aboriginal Cultural Heritage

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

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

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

NOTE 6 - Duty to Notify of Environmental Harm

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

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

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) Schedule 1 states -

(a) matters that may be appealed to -

(i) either a tribunal or the P&E Court; or
(ii) only a tribunal; or
(iii) only the P&E Court; and

(b) the person -

*(i) who may appeal a matter (the **appellant**); and*
(ii) who is a respondent in an appeal of the matter; and
(iii) who is a co-respondent in an appeal of the matter; and
(iv) who may elect to be a co-respondent in an appeal of the matter.

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

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

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

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

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

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

(e) after the applicant gives the Deemed Approval Notice to the Assessment Manager; or…

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

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

Background Information

The relevant background information to this application is as follows:

Application No: 030.2021.252.001	**Assessment No:** 12068	**Keywords Index:** AD6.6.2 & LG7.6.1
Assessing Officer:	Kym Bannerman PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Labada Investments Pty Ltd C/- Murray and Associates (Qld) Pty Ltd	
Owner:	Labada Investments Pty Ltd	
Site Address:	264 Zeller Street, Chinchilla	
Site Area:	3.187ha	
Real Property Description:	Lot 51 on SP283855	
Proposed Development:	Relocatable Home Park	
Level of Assessment:	Impact	
Type of Application:	Material Change of Use	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural Residential	
Precinct:	Rural Residential 8000	
Overlays:	· Extractive Industry (PL) - Petroleum Lease 185 · Extractive Industry (ATP) - Authority to Prospect 676 · Natural Resources - Agricultural Land Class A - Groundwater Vulnerability Area · Regional Infrastructure - Stock Route Corridor · Stormwater Overland Flow - Minor Flow Path	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	06/04/2021	
Properly Made Application:	Yes	Date: 06/04/2021
Confirmation Notice Issued:	Yes	Date: 21/04/2021

PART 2: REFERRALS		
Ergon Energy	· On 23/06/2021, Council issued a Missed Referral Notice to the applicant advising referral to Ergon Energy was required. · The applicant referred the application to Ergon Energy on 25/06/2021. · Ergon Energy issued a Referral Agency response on 02/07/2021.	
State Assessment and Referral Agency	· The application originally triggered referral to the State Assessment and Referral Agency (SARA), Department of Transport and Main Roads (DTMR) as Technical Agency, as the development exceeded a trigger in Schedule 20 of the *Planning Regulation 2017*. In response to Council's Information Request, the applicant identified the number of sites to be used for the Relocatable Home Park and the development no longer exceeded the Schedule 20 trigger. Consequently, referral to SARA was no longer required.	
PART 3: INFORMATION REQUEST		
Information Request Issued:	Yes	Date: 28/04/2021
Applicant's Response:	Yes	Date: 14/06/2021
PART 4: PUBLIC NOTIFICATION		
Start Date:	Yes	Date: 09/07/2021
Notice of Compliance Received:	Yes	Date: 03/08/2021
Submissions:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	04/08/2021	
Decision Due Date:	**15/09/2021**	

Report

1. Subject Site

The property is described as Lot 51 on SP283855 and is located at 264 Zeller Street, Chinchilla. The Natural Resources, Infrastructure Corridor and Stormwater Overland Flow Path Overlays impact the land. The subject site is regular in shape with an area of 3.187ha and is encumbered by a small easement towards the site's Zeller Street frontage which is for electricity supply.

The subject site is currently improved by the Chinchilla Tourist Park which contains 70 self-contained villas, 35 caravan sites and common facilities including a reception/kiosk, restaurant, swimming pool area, camp kitchens, amenities blocks and parklands.

The surrounding locality comprises the following land uses:

- The site has frontage to Carmichael Street to the east and Zeller Street to the north. Properties to both the north and east opposite the road reserve are zoned Low Impact Industry and are currently occupied by a variety of industrial uses.

- The site has frontage to Kurtz Street to the west and the properties to the west are included within the Low Density Residential Zone and currently contain single detached dwellings.

- The property to the south is included within the Rural Residential Zone and currently contains a single detached dwelling.

Access to the Tourist Park is via Zeller Street which fronts the northern boundary of the subject site. The site is connected to all urban services, including a reticulated supply of electricity, telecommunications, water and sewer.

2. Application History

The subject site has an existing Development Permit for a Visitor Accommodation Use (030.2011.1283.001). This approval was to establish 70 cabins and 35 caravan parking spaces on the subject site with associated amenities. The application was approved by Council on 5 February 2013.

The applicant lodged a Request to Change the Existing Approval (050.2013.687.001) to amend the staging of the approved development. The proposed staging reflected the timing of construction of the development. The application was approved by Council on 12 July 2013.

The applicant lodged a further Material Change of Use development application to establish a recreation area and an ancillary Caretaker's Residence/Future Restaurant as an extension to the existing approved use (030.2013.1421.001). As the proposed extension related to a new parcel of land, it did not constitute a "permissible change" in accordance with the *Sustainable Planning Act 2009* and therefore, a new application was required to be lodged. The facilities provided as part of the proposed extension were for use solely by guests staying at the Visitor Accommodation Facility. The application was approved by Council on 6 May 2014.

The applicant then lodged a Material Change of Use development application proposing to establish a Multiple Dwelling (Relocatable Home Park - 70 Villas), allowing all of the existing 70 villas to be utilised for either short-term accommodation in accordance with the original approval, or permanent accommodation (030.2015.662.001). The application was approved by Council on 31 May 2016. The applicant did not commence the use with the development continuing to be used for holiday/short-term accommodation in accordance with the Visitor Accommodation approval, and as such, this approval lapsed.

2. Proposal

The applicant is now seeking a Development Permit to convert 28 of the Villas within the existing Chinchilla Tourist Park to long-term accommodation (permanent residential occupation). The applicant proposes that the existing villas will provide for a low maintenance affordable living opportunity in a pleasantly landscaped environment with full use of the Tourist Park facilities including the parkland, swimming pool, restaurant and camp kitchens. The remainder of the Chinchilla Tourist Park (42 remaining villas and 35 caravan sites) will continue to function as they currently do, providing holiday/short-term accommodation in accordance with the existing approval.

The internal layout of the Villas includes an ensuite, double bed, robe, kitchen bench and sink, lounge chair, television and private deck. Other facilities (including the 3 camp kitchens, 2 laundries, 2 amenities blocks, canteen, open space and swimming pool, car parking, refuse storage etc) are located centrally on the site. Each laundry contains provision for 3 laundry sinks, 3 washing machines and 2 clothes dryers. Whilst each amenities block contains a female section with 2 basins, 2 showers and dressing rooms and 3 toilets, and male section with 2 basins, 2 showers and dressing room and 2 toilets. In addition, a disabled unisex facility is available.

3. Assessment

The following are the Assessment Benchmarks applying to this development:

ASSESSMENT MATTERS	
Assessment Benchmarks	The development was assessed against the following Assessment Benchmarks: ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 · Strategic Plan · Rural Residential Zone Code · Natural Resources Overlay Code · Regional Infrastructure Corridor - Stock Route Overlay Code · Stormwater Overland Flow Path Overlay Code

	· Accommodation Activities Code · Infrastructure Services Code · Transport, Access and Parking Code
Reasons for Decision	The development was assessed against all of the Assessment Benchmarks listed above and complies with all of these with the exceptions listed below:

Assessment Benchmark	Response
Rural Residential Zone Code	
Inconsistent Development within the Rural Residential Zone: **Relocatable Home Park**	The proposed development will not intensify or change the built form of the existing use but will allow for occupants to reside on the site within 28 of the existing Villas for a long-term or permanent basis. The form and character of the development will be retained as part of the proposed development. The development is characterised by single storey cottage-style cabins along the periphery of the site with open caravan spaces in the centre. The use of some of the existing Villas for long-term residential will assist in providing diverse housing options in the Chinchilla township. The proposed development is not considered likely to introduce any new impacts that would adversely affect the amenity of the locality. The subject site is currently lawfully operating as a Visitor Accommodation (Caravan Park) and the proposed development to allow long-term or permanent occupation of the Villas is not considered likely to increase or introduce any traffic, noise or lighting impacts. The proposed development is not considered to affect the Rural Residential character of the locality, as no additional Dwelling Units are being constructed. The existing Villas are less than 8.5m in height and the proposed development does not propose any new building work. The proposed development will therefore maintain the low-rise built form of the locality. Site coverage of the existing development is approximately 11%, being less than the 20% identified in Acceptable Outcome 4.1. The proposed development is therefore not considered to be visually obtrusive. It is noted that a Tourist Park is also identified as an inconsistent use within the Rural Residential Zone.
AO2.1 Residential density does not exceed one Dwelling house per lot.	The proposed development will have a total site density of 1 villa/caravan space per 300m^2 of site area. The site already accommodates an approved Tourist Park. The proposed development will not increase the density of the approved use but will allow for occupants to reside on the site within 28 of the existing Villas for a long-term or permanent basis.

	AO2.2 Residential density does not exceed two dwellings per lot and development is for a secondary dwelling with a maximum GFA of $80m^2$.	The scale of the proposed development will therefore remain consistent with the approved existing Visitor Accommodation Use. The density of the existing Use is consistent with the scale of development along Zeller Street. The site contains significant landscaping to protect the scenic amenity values of the area. Further, the outdoor recreation area on the southern side of the development provides an additional buffer between the Use and adjoining Rural Residential properties.
	AO3.1 Buildings and structures have a minimum setback of 15m to the primary road frontage. **AO3.2** Buildings and structures have a minimum side and rear boundary clearance of 10 metres.	The development is set back 6m from the Kurtz Street, Carmichael Street and Zeller Street frontages, and 4m from the side boundary. The site already accommodates an established approved Tourist Park. The setbacks will remain unchanged as part of the proposed development. The development does not involve construction of any additional Villas or other buildings or structures on the site. The current development proposal seeks to allow for 28 of the existing Villas to be used for long-term accommodation. The outdoor recreation area on the southern side of the development provides an additional buffer between the use and adjoining Rural Residential properties.
	PO6 Development must take into account and seek to ameliorate any existing negative environmental impacts, having regard to: (a) noise; (b) hours of operation; (c) traffic; (d) lighting; (e) advertising devices; (f) visual amenity; (g) privacy; (h) odour; or (i) emissions.	The subject site is in close proximity to Low Impact Industry Zoned allotments that contain a variety of existing industrial uses. In relation to reverse amenity, the subject site is included in the Rural Residential Zone which is intended to provide for residential uses. The existing Tourist Park incorporates substantial on-site landscaping and open space areas. In addition, a 1.8m high fence is existing along the property boundaries. It is noted that the only existing industrial uses in proximity to Villas 1-28 are Transport Depots. The negligible impacts from these uses are already sufficiently ameliorated by the separation from the site and existing fencing, screening and landscaping treatments. In relation to the potential future industrial uses, Table SC1.1.2.1 - Industry Thresholds describes Low Impact Industry as: *"Industrial uses that have one or more of the following attributes:* • *negligible impacts on sensitive land uses due to off-site emissions including aerosol, fume, particle, smoke, odour, and noise;* • *minimal traffic generation and heavy vehicle usage;*

		• *demands imposed upon the local infrastructure network consistent with surrounding uses;* • *the use generally operated during the day (eg 7am to 6pm);* • *off-site impacts from storage or dangerous goods are negligible; and* • *the use is primarily undertaken indoors."* In accordance with the allowable thresholds for industrial activities in the Low Impact Industry Zone, future uses are intended to have negligible impacts on surrounding land uses and therefore will not result in any significant impacts to the site. The Low Impact Industry Zoning in this area is intended to avoid land use conflicts at the periphery of the Rural Residential area, with the existing Tourist Park and proposed Relocatable Home Park component providing a suitable interface at the transition of these Zones. Considering that the site has contained a residential use for many years, the requirement for any additional acoustical treatments is not considered reasonable or relevant.
	Accommodation Activities Code	
	AO28.3 The development complies with the provision in Table 9.3.1.2 with respect to: (a) minimum site area for each accommodation type: (b) setbacks to internal road frontages; (c) distances to amenities; (d) distance from refuse storage areas; and (e) minimum area for communal recreation.	28.3(a) Table 9.3.2.1 requires a minimum site area of 200m^2 for a Relocatable Home Park. Each Villa site provides over 200m^2, with the exception of the persons with disability (PWD) Villas. In this regard, the site area of the Villas is 170m^2, which is only a minor shortfall. These Villas are existing and have been designed specifically to cater for disabled residents. 28.3(d) Table 9.3.2.1 requires a minimum distance from any bulk storage refuse bin of 50m. Most of the existing Villas are within 50m of the bulk waste storage, however, some sites in the far corner of the allotment are located approximately 100m away. In this regard, it is noted that the existing layout has proven to be functional with the existing Tourist Park operations and it is considered that having 1 central screened bin storage area provides for greater amenity.

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

3.1.1 Strategic Plan

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

"Strategic Outcome 3.3.8 - Housing Supply and Diversity

(1) The urban centres and Townships of the Western Downs offer a wide range and mix of housing types and tenures, ranging from traditional detached housing through to duplex and multiple dwelling units."

Complies

The application will allow for a portion of the existing Villas to be used for long-term accommodation contributing to the provision of housing types within the region. It is considered that there are a number of reasons why people may choose to live in a Relocatable Home Park, including affordable housing options, lower maintenance, retirement options, lifestyle benefits with access to common facilities within the Park.

"Strategic Outcome 3.3.11.1 - Rural Residential Land Use and Development

(4) The interface between Rural residential development and surrounding land uses incorporates buffers and provides adequate separation distances to maintain and protect the health and wellbeing of residents and their enjoyment of the prevailing rural amenity while protecting the rights of existing uses."

Complies

The subject site, although included in the Rural Residential Zone and intended to provide for residential uses, is in close proximity to Low Impact Industry Zoned allotments which contain a variety of existing industrial uses. The Low Impact Industry Zoning in this area is intended to avoid land use conflicts at the periphery of the Rural Residential area.

The negligible impacts from the surrounding land uses are already sufficiently ameliorated by the separation from the site and existing fencing, screening and landscaping treatments.

The proposed development will not prejudice existing rural residential areas, as the existing Tourist Park and Relocatable Home Park are buffered from nearby residences by the outdoor recreational areas.

It is considered that the existing Tourist Park and proposed Relocatable Home Park component provide a suitable interface at the transition of these Zones.

3.1.2 Rural Residential Zone Code

- A Relocatable Home Park is identified as an Inconsistent Use in the Rural Residential Zone. However, as detailed in the Assessment Benchmarks Table above, the proposed development is considered to achieve the purpose of the Rural Residential Zone Code, as it is considered able to achieve compliance with the relevant Performance Outcomes and Acceptable Outcomes.

- The development complies with the current requirements of the Code relating to building height and site coverage.

3.1.3 Natural Resources Overlay Code

- The site is identified as Agricultural Land Class A.

- The Acceptable Outcomes applicable to sites on Agricultural Land are only applicable to Material Change of Use development on sites included in the Rural Zone. As the site is located within the Rural Residential Zone, assessment against the Code is not applicable in this instance.

3.1.4 Regional Infrastructure Stock Route Overlay Code

- Carmichael Street is identified as a Stock Route and the subject site is partially located within a Stock Route (50m Buffer).

- The Overlay Code is only applicable to sites in the Rural Zone. As the site is located within the Rural Residential Zone, assessment against the Code is not applicable in this instance.

3.1.5 Stormwater Overland Flow Path Overlay Code

- The subject site is identified as containing a Minor Stormwater Overland Flow Path. The Minor Stormwater Overland Flow Path encroaches over a very small portion of the site towards the Kurtz Street frontage.

- The existing Villas are located outside the Minor Stormwater Overland Flow Path.

- The applicant has previously provided stormwater designs for the overall site development. As the proposed development will not include any additional buildings or impervious areas, the current stormwater management techniques are considered adequate.

- Council's Consultant Development Engineer has reviewed the application and has recommended standard conditions regarding stormwater management.

3.1.6 Accommodation Activities Code

- The proposed development generally complies with the relevant Acceptable Outcomes and Performance Outcomes for a Relocatable Home Park in the Accommodation Activities Code. The subject site is 3.1ha, being greater than the 1ha prescribed, and site coverage is 11% of the total site area, being less than 40% specified in the Code.

- The existing facility has communal recreational facilities including a swimming pool, covered picnic tables, camp kitchens and a large open grassed area. Residents of the Relocatable Home Park Use will have access to these facilities.

3.1.7 Infrastructure Services Code

- The subject site is connected to Council's reticulated water and sewerage networks. The site is also connected to electricity and telecommunication networks to a suitable standard. No changes to the existing connections are required or proposed as part of this application.

3.1.8 Transport, Access and Parking Code

- Access to the site will remain via the existing crossover to Zeller Street. The crossover is considered to be suitable for the expected traffic volumes associated with the proposed use, being generally consistent with those for the existing development. Car parking provision is in accordance with Table 9.4.5.2 of the Code, as 1 space per Villa is provided, with additional parking spaces available on-site for visitors.

4. Other Matters

4.1 Public Notification

The application for Material Change of Use was Impact Assessable, as a Relocatable Home Park is identified as an Inconsistent Use in the Rural Residential Zone.

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

The applicant:

- published a notice in the Chinchilla News (digital) on 7 July 2021;
- placed notices on the frontage of the land on 8 July 2021; and
- notified the adjoining land owners on 6 July 2021.

No submissions were received during the Public Notification Period.

4.2 Infrastructure Charges

The original approval is defined as Visitor Accommodation in accordance with the Planning Scheme for Chinchilla Shire 2006. It is noted that infrastructure charges for the Accommodation (Short-term) Use have previously been paid by the applicant in association with the existing approvals over the site.

Under the current Western Downs Planning Scheme 2017 incorporating Amendment 1, the existing use would be defined as a Tourist Park. In accordance with Council's current Infrastructure Charges Resolution (No. 7.1) 2017, a Tourist Park and a Relocatable Home Park are both included in the Accommodation (Short-term) Development Class which charges infrastructure charges per suite/site/cabin. As both Uses fit within the same Development Class and no new suites/sites/cabins are proposed as part of the current application, no infrastructure charges are applicable.

Consultation (Internal/External)

Internal

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

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

External

Ergon Energy is an Advice Agency for the development application. Ergon Energy has assessed the development application and provided conditions of approval relating to carrying out the development in accordance with the submitted plans and general conditions regarding the existing easement on the site in favour of Ergon Energy.

Legal/Policy Implications (Justification if applicable)

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) Schedule 1 states -

(a) matters that may be appealed to -

(i) either a tribunal or the P&E Court; or
(ii) only a tribunal; or
(iii) only the P&E Court; and

(b) the person -

*(i) who may appeal a matter (the **appellant**); and*
(ii) who is a respondent in an appeal of the matter; and
(iii) who is a co-respondent in an appeal of the matter; and
(iv) who may elect to be a co-respondent in an appeal of the matter.

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

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

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

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

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

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

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

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

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this Report.

Conclusion

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The proposed development for a Relocatable Home Park is generally consistent with the provisions of the Western Downs Planning Scheme 2017 incorporating Amendment 1 and as such, the development is recommended for approval, subject to the attached conditions.

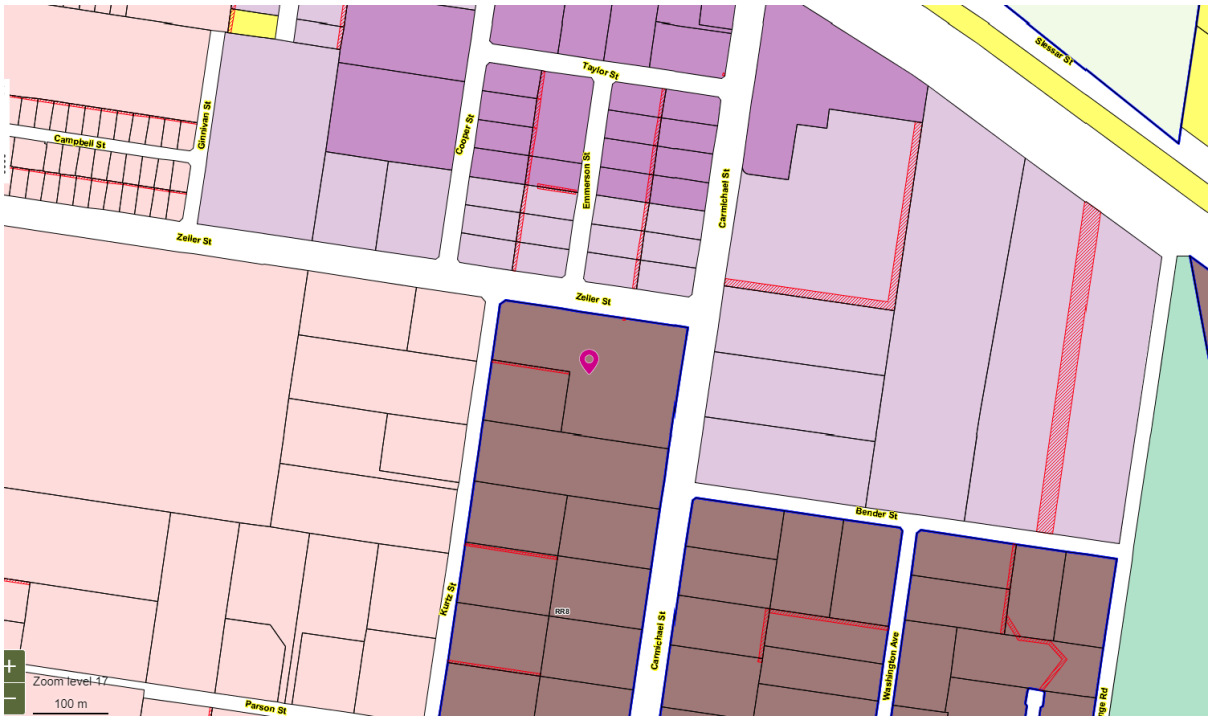
Attachments

Attachment 1 - Locality Plans
Attachment 2 - Proposal Plans
Attachment 3 - Referral Agency Response

Authored by: Kym Bannerman, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans

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



LEGEND

- Community Facilities Zone
- Local Centre Zone
- District Centre Zone
- Major Centre Zone
- Low Density Residential Zone
- Medium Density Residential Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- High Impact Industry Zone
- Recreation and Open Space Zone

Rural Residential Zone / Rural Residential 20000 Precinct

- Rural Residential Zone / Rural Residential 4000 Precinct
- Rural Residential Zone / Rural Residential 8000 Precinct
- Rural Zone
- Rural Zone / Rural 10 Precinct
- Rural Zone / Rural 100 Precinct
- Township Zone

Township Zone / Mowbullan - Bunya Mountains Tourist Precinct

Aerial View of Site

STAGE 1 CONSTRUCTION	
DELUXE VILLA	= 4
STUDIO VILLA	= 22
DISABLED VILLA	= 2
SUBTOTAL VILLAS	= 28
VAN SITE	= 12
SUBTOTAL SITES	= 40

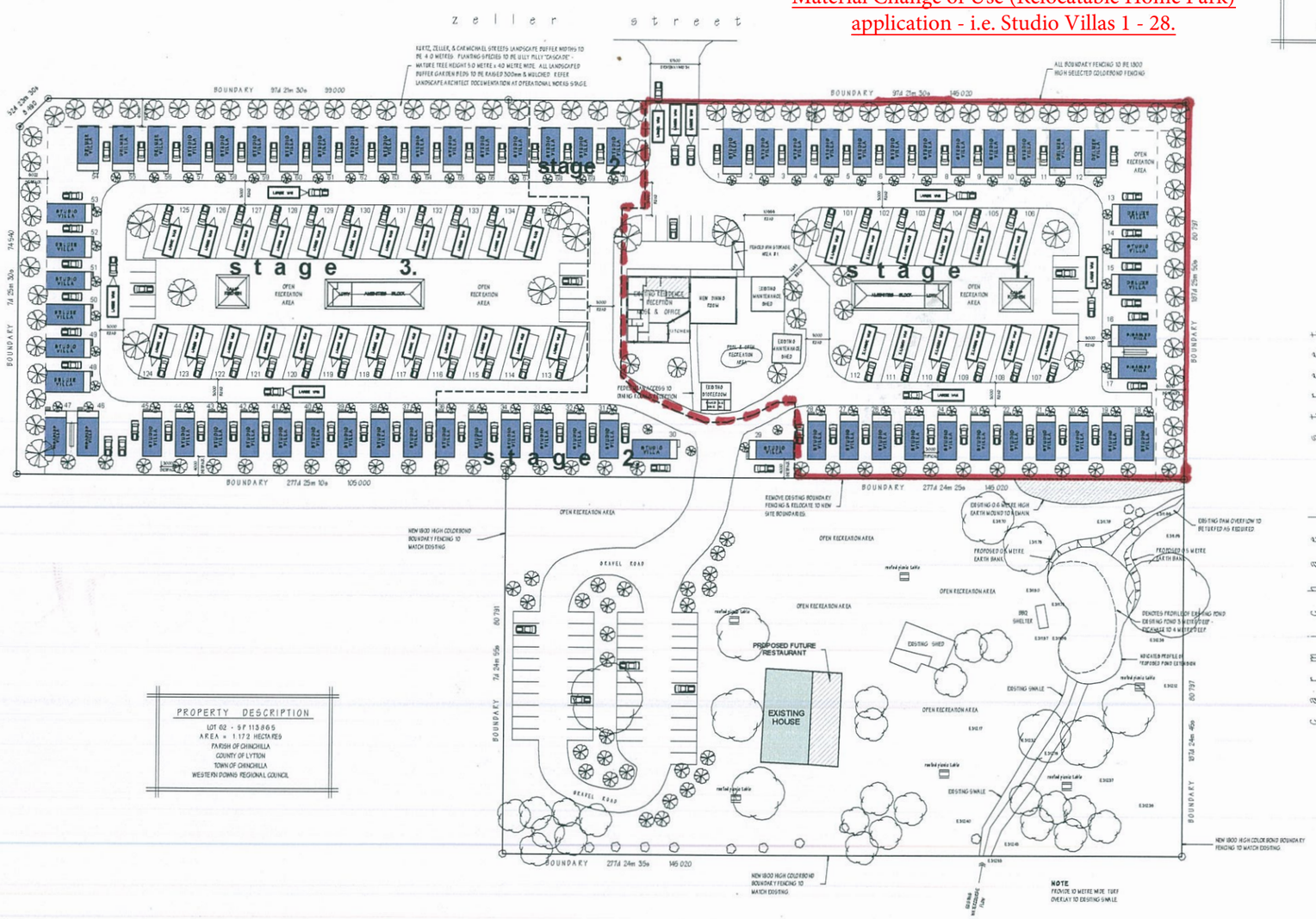
STAGE 2 CONSTRUCTION	
DELUXE VILLA	= 0
STUDIO VILLA	= 11
DISABLED VILLA	= 0
SUBTOTAL VILLAS	= 11
VAN SITE	= 0
SUBTOTAL SITES	= 11

STAGE 3 CONSTRUCTION	
DELUXE VILLA	=
STUDIO VILLA	= 23
DISABLED VILLA	= 2
SUBTOTAL VILLAS	= 31
VAN SITE	= 23
SUBTOTAL SITES	= 54
TOTAL SITES	= 105

SITE COVERAGE CALCULATIONS		
DELUXE VILLAS (10 OFF)	:	432.0 SQ.M
STUDIO VILLAS (56 OFF)	:	2150.4 SQ.M
DISABLED VILLAS (4 OFF)	:	172.8 SQ.M
MANAGERS RESIDENCE	:	381.8 SQ.M
AMENITIES BLOCK (2 OFF)	:	210.1 SQ.M
CAMP KITCHEN (2 OFF)	:	72.0 SQ.M
EXISTING SHEDS (3 OFF)	:	97.0 SQ.M
TOTAL SITE COVERAGE	:	3516.1 SQ.M

Cabins within the 'Stage 1' boundary are subject to the Material Change of Use (Relocatable Home Park) application - i.e. Studio Villas 1 - 28.

PROPERTY DESCRIPTION
LOT 91&92 - SP 193584
AREA - 2.154 HECTARES
PARISH OF CHINCHILLA
COUNTY OF LYTTON
TOWN OF CHINCHILLA
WESTERN DOWNS REGIONAL COUNCIL



PROPERTY DESCRIPTION
LOT 92 - SP 113865
AREA - 1.172 HECTARES
PARISH OF CHINCHILLA
COUNTY OF LYTTON
TOWN OF CHINCHILLA
WESTERN DOWNS REGIONAL COUNCIL

SITE PLAN

SCALE 1:500

BUILDER SHALL CONFIRM ALL SET-OUT DIMENSIONS PRIOR TO COMMENCING ANY WORK.

ESTIMATED VOLUME OF SOIL TO BE REMOVED FROM SITE = 600 CUBIC METRES

N

taylord distinction.
n. (to lard or simple class)
1. Creative and innovative building designs that meet the needs of the individual, compliment the environment, and are characterised by qualities that set it apart from the others. 2. The design of new buildings and the modification of existing buildings to satisfy a particular taste, purpose, and situation. 3. The design of energy efficient buildings, utilising the elements of nature to reduce operating costs. 4. Well presented and meticulous plans that provide design intent, structural detail, and construction requirements to partner smooth construction.

1. These drawings shall be read in conjunction with consultants drawings & specifications & with such other written instructions or as may be issued during the course of the contract.
2. All materials & workmanship shall be in accordance with the requirements of the current A.S. codes & the By-Laws & ordinances of the revelant building authority.
3. All dimensions & levels shown shall be verified on site before commencement of any work. Figured dimensions shall overrule scaling of drawing.

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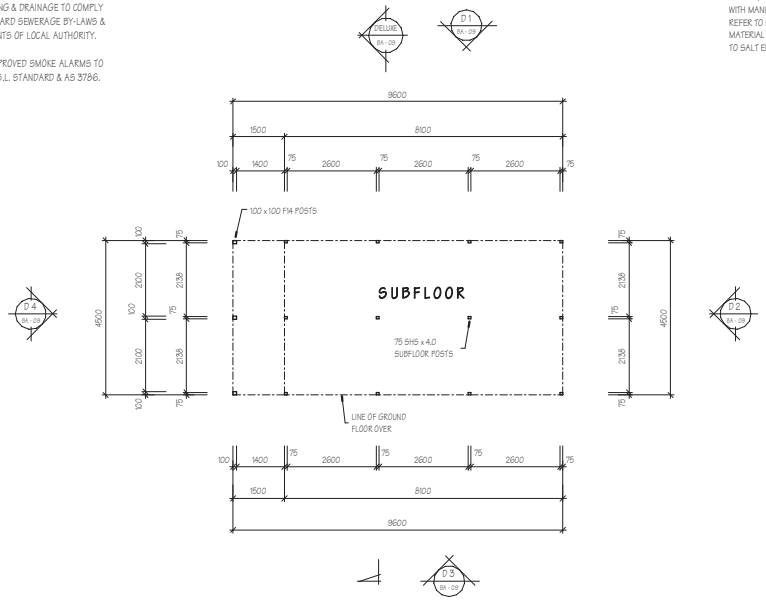
Client: labada investments pty ltd	Issue: A	Scale: 1:500	Date: december 2015
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 01
	Designed by: pete taylor		Job #: 1512-1405
site plan	Sheet: A - 01 of		

NOTES

BUILDER IS TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCING ANY WORK.

ALL PLUMBING & DRAINAGE TO COMPLY WITH STANDARD SEWERAGE BY-LAWS & REQUIREMENTS OF LOCAL AUTHORITY.

PROVIDE APPROVED SMOKE ALARMS TO MINIMUM S.S.L. STANDARD & AS 3786.



DELUXE SUBFLOOR PLAN

SCALE 1:100

AREA CALCULATIONS

DELUXE	=	36.4	sq.m
DECK	=	6.8	sq.m
TOTAL	=	43.2	sq.m

TERMITE PROTECTION

THE BUILDING SHALL BE PROTECTED FROM SUBTERRANEAN TERMITES BY APPROVED PHYSICAL &/OR CHEMICAL BARRIERS IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1. THE PRECISE METHOD OF PROTECTION SHALL BE DETERMINED BY THE OWNERS &/OR BUILDER ONLY AFTER CONSULTATION WITH A LICENSED PEST CONTROL OPERATOR. THIS INFORMATION THEN SHALL BE ADVISED TO THE LOCAL GOVERNMENT OR LICENSED CERTIFIER PRIOR TO, OR AT THE TIME OF LODGEMENT OF THE BUILDING PERMIT APPLICATION.

THEREAFTER, THE OWNERS SHALL ENSURE THAT ANY PHYSICAL BARRIERS ARE KEPT CLEAR OF GARDEN BEDS &/OR SOIL BUILD UP, THAT ANY CHEMICAL BARRIERS REMAIN UNDISTURBED & THAT ANNUAL INSPECTIONS (PLUS ERADICATION AS NECESSARY) ARE CARRIED OUT THROUGHOUT THE LIFE OF THE BUILDING BY A LICENSED PEST CONTROLLER IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1.

MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
REFER TO MANUFACTURERS RECOMMENDATIONS FOR MATERIAL & PRODUCT SELECTION FOR ALL SITES IN PROXIMITY TO SALT ENVIRONMENTS.

SUBFLOOR VENTILATION

PROVIDE SUBFLOOR VENTILATION TO MINIMUM STANDARD SPECIFIED IN THE BUILDING CODE OF AUSTRALIA B.C.A PART 3.4.1.

THE SUBFLOOR SPACE MUST BE CLEARED OF ALL BUILDING DEBRIS & VEGETATION, & BE CROSS-VENTILATED BY MEANS OF OPENINGS & CONTAIN NO DEAD AIR SPACES, & BE GRADED IN ACCORDANCE WITH FIGURE 3.4.1 DIAGRAM A.

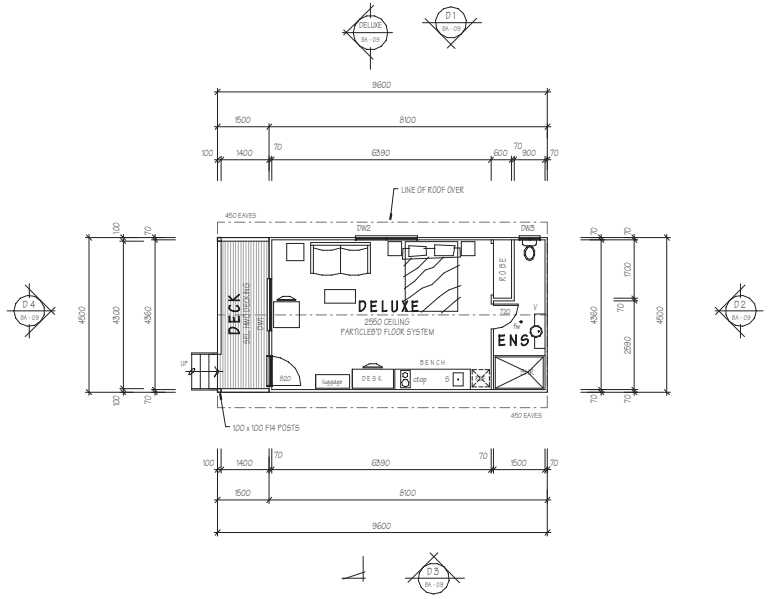
THE CLEARANCE BETWEEN THE GROUND SURFACE & THE UNDERSIDE OF THE FLOOR, MUST BE IN ACCORDANCE WITH TABLE 3.4.1.2.

PROVIDE SUBFLOOR VENTILATION TO A MINIMUM AREA OF 12 000 sqmm/METRE OF WALL.

PROVIDE ADEQUATE SURFACE RUNOFF DRAINAGE AROUND THE PERIMETER OF THE DWELLING.

WET AREAS MUST COMPLY WITH BCA 3.8.1 & AS3740 (WATERPROOFING ANGLES TO DOORS)

ALL CABINS TO COMPLY WITH PART J OF THE BUILDING CODE OF AUSTRALIA VOLUME 1 FOR ENERGY EFFICIENCY



DELUXE VILLA PLAN

SCALE 1:100

AREA CALCULATIONS

DELUXE	=	36.4	sq.m
DECK	=	6.8	sq.m
TOTAL	=	43.2	sq.m

WINDOW SCHEDULE	
DW1	1215 X0 SLIDER
DW2	0618 X0 SLIDER
DW3	0606 OX OBSCURE FV

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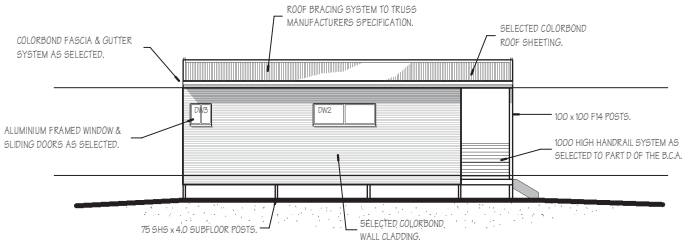
Client: labada investments pty. ltd.	Issue: A	Scale: 1:100	Date: december 2015
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 02
	Designed by: pete taylor		Job #: 1512-1405
deluxe villa plan & deluxe subfloor plan	Sheet: A - 02 of		

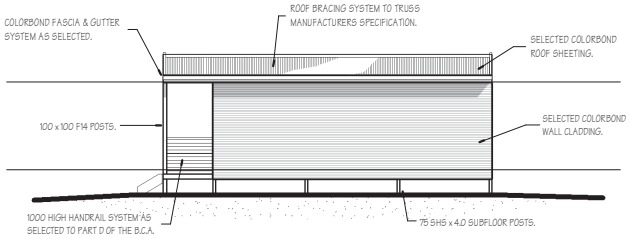


D1 BA - 08

E L E V A T I O N

S C A L E 1 : 1 0 0

D E L U X E V I L L A U N I T

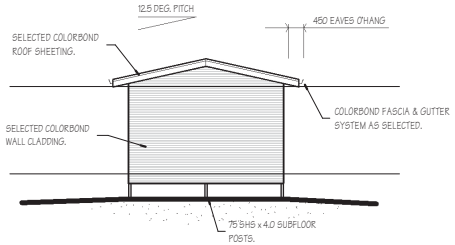


D3 BA - 08

E L E V A T I O N

S C A L E 1 : 1 0 0

D E L U X E V I L L A U N I T

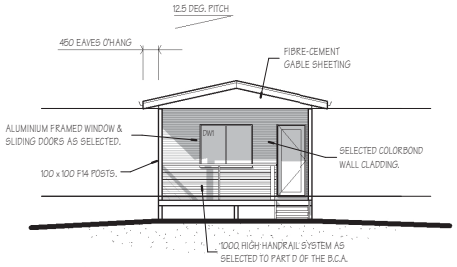


D2 BA - 08

E L E V A T I O N

S C A L E 1 : 1 0 0

D E L U X E V I L L A U N I T

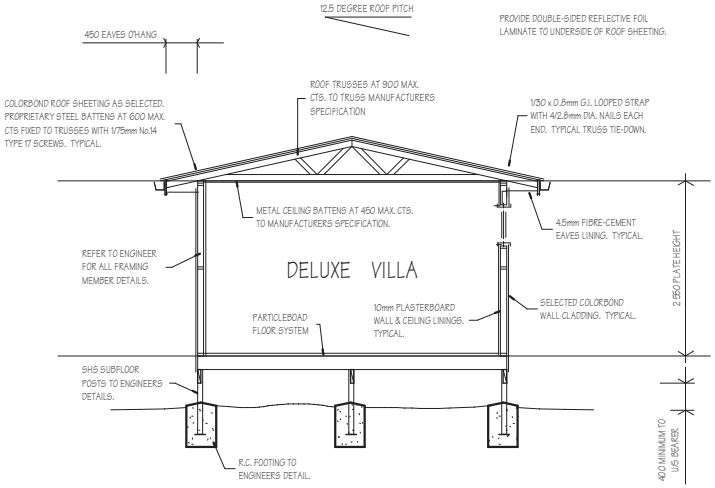


D4 BA - 08

E L E V A T I O N

S C A L E 1 : 1 0 0

D E L U X E V I L L A U N I T



DELUXE BA - 08

S E C T I O N

S C A L E 1 : 5 0

ALL FRAMING MEMBERS & CONNECTIONS TO MINIMUM STANDARD SPECIFIED BY THE TIMBER FRAMING CODE AS 1684 - 2006.

MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
REFER TO MANUFACTURERS RECOMMENDATIONS FOR MATERIAL & PRODUCT SELECTION FOR ALL SITES IN PROXIMITY TO SALT ENVIRONMENTS.

TERMITE PROTECTION

THE BUILDING SHALL BE PROTECTED FROM SUBTERRANEAN TERMITES BY APPROVED PHYSICAL &/OR CHEMICAL BARRIERS IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1. THE PRECISE METHOD OF PROTECTION SHALL BE DETERMINED BY THE OWNERS &/OR BUILDER ONLY AFTER CONSULTATION WITH A LICENSED PEST CONTROL OPERATOR. THIS INFORMATION THEN SHALL BE ADVISED TO THE LOCAL GOVERNMENT OR LICENSED CERTIFIER PRIOR TO, OR AT THE TIME OF LODGEMENT OF THE BUILDING PERMIT APPLICATION.

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Client: labada investments pty. ltd.	Issue: A	Scale: 1:100 1:50	Date: december 2015
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 03
	Designed by: pete taylor		Job #: 1512-1405
deluxe villa elevations & section	Sheet: A - 03 of		

NOTES

BUILDER IS TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCING ANY WORK.

ALL PLUMBING & DRAINAGE TO COMPLY WITH STANDARD SEWERAGE BY-LAWS & REQUIREMENTS OF LOCAL AUTHORITY.

PROVIDE APPROVED SMOKE ALARMS TO MINIMUM S.S.L. STANDARD & AS 3786.

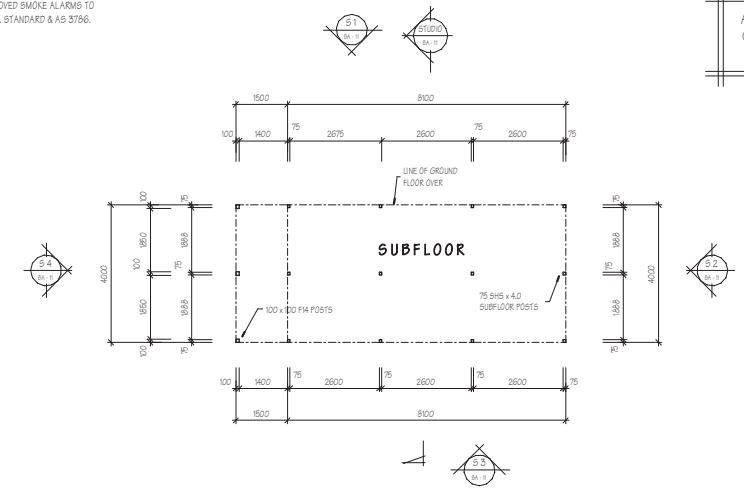
ALL CABINS TO COMPLY WITH PART J OF THE BUILDING CODE OF AUSTRALIA VOLUME 1 FOR ENERGY EFFICIENCY

WET AREAS MUST COMPLY WITH BCA 3.8.1 & AS3740 (WATERPROOFING ANGLES TO DOORS)

PROVIDE ADEQUATE SURFACE RUNOFF DRAINAGE AROUND THE PERIMETER OF THE DWELLING.

MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
REFER TO MANUFACTURERS RECOMMENDATIONS FOR MATERIAL & PRODUCT SELECTION FOR ALL SITES IN PROXIMITY TO SALT ENVIRONMENTS.

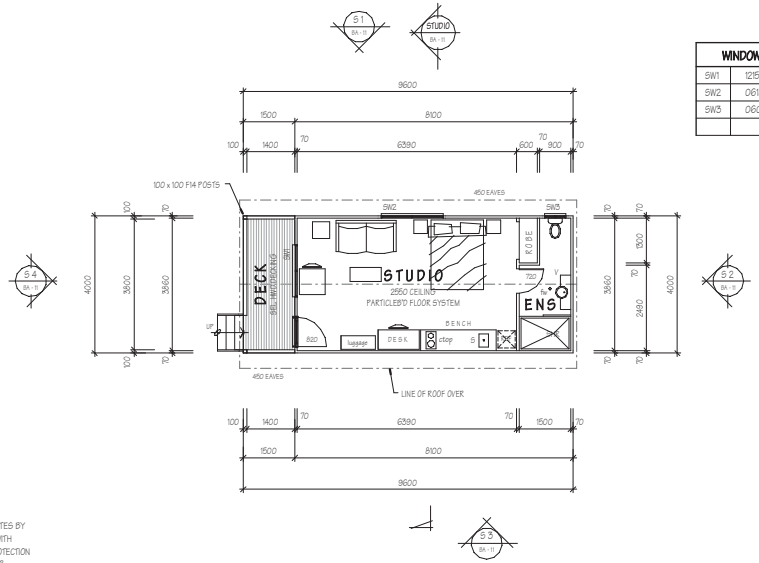


STUDIO SUBFLOOR PLAN

SCALE 1:100

AREA CALCULATIONS

STUDIO	=	32.4	sq.m
DECK	=	6.0	sq.m
TOTAL	=	38.4	sq.m



WINDOW SCHEDULE	
SW1	1215 X0 SLIDER
SW2	0615 X0 SLIDER
SW3	0606 0X OBSCURE FV

STUDIO VILLA PLAN

SCALE 1:100

AREA CALCULATIONS

STUDIO	=	32.4	sq.m
DECK	=	6.0	sq.m
TOTAL	=	38.4	sq.m

SUBFLOOR VENTILATION

PROVIDE SUBFLOOR VENTILATION TO MINIMUM STANDARD SPECIFIED IN THE BUILDING CODE OF AUSTRALIA B.C.A PART 3.4.1.

THE SUBFLOOR SPACE MUST BE CLEARED OF ALL BUILDING DEBRIS & VEGETATION, & BE CROSS-VENTILATED BY MEANS OF OPENINGS & CONTAIN NO DEAD AIR SPACES, & BE GRADED IN ACCORDANCE WITH FIGURE 3.4.1 DIAGRAM A.

THE CLEARANCE BETWEEN THE GROUND SURFACE & THE UNDERSIDE OF THE FLOOR, MUST BE IN ACCORDANCE WITH TABLE 3.4.1.2.

PROVIDE SUBFLOOR VENTILATION TO A MINIMUM AREA OF 12 000 sqmm/METRE OF WALL.

TERMITE PROTECTION

THE BUILDING SHALL BE PROTECTED FROM SUBTERRANEAN TERMITES BY APPROVED PHYSICAL &/OR CHEMICAL BARRIERS IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1. THE PRECISE METHOD OF PROTECTION SHALL BE DETERMINED BY THE OWNERS &/OR BUILDER ONLY AFTER CONSULTATION WITH A LICENSED PEST CONTROL OPERATOR. THIS INFORMATION THEN SHALL BE ADVISED TO THE LOCAL GOVERNMENT OR LICENSED CERTIFIER PRIOR TO, OR AT THE TIME OF LODGEMENT OF THE BUILDING PERMIT APPLICATION.

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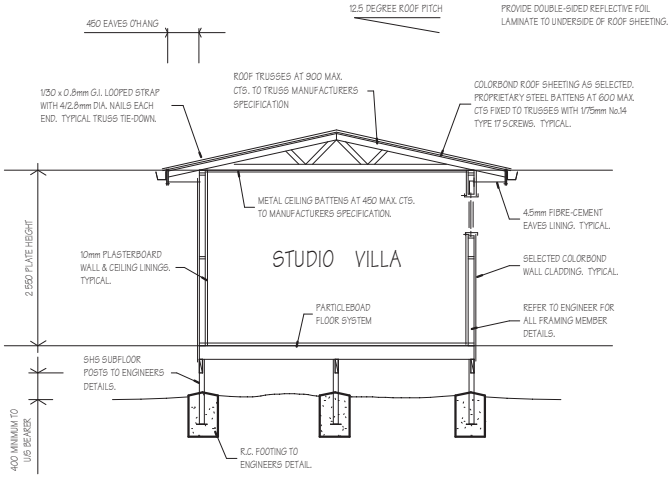
Client: labada investments pty. ltd.	Issue: A	Scale: 1:100	Date: december 2015
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 04
	Designed by: pete taylor		Job #: 1512-1405
studio villa plan & studio subfloor plan	Sheet: A - 04 of		



STUDIO BA - 10

S E C T I O N

SCALE 1:50

ALL FRAMING MEMBERS & CONNECTIONS TO MINIMUM STANDARD SPECIFIED BY THE TIMBER FRAMING CODE AS 1684 - 2006.

MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
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TERMITE PROTECTION

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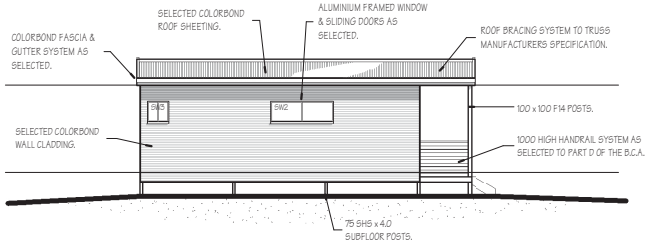
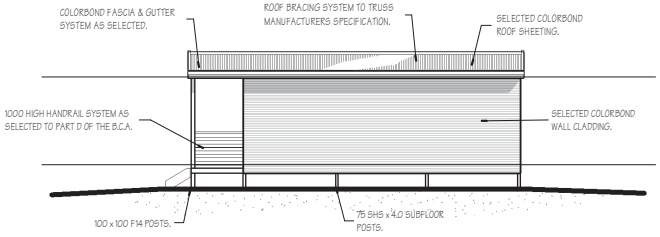


S1 BA - 10

E L E V A T I O N

SCALE 1:100

STUDIO VILLA UNIT

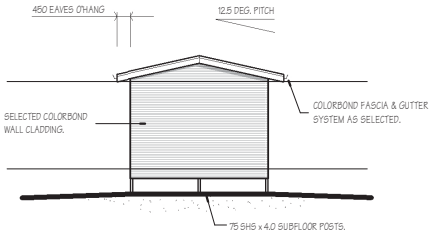


S3 BA - 10

E L E V A T I O N

SCALE 1:100

STUDIO VILLA UNIT

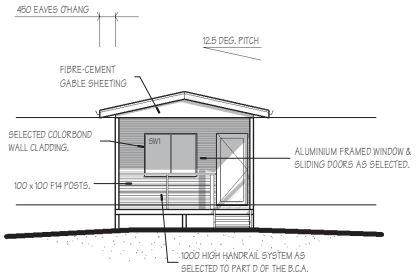


S2 BA - 10

E L E V A T I O N

SCALE 1:100

STUDIO VILLA UNIT



S4 BA - 10

E L E V A T I O N

SCALE 1:100

STUDIO VILLA UNIT

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Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 05
	Designed by: pete taylor		Job #: 1512-1405
studio villa elevations & section	Sheet: A - 05 of		

NOTES

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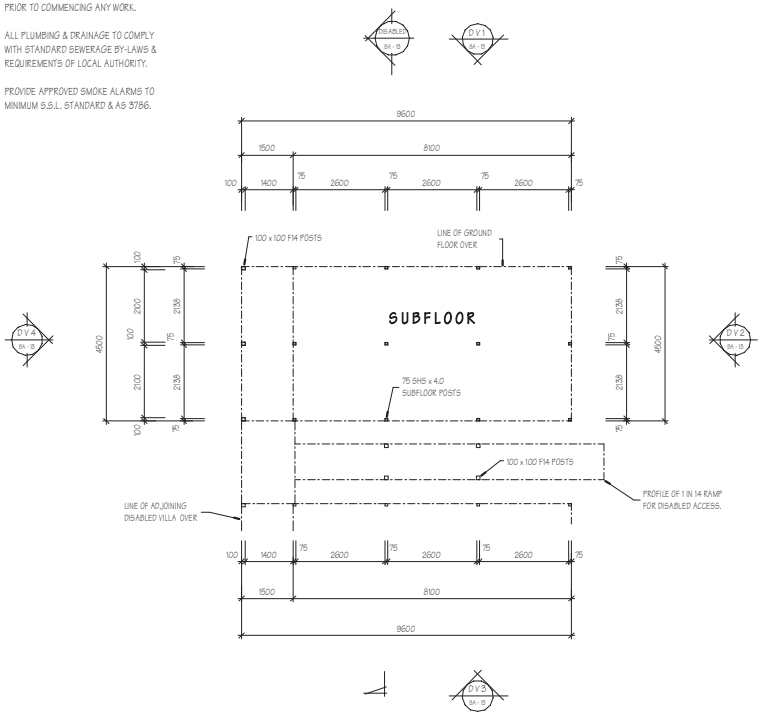

DISABLED SUBFLOOR PLAN

SCALE 1:100

TERMITE PROTECTION

THE BUILDING SHALL BE PROTECTED FROM SUBTERRANEAN TERMITES BY APPROVED PHYSICAL &/OR CHEMICAL BARRIERS IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1. THE PREFERRED METHOD OF PROTECTION SHALL BE DETERMINED BY THE OWNERS &/OR BUILDER ONLY AFTER CONSULTATION WITH A LICENSED PEST CONTROL OPERATOR. THIS INFORMATION THEN SHALL BE ADVISED TO THE LOCAL GOVERNMENT OR LICENSED CERTIFIER PRIOR TO, OR AT THE TIME OF LODGEMENT OF THE BUILDING PERMIT APPLICATION.

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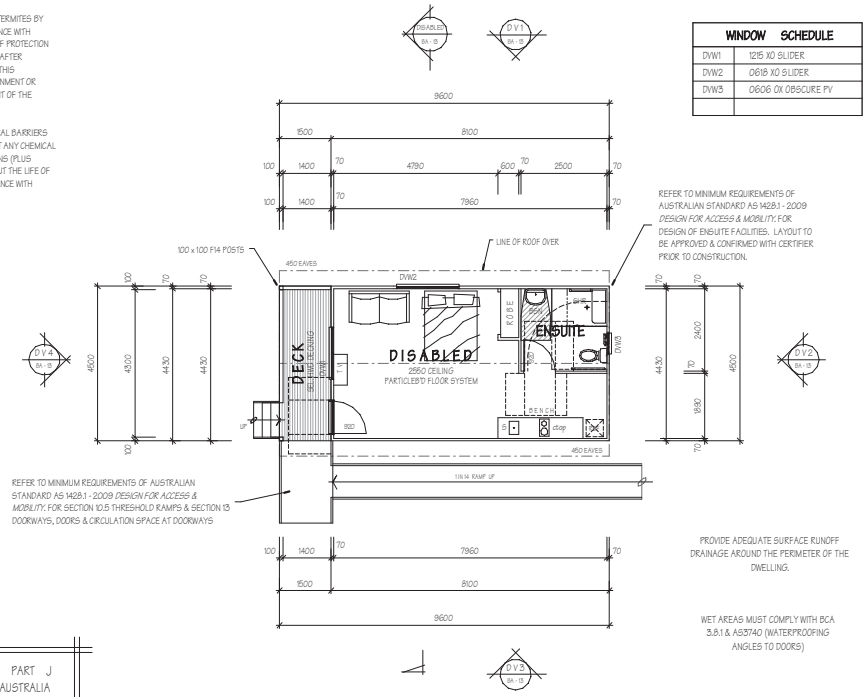
ALL CABINS TO COMPLY WITH PART J OF THE BUILDING CODE OF AUSTRALIA VOLUME 1 FOR ENERGY EFFICIENCY

WINDOW SCHEDULE	
DW1	1215 X0 SLIDER
DW2	0618 X0 SLIDER
DW3	0806 0X OBSCURE FV



REFER TO MINIMUM REQUIREMENTS OF AUSTRALIAN STANDARD AS 1428.1 - 2009 *DESIGN FOR ACCESS & MOBILITY*, FOR DESIGN OF ENSUITE FACILITIES. LAYOUT TO BE APPROVED & CONFIRMED WITH CERTIFIER PRIOR TO CONSTRUCTION.

REFER TO MINIMUM REQUIREMENTS OF AUSTRALIAN STANDARD AS 1428.1 - 2009 *DESIGN FOR ACCESS & MOBILITY*, FOR SECTION 10.5 THRESHOLD RAMPS & SECTION 13 DOORWAYS, DOORS & CIRCULATION SPACE AT DOORWAYS

PROVIDE ADEQUATE SURFACE RUNOFF DRAINAGE AROUND THE PERIMETER OF THE DWELLING.

WET AREAS MUST COMPLY WITH BCA 3.8.1 & AS3740 (WATERPROOFING ANGLES TO DOORS)

DISABLED VILLA PLAN

SCALE 1:100

ALL BUILDING WORK & FITTINGS MUST COMPLY WITH THE PREMISES STANDARD & AUSTRALIAN STANDARD AS 1428.1 - 2009

SUBFLOOR VENTILATION

PROVIDE SUBFLOOR VENTILATION TO MINIMUM STANDARD SPECIFIED IN THE BUILDING CODE OF AUSTRALIA B.C.A PART 3.4.1.

THE SUBFLOOR SPACE MUST BE CLEARED OF ALL BUILDING DEBRIS & VEGETATION, & BE CROSS-VENTILATED BY MEANS OF OPENINGS & CONTAIN NO DEAD AIR SPACES, & BE GRADED IN ACCORDANCE WITH FIGURE 3.4.1 DIAGRAM A.

THE CLEARANCE BETWEEN THE GROUND SURFACE & THE UNDERSIDE OF THE FLOOR, MUST BE IN ACCORDANCE WITH TABLE 3.4.1.2.

PROVIDE SUBFLOOR VENTILATION TO A MINIMUM AREA OF 12 000 sqmm/METRE OF WALL.

AREA CALCULATIONS

DISABLED VILLA	=	36.4	sq.m
DECK	=	6.8	sq.m
TOTAL	=	43.2	sq.m

MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
REFER TO MANUFACTURERS RECOMMENDATIONS FOR MATERIAL & PRODUCT SELECTION FOR ALL SITES IN PROXIMITY TO SALT ENVIRONMENTS.

AREA CALCULATIONS

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DECK	=	6.8	sq.m
TOTAL	=	43.2	sq.m

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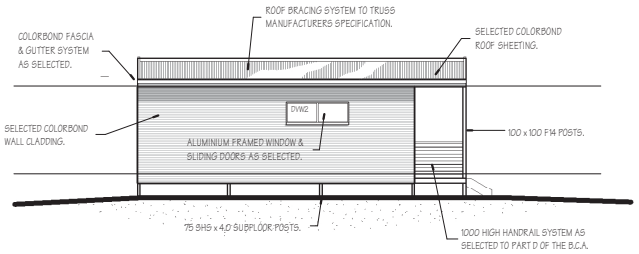
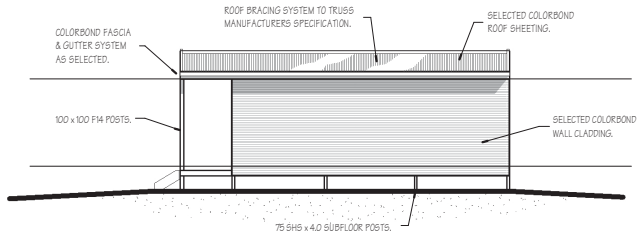
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 06
	Designed by: pete taylor		Job #: 1512-1405
disabled villa plan & disabled subfloor plan	Sheet: A - 06 of		



DV1 BA - 12 ELEVATION
SCALE 1:100
DISABLED VILLA UNIT



DV3 BA - 12 ELEVATION
SCALE 1:100
DISABLED VILLA UNIT

TERMITE PROTECTION

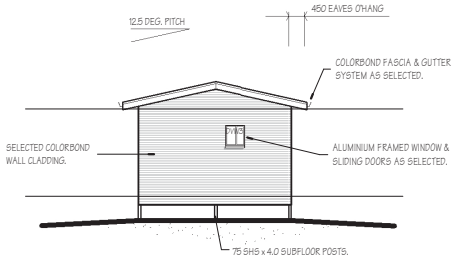
THE BUILDING SHALL BE PROTECTED FROM SUBTERRANEAN TERMITES BY APPROVED PHYSICAL &/OR CHEMICAL BARRIERS IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1. THE PRECISE METHOD OF PROTECTION SHALL BE DETERMINED BY THE OWNERS &/OR BUILDER ONLY AFTER CONSULTATION WITH A LICENSED PEST CONTROL OPERATOR. THIS INFORMATION THEN SHALL BE ADVISED TO THE LOCAL GOVERNMENT OR LICENSED CERTIFIER PRIOR TO, OR AT THE TIME OF LODGEMENT OF THE BUILDING PERMIT APPLICATION.

THEREAFTER, THE OWNERS SHALL ENSURE THAT ANY PHYSICAL BARRIERS ARE KEPT CLEAR OF GARDEN BEDS &/OR SOIL BUILD UP, THAT ANY CHEMICAL BARRIERS REMAIN UNDISTURBED & THAT ANNUAL INSPECTIONS (PLUS ERADICATION AS NECESSARY) ARE CARRIED OUT THROUGHOUT THE LIFE OF THE BUILDING BY A LICENSED PEST CONTROLLER IN ACCORDANCE WITH AUSTRALIAN STANDARD AS 3660.1.

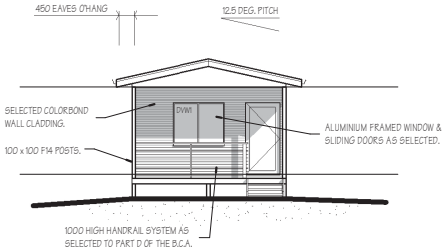
MANUFACTURERS SPECIFICATION

ALL BUILDING MATERIALS TO BE USED ON SITE SHALL BE STORED, INSTALLED, & MAINTAINED IN STRICT ACCORDANCE WITH MANUFACTURERS SPECIFICATION.
REFER TO MANUFACTURERS RECOMMENDATIONS FOR MATERIAL & PRODUCT SELECTION FOR ALL SITES IN PROXIMITY TO SALT ENVIRONMENTS.

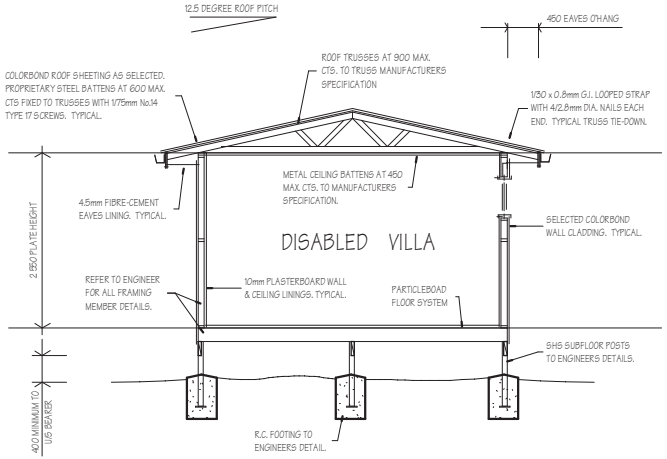
PROVIDE DOUBLE-SIDED REFLECTIVE FOIL LAMINATE TO UNDERSIDE OF ROOF SHEETING.



DV2 BA - 12 ELEVATION
SCALE 1:100
DISABLED VILLA UNIT



DV4 BA - 12 ELEVATION
SCALE 1:100
DISABLED VILLA UNIT



DISABLED BA - 12 SECTION
SCALE 1:50

ALL FRAMING MEMBERS & CONNECTIONS TO MINIMUM STANDARD SPECIFIED BY THE TIMBER FRAMING CODE AS 1684 - 2006.

tay'lord dis tinc'tion,
n. (ta lard de stingk shen)
1. Creative and innovative building designs that meet the needs of the individual, compliment the environment, and are characterised by qualities that set it apart from the others.
2. The design of new buildings and the modification of existing buildings to satisfy a particular taste, purpose, and situation.
3. The design of energy efficient buildings, utilising the elements of nature to impact operating costs.
4. Well presented and meticulous plans that provide design intent, structural detail, and construction requirements to partner smooth construction.

1. These drawings shall be read in conjunction with consultants drawings & specifications & with such other written instructions or as may be issued during the course of the contract.
2. All materials & workmanship shall be in accordance with the requirements of the current A.S. codes & the By-Laws & ordinances of the revelant building authority.
3. All dimensions & levels shown shall be verified on site before commencement of any work. Figured dimensions shall overrule scaling of drawing.

Suite 1/61 Bulcock Street
Caloundra QLD 4551
P 07 5492 6922
M 0412 226 922
W www.taylord.com.au
E buildingdesigns@taylord.com.au

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Client: labada investments pty. ltd.	Issue: A	Scale: 1:100 1:50	Date: december 2015
Project: proposed relocatable home park cnr carmichael, zeller, & kurtz st chinchilla	Drawn by: pete taylor	© copyright	Drawing #: A - 07
	Designed by: pete taylor		Job #: 1512-1405
disabled villa elevations & section	Sheet: A - 07 of		

420 Flinders Street, Townsville QLD 4810
PO Box 1090, Townsville QLD 4810
ergon.com.au

02 July 2021

Western Downs Regional Council
PO Box 551
Dalby QLD 4405

Attention: Kym Bannerman
Via email: info@wdrc.qld.gov.au

Cc Labada Investments Pty Ltd
c/- Murray and Associates (Qld) Pty Ltd
PO Box 246
Nambour QLD 4560

Attention: Callan Lowrie
Via email: callan@mursurv.com

Dear Kym,

Referral Agency Response – Development Permit for a Material Change of Use for a Relocatable Home Park at 264 Zeller Street, Chinchilla (Lot 51 on SP283855)

Council Ref: 030.2021.252.001
Applicant Ref: 54574
Our Ref: HBD 7357080

We refer to the abovementioned Development Application, which has been referred to Ergon Energy pursuant to section 54(1) of the *Planning Act 2016.*

In accordance with Schedule 10, Part 9, Division 2 of the *Planning Regulation 2017*, the application has been assessed against the purposes of the *Electricity Act 1994* and *Electrical Safety Act 2002*. This notice is provided in accordance with section 56 of the *Planning Act 2016*.

Should the Assessment Manager decide to approve the proposed Material Change of Use, as an Advice Agency for the Development Application, Ergon advises the following in relation to the development:

1. The development is to be carried out in accordance with the plans identified on the following page. Any changes to these plans should be resubmitted to Ergon for further review and comment.

Approved Plans			
Title	**Plan Number**	**Rev.**	**Date**
Site Plan	A-01	A	December 2015

2. The conditions of any easements in favour of Ergon must be maintained at all times.

   Note: Landscaping and fencing as shown on Site Plan A-01 is not permitted within Easement A on SP248291.

3. Access to Easement A on SP248291 and the padmount transformer fronting Zeller Street must be available to Ergon personnel at all times.

Should you require further information regarding this matter, feel free to contact the undersigned on 0455 403 399 or email townplanning@ergon.com.au.

Yours faithfully,

Benjamin Freese
Town Planner

Title	**(035.2021.389.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 lot into 2 lots) 171 Sandalwood Avenue East Dalby Kucks C/- Downes Group Pty Ltd**
Date	6 August 2021
Responsible Manager	T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for a Reconfiguring of a Lot (1 lot into 2 lots) of land described as Lot 46 on SP251981 and situated at 171 Sandalwood Avenue East, Dalby.

Link to Corporate Plan

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. The application for Reconfiguring a Lot (1 lot into 2 lots) of land described as Lot 46 on SP251981 and situated at 171 Sandalwood Avenue East, Dalby be approved, subject to the following conditions:

APPROVED PLANS

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

Plan No: Z70517.P06
Description: Subdivision - Proposed Lots 1 & 2, prepared by Downes Group, dated 24/03/2021

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

APPROVED DEVELOPMENT

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

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey (Form 18B), unless otherwise noted within these conditions.

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

6. The Plan of Survey (Form 18B) shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

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

MAINTENANCE

8. The development shall be maintained in accordance with the Approved Plan, 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

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

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 works associated with the development.

LOT NUMBERING

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

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

LANDSCAPING

13. All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all time during the course of the development works and any ensuing defects liability period.

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

INFRASTRUCTURE CHARGES

15. All infrastructure charges including those associated with Council's Water, Stormwater, Transport and Parks Networks are now levied under the *Planning Act 2016*. As required under Section 119 of the *Planning Act 2016*, a separate ***Infrastructure Charges Notice*** is attached.

ENGINEERING WORKS

16. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to Council's endorsement of the Survey Plan (Form 18B) unless stated otherwise.

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

18. Be responsible for any alteration necessary to electricity, telephone, water mains, and/or other public utility installations resulting from the development or road and drainage works required in connection with the development.

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

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

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

STORMWATER MANAGEMENT

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

22. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

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

ON-SITE WASTEWATER DISPOSAL

24. Prior to the issue of a Building Approval for a future dwelling on Proposed Lot 1, development must be connected to an on-site wastewater disposal system, in accordance with AS 1547 and the Queensland Plumbing and Waste Water Code.

VEHICLE ACCESS – LOT 1

25. Any future access to Proposed Lot 1 must not be located within 15 metres of the cadastral boundary of Sandalwood Avenue East and Galaxy Drive.

VEHICLE ACCESS - REAR ACCESS LOT 2

26. Construct a gravel access driveway:

    26.1 along the full length of the access handle to provide access to the proposed rear access lot;

    26.2 having a minimum width of 4 metres; and

    26.3 in an access handle having a minimum width of 10 metres.

27. Design and construct all reticulated services (electricity, telecommunications) along the full length of the access handle.

28. Construct the access and driveway to Proposed Lot 2 to allow for the unimpeded flow of overland stormwater.

29. Construct a residential crossover between the property boundary of the rear access lot(s) and the edge of the Sandalwood Avenue East pavement, having a minimum width of 4 metres, generally in accordance with Council's Standard Drawing No. R-004, Revision C.

30. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

RESTRICTED ACCESS

31. No direct vehicular access is permitted to Armstrong Street East or Dalby-Cecil Plains Road from Proposed Lot 2 at any time.

32. Include information on restricted access in any subsequent contracts for sale of Proposed Lot 2.

TELECOMMUNICATION

33. Design and provide telecommunications to all lots within the development.

ELECTRICITY

34. Design and provide underground or overhead electricity supply to all lots within the development to comply with Ergon Energy's requirements.

35. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

A D V I S O R Y N O T E S

NOTE 1 - Relevant 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 www.datsip.qld.gov.au.

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

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

NOTE 6 - Duty to Notify of Environmental Harm

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

Background Information

The relevant background information of this application is as follows:

Application No: 035.2021.389.001	**Assessment No:** A2686	**Keywords Index:** AD6.6.2 & LG7.9.1
Assessing Officer:	Kate Swepson PRINCIPAL PLANNER	
PART 1: APPLICATION		
Applicant:	BC & CG Kucks, C/- Downes Group Pty Ltd	
Owner:	Brett Carl Kucks and Chester Gale Kucks	
Site Address:	171 Sandalwood Avenue East, Dalby	
Site Area:	32.74ha	
Real Property Description:	Lot 46 on SP251981	
Proposed Development:	Reconfiguring a Lot (1 lot into 2 lots)	
Level of Assessment:	Impact	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural Residential	
Precinct:	Rural Residential 4000	
Overlays:	· Airport Environs - OLS Conical Limitation · Flood Hazard - Low, Medium, High & Extreme · Infrastructure - Gas Pipeline Buffer · Extractive Industry - Petroleum Lease (PL198) · Agricultural Land Classification - Class A · Stock Routes - Stock Route (50m Buffer) · Stormwater Overland Flow - Minor and Major Flow Paths	

Pre-lodgement Meeting:	No	
Application Lodgement Date:	21 May 2021	
Properly Made Application:	Yes	Date: 21 May 2021
Confirmation Notice Issued:	Yes	Date: 1 June 2021
PART 2: REFERRALS		
State Assessment and Referral Agency (SARA), Department of Transport and Main Roads as Technical Agency *Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1*	▪ The applicant referred the application to SARA on 1 June 2021. ▪ On 10 June 2021, SARA confirmed no Information Request would be issued. ▪ A Concurrence Agency response, stating no requirements, was issued on 7 July 2021.	
PART 4: PUBLIC NOTIFICATION		
Start Date:	Yes	Date: 24 June 2021
Notice of Compliance Received:	Yes	Date: 19 July 2021
Submissions:	No	Nil
PART 5: DECISION PERIOD		
Date Commenced:	20 July 2021	
Decision Due Date:	**6 September 2021**	

Report

1. Site

The property is legally described as Lot 46 on SP251981, is located at 171 Sandalwood Avenue East, Dalby, and has a total area of 32.74ha. The property has road frontages to Dalby-Cecil Plains Road, Armstrong Street East (unconstructed) and Sandalwood Avenue East. The Airport Environs, Flood Hazard, Infrastructure, Natural Resources, Regional Infrastructure and Stormwater Overland Flow Path Overlay Codes impact the land.

The property is currently improved by an existing Dwelling House and associated outbuildings. The Dwelling House currently gains access via a constructed gravel driveway to Sandalwood Avenue East.

Sandalwood Avenue East borders the southern side of the subject site and is a bitumen road constructed to an Urban Feeder standard. Dalby-Cecil Plains Road adjoins the site to the east and is a State-controlled Road constructed to a bitumen standard with a total formation width of approximately 12m. Armstrong Street East borders the northern side of the subject site and is currently unconstructed.

The site is not currently serviced by Council's reticulated water or sewer networks and is outside the Defined Service Areas for these networks. The existing Dwelling House is serviced by an on-site wastewater treatment system.

2. Proposal

The proposed development is to subdivide the existing lot into two rural residential lots. The lots will have sizes as follows:

Proposed Lot 1: 6.80ha

Proposed Lot 2: 25.94ha

As Proposed Lot 2 contains areas of Extreme Flood Hazard, the application was Impact Assessable. The applicant submits the following justification for the development:

Proposed Lot 1: will have a 191m frontage to Sandalwood Avenue East, which complies with the minimum frontage requirements of the Reconfiguring a Lot Code. Proposed Lot 1 will be connected to all available reticulated services. One new crossover will be constructed to Sandalwood Avenue East to service the new lot.

Proposed Lot 2: will have a frontage of 393.9m to Dalby-Cecil Plains Road and 10m to Sandalwood Avenue East to maintain the existing access arrangement. No new access to Dalby-Cecil Plains Road has been proposed. The existing services connections for Proposed Lot 2 will be retained and conditions applied to ensure all connections are wholly located within the proposed lot area.

3. Assessment

The following are the Assessment Benchmarks applying to this development:

<table>
<tr><th colspan="3">ASSESSMENT MATTERS</th></tr>
<tr><td>Assessment Benchmarks</td><td colspan="2">The development was assessed against the following Assessment Benchmarks:
▪ Western Downs Planning Scheme 2017 incorporating Amendment 1
· Strategic Plan
· Rural Residential Zone Code
· Reconfiguring a Lot Code
· Airport Environs Overlay Code
· Flood Hazard Overlay Code
· Infrastructure Overlay Code
· Natural Resources Overlay Code
· Regional Infrastructure Corridor - Stock Routes Overlay Code
· Stormwater Overland Flow Path Overlay Code
· Transport, Access and Parking Code</td></tr>
<tr><td rowspan="4">Reasons for Decision</td><td colspan="2">The development was assessed against all of the Assessment Benchmarks listed above and complies with all of these with the exceptions listed below:</td></tr>
<tr><th>Assessment Benchmark</th><th>Response</th></tr>
<tr><td colspan="2">Reconfiguring a Lot Code</td></tr>
<tr><td>AO1.2

No rear lots or battle-axe allotments are created.</td><td>Alternative Solution

Proposed Lot 2 has a battle-axe configuration to maintain the existing residential access to Sandalwood Avenue East.

The proposed development is considered to comply with the Performance Outcome, as the vehicle access arrangement is existing and is therefore considered to be legible in the locality. Any new access to Proposed Lot 1 will be constructed to a suitable distance from the existing access to Proposed Lot 2 to maintain safety for vehicle movements

The proposed development is therefore considered to be consistent with the Performance Outcome.</td></tr>
<tr><td>Where within an Urban Zone or Rural Residential Zone (Rural Residential 4000 Precinct, Rural Residential 8000 Precinct)

AO7.1

Each lot is connected to Council’s reticulated water supply system in accordance with SC6.2 –</td><td>Alternative Solution

The proposed development is not currently serviced by the reticulated water network. Further, the site is located outside Council's Defined Water Service Area. As a result, no conditions will be applied requiring connection to the reticulated network.

Notwithstanding, if a future Dwelling on Proposed Lot 1 wishes to connect to the water main along Sandalwood Avenue East, a request can be made for consideration by Council's Utilities Team.</td></tr>
</table>

	Planning Scheme Policy 1 – Design and Construction Standards	The existing Dwelling on Proposed Lot 2 currently utilises an on-site potable water solution and no changes are proposed as a result of the development. The proposed development is considered to comply with the Performance Outcome.
	Stormwater Overland Flow Path Overlay Code	
	AO2.4 No new lots are created within a Minor Flow Path identified on Stormwater overland flow path overlay maps (OM-012) except where for the creation of a lot for the purposes of public open space.	**Alternative Solution** Proposed Lot 1 will contain one minor overland flow path. All existing minor flow paths will be retained within Proposed Lot 2. The proposed development is for Reconfiguring a Lot only and therefore is not considered to affect the hydraulic capacity of the flow path. Any future development on Proposed Lot 1 will be assessed against the Overlay Code to ensure no adverse impacts on the flow path occur. The flow path is mapped as commencing within Proposed Lot 1 and the safety risk to persons is considered to be low as a result of the development. The proposed subdivision is therefore considered to comply with the Performance Outcome.

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

Strategic Plan

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

"Strategic Outcome 3.3.1 Liveable Communities and Housing

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

(5) Rural residential development provides an alternative style of living that meets the diverse lifestyle needs of the region's residents. Rural Residential development has good access to necessary infrastructure and services and contained to limit the further fragmentation of productive rural lands. Rural residential development is also located in nodes to avoid long-term constraints to the expansion of Urban areas."

Complies

The proposed development contains Rural Residential development within suitably zoned land. Further, the site has access to suitable levels of existing infrastructure servicing the rural residential estate, as well as having access to the broader social infrastructure provided within the Dalby township.

The proposed subdivision maintains a suitable urban form with the new lot being made available within an existing Rural Residential Zoned land, preventing fragmentation of productive rural land.

The proposed development is consistent with the purpose and intent of the Rural Residential Zone and is therefore considered to be acceptable.

"Strategic Element 3.3.11 - Rural Residential Land Use and Development

3.3.11.1 - Specific Outcomes

(2) Rural Residential development respects the rural character and landscape of the region and protects ecologically significant features such as waterways or protected flora and fauna communities.

(3) Rural Residential development is concentrated in locations that have reasonable access to urban conveniences and minimises the need to extend and upgrade trunk infrastructure. Residents that choose to live in Rural Residential areas understand and acknowledge that the levels of service and access to facilities are not comparable to levels of service in the Urban area."

Complies

The proposed development respects the character and landscape of the locality by providing a new residential lot with direct access to Sandalwood Avenue East. The scale and nature of development along Dalby-Cecil Plains Road is such that further Rural Residential development along this frontage could impact the operation of existing commercial and industrial uses. The site is already serviced by suitable levels of infrastructure and no trunk network extensions are required to facilitate the development.

"3.7 - Safety and Resilience to Hazards

3.7.2 Element - Natural Hazards

(1) The Western Downs is a vast region that is vulnerable to a range of natural hazards including flood and bushfire. It is expected that the extreme weather events that drive these natural hazards will be more prevalent in the future due to the predicted impacts of climate change. To ensure the safety of residents and infrastructure, it is important that development avoids establishing in areas known to be subject to natural hazards that pose a potential threat to people and property."

Complies

The proposed development will not increase the number of lots subject to flood hazard. Proposed Lot 2 currently contains areas of Low, Medium, High and Extreme Flood Hazards. These areas are clear of the existing Dwelling. Proposed Lot 1 is not mapped as being subject to inundation during the Defined Flood Event. The proposed development therefore will not increase the number of people or amount of property at risk during a flood event.

Rural Residential Zone Code

- The proposed development is considered to comply with the relevant Overall, Performance and Acceptable Outcomes of the Rural Residential Zone Code.

- The proposed development will result in a density of 0.06 of a Dwelling per hectare, which is less than the maximum of 2.5 Dwellings per hectare for development in the Rural Residential 4000 Precinct.

- Any future development on Proposed Lot 1 will be required to comply with all relevant Outcomes of the Zone Code including setbacks, Domestic Outbuilding size, site coverage and height requirements.

- The existing buildings and structures on Proposed Lot 2 will continue to comply with the setback and site coverage requirements of the Rural Residential Zone Code.

- On this basis, the development is considered to comply with the Overall, Performance and Acceptable Outcomes of the Rural Residential Zone Code.

Airport Environs Overlay Code

- The proposed development is for Reconfiguring a Lot, therefore the Airport Environs Overlay Code is not applicable. No further assessment has been undertaken.

Flood Hazard Overlay Code

- The northern portion of Proposed Lot 2 is subject to Low, Medium, High and Extreme Flood Hazard Areas. The existing Dwelling House and Domestic Outbuildings are built on part of the site subject to Low or No Hazard.

- Proposed Lot 1 is not mapped as being subject to inundation during the Defined Flood Event. Therefore, the proposed development complies with the Overlay Code, as it will not increase the number of lots in areas of High or Extreme Flood Hazard.

- The proposed development is considered to comply with the relevant Performance Outcomes of the Flood Hazard Overlay Code.

Infrastructure Overlay Code

- The northern boundary of the subject site is mapped as being within a gas pipeline buffer.

- Existing development on the site is located approximately 250m away from the buffer area. No further development is proposed within the pipeline buffer, and the proposed development is considered to comply with the Overlay Code.

Natural Resources Overlay Code

- The subject site is not located in a Rural Zone and therefore, the Natural Resources Overlay Code is not applicable. No further assessment has been undertaken.

Regional Infrastructure Corridor - Stock Routes Overlay Code

- The subject site is not located in a Rural Zone and therefore, the Regional Infrastructure Corridor Code is not applicable. No further assessment has been undertaken.

Stormwater Overland Flow Path Overlay Code

- The subject site is mapped as containing a Major Stormwater Overland Flow Path along the northern boundary and Minor Overland Flow Paths throughout the site.

- Proposed Lot 1 is clear of the Major Overland Flow Path and buffer area which complies with Acceptable Outcome 2.3. However, Proposed Lot 1 will contain one Minor Overland Flow Path as outlined above.

- Subject to the non-compliance addressed above, the development is considered to comply with the Outcomes of the Stormwater Overland Flow Path Overlay Code.

Reconfiguring a Lot Code

- The proposed development complies with the minimum lot size and frontage requirements for Reconfiguring a Lot in the Rural Residential 4000 Precinct of the Rural Residential Zone.

- Proposed Lot 2 is of a battle-axe configuration, which is proposed to maintain the rural residential access arrangements along Sandalwood Avenue East. This proposal is considered to be acceptable, as it reduces potential vehicle conflicts with the existing Rural, Industrial and Commercial vehicles along Daly-Cecil Plains Road.

- All lots have access to a constructed road and will be connected to all available reticulated urban services.

- The subject site is not currently connected to Council's reticulated water network, and no changes are proposed to the existing on-site potable water supply for Proposed Lot 2. The subject site is located outside the Defined Water Service Area and therefore, connection for Proposed Lot 1 is not required.

- There is adequate area on both lots to contain suitable on-site wastewater treatment systems.

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

Transport Access and Parking Code

- Proposed Lot 2 has an existing driveway crossover to Sandalwood Avenue East. Conditions will be applied to upgrade the driveway for Proposed Lot 2 to manage dust impacts to Proposed Lot 1. Further conditions will be applied to ensure the future crossover for Proposed Lot 1 is located safely in relation to intersections and existing infrastructure.

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

4. Other Matters

4.1 Public Notification

The application for Reconfiguring a Lot on land which is mapped as containing areas of High or Extreme Flood Hazards is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1.

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

The applicant:

- published a notice in the Western Downs Town and Country on 24 June 2021;
- placed notices on the frontages of the land on 24 June 2021; and
- notified the adjoining land owners on 23 June 2021.

No submissions were received in relation to the proposed development.

Consultation (Internal/External)

Internal

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

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

External

The application triggered referral to the State Assessment and Referral Agency as a Concurrence Agency. The Concurrence Agency response, approving the development with no requirements, is included as an attachment to this Report.

Legal/Policy Implications (Justification if applicable)

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) Schedule 1 states -

(a) matters that may be appealed to -

(i) either a tribunal or the P&E Court; or
(ii) only a tribunal; or
(iii) only the P&E Court; and

(b) the person -

*(i) who may appeal a matter (the **appellant**); and*
(ii) who is a respondent in an appeal of the matter; and
(iii) who is a co-respondent in an appeal of the matter; and
(iv) who may elect to be a co-respondent in an appeal of the matter.

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

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

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

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

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

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

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

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

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this Report.

Conclusion

The proposed development has been assessed against the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is considered that the development generally complies with the Outcomes of the Planning Scheme and should be approved, subject to the recommended conditions of approval.

Attachments

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

Authored by: K. Swepson, PRINCIPAL PLANNER

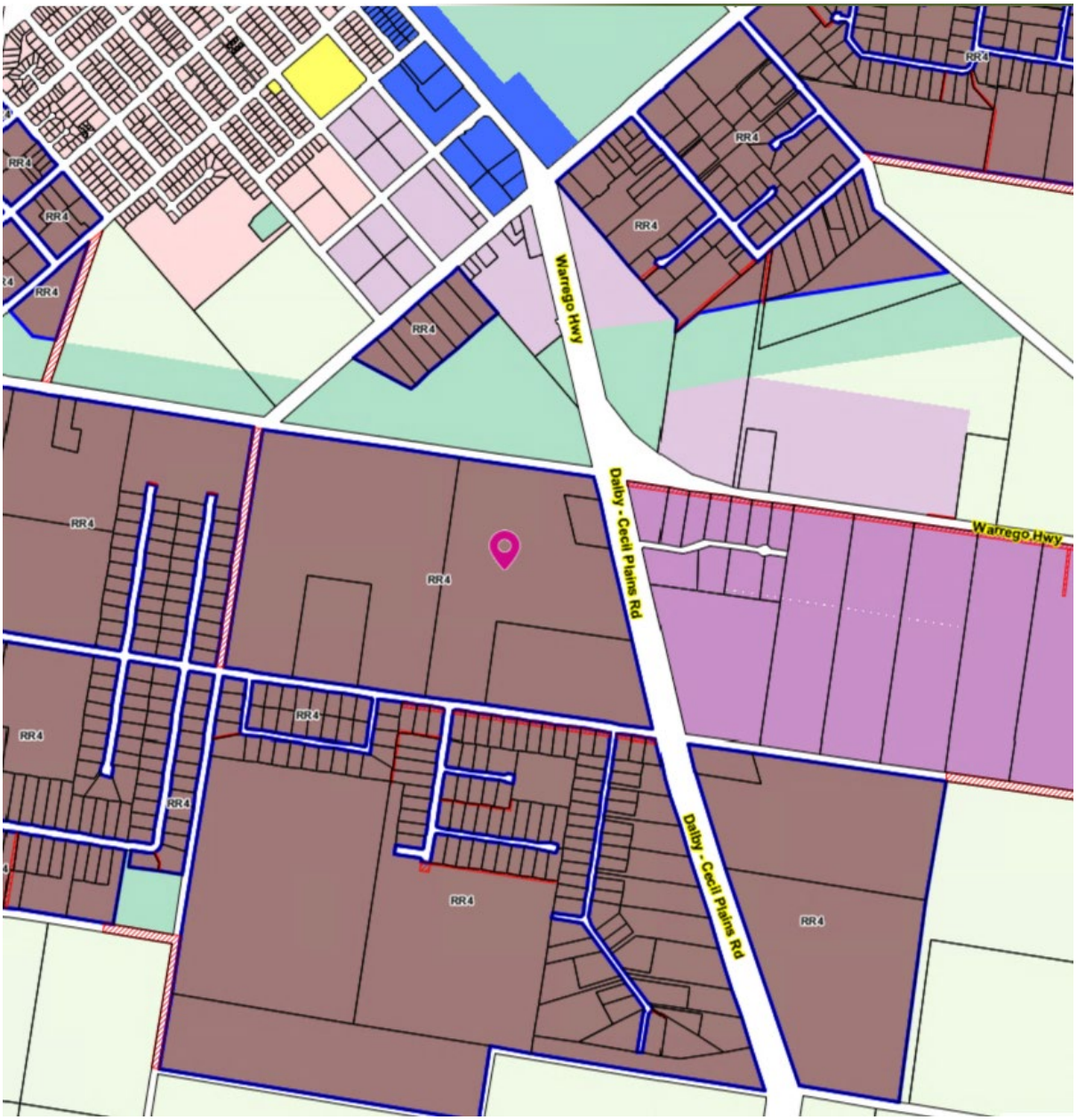
1. Locality Plans

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

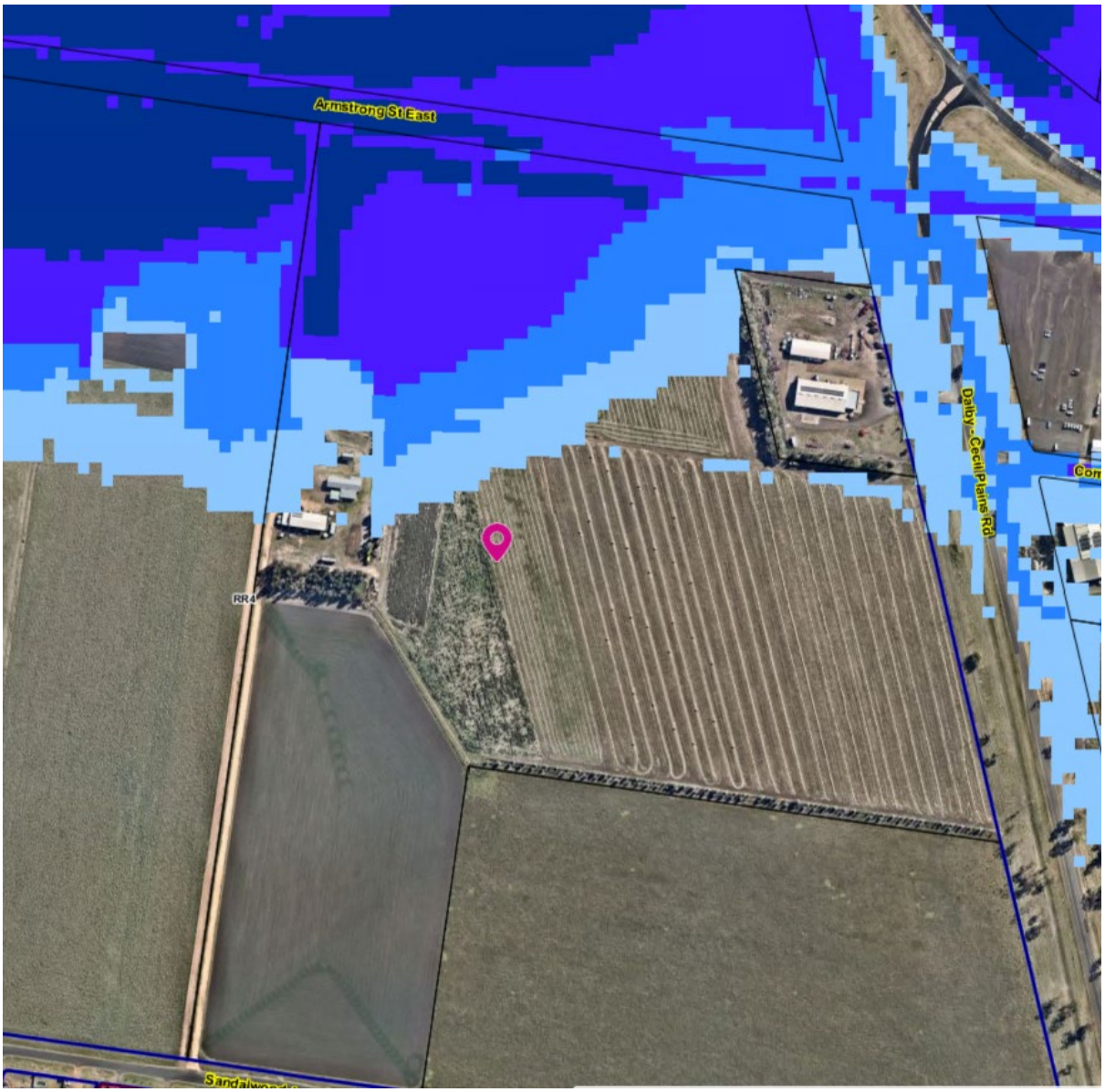
LEGEND

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

1.2 Zoning Map of Locality



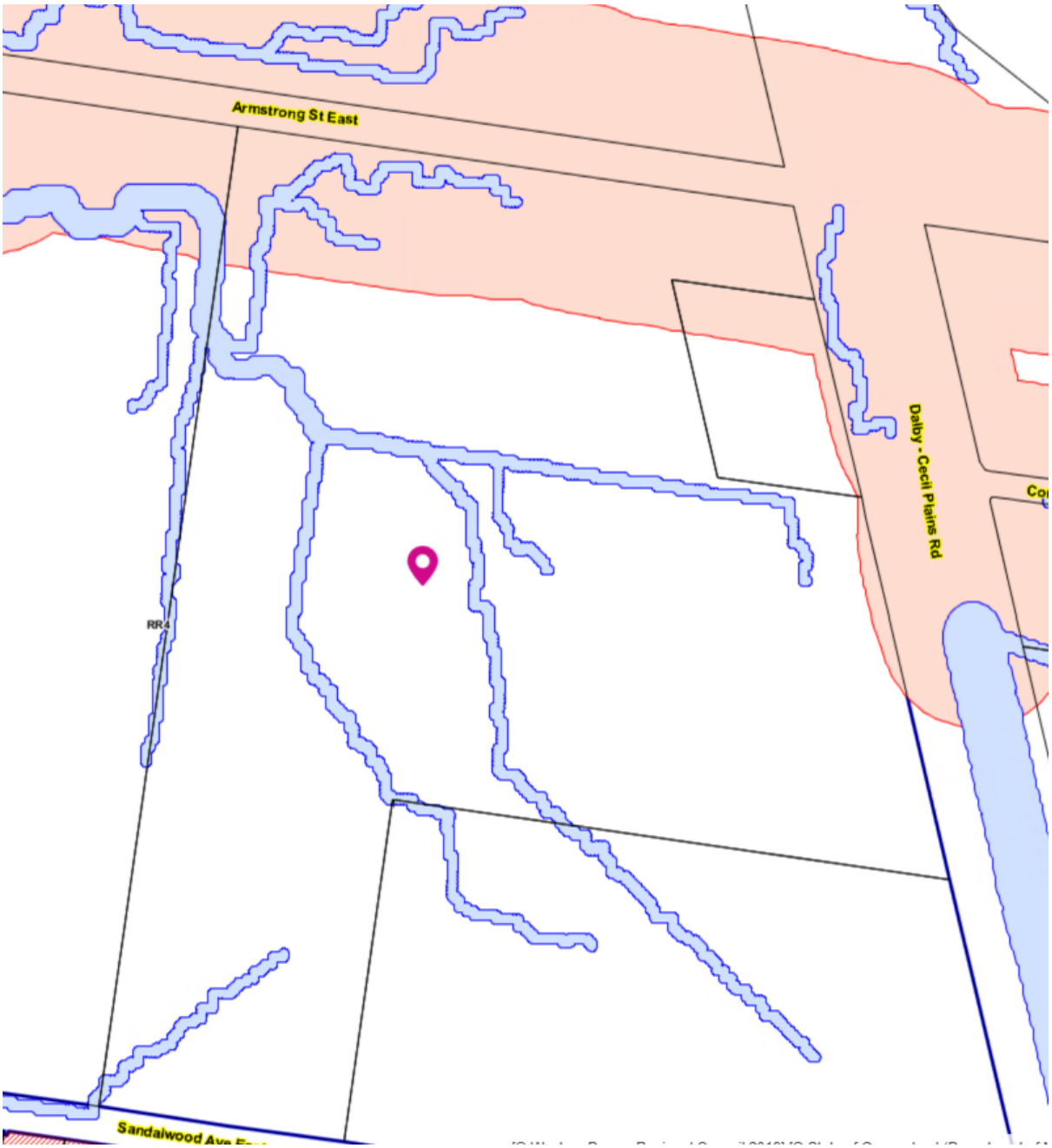
1.3 Flood Hazard Overlay Mapping



LEGEND

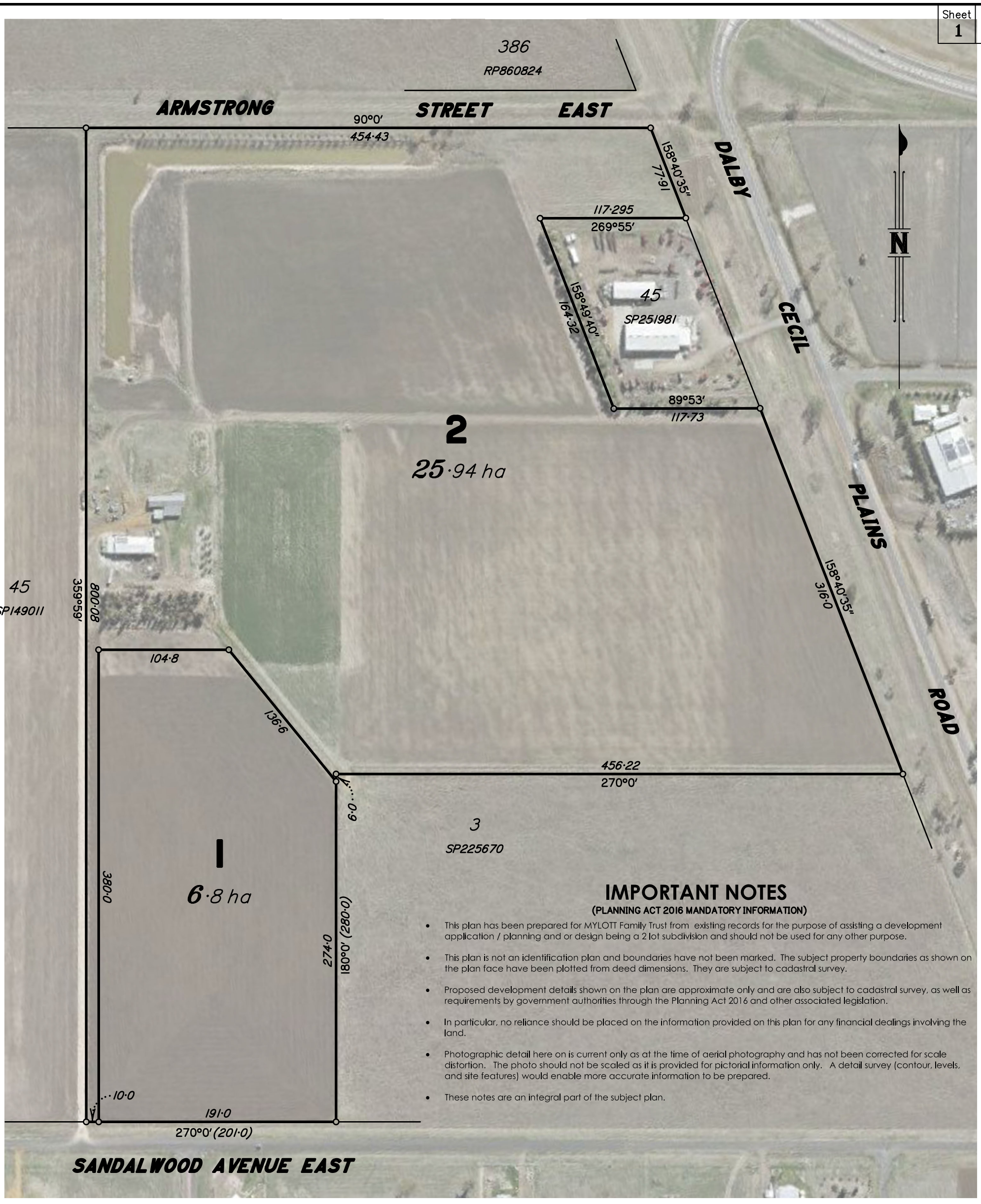
- Low
- Medium
- High
- Extreme

1.4 Stormwater Overland Flow Path Overlay Mapping



LEGEND

- Major Flow Path
- Minor Flow Path



IMPORTANT NOTES

(PLANNING ACT 2016 MANDATORY INFORMATION)

- This plan has been prepared for MYLOTT Family Trust from existing records for the purpose of assisting a development application / planning and or design being a 2 lot subdivision and should not be used for any other purpose.
- This plan is not an identification plan and boundaries have not been marked. The subject property boundaries as shown on the plan face have been plotted from deed dimensions. They are subject to cadastral survey.
- Proposed development details shown on the plan are approximate only and are also subject to cadastral survey, as well as requirements by government authorities through the Planning Act 2016 and other associated legislation.
- In particular, no reliance should be placed on the information provided on this plan for any financial dealings involving the land.
- Photographic detail here on is current only as at the time of aerial photography and has not been corrected for scale distortion. The photo should not be scaled as it is provided for pictorial information only. A detail survey (contour, levels, and site features) would enable more accurate information to be prepared.
- These notes are an integral part of the subject plan.

Scale 1:3000 – Lengths are in Metres.

50 0 50 100 150 200 250 300 350 400 450

group downes
Surveyors - Planners - Development Consultants
*Sunshine Coast * Toowoomba * Western Downs*
www.downes.com.au A.C.N. 010 841 639

CLIENT– MYLOTT Family Trust

PROJECT– **SUBDIVISION**

Proposed Lots 1 & 2

Cancelling lot 46 on SP251981

171 Sandalwood Avenue East, Dalby

Local Authority – WESTERN DOWNS R.C.

Locality – DALBY

Scale (A3)	1:3000	Surveyor –	Drawn BJ

Q.A Approval: D Smart Date: 24/03/2021

Project Manager: S Vlatko–Rulo Date: 24/03/2021

Plan No. **Z70517.P06**

Queensland Government

SARA reference: 2106-22864 SRA
Council reference: 035.2021.389.001
Applicant reference: Z70517

6 July 2021

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

Attention: Ms Kate Swepson

Dear Ms Swepson

SARA response—171 Sandalwood Avenue East, Dalby

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 7 June 2021.

Response

Outcome:	Referral agency response – no requirements Under section 56(1)(a) of the *Planning Act 2016*, the SARA advises it has no requirements relating to the application
Date of response:	6 July 2021
Advice:	Advice to the applicant is in **Attachment 1**
Reasons:	The reasons for the referral agency response are in **Attachment 2**

Development details

Description:	Development permit Reconfiguring a Lot (1 Lot into 2 Lots)
SARA role:	Referral agency
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1 (10.9.4.2.1.1) – Reconfiguring a lot near a state transport corridor (Planning Regulation 2017)
SARA reference:	2106-22864 SRA
Assessment Manager:	Western Downs Regional Council
Street address:	171 Sandalwood Avenue East, Dalby
Real property description:	Lot 46 on SP251981

Darling Downs South West regional office
128 Margaret Street, Toowoomba
PO Box 825, Toowoomba QLD 4350

Applicant name:	BC and CG Kucks C/- Downes Group Pty Ltd
Applicant contact details:	PO Box 39 NAMBOUR QLD 4560 svr@downes.com.au

Representations

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

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

For further information please contact Jackie Larrarte, Senior Planning Officer, on (07) 4122 0408 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Susan Kidd
Manager (Program Improvement)

cc BC and CG Kucks C/- Downes Group Pty Ltd, svr@downes.com.au

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

Attachment 1—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the *Planning Act 2016* its regulation or the *State Development Assessment Provisions* (SDAP), version 2.6. If a word remains undefined it has its ordinary meaning.

Attachment 2—Reasons for referral agency response

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

The reasons for SARA's decision are:

The proposed development complies with *State code 1: Development in a state-controlled road environment* of the SDAP. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads
- does not compromise the structural integrity of public passenger transport infrastructure or compromise the operating performance of public passenger transport services.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.6), as published by SARA
- The *Development Assessment Rules*
- SARA DA Mapping system
- *Human Rights Act 2019*.

Attachment 3—Representations about a referral agency response provisions

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INFRASTRUCTURE CHARGES NOTICE

APPLICANT: BC & CG Kucks

APPROVED DEVELOPMENT: Reconfiguring a Lot (1 lot into 2 lots) of land situated at 171 Sandalwood Avenue East, Dalby

FILE REFS: 035.2021.389.001, A2686 & LG7.9.1

AMOUNT OF THE CHARGE: $20,160.00

LAND TO WHICH CHARGE APPLIES: Lot 46 on SP251981

PAYABLE TO: Western Downs Regional Council

WHEN PAYABLE: Prior to execution of the Plan of Survey (Form 18B)

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

The charge has been calculated on the following basis:

USE	Charge	Reference	No. of Units	Amount
Reconfiguring a Lot in a Residential Planning Area	$20,160.00* per lot (water, stormwater, transport, parks networks)	Table 3.3.1, Col 2, Charge Area A	2	$40,320.00
DISCOUNT	**Discount Charge**	**Reference**	**No. of Units**	**Discount Amount**
Existing Residential Lot	$20,160.00* per lot (water, stormwater, transport, parks networks)	Section 3.4(1)(c)	1	$20,160.00
			Water Stormwater Parks Transport **TOTAL CHARGE**	$ 5,040.00 $ 7,560.00 $ 3,780.00 $ 3,780.00 **$20,160.00**

* *Includes a discount for development not within an area serviced by, or requiring connection to Council's reticulated sewer network. The rate applied is in accordance with Table 5.1 Allocation of Infrastructure Charge to Trunk Infrastructure Networks.*

INFORMATION NOTICE

[Section 119 of the *Planning Act 2016]*

DECISION AND REASONS

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

APPEALING DECISION

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

Title	**(035.2021.516.001) Community and Liveability Report Development Application Reconfiguring a Lot 50 and 303 Fletts Road and Fletts Road Hopeland Davis**
Date	9 April 2019
Responsible Manager	T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (Boundary Realignment - 3 lots into 3 lots) of land described as Lot 24 on DY991, Lot 2 on RP196753 and Lot 62 on SP168215, situated at 50 and 303 Fletts Road and Fletts Road, Hopeland.

Link to Corporate Plan

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. The application for Reconfiguring a Lot (Boundary Realignment - 3 lots into 3 lots) of land described as Lot 24 on DY991, Lot 2 on RP196753 and Lot 62 on SP168215, situated at 50 and 303 Fletts Road and Fletts Road, Hopeland be approved, subject to the following conditions:

APPROVED PLAN

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

Plan No.: Job No. 500016/A, Plan No. 9044-33141, Rev A
Title and Details: Plan of Development, prepared by Murray & Associates, dated 16/06/21

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

APPROVED DEVELOPMENT

3. The approved development is Reconfiguring a Lot (Boundary Realignment - 3 lots into 3 lots) as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

4. All conditions of the approval shall be complied with before Council's endorsement of the Plan of Survey (Form 18B) and whilst the use continues, unless otherwise noted within these conditions.

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

6. The Plan of Survey (Form 18B) shall not be executed until a letter of compliance is received demonstrating the development's compliance with all conditions of this approval.

FEES AND CHARGES

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

LOT/STREET NUMBERING

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

9. The developer is to make a request to Council for rural road numbering, within 30 business days of the new Title being registered.

LANDSCAPING – MISCELLANEOUS

10. All declared weeds and pests shall be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of the development works and any ensuing defects liability period.

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

ENGINEERING WORKS

12. Complete all work approved and work required by conditions of this development approval and/or any related approval, at no cost to Council.

13. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, relevant Australian Standards, Codes of Practice, EDROC Regional Standards Manual and relevant Design Manuals.

14. Be responsible for any alteration necessary, to electricity, telephone stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage work required in connection with the development.

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

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

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

STORMWATER MANAGEMENT

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

18. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

19. Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken.

ON-SITE WATER SUPPLY

20. Prior to the issue of a Building Approval for a future Dwelling, Proposed Lot 24 must be provided with a potable water supply.

ON-SITE SEWAGE TREATMENT

21. Prior to obtaining a Building Approval for any future Dwelling on Proposed Lot 24, development must be connected to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code.

ELECTRICITY AND TELECOMMUNICATIONS

22. Provide electricity and telecommunication services to any future Dwelling on Proposed Lot 24.

SERVICES

23. Ensure that all services provided on Proposed Lot 62 and Proposed Lot 2 are wholly located within the lot it serves.

ACCESS

24. Ensure all existing vehicular property accesses are maintained in accordance with Council's Planning Scheme and the latest revision of Council's Standard Drawing R-004.

ROADWORKS AND PEDESTRIAN SAFETY

25. All work on or near roadways shall be adequately signed in accordance with the "*Manual for Uniform Traffic Control Devices – Part 3, Works on Roads*".

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

A D V I S O R Y N O T E S

NOTE 1 - Currency Period

The standard Currency Period for Reconfiguring a Lot of 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 www.datsip.qld.gov.au

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

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

Background Information

The relevant background information to this application is as follows:

Application No: 035.2021.516.001	**Assessment No:** 12581 & 12584	**Keywords Index:** AD6.6.2 & LG7.9.1
Assessing Officer:	Dominic Bradley PLANNING OFFICER DEVELOPMENT ASSESSMENT	
PART 1: APPLICATION		
Applicant:	Colin & Marcia Davis C/- Murray & Associates (Qld) Pty Ltd	
Owner:	CT & MJ Davis	
Site Address:	50 and 303 Fletts Road and Fletts Road, Hopeland	
Site Area:	Lot 24 = 268.766ha Lot 2 = 59.225ha Lot 62 = 423.400ha **TOTAL = 751.391ha**	
Real Property Description:	Lot 24 on DY991, Lot 2 on RP196753 and Lot 62 on SP168215	
Proposed Development:	Boundary Realignment (3 lots into 3 lots)	
Level of Assessment:	Code	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	· Biodiversity - MSES Regulated Vegetation · Bushfire Hazard - Medium	

	· Agricultural Land Classification - Class A · Water Corridor - Groundwater Vulnerability Area · Flood Hazard - Potential · Infrastructure - Petroleum Pipeline and Buffer Area
Pre-lodgement Meeting:	No
Application Lodgement Date:	24/06/2021
PART 5: DECISION PERIOD	
Date Commenced:	09/07/2021
Decision Due Date:	**19/08/2021**

Report

1. Background Information

1.1 Site Context

The properties subject to the application are legally described as Lot 24 on DY991, Lot 2 on RP196753 and Lot 62 on SP168215 and are located at 50 and 303 Fletts Road and Fletts Road, Hopeland.

Lot 24 on DY991 (Fletts Road) is a vinculum allotment divided by Fletts Road. The southern portion of Lot 24 on DY991 is subject to Development Approval 030.2016.173.001 for a Material Change of Use for Intensive Animal Industry (3,500 Standard Pig Units). This development has been constructed and has commenced operation. A Certificate of Compliance with the conditions of Development Approval was issued by Council's Compliance Senior Officer on 13 October 2017.

The northern portion of the property does not feature any existing buildings or structures and is used by the applicant for cropping purposes.

The applicant previously submitted a Development Application (035.2020.211.001) for Reconfiguring a Lot (Subdivision of 1 lot into 2 lots) to subdivide Lot 24 on DY991, which was refused by Council at its Ordinary Meeting held on 19 August 2020.

Lot 2 on RP196753 (50 Fletts Road) has an area of 59.225ha and has frontage to Fletts Road and an unformed road reserve. The property features an existing dwelling, rural sheds and rural infrastructure (animal holding yards). The property is used for residential and animal husbandry purposes.

Lot 62 on SP168215 (300 Fletts Road) has an area of 423.4ha and has frontage to Fletts Road. The property is improved by a residence, rural sheds, animal pens, effluent sediment ponds and clean water dams associated with the historic operation of the property as a Feedlot and Piggery development. The property is subject to a historic development approval for a Piggery with a capacity of 1,700 Standard Pig Units and a Cattle Feedlot with a capacity of 1,850 Standard Cattle Units.

The properties are all located within the Rural Zone of the Western Downs Planning Scheme 2017 incorporating Amendment 1 (the Planning Scheme). The property is impacted by the Biodiversity Overlay, Flood Hazard Overlay, Waterway Corridor Overlay, Water Resources Overlay and Agricultural Land Classification Overlay of the Planning Scheme.

1.2 Proposal

The applicant has lodged a development application for a Boundary Realignment (3 lots into 3 lots) over the subject lots. The purpose of the development is to create more logical lot configuration for the existing Piggeries, Feedlot and Cropping Activities on the relevant land parcels.

The southern portion of Lot 24 on DY991 will be combined with Lot 2 on RP196753 to maximise the size of land along Wambo Creek used for Animal Husbandry. This change will also separate the existing Piggery on the southern part of Lot 24 on DY991 from the northern part used for cropping purposes.

The development will also realign the boundary between the northern part of Lot 24 on DY991 and Lot 62 on SP168215. This realignment will consolidate land used for cropping within Proposed Lot 24 and consolidate the land used for the existing Piggery and Feedlot within Proposed Lot 62.

The proposed Boundary Realignment will result in changes to the size and frontage to Fletts Roads for the relevant lots as illustrated in Table 1 below:

Table 1: Proposed Boundary Realignment Lot and Frontages

Real Property Description and Street Address	Existing Frontage (m)	Existing Size (ha)	Proposed Frontage (m)	Proposed Size (ha)
Lot 24 on DY991 Fletts Road, Hopeland	Northern portion - 1,033.39 Southern portion - 995.904	268.766	1,988	464
Lot 62 on SP168215 300 Fletts Road, Hopeland	1,044	423.4	83.9	183.2
Lot 2 on RP196753 50 Fletts Road, Hopeland	765.76	59.225	1,761.66	107

Each proposed lot will retain access to Fletts Road and no further access points are proposed to service the lots.

The existing allotments will continue to be serviced by the existing Water Licences issued by the State Government to take water from Wambo Creek, Condamine River and the groundwater. It is noted that Proposed Lot 2 and Proposed Lot 62 will be serviced by existing dams on each property.

Proposed Lot 2 and Proposed Lot 62 feature existing residences which are serviced by effluent disposal systems and have access to potable water supply (water tanks). All proposed lots have access to electricity and telecommunications.

2. Assessment

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

The development application for Reconfiguring a Lot (Boundary Realignment - 3 lots into 3 lots) is Code Assessable development under the Planning Scheme.

The development requires assessment against the following assessment benchmarks of the Planning Scheme:

- Reconfiguring a Lot Code
- Rural Zone Code
- Transport, Access and Parking Code
- Bushfire Hazard Overlay Code
- Natural Resources Overlay Code
- Waterway Corridor Overlay Code
- Biodiversity Overlay Code
- Flood Hazard Overlay Code
- Infrastructure Overlay Code

The development has been assessed on its merits against the abovementioned assessment benchmarks and is discussed below:

Reconfiguring a Lot Code

- The proposed development is a boundary realignment which will result in lots that do not meet the minimum lot size of 1,000ha or minimum frontage requirements of 800m for land within the Rural Zone as prescribed by Acceptable Outcome 1.1 of the Reconfiguring a Lot Code.

- It is considered that the applicant's alternative solution to Acceptable Outcome 1.1 of the Reconfiguring a Lot Code is acceptable for the following reasons:

  - The existing lots are already under the minimum lot size for the Rural Zone.

  - The proposed development will not fragment or alienate productive rural land, as the proposed development is realigning the existing boundaries of the existing lots.

  - The proposed lot is consistent with the size and road frontage of other lots within the rural locality and is consistent with the character and amenity of the Rural Zone.

  - The development will improve the existing lot configuration for rural purposes by ensuring that Lot 24 on DY991 is no longer intersected by Fletts Road.

  - The development will consolidate land used for cropping purposes within Proposed Lot 24 and ensure that Proposed Lots 2 and 62 are of a suitable size for the operation of the approved Intensive Animal Industry uses.

  - The proposed boundary realignment maintains the location of the existing access points to Fletts Road and ensures that each lot has access to a formed road.

  - The proposed development ensures that all lots are serviced by relevant infrastructure.

- It is considered that the development is consistent with the Reconfiguring a Lot Code.

Rural Zone Code

- The proposed development will result in a logical lot layout that is suitable for rural activities.

- The development will not involve the construction of any additional buildings or structures on the land and as such, the design and siting requirements of the Rural Zone Code are not applicable to the application.

- The development will not diminish the productivity of the land and will improve the configuration of the land for rural purposes by consolidating land used for cropping purposes and land used for Intensive Animal Industries.

- The proposed development will not impact on the existing infrastructure arrangements servicing each proposed lot.

- The proposed development complies with the applicable Performance Outcomes of the Rural Zone Code.

Transport, Access and Parking Code

- The applicant has illustrated that each proposed lot will have access to Fletts Road.
- The applicant does not propose any additional access points to Fletts Road as part of the development.
- Each proposed lot is of a size that would accommodate the turning movements of rural vehicles associated with the rural use of the land.
- The development is consistent with the Transport, Access and Parking Code.

Bushfire Hazard Overlay Code

- The subject site is located within the Medium Bushfire Hazard Area within the Bushfire Hazard Overlay Mapping of the Planning Scheme.
- The proposed development will not increase the number of lots within the Medium Bushfire Hazard Area.
- Each proposed lot will have access to Fletts Road which is a suitable standard for the evacuation of each property in the event of an emergency.
- The development is consistent with the Bushfire Hazard Overlay Code.

Natural Resources Overlay Code

- The subject site is identified as Class A Agricultural Land within the Agricultural Land Classification Overlay Mapping of the Planning Scheme.
- Parts of the subject site are also identified as Groundwater Vulnerability Areas within the Water Resource Catchment Area Overlay Maps of the Planning Scheme.
- The proposed development does not comply with Acceptable Outcomes 6.2 or 8.2 which require that the development will not result in lots with an area of less that 500ha where the properties are identified as Class A Agricultural Land and/or a Water Resource Catchment Area.
- The proposed development will not alienate or fragment productive agricultural land, as it is simply realignment of the boundaries of the existing lots into a logical configuration which will improve the agricultural productivity of the land.
- The development will not increase the number of allotments or the number of uses that could impact on the quality of groundwater.
- It is considered that the development is consistent with the Natural Resources Overlay Code.

Waterway Corridor Overlay Code

- Wambo Creek is identified as a Waterway within the Waterway Corridor Overlay Map of the Planning Scheme.
- The southern boundaries of Lot 24 on DY991 and Lot 2 on RP196753 (Proposed Lot 2) directly adjoins Wambo Creek.
- The proposed development is consistent with Acceptable Outcome 1.3 of the Waterway Overlay Code, as the development will not amend the lot boundaries relevant to Wambo Creek.

- The development complies with the Waterway Corridor Overlay Code.

Biodiversity Overlay Code

- The subject site features areas of MSES Regulated Vegetation identified within the Biodiversity Overlay Mapping of the Planning Scheme.

- It is not considered that vegetation will be impacted by the development, as it will not change the existing fencing arrangements or result in any building of structures within areas impacted by MSES regulated vegetation.

- The development is consistent within the Biodiversity Overlay Code.

Flood Hazard Overlay Code

- Part of Lot 2 on RP196753 and the southern portion of Lot 24 on DY991 (Proposed Lot 2) are located within a Potential Flood Hazard Area illustrated within the Flood Hazard Overlay Mapping of the Planning Scheme.

- The proposed development will not result in any additional building, structures or earthworks being undertaken within the Potential Flood Hazard Area. Further, the proposed realignment will reduce the number of lots mapped as being subject to flood hazard.

- The development is consistent with the Flood Hazard Overlay Code.

Infrastructure Overlay Code

- Part of Lot 62 on SP168215 (Proposed Lot 62) is intersected by a gas pipeline and overlay buffer illustrated within the Infrastructure Overlay Mapping of the Planning Scheme.

- The gas pipeline and associated buffer relate to the Arrow Surat Pipeline Project which was approved by the State Government in 2009. The mapped Pipeline Licence was surrendered in 2019.

- Accordingly, the Infrastructure Overlay Code is no longer applicable, and no further assessment is required against the Infrastructure Overlay Code.

Consultation (Internal/External)

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

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

Legal/Policy Implications (Justification if applicable)

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

(1) Schedule 1 states -

(a) matters that may be appealed to -

(i) either a tribunal or the P&E Court; or
(ii) only a tribunal; or
(iii) only the P&E Court; and

(b) the person -

*(i) who may appeal a matter (the **appellant**); and*
(ii) who is a respondent in an appeal of the matter; and
(iii) who is a co-respondent in an appeal of the matter; and
(iv) who may elect to be a co-respondent in an appeal of the matter.

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

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

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

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

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

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

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

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

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this Report.

Conclusion

The proposal has been assessed in accordance with the *Planning Act 2016* and has satisfied the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. It is recommended that the development be approved subject to the recommended conditions of approval.

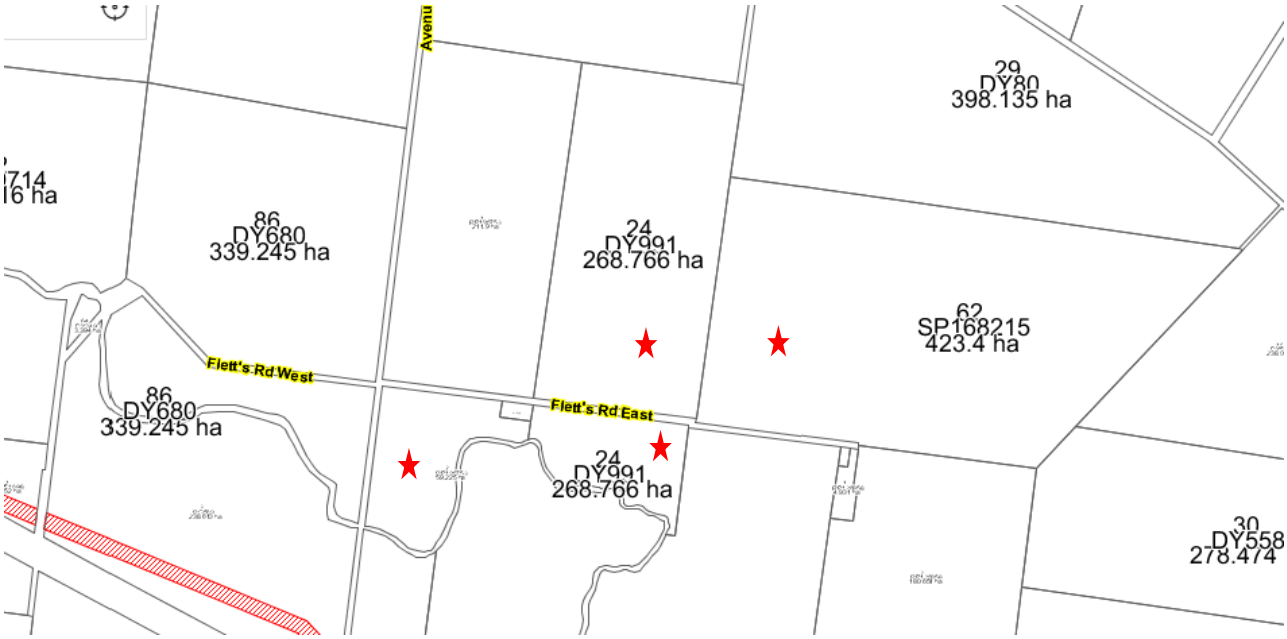
Attachments

1. Locality Plans
2. Proposal Plans

Authored by: D Bradley, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans

Lot and Plan Map

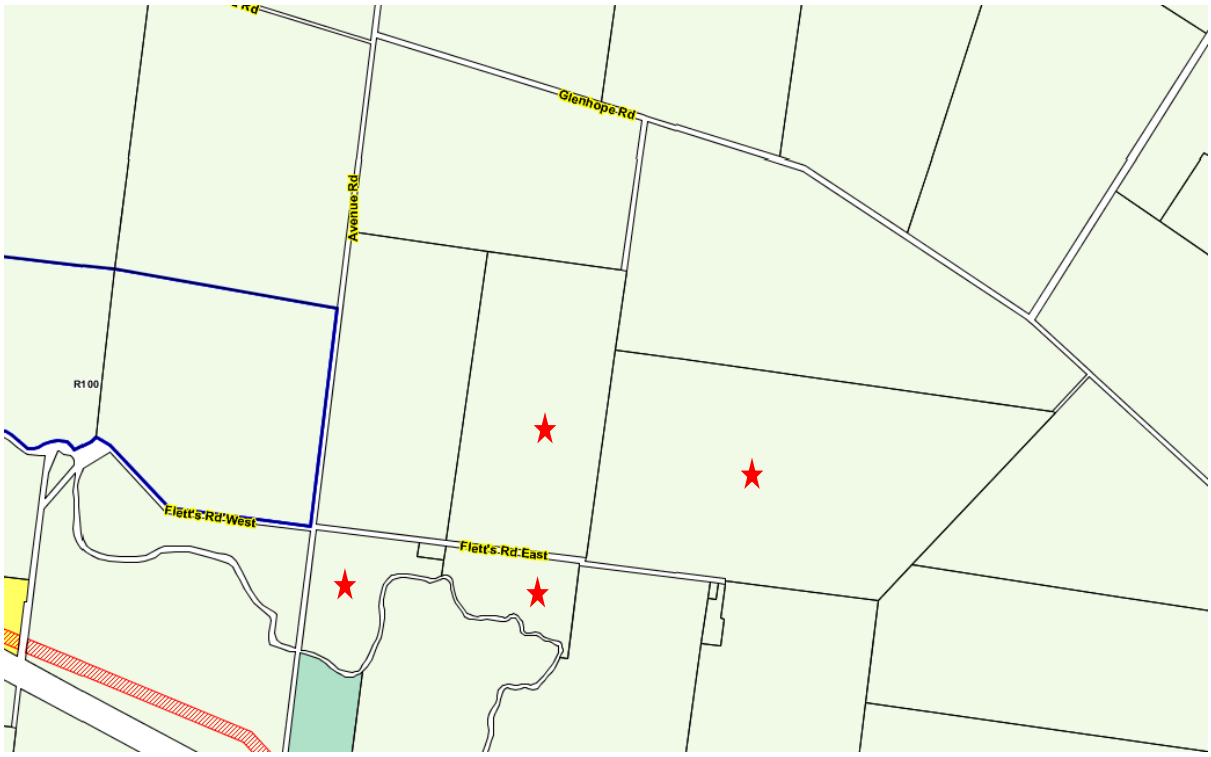


Aerial Map - Lot 2 on SP196753

Aerial Map - Lot 24 on DY991

Aerial Map - Lot 62 on SP168215

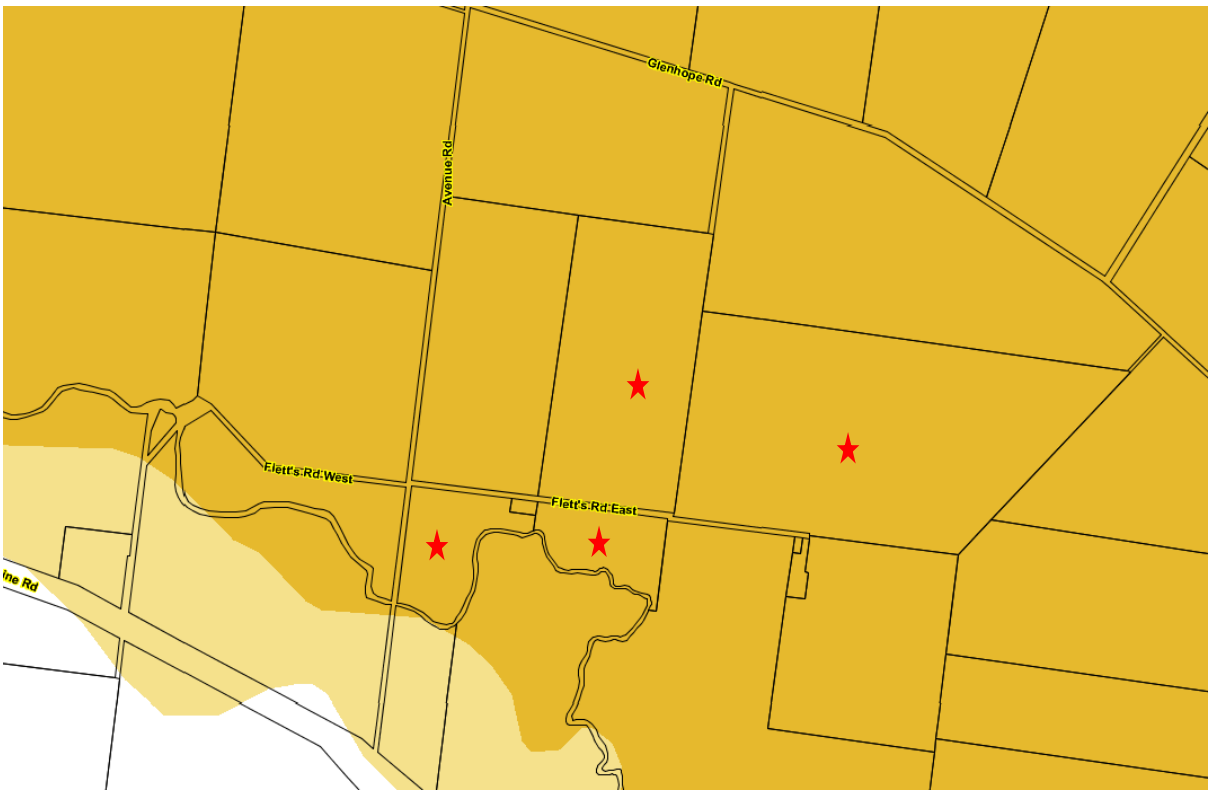
Zone Map



LEGEND

Rural Zone

Agricultural Land Classification Overlay Map



LEGEND

Agricultural Land Classification

Agricultural Land Classification (ALC) - Class A

Agricultural Land Classification (ALC) - Class B

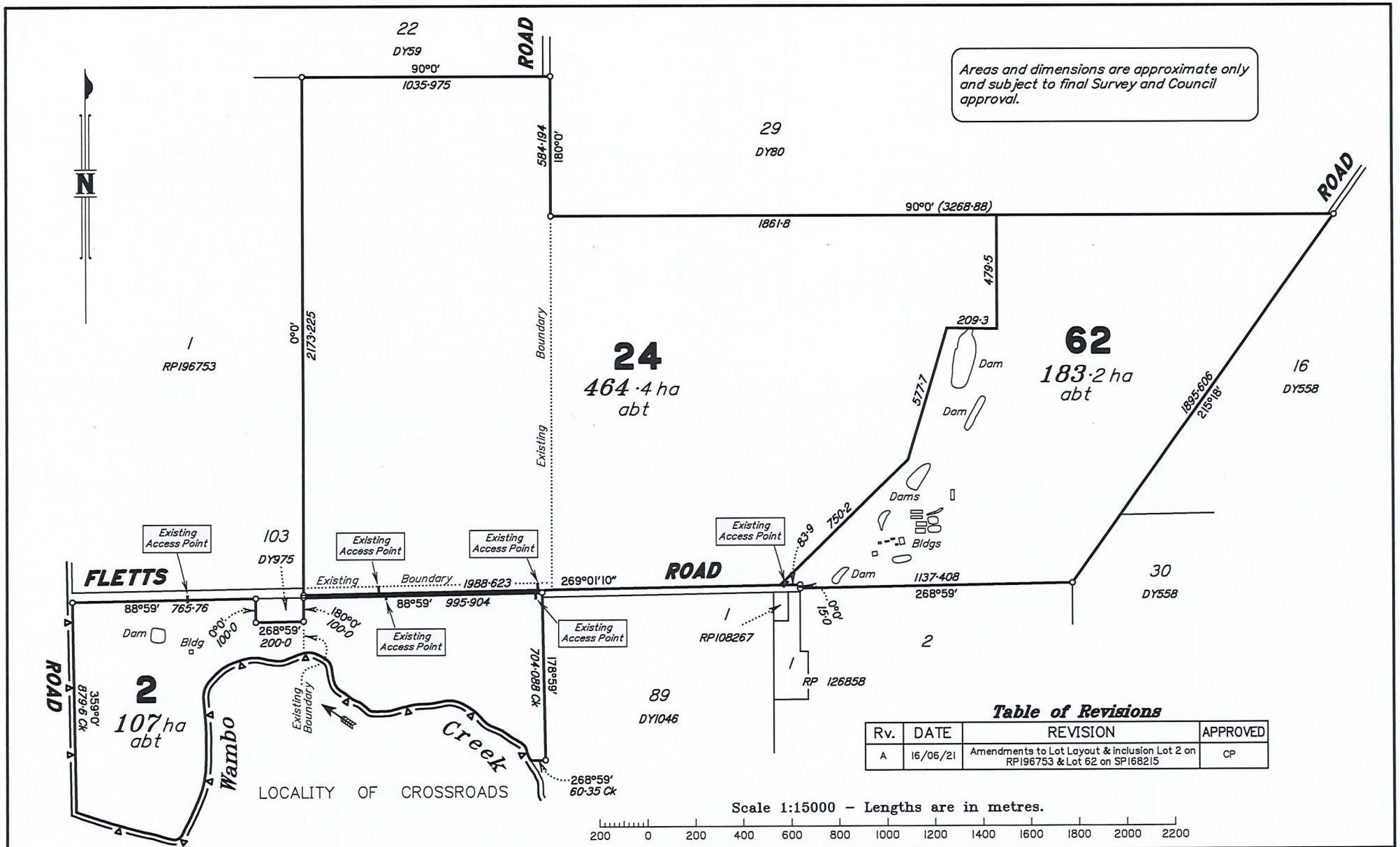


Table of Revisions

Rv.	DATE	REVISION	APPROVED
A	16/06/21	Amendments to Lot Layout & inclusion Lot 2 on RP196753 & Lot 62 on SP168215	CP

MURRAY & ASSOCIATES
SURVEYORS & TOWN PLANNERS
ACN 075 543 154
Murray Building, 15-17 Currie St. Nambour Ph.(07)5441 2188 P.O. Box 246
Branch Offices at Caboolture Chinchilla Roma Gympie & Emerald

CADASTRAL SURVEYOR

PLAN OF DEVELOPMENT

Proposed Subdivision of Lot 2 on RP196753, Lot 24 on DY991 & Lot 62 on SP168215

LOCAL AUTHORITY: WESTERN DOWNS REGIONAL COUNCIL

CLIENT	Davis
LOCALITY	Hopeland
MAP REF.	9044–33141
DATE 18/06/2020	LEVEL DATUM ASSUMED
FILE	500016_(Proposal A)_Davis.dwg
DRAWN LF / CHECKED CP	ORIGINAL PORS 24 & 25
SCALE 1:15000	JOB No 500016/A

Title	**Executive Services Report Proposed Motions for LGAQ Annual Conference**
Date	9 August 2021
Responsible Manager	R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this report is to seek Council's endorsement of four motions to be presented for debate at the 2021 Local Government Association of Queensland (LGAQ) Conference.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy
- We aggressively attract business and investment opportunities.
- Our region is a recognised leader in agribusiness, energy, and manufacturing.

Strategic Priority: Active Vibrant Community
- We are a happy, inclusive community, proud of where we live.
- Our people of diverse backgrounds and ages are united by social, cultural, and sporting activities.

Strategic Priority: Quality Lifestyle
- Our residents are provided with modern infrastructure and quality essential services across our region.
- We invest in safe, well maintained road networks to connect our region and support economic activities.
- We take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation
- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That the report be received and that Council endorse the following motions for presentation to the 2021 Local Government Association of Queensland Annual Conference, as listed and attached to this report:

1. Telecommunication Mobile Service Level Guarantee;
2. RMPC;
3. Biodiversity Planning Assessments; and
4. Stock Routes Management.

Background Information

Each year, the Local Government Association of Queensland (LGAQ) hosts an annual conference. This year's conference is to be held between 25 to 27 October 2021.

Aside from normal conference proceedings, such as presentations from keynote speakers, workshops and networking opportunities, the LGAQ conference also provides an opportunity for member Councils to provide motions for debate by the conference group on important policy or operational issues. If endorsed at the conference, these motions will help provide the LGAQ with direction on important matters for Local Governments.

Report

The LGAQ has invited motions for debate at their annual conference from member Councils. These motions are required to be received by the LGAQ on 18 August 2021 and must be endorsed with a resolution of the nominating Council at an Ordinary Meeting.

Four motions have been proposed to be submitted by Western Downs Regional Council. One being in relation to Telecommunication Mobile Service Level Guarantee and another being in relation to the RMPC. These proposed motions, along with the required background information, are contained in Attachment 1 and 2 to this Report.

It is also proposed to submit two further motions recommended by LGAQ Policy Executive being in relation to Biodiversity Planning Assessments and Stock Routes Management. The details of these proposed motions are contained within Attachment 3 to this Report.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report

Conclusion

The upcoming LGAQ Annual Conference provides member Councils the opportunity to present motions for debate, and if adopted, provide the LGAQ a policy direction on matters of importance to Local Government.

The attached motions are provided to Council for endorsement to be provided to the LGAQ Conference.

Attachments

1. Proposed Motion to LGAQ Conference - Telecommunication Service Level Guarantee;
2. Proposed Motion to LGAQ Conference - RMPC; and
3. Proposed Motion to LGAQ Conference - Biodiversity Planning Assessments and Stock Route Management.

Authored by: J. Weier, SENIOR EXECUTIVE OFFICER

2021 Annual Conference - Motions Template

Please note that this template should assist you with the preparation of the motion. Submission of the motion can be done via the form link below:

We cannot accept images or tables.

Submitting Council (required)	Western Downs Regional Council (WDRC)
Supporting ROC (if applicable)	
Category (required)	Connectivity, Communications and Innovation
Council resolution # (required)	TBA
Date of council resolution (required)	18/08/2021
Title of motion (required)	Telecommunication - Mobile Service Level Guarantee
Motion (required)	That the LGAQ lobby the Australian Communications and Media Authority (ACMA) and Telecommunications providers to commit to a Customer Service guarantee for Mobile (Calls and Data) network services.
Background (required) 350 word limit	Many Telecommunications Providers have committed to the legislated Telecommunications (Customer Service Guarantee) Standard 2011 ("the CSG Standard") issued by ACMA. This includes our biggest provider in the Queensland region - Telstra. The CSG Standard specifies certain requirements for carriage service providers with regards to Fixed telephone services but does not cover mobile services. Telecommunications Providers do have their own guarantees for Mobile services however, this is not legislated. The availability and quality of mobile coverage is critical for remote communities to stay: connected, attract staff and families to the region, expand employment opportunities, economic, business support, Economic development, disaster and emergency

	management and to enable access to services not readily available nearby.
What is the desired outcome sought? (required)	A standard is developed and legislated for Mobile (Calls and Data) services. And for Telecommunications Providers to commit to a more comprehensive set of requirements.

2021 Annual Conference - Motions Template

Please use this template to prepare and submit your motion using the link below.
Please use text only – no images or tables.

Submitting Council (required)	Western Downs Regional Council
Supporting ROC (if applicable)	
Category (required)	Infrastructure, Economics and Regional Development
Council resolution # (required)	TBC
Date of council resolution (required)	18/08/2021
Title of motion (required)	DTMR Road Maintenance Performance Contract (RMPC) Risk Management
Motion (required)	The LGAQ calls on the State Government to increase DTMR RMPC funding to cover the significant number unfunded defects that exist on the state-controlled network and further that the RMPC is amended to ensure that the current conditional indemnities do not unfairly favour DTMR in circumstances where the DTMR road network is in such a poor condition.
Background (required) 350 word limit	WDRC has concerns with the risk to road users and to the organisation, posed by the significant number of outstanding defects that have triggered intervention under the terms of the RMPC on the DTMR controlled road network and insufficient funding provided by DTMR to repair these defects. Currently in Western Downs, 1,648 severe defects have met the contractual intervention level and been allocated a response time to repair, at an estimated repair value of $23.3M. The allocated budget for Western Downs for the RMPC in 2021/22 is $5.07M which means most of these severe defects will remain unrepaired and non-compliant under the terms of the RMPC. Due to this non-compliance, and apart from accessing conditional indemnities offered by TMR under the RMPC, Council would be liable for any damages caused by these defects.

	The lack of asset renewal to the state road network within the Western Downs by DTMR, as the Asset Manager, is responsible for the generally poor condition of the network. Yet the RMPC disproportionally allocates risk associated with this poor network condition to Council as the Network Steward. Council has a vested interest in continuing to deliver the RMPC as it is best placed to perform this role effectively and ensure the best possible outcome for road users in our region. Council is seeking support to lobby DTMR for increased RMPC funding to be allocated, pursuant to the needs of the state-controlled network across the state. Council is also seeking support for LGAQ work with DTMR amended to current conditional indemnities of the RMPC to ensure any liability taken on by Councils delivering work under the RMPC does not unfairly include the risks associated with unfunded defects that cannot reasonably be delivered under the terms of the current RMPC.
What is the desired outcome sought? (required) 350 word limit	Increased funding that is linked to the condition of the network will ensure that the standard of the state-controlled road network can be improved. This will reduce the risk that these currently unfunded defects put on Councils and result in a more equitable position to ensure the best outcomes are achieved for both Council and DTMR in the delivery of RMPC works on Queensland's state-controlled network. Equitable conditional indemnity clauses will more fairly align liability to the party that should reasonably take that responsibility. Council, as the network steward, should take on liability relating to the delivery of maintenance on behalf of DTMR. They should not be at risk for the actions or inaction of DTMR, as the asset manager, as is currently the case.

Policy Executive endorsed motions for the 2021 LGAQ Annual Conference

Federal Government

1. The LGAQ calls on the Federal Government to restore Federal Assistance Grants to at least 1% of Commonwealth Taxation Revenue to address the serious financial sustainability issues experienced by all councils.

2. The LGAQ calls on the Federal Government to restore the voice of local communities by giving local government full membership of the National Cabinet and a guaranteed seat in other National Ministerial forums.

3. The LGAQ calls on the Federal Government to provide $200 million per year for four years for targeted disaster mitigation and to future-proof community infrastructure.

4. The LGAQ calls on the Federal Government to allocate $100 million per year for five years to increase housing supply in remote and discrete Aboriginal and Torres Strait Islander communities.

State Government

5. The LGAQ calls on the State Government to amend the *Civil Liabilities Act 2003* to strengthen indemnity provisions and address concerns that the Goondiwindi v Tait case has created for councils with RMPCs.

6. The LGAQ calls on the State Government to urgently amend the *Local Government Act 2009* and the *City of Brisbane Act 2010* to address the unintended consequences of current Conflict of Interest requirements that continue to negatively impact the ability of councillors to effectively represent their communities.

7. The LGAQ calls on the State Government to maintain Works for Queensland funding at $100 million a year for the next four years.

8. The LGAQ calls on the State Government to maintain SEQ Stimulus Funding at $50 million per year for the next four years.

ILF Motions

9. The LGAQ lobby the state government and the National Indigenous Australians Agency to establish and periodically release to councils the relevant data sets for each local government area against each of the Closing the Gap targets.

10. That the LGAQ lobby the Federal Government to work with the Office of the Registrar of Indigenous Corporations to establish a mechanism for regularly informing and educating Prescribed Bodies Corporate across Australia on any legislation, regulatory changes, governance and performance arrangements, and to ensure that a similar mechanism is in place at state level to inform Deed of Grant in Trust trustees.

2021 Annual Conference - Motions Template

Please use this template to prepare and submit your motion using the link below.
Please use text only – no images or tables.

Submitting Council (required)	Western Downs Regional Council
Supporting ROC (if applicable)	
Category (required)	Environment and Health
Council resolution # (required)	TBC
Date of council resolution (required)	18/08/2021
Title of motion (required)	**Biodiversity Planning Assessments**
Motion (required)	That the LGAQ lobby the State Government to update Biodiversity Planning Assessments and the detailed mapping of Good Quality Agricultural Land to ensure planning decisions about appropriate land use are based on current terrestrial ecological values.
Background (required) 350 word limit	**Good information is vital to good decision making. In some instances, data and mapping for Biodiversity matters and Good Quality Agricultural land remains significantly different from the on ground conditions, for example, it has been found that land categorised by on ground assessment as GQAL Class C is noted on mapping as Class A. This which adds a layer of complexity for planning and other decision making, and also results in additional cost and time for local government and the community.**
What is the desired outcome sought? (required) 350 word limit	**Particularly for the Good Quality Agricultural Land, the Queensland Government should commit to the updating of existing mapping.**

Submitting Council (required)	Western Downs Regional Council
Supporting ROC (if applicable)	
Category (required)	Environment and Health
Council resolution # (required)	TBC
Date of council resolution (required)	18/08/2021
Title of motion (required)	**Stock Routes Management**
Motion (required)	That the LGAQ lobby the State Government to: • Review and implement changes to the *Stock Route Management Act 2002* and regulation to support greater cost recovery to councils • Allow councils to waive permit fees for adjacent landholders to graze the network in times of drought • Establish the Queensland Stock Route Advisory Group to support implementation of the Queensland Stock Route Network Strategy • Work with local governments to provide a strategic approach to resolving the issue where landholders have historically fenced in the stock route network and/or are accessing the land free of charge without a Permit to Occupy. • Work with local governments to provide a strategic approach to resolving the issue where landholders have historically fenced in the stock route network and/or are accessing the land free of charge without a Permit to Occupy due to insufficient fencing.
Background (required) 350 word limit	**The Stock Route network is a vital community asset that has been significantly utilised during recent drought conditions. The Queensland Government is undertaking a review of the Stock Route legislation and policies, and this review has been generally a constructive process.** **However, the stock route network relies on a major financial commitment from Local Government to the operation and upkeep of stock routes, noting the state makes contribution to the capital projects. It is clear that the current situation is not**

	sustainable, and that further cost shifting to local government cannot be an outcome out of any review. **Furthermore, it is noted that the operation and management of stock routes can be a source of conflict between local government, local communities and drovers. In this regard, the Queensland Government should continue to provide meaningful interaction, assistance and intervention when required, especially as the Stock Route network is in effect a state asset.**
What is the desired outcome sought? (required) 350 word limit	**That the Stock Route review underway by the Queensland Government will give an appropriate consideration to the Local Government submissions, recognising the need for a strong partnership between the State and Local Governments to achieve a functional stock route network.**

Title	**Executive Services Report Communications and Engagement Strategy**
Date	11 August 2021
Responsible Manager	E. Kendall, COMMUNICATION AND MARKETING MANAGER

Summary

The purpose of this report is to provide Council with an update on the development of a Communications and Engagement Strategy for Western Downs Regional Council.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community
- We are a happy, inclusive community, proud of where we live.
- We empower communities to develop local initiatives and events.

Strategic Priority: Sustainable Organisation
- We focus on proactive, sustainable planning for the future.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. Council proceeds with region-wide engagement to inform a Communications and Engagement Strategy for Western Downs Regional Council.

Background Information

At its Ordinary Meeting of Council held on 23 September 2020 Council resolved to develop and adopt a Communications and Engagement Strategy to be prepared in consultation with Councillors.

Meaningful Communications and Community Engagement has also been included in the 2021-2026 Corporate Plan as a strategic priority for Council.

Report

Following Council's resolution in September 2020, Council is delivering a Communications and Engagement Strategy for the organisation which will be delivered over the coming year as outlined in the 2021-22 Operational Plan.

This strategy will provide a clear vision for the way Western Downs Regional Council communicates and consults with the community on projects, services, activities, and programs now, and into the future as communication mechanisms continue to evolve.

This strategy will ensure Council's strategic priority of 'Meaningful Communications and Community Engagement' is demonstrated and embedded across the whole of Council.

Before an overarching strategy can be developed, a region-wide engagement exercise is needed to gain a clear picture of how the community sees our current forms of communications and engagement, how they would like to be communicated with, and what issues are of the most importance to them.

Due to the rapidly evolving media landscape and changing social media trends, the Western Downs has experienced significant change over recent years in relation to the accessibility of local news and information for residents.

It is timely to conduct a fact-finding exercise to understand how the community wants to receive their information, how they want to engage with Council, and what issues are of the most importance to them. This information will provide integral information to guide a Communications and Engagement Strategy that meets the needs of the community.

Communications and Marketing has sourced quote estimates from external consultants with strong experience in similar engagement on behalf of other Queensland Councils.

The quotes sought were based on the development, and analysis of a combination of digital, hard copy, and phone surveys.

The estimated cost is expected to range between $10,000 and $25,000 depending on the sample size selected and the survey mechanisms used. This cost is proposed to be covered by the Communications and Marketing Operational Budget.

Due to the region's mix of residential and rural residents, a mix of digital, hard copy, and phone surveys would be favourable to gain an accurate sample of Western Downs residents.

The results of this engagement would then be used to guide the development of a Communication and Engagement Strategy.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

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

Conclusion

It is important Council delivers a Communications and Engagement Strategy that reflects the current and needs of the Western Downs community and seeking community input is an integral step in the development of this strategy.

It is recommended that Council proceeds with region-wide engagement to inform a Communications and Engagement Strategy for Western Downs Regional Council.

Attachments

Nil.

Authored by: E. Kendall, Communications and Marketing Manager

Title	**Executive Services Chief Executive Officer Report July 2021 and Communications and Marketing Quarterly Report April to June 2021**
Date	9 August 2021
Responsible Manager	R. Musgrove, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this Report is to provide Council with:

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

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 July 2021:

Date	Who/Where	Details
6 July 2021	• Development Assessment Panel Meeting	Dalby
7 July 2021	• Energy Tour with President Kingham	Regional
16 July 2021	• Meeting with Architect	Dalby
19 July 2021	• Planning and Pre-Agenda Meeting • Councillor Information Sessions	Dalby Dalby
20 July 2021	• Interview with Ben Lyons • Local Government Association Queensland - Elected Member Update • Meeting with Department of Health and Aged Care Quality and Safety Commission	Dalby Dalby By Phone
21 July 2021	• Ordinary Meeting of Council	Chinchilla
22 July 2021	• Meeting with Department of Health	By Phone
26 July 2021	• Monthly Meeting with Origin	Brisbane

	• Monthly Meeting with Shell	Brisbane
27 July 2021	• Development Assessment Panel Meeting • Meeting with TMR	Dalby By Phone
29 July 2021	• Meeting with David Littleproud	Warwick
30 July 2021	• Meeting with Community Members, David Littleproud MP and Anne Leahy MP	Dalby

Consultation (Internal/External)

Chief Executive Officer and Communications and Marketing Department

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The foregoing represents activities undertaken by the Chief Executive Officer during the month of July 2021 and the Communications and Marketing Team during the months of April to June 2021.

Attachments

1. Communications and Marketing Quarterly Report (April to June 2021).

Authored by: A. Lyell, Executive Services Administration Officer

MARKETING & COMMS.

ACHIEVING

Q2 2021 HIGHLIGHTS

Popular Wandoan Soldier Settlers Project

The Wandoan Soldier Settlers storytelling and Avenue of Honour stories were among our most highly engaged posts.

649 Webpage Pageviews

Western Downs Budget 21-22

This year, Comms worked smarter to centralise budget information and budget web page traffic grew by 57%!

24% more eNews subscribers

Council's eNews mailing list grows!

The eNews platform continues to grow steadily with Q2 attracting 248 new subscribers

Experience Western Downs - School Holidays

'It's the people that make it' School holidays tourism campaign promoted on social media to over 20,000 viewers!

Watch this!

As seen by 20,000 people!

WHAT WE'VE BEEN WORKING ON:

MAJOR CAMPAIGNS

School holidays tourism campaign | Tourism EDM | Tourism brand rollout | Opera at Jimbour | Landscaping projects promotion | Communications for major projects Communication of Budget 21/22 | Arts on Top | Promotion of Canteen Bar and Deck Wandoan Soldier Settlers | Volunteering platform | Drive in movies | Volunteers Week

SOCIAL MEDIA

WE'RE GETTING SOCIAL

FACEBOOK
11,012 FOLLOWERS ▲168 +1.8% Q1 3.3%

INSTAGRAM
2,090 FOLLOWERS ▲54 +2.58% Q4 3.5%

TWITTER
570 Followers ▲14
1,442 Avg. Monthly Profile Visits ▲1,063

LINKEDIN
2,476 FOLLOWERS
1,066 PAGE VIEWS ▼-74

EMAIL MARKETING

We've Got Mail!

WDRC eNEWS

1295 SUBSCRIBERS +248 +24%

OPEN RATE
32.09% ▲+2.7%
Q1 29.37%

CLICK THROUGH
27.08% ▼-2.2%
Q1 29.24%

Government Sector Benchmark
28.77% | 3.99%
OPEN RATE | CLICK THROUGH

DIGITAL BILLBOARDS

After a year in operation, the Dalby and Chinchilla digital billboards have supported: **102 community groups**

WANDOAN SOLDIER SETTLERS

In Q2, Comms delivered promotion for this special initiative to over 45,000 social media users. The incredible video series was viewed over 8,000 times!

AN ECONOMIC PLAN FOR SUSTAINABILITY AND GROWTH

The budget affects all residents and businesses of the Western Downs, and communicating "the what, why and how" to the right people by their preferred means, is no small task.
To spread the message, the Comms team produced 9 budget media releases, a centralised budget webpage, social media communications and several factsheets for varying audiences.

MAKING NEWS THIS QUARTER

COUNCIL COMMS TEAM WRITES 24 MEDIA RELEASES

We love that you appreciate the finer details! Did you know, the Comms Team manages Council's website which comprises of 485 pages? Council also communicates across 9 Facebook pages, 4 Instagram pages and distributes information via more than 5 distinct email distribution lists. Comms creates vision for 12 digital signs across the region as well a pair of 6 meter high digital billboards. In 2021 Comms and Marketing has already created over 200 designs for Council initiatives!

21 RADIO APPEARANCES

5 Television Mentions

WHAT YOU'LL SEE IN Q3 2021!

- MyALL 107 Construction Promotion
- WD Camping campaign
- Stand Out In Business
- Youth Month Events
- Responsible Pet Ownership
- Australia Day Awards Launch
- Enviro Grants
- Major Projects Completions
- Procurement Roadshow

With the financial year drawing to a close, the Communications and Marketing team focused on delivering effective communications to promote and inform the community on the completion of various projects and initiatives across the organisation, as well as preparing and delivering a coordinated communications strategy for the delivery of the 2021-22 Council Budget.

The Communications and Marketing team continues to explore new and innovative ways to communicate with the community, with a particular emphasis on creating engaging digital content across a variety of platforms. A continued effort to build relationships and proactively collaborate with various Council teams has resulted in the delivery of hugely successful social media campaigns such as the Wandoan Soldier Settlers Avenue of Honour Storytelling Project and the School Holidays Tourism Campaign.

The 21-22 Operational Plan includes several Key Performance Indicators for the Communications and Marketing team which are focused on delivering meaningful communications and community engagement as a strategic priority.

Title	**Executive Services Report Outstanding Actions July 2021**
Date	11 August 2021
Responsible Manager	R.A. 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 21 July 2021.

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 21 July 2021.

1. Outstanding Council Meeting Action List (As at 21 July 2021)

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	Moved by Cr. I.J. Rasmussen Seconded by Cr. R.C. Brown That this Report be received and that: 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. CARRIED (7,1)	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			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 AGAINST VOTE: Cr. P.T. Saxelby ABSENT. DID NOT VOTE: Cr. D.E. Ashurst	
23/09/2020	Executive Services Report Cr M. J. James Notice of Motion Development of a Communications and Community Engagement Strategy	AD6.6.2	Moved By: Cr. M. J. James Seconded By: Cr. K. A. Bourne That Council resolves to develop and adopt a communications and community Engagement Strategy to be prepared in consultation with Councillors. CARRIED	Executive Services
19/05/2021	Community and Liveability Confidential Report Health Services Governance Report	AD6.6.2	Moved By: Cr. A.N. Smith Seconded By: Cr. K.A. Bourne That this Report be received and that: 1. Councillors be provided a full tour and onsite update by CEO and GM Community and Livability at both Tarcoola and Carinya Residential Aged Care facilities (in accordance with appropriate COVID procedures); 2. Council hold information sessions in both Tara and Miles to update community on WDRC's Residential Aged Care Facilities including: a. the positive outcomes of the recent Audit conducted by the Aged Care Commission at the Tarcoola facility; b. New staffing models and procedures for Tarcoola and Carinya; c. Industry-wide challenges of attracting staff to aged care facilities and the impact of the current shortage at Tarcoola; and d. The changing landscape of Aged Care in Australia as a result of the Aged Care Royal Commission findings and recommendations; and 3. Carinya recommence accepting new residents. CARRIED	Community & Liveability
21/07/2021	Infrastructure Services Report Dulacca Potable Water Petition Consideration	AD6.6.2	Moved By: Cr. K.A. Bourne Seconded by: Cr. P.T. Saxelby That the report be noted and that: 1. Council investigate further water supply options for towns with Non-potable water supply. CARRIED	Infrastructure Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
21/07/2021	Community and Liveability Confidential Report Health Services Governance Report	AD6.6.2	Moved By: Cr. K.A. Maguire Seconded by: Cr. A.N. Smith That the report be received and that: 1. Council regretfully proceed with a planned, controlled and respectful closure of the Tarcoola Aged Care facility in Tara based on clinical and legal advice. 2. Council will assist residents of Tarcoola and their families with relocation, advocacy, counselling and support. 3. Council will work with employees to provide employment options and support them through the transition period. 4. Council continue in its efforts to advocate for an aged care provider to serve the Tara community. 5. Council continue to operate the Carinya Aged Care Facility located in Miles subject to adequate staffing to ensure the safe and quality care of the residents living in that facility. 6. Council continue to operate Community Care Services subject to adequate staffing to ensure the safe and quality care delivery to our community-based clients. CARRIED	Community & 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

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: J. Weier, SENIOR EXECUTIVE OFFICER

Title	**Executive Services Report Community Benefit of Digital Billboards**
Date	11 August 2021
Responsible Manager	E. Kendall, COMMUNICATION AND MARKETING MANAGER

Summary

The purpose of this report is to provide Council with an update on the success of the digital billboards in promoting community events and initiatives across the Western Downs.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community
- We are a happy, inclusive community, proud of where we live.
- We empower communities to develop local initiatives and events.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. Council acknowledges the digital billboards as a valued and effective form of communications for the Western Downs community.

Background Information

In 2020 Council was awarded funding under the Queensland Government's *Works for Queensland Program* to construct two double-sided LED billboards on the Warrego Highway at Dalby and Chinchilla.

The purpose of these billboards was to provide another avenue of communication to the public.

Due to the evolving media landscape and the reduction in traditional, dedicated local news sources for the community, it was important for Council to consider alternative opportunities to communicate important information to the public.

In addition to important Council and government information including disaster management messaging and regional tourism promotion, the billboards offer an opportunity for local community groups to widely and inexpensively promote their events and initiatives.

To ensure fair and effective community use of Council's digital billboards, an organisational process was established by Communications and Marketing in partnership with the Communities Department. This included clear assessment criteria and terms and conditions that govern which groups and organisations qualify for use of the billboards, as well as a standard work procedure for the responsible departments.

Council offers in-house graphic design to create the advertisements as part of our service to the community. Groups also have the option to provide their own artwork as per the terms and conditions.

Report

Since the digital billboards were 'switched on' in July 2020, a total of 147 individual community advertisements have been displayed, resulting from 130 applications by 102 groups, events or organisations.

The billboards provide an avenue to convey important community announcements, emergency news, disaster information, and tourism promotion, and have already been used to communicate vital information during severe weather, as well as road safety messaging on behalf of Queensland Police and Emergency Services.

The Communications and Marketing Team creates content for various Council initiatives, events and tourism experiences and the billboards are now included as a standard item in the team's communications action plan when delivering marketing campaigns.

According to data sourced from the *Department of Transport and Main Roads Traffic Census,* the average traffic count for both billboard locations combined is approximately 15,000 vehicles per day. The billboards provide an opportunity to communicate proactively with wide-reaching audiences including residents and visitors to the region.

Council has received positive feedback from groups approved for billboards as per Council's assessment process. Some examples of positive testimonials are below:

"*Thanks so much Western Downs Regional Council for supporting us by advertising our Celebration Dinner on Saturday 13 February with guest speaker, David Iliffe."* - Regional Arts Council Dalby

"Chinchilla MX Club has successfully used the billboards alone, and in conjunction with Dalby MX Club, assisting us to promote both coaching and club open days. Use of the boards by Chinchilla MX Club has exposed us to a potential demographic that otherwise would not have known existed"– Matt Stone, Chinchilla MX Club Vice President

The digital billboards are one element of a broader communications strategy to raise awareness about Council's support for community events and initiatives.

Groups are informed about the various ways Council can help promote their events and initiatives through a dedicated 'Promote your Event' webpage which features the billboards, social media, and My Community Diary. The page includes an online e-form which is directed to the Communities Department for assessment.

<u>Consultation (Internal/External)</u>

Local Community Groups

<u>Legal/Policy Implications (Justification if applicable)</u>

Nil

<u>Budget/Financial Implications</u>

Nil

<u>Human Rights Considerations</u>

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

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

Conclusion

The digital billboards have been extremely successful and effective in promoting various community events and initiatives, as well as providing another communications channel for important Council and Government information.

It is recommended that Council receives this report and acknowledges the digital billboards as a valued and effective form of communications for the Western Downs community.

Attachments

1. Billboards Project Fact Sheet.

Authored by: E. Kendall, COMMUNICATIONS AND MARKETING MANAGER

ACTIVE VIBRANT COMMUNITY

Digital Billboards Project.

Dalby & Chinchilla

THE 'WHY'

Communication and engagement with the community has been become increasingly challenging in recent years with changes to the media landscape and changing user behaviour online. Council adapted to this changing landscape and installed two 6 metre tall billboards which serve as great noticeboards for disaster messaging, tourism promotion and supporting our exciting community events.

THE NUMBERS

102 Supported community groups

130 Applications

292 Unique billboard designs

NEW PROCESSES

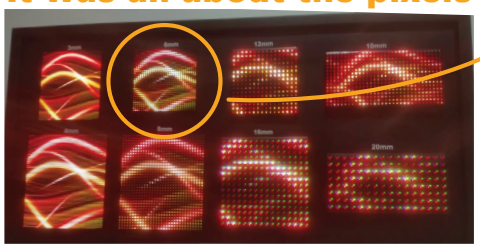
A new asset required innovation and collaboration between Communities and Comms to fairly manage the asset.

Council's Community Activation Officers proactively promote and educate community groups about billboards.

Community groups completes online application form → **Communities Team Checks the application meets criteria and approves** → **Comms & Marketing get creative designing artwork** → **Comms & Marketing schedules the artwork onto the signs** → **Group's event appears up in lights.**

TECHNICAL CHOICES

A panel of Council staff undertook extensive research into the surprisingly extensive range of billboard options. It turns out... **It was all about the pixels**



Individually replaceable panels mean that repair and maintenance is simple and cost effective.

Research into maximum viewing distance and the impact of traffic speeds on human recognition and processing times revealed that drivers would have between 3-4 seconds to consume the billboard information while driving. Anecdotal and expert data showed that screens with denser pixels offered a clearer display which made content more easily readable and consumable.

Positive Feedback

"Thanks so much Western Downs Regional Council for supporting us by advertising our Celebration Dinner on Saturday 13 February with guest speaker, David Iliffe."
- **Regional Arts Council Dalby (2020)**

Title	**Corporate Services Related Party Disclosure - Council Policy**
Date	28 July 2021
Responsible Manager	E Lambert, CHIEF FINANCIAL OFFICER

Summary

The purpose of this report is to seek Council's approval to adopt the Related Parties Disclosure - Council Policy.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation
- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.
- Our people are skilled and values driven to make a real difference.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that the Council resolve to approve the updated Related Party Disclosure - Council Policy.

Background Information

The Related Party Disclosure - Council Policy is due for review in accordance with Council's adopted Policy Framework and as such has been reviewed to ensure it remains up to date and is relevant.

The Related Party Disclosure - Council Policy was initially adopted by Council in April 2017 through a resolution by Council to establish a Related Party Disclosure Policy.

Report

From 1 July 2016, the Australian Accounting Standards Board (AASB) determined that AASB 124 Related Party Disclosures will apply to all government entities, including local governments.

Local governments must, therefore, disclose in their annual financial statements, related party relationships, transactions and outstanding balances, including commitments.

The Policy sets out the requirements for disclosure of related party transactions, including:

Defining key management personnel (KMP);
Identifying and recording related parties and related party relationships;
Identifying ordinary citizen transactions (OCT) (these are not required to be disclosed);
Identifying the disclosures that must be made;
Maintaining the register of related party transactions; and
Defining what information is and what information is not available for public access.

The review of this Policy has resulted in mostly minor wording changes and attempting to simplify the Policy to ensure that it is easier to read and understand whilst remaining relevant.

Consultation (Internal/External)

Governance

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The Policy has been reviewed and changes to simplify the policy have been made. It is recommended that this Report be received and noted and the Related Parties Disclosure Policy is adopted by Council.

Attachments

1. Marked Up Related Party Disclosure - Council Policy
2. Clean Related Party Disclosure - Council Policy

Authored by: Nathanael Clouston, FINANCIAL ACCOUNTANT

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WESTERN DOWNS REGIONAL COUNCIL

Related Party Disclosure- Council Policy

Effective Date	~~19 April 2017~~~~April~~ July 2021
Policy Owner	*Chief Financial Officer*
Link to Corporate Plan	*Strategic Theme 1: Effective & Inclusive Governance*
Review Date	~~February~~ ~~April~~ ~~2021~~July 2024
Related Legislation	*Local Government Act 2009* *Local Government Regulation 2012* *AASB ~~125~~ 124 Related Party Disclosures* *AASB 10 Consolidated Financial Statements* *AASB 11Joint Arrangements* *AASB 128 Investments in Associates and Joint Ventures* *Right to Information Act 2009*
Related Documents	Register of Interests Register of Local Laws and Subordinate Laws DILGRMA~~P~~ Related Party Disclosure Bulletin Appendices 1 - 8 ~~Appendix 2 – Example of Related Party Declaration~~ Fact Sheet – Related Party Disclosures for Key Management ~~P~~Personnel Related Party Declaration by Key Management Personnel ~~Register of Related Parties (to be completed)~~ Identification of Related Party Transactions~~Register of Related Party Transactions (to be completed)~~

Policy Version	Approval Date	Adopted/Approved
Version 1	19 April 2017	Ordinary Meeting of Council 19 April 2017

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.***

PURPOSE

This Policy sets out the guidelines for identifying key management personal and related parties and the reporting of related party transactions to meet Council's financial reporting obligations. Disclosures are not required for transactions of a nature an ordinary citizen would make with Western Downs Regional Council (WDRC or Council). under *AASB 124 Related Party Disclosures.*

SCOPE

From 1 July 2016, the Australian Accounting Standards Board has determined that *AASB 124 Related Party Disclosures* will apply to government entities, including local governments.

Related parties under this standard may differ to those listed on Council's Register of Interest required under the *Local Government Regulation 2012*.

Local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

This information will be audited as part of the annual external audit by Queensland Audit Office

POLICY

Related parties include both related entities and related persons.

The following are related parties of Council:

- Entities controlled by Council, jointly controlled by Council or over which Council has a significant influence are related parties of Council.
- Key Management Personnel (KMP) including
- Related parties also include thethe Mayor, Councillors, Chief Executive Officer (CEO),) and the General Managers.,
- their cClose family members and any entities that they control, or jointly control or over which they have significant influence.of KMP who are able to influence, or be influenced by the KMP in their dealings with Council.
- Entities that are controlled or jointly controlled by KMP or their close family members as described above.

Any transaction between Council and these parties, whether monetary or not, may need to be identified and disclosed.

Key Ddefinitions relating to this policy are contained in Attachment 1 of this policyprovided at the end of this policy.

Explanatory guidance issued by the Department of Infrastructure, Local Government and Planning is Attached at Attachment 4. Appendix 3 of this Guidance provides an example of the Related Party Disclosure to be provided in the financial statements.

Identification and recording of related parties and related party relationship

- Related parties for the entity, Western Downs Regional Council will be determined by the Chief Financial Officer
- Related parties for Key Management Personnel (KMP)KMP's will be identified by self-assessment. KMP of Council will make a regular declaration of their related parties. KMP are

~~identified in Appendix 1 of this Policy. A sample of such a declaration is included in Attachment 2.~~

- Council's Office of the Chief Executive will be responsible for providing information to assist KMP in making this declaration.

  - ~~A Fact Sheet has been developed~~**~~, which includes an example of the financial statement disclosure.~~**

- Council's Office of the Chief Executive will be responsible for implementing a suitable system to record related party relationships and notifying staff of any changes to this Policy.

-

Identification of Ordinary Citizen Transactions
Ordinary Citizen Transactions (OCT) are those transactions that an ordinary citizen would undertake with Council.

OCTs that do not require disclosure under this policy are:

- Rates and utility charges
- Fees and charges included in Council's register of fees and charges
- Fines and Penalties included in Council's Register of Local Laws and Subordinate Local Laws
- Attendance at Council functions which are open to the general public, or
- Visiting Council facilities which are open to the general public.

OCT's listed above are excluded from non-disclosure if:

- the terms and conditions of the OCT are different to those offered to the general public, or
- they have a financial value, either individually or collectively, of more than $200,000 (a material OCT).

Disclosures in Financial Statements

WDRC will disclose the following in its ~~general purpose~~general-purpose financial statements:

- Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- KMP compensation in total and for each of the following categories:
  - short-term employee benefits
  - post-employment benefits
  - other long-term benefits, and
  - termination benefits.
- Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity (this is unlikely that Council would enter into such an arrangement but it is an arrangement smaller local governments enter into).
- For related party transactions during the financial statements' period, the minimum disclosure will be:
  - the nature of the related party relationship
  - the amount of the transactions
  - the amount of outstanding balances, including commitments and
    - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement and
    - details of any guarantees given or received;
  - provisions for doubtful debts related to the amount of outstanding balances; and
  - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The disclosures required under AASB 124 above will be made separately for each of the following:
- Council subsidiaries

- entities which are associates of Council or of a Council subsidiary with joint control or significant influence over the entity
- joint ventures in which Council or a Council subsidiary is a joint venture partner
- KMP of Council, and
- other related parties including:
    - a close family member of a KMP of Council (this would include the number of close family members in aggregate and the fact that their employment was through an arm's length process). A close family member is defined in Definitions ~~Appendix 1~~ of this Policy, and
    - entities controlled or jointly controlled by a close family member of a KMP.

Register of Related party Transactions

The Office of the Chief Executive will maintain and keep up to date, a register of related party transactions. It will record the information for each existing or potential related party transaction (including OCTs assessed as being material in nature) during a financial year. The register for each transaction will include:

- the description of the related party transaction
- the name of the related party
- the nature of the related party's relationship with Council
- whether the notified related party transaction is existing or potential
- a description of transactional documents giving rise to the related party transaction and
- the following:
    - the amount of the transactions
    - the amount of outstanding balances, including commitments and
        - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement and
        - details of any guarantees given or received;
    - provisions for doubtful debts related to the amount of outstanding balances; and
    - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

Responsibilities/accountabilities

Related party declarations by KMP will be made annually in May. Declarations will also be required within six weeks of the occurrence of the following events:

- Council approval of the Policy and any subsequent changes to the Policy
- Local government elections
- Appointment of a new CEO or General Manager
- Corporate Restructure which changes KMP, or
- KMP enters into a new relationship which would meet the definition of a “related party”.

Council’s Policy on the privacy of this information can be found in the Information & Privacy Policy - Council Policy.

Public Access to Information

- ~~(~~**No Public Inspection** - ~~)~~ The following documents are not open to or available for inspection by the public:
    - Related party transaction notifications provided by KMP; and
    - A register of related party transactions

- ~~(~~**Not Right to Information (RTI) accessible**~~)~~ - A RTI application seeking access to or release of:
    - A document or information (including personal information) provided by a KMP in a related party transaction notification; or
    - Personal information contained in a register of related party transactions.

These requests will be refused on the ground the document or information comprises information the disclosure of which would, on balance, be contrary to the public interest under sections 48 and 49 of the *Right to Information Act*, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4~~, all of which is detailed in Attachment 3~~.

- ~~(~~**Transactional Documentation** ~~-)~~ A RTI application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Right to Information Act.*

~~Related Legislation~~

~~*Local Government Act 2009*~~
~~*Local Government Regulation 2012*~~
~~*AASB 125 Related Party Disclosures*~~
~~*AASB 10 Consolidated Financial Statements*~~
~~*AASB 11Joint Arrangements*~~
~~*AASB 128 Investments in Associates and Joint Ventures*~~
~~*Right to Information Act 2009*~~

~~**Related policies/documents/forms**~~

~~Register of Interests~~
~~Register of Local Laws and Subordinate Laws~~
~~Attachment 2 – Example of Related Party Declaration~~
~~Fact Sheet – Related Party Disclosures for KMP~~
~~Related Party Declaration~~
~~Register of Related Parties (to be completed)~~
~~Register of Related Party Transactions (to be completed)~~

~~Attachment 1 Definitions~~Definitions

Term	Definition
Close Family Members	These are family members that may expected to influence or be influenced by, that person in their dealings with Council. Typically, this includes: - the person's children and spouse or domestic partner; - children of that person's spouse or domestic partner; - parents, grandparents and other family members; - dependents of that person or that person's spouse or domestic partner.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly, being; - Mayor - Councillors - Chief Executive Officer - General Managers
Ordinary Citizen Transactions (OCT)	Transactions that an ordinary citizen would undertake with Council.
Related Entity	An entity is related if: - it is controlled or jointly controlled by Council - it is or can be significantly influenced by Council - it is controlled or jointly controlled by a related person of Council - a related person of Council has significant influence over it or is a KMP of the entity - the entity is a post-employment benefit plan for the benefit of employees of Council or entities related to Council.
Related Party	A person or entity that is related to Council.
Related Party Transaction	A transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.
Related Person	A person or close family member that has control or joint control of Council, has significant influence over Council, or is a member of the KMP of Council. May be different to those persons for whom a register of interests is kept under *Local Government Regulation 2012.*
~~Related Entity~~	~~An entity is related if:~~ ~~- it is controlled or jointly controlled by Council~~ ~~- it is or can be significantly influenced by Council~~ ~~- it is controlled or jointly controlled by a related person of Council~~ ~~- a related person of Council has significant influence over it or is a KMP of the entity~~ ~~- the entity is a post-employment benefit plan for the benefit of employees of Council or entities related to Council.~~

Term	Definition
Close Family Members	These are family members that may expected to influence or be influenced by, that person in their dealings with Council. Typically, this includes: - the person's children and spouse or domestic partner; - children of that person's spouse or domestic partner; - parents, grandparents and other family members; - dependents of that person or that person's spouse or domestic partner.
~~Close Family Members~~	~~Family members who may be expected to influence, or be influenced by, that person in their dealings with Council. Specifically:~~ ~~- the person's children and spouse (or domestic partner);~~ ~~- children of that person's spouse (or domestic partner);~~ ~~- dependents of that person or that person's spouse (or domestic partner)~~
~~Related Party Transaction~~	~~A transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.~~
~~Ordinary Citizen Transactions (OCT)~~	~~Transactions that an ordinary citizen would undertake with Council.~~

~~Attachment 2 Example of Related Party Declaration~~

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WESTERN DOWNS REGIONAL COUNCIL

Declaration by Key Management Personnel

Private and Confidential
Related Party Declaration by Key Management Personnel

Name of Key Management Person: _____

Position of Key Management Person: _____

(List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP)

Name of Person/Entity	Nature of Relationship with KMP	Nature of Transaction	Amount of Transaction/s With Council	Outstanding Balance with Council (inc. Commitments & Guarantees)	Doubtful Debt Provisions With Council	Deb O

I declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the fact sheet supplied by council which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

Declared at *(insert place)* on the *(insert date)*

Signature of KMP:
Date:

~~Attachment 3 Right to Information Act 2009~~

~~Section 48 Exempt information~~
~~(1) If an access application is made to an agency or Minister for a document, the agency or Minister must decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.~~
~~(2) Schedule 3 sets out the types of information the disclosure of which the Parliament has considered would, on balance, be contrary to the public interest.~~
~~(3) However, despite an agency or Minister being able, under section 47(3) (a), to refuse access to all or part of a document, the agency or Minister may decide to give access.~~
~~(4) In this Act—~~
~~***exempt information*** means the information that is exempt information under schedule 3.~~

~~Section 49 Contrary to public interest~~
~~(1) If an access application is made to an agency or Minister for a document, the agency or Minister must decide to give access to the document unless disclosure would, on balance, be contrary to the public interest.~~
~~(2) This section sets out the steps, and, in schedule 4, factors, the Parliament considers appropriate for deciding, for types of information (other than exempt information), whether disclosure would, on balance, be contrary to the public interest.~~
~~(3) If it is relevant for an agency or Minister to consider whether, on balance, disclosure of information would be contrary to the public interest, the agency or Minister must undertake the following steps—~~
~~(a) identify any factor that is irrelevant to deciding whether, on balance, disclosure of the information would be contrary to the public interest, including any factor mentioned in schedule 4, part 1 that applies in relation to the information (an ***irrelevant factor***);~~
~~(b) identify any factor favouring disclosure that applies in relation to the information (a ***relevant factor favouring disclosure***), including any factor mentioned in schedule 4, part 2;~~
~~(c) identify any factor favouring nondisclosure that applies in relation to the information (a ***relevant factor favouring nondisclosure***), including any factor mentioned in schedule 4, part 3 or 4;~~
~~(d) disregard any irrelevant factor;~~
~~(e) having regard to subsection (4), balance any relevant factor or factors favouring disclosure against any relevant factor or factors favouring nondisclosure;~~
~~(f) decide whether, on balance, disclosure of the information would be contrary to the public interest;~~
~~(g) unless, on balance, disclosure of the information would be contrary to the public interest, allow access to the information subject to this Act.~~
~~(4) The factors mentioned in schedule 4, part 4 are factors where disclosure could reasonably be expected to cause a public interest harm (***harm factors***) but the fact that 1 or more of the relevant factors favouring nondisclosure is a harm factor does not of itself mean that, on balance, disclosure of the information would be contrary to the public interest.~~
~~(5) However, despite an agency or Minister being able, under section 47(3)(b), to refuse access to all or part of a document, the agency or Minister may decide to give access.~~

Attachment 3 Right to Information Act 2009 - Cont'd

~~**Schedule 3**~~

~~**Item 8 Information disclosure of which would found action for breach of confidence**~~
~~(1) Information is exempt information if its disclosure would found an action for breach of confidence.~~
~~(2) However, deliberative process information is not exempt information under subsection (1) unless it consists of information communicated by an entity other than—~~
~~(a) a person in the capacity of—~~
~~(i) a Minister; or~~
~~(ii) a member of the staff of, or a consultant to, a Minister; or~~
~~(iii) an officer of an agency; or~~
~~(b) the State or an agency.~~
~~(3) In this section—~~
~~***deliberative process information*** means information disclosing—~~
~~(a) an opinion, advice or recommendation that has been obtained, prepared or recorded; or~~
~~(b) a consultation or deliberation that has taken place; in the course of, or for the purposes of, the deliberative processes involved in the functions of government.~~

~~**Schedule 4**~~

~~**Part 3 Factors favouring nondisclosure in the public interest**~~
~~2. Disclosure of the information could reasonably be expected to prejudice the private, business, professional, commercial or financial affairs of entities.~~
~~3. Disclosure of the information could reasonably be expected to prejudice the protection of an individual's right to privacy.~~
~~16. Disclosure of the information could reasonably be expected to prejudice an agency's ability to obtain confidential information.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning~~

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Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

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Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 1~~

~~Who and What are Related Parties of council?~~
~~People and entities, such as companies, trusts and associations, can be related parties of council.~~

~~This appendix identifies most common related parties that a council will have, however councils must consider the detail contained in AASB 124 to ensure all related parties are identified.~~

~~The most common related parties of a council will be~~

1. ~~Entities related to council~~
2. ~~Key Management Personnel (KMP) of council~~
3. ~~Close family members of KMP; and~~
4. ~~Entities that are controlled or jointly controlled by KMP or their close family members.~~

~~Entities related to council~~

~~Entities controlled by council, jointly controlled by council or over which council has significant influence are related parties of council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in council's financial statements.~~

~~When assessing whether council has control or joint control over an entity council will need to consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether council has significant influence over an entity.~~

Example 1 (Company that is a related party of council)

Sunny Regional Council (SRC) owns 90% of the shares in Sunny Regional Development Pty Ltd (the company).

SRC has assessed that it has control over the company. The company is therefore a related party of SRC because SRC controls it.

SRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In these statements all individually significant transactions between SRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant SRC will need to disclose a qualitative and quantitative indication of their extent.

SRC must also disclose the nature of its relationship with the company.

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Key Management Personnel~~

~~Key management personnel (KMP), close family members of each KMP and entities that are related to KMP or their close family members are also related parties.~~

~~KMP are defined as~~

- ~~persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly~~

~~It is likely that all Mayors, Councillors and Chief Executive Officers will be KMP of their councils. Other senior executives are also likely to be KMP, depending upon the council's structure, delegations and position descriptions. Each council will need to use judgement to decide which individuals meet the definition of KMP.~~

Example 2 (Audit committee member)

Sunny Shire Council's audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Local Government Regulation 2012.* It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

~~Close family members of KMP~~

~~Close family members are defined as:~~

- ~~family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:~~

~~(a) that person's children and spouse or domestic partner;~~
~~(b) children of that person's spouse or domestic partner; and~~
~~(c) dependants of that person or that person's spouse or domestic partner.~~

Example 3 (Son of CFO employed by council)

Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

Example 4 (Cousin of Mayor)

The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as a KMP of council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

Register of Interests and Related Parties

The Local Government Regulation 2010 requires a register of interests to be kept for Councillors, Chief Executive Officers, senior executive employees and people related to those Councillors, Chief Executive Officers and senior executive employees.

Council's related parties may be different to the people for whom these registers are kept.

For example, a senior employee may be considered to meet the definition of KMP when council's structure, delegations and that person's duties are considered. However that person may not meet the definition of senior executive employee in the *Local Government Act 2009*. In this case the senior employee would not need to record details in a register of interests, but that person would be considered a related party for disclosure under AASB 124.

Another example of differences between these requirements relates to the children of KMP. All children of KMP are related parties of council, however only children that are totally or substantially dependent on that person (if identified as requiring a register of interests) would be required to have a register of interests maintained.

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Entities that are controlled or jointly controlled by KMP or their close family members~~

~~Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.~~

~~When assessing whether a KMP or close member of their family controls, or jointly controls, an entity council will need to refer to AASB 10 and AASB 11.~~

Example 5 (Mayor is the President of a local football club)

The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members with each having a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.

~~Councils will need to exercise judgement to identify related parties and should discuss any contentious issues and uncertainties with the external auditor as early as possible.~~

~~Appendix 2 contains a table that lists common related parties of councils.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 2~~
~~Common Related Parties of councils~~

~~Likely to be a Related Party of council~~	~~May be a Related Party of council~~
~~Councillors (including the Mayor)~~	~~Senior staff (if they are KMP they are a related party)~~
~~Chief Executive Officer (CEO)~~	~~Other family members of the Councillors, CEO and senior staff that are KMP (if the family member may be expected to influence, or be influenced by, that person in their dealings with Council, then they are a related party)~~
~~Children of the Mayor, Councillors and the CEO~~	
~~Spouse/Domestic Partners of the Mayor, Councillors and the CEO~~	
~~Dependents of the Mayor, Councillors and the CEO~~	
~~Dependents of a Spouse/Domestic partner of the Mayor, a Councillor or the CEO~~	
~~Children of a senior staff member that is a KMP~~	
~~Spouse/Domestic partners of a senior staff member that is a KMP~~	
~~Dependents of a senior staff member that is a KMP~~	
~~Dependents of a Spouse/Domestic partner of a senior staff member that is a KMP~~	
~~Entities that are controlled or jointly controlled by a KMP or their close family member.~~	

~~Disclaimer: This list identifies common related parties that a council will have, however councils must consider the detail contained in AASB 124 to ensure all related parties are identified.~~

~~There may be relationships that a council has which are not identified in this bulletin but still meet the definition of a related party.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 3~~

~~Example of related party disclosures by a council~~

~~Note 103: Related party transactions~~

~~(a) Subsidiaries~~

~~The group consists of Sunny Shire Council and its wholly owned entities. Details of subsidiaries are disclosed in Note 21.~~

~~The following transactions occurred with subsidiaries:~~

~~During the year, Sunny Shire Council provided grants and subsidies to Subsidiary One Pty Ltd with a total value of $24,358,736.~~

~~In addition, the amounts for goods and/or services supplied by Sunny Shire Council and, based on normal commercial terms and conditions to Subsidiary One Pty Ltd were as follows:~~

~~Rental accommodation $1,956,333~~
~~Refuse fees $1,320,012~~

~~The Council also provides some free rental accommodation and administration services to Subsidiary One Pty Ltd.~~

~~Subsidiary One Pty Ltd is dependent on funding provided by Council. Funding support has been agreed to by the Council for the 2016-2017 financial year.~~

~~(b) Key management personnel compensation~~

	~~2017~~
	~~$~~
~~Short-term employee benefits~~	~~3,000,000~~
~~Post-employment benefits~~	~~375,000~~
~~Long-term benefits~~	~~300,000~~
~~Termination benefits~~	~~0~~
~~**Total**~~	~~**3,675,000**~~

~~Detailed remuneration disclosures are provided in the annual report on pages 43 to 51.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~(c) Transactions with other related parties~~

~~Details of transactions between council and other related parties are disclosed below:~~

		~~2017~~
		~~$~~
~~Fees and charges charged to associates~~	~~#~~	~~986,225~~
~~Fees and charges charged to entities controlled by key management personnel~~	~~#~~	~~2,400,350~~
~~Infrastructure contributions from entities controlled by key management personnel~~	~~##~~	~~3,245,678~~
~~Employee expenses for close family members of key management personnel~~	~~*~~	~~453,000~~
~~Purchase of materials and services from entities controlled by key management personnel~~	~~**~~	~~5,230,012~~

Note Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure contained in this table but also need to be disclosed separately as illustrated in #,##,* & **below.

~~#The fees and charges charged to associates and entities controlled by key management personnel were in accordance with the schedule of fees and charges adopted by council. The total disclosed includes:~~

- ~~infrastructure charges totalling $1,230,000 paid by Progressive Development Company Pty Ltd, a company controlled by a close family member of Councillor Rosalind Jones. The company's development projects were assessed and approved in accordance with council's normal terms and conditions. Councillor Rosalind Jones declared her conflict of interest in this matter and did not participate in any decisions related to the company's application.~~
- ~~an application fee for Boundary Realignment and another for material change of use. These applications were made by Better Homes Pty Ltd, a company controlled by the Mayor, Councillor David Dean. The applications relate to parcels of land in Taylor St, Bedford and Main St, Sofaville. These applications are currently being assessed by council.~~

~~## Green Developments Pty Ltd, a company jointly controlled by Councillor Fred Smith and a close family member during 2016-17, completed a new subdivision "Avondale Heights" in 2016-17. In accordance with the infrastructure agreement water and sewerage infrastructure, roads and some parks within the development were handed over to council. The fair value of this infrastructure at the hand over date was $3,245,678.~~

~~* All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs 452 staff of which only 4 are close family members of key management personnel.~~

~~The Chief Executive Officer, Ms Doris Dean, is a close family member of the Mayor, Councillor David Dean. Ms Dean's compensation package has not been included in this disclosure because it has been disclosed at b) Key Management Personnel compensation. Ms Dean was employed through an arm's length process and is compensated at a market salary that was determined by Salary Consultants Pty Ltd, an independent agent based in Cairns.~~

~~**The consolidated entity purchased the following material and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of council operations:~~

- ~~Rental of an office building~~
- ~~Petrol, and~~
- ~~Consultancy services~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Included in the above are services purchased from Bright Water Pty Ltd amounting to $520,000 during 2016-17. During this time Councillor Roger Jacobs was the owner of this business. All purchases were at arm's length, on normal terms and conditions and were in the normal course of council's operations. As at 30 June 2017 there were no amounts owed by council to the company.~~

~~**(d)** Outstanding balances~~

~~The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:~~

~~Employee expenses for close family members of key management personnel $7,323~~
~~Entities controlled by key management personnel $753,000~~

~~No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.~~

~~**(e)** Loans and guarantees to/from related parties~~

~~Council does not make loans to or receive loans from related parties. No guarantees have been provided.~~

~~**(f)** Commitments to/from other related parties~~

~~Council has no outstanding commitments to/from other related parties.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 4~~

~~Checklist for Related Party Disclosure Policy~~

~~The Department suggests that councils adopt a policy about related party disclosure. This policy is not required by legislation and councils are free to choose what to include in such a policy, if one is adopted. The following checklist is provided to assist councils in considering what to include in their policy.~~

~~Identifying related parties~~ ~~Tick~~

~~Does the policy state how council staff will identify and capture changes in:~~

~~1. Entities that are related to council?~~
~~2. Key management personnel (KMP)?~~
~~3. Close family members of KMP?~~
~~4. Entities that are controlled or jointly controlled by KMP or their close family members?~~
~~5. Does the policy consider how Councillors and staff will be kept informed if they are affected by the related party disclosure requirements, *for example*, will they be given a copy of intended disclosure for comment?~~

~~Note: It is important to consider how changes in KMP, their close family members and related entities will be recorded. For example, how KMP advise council about changes to close family members or entities controlled by them.~~

~~Ordinary citizen transactions (OCTs)~~ ~~Tick~~

~~6. Will council capture OCTs with related parties (see process for capturing transactions with related parties below)?~~
~~7. Will council disclose OCTs with related parties above a certain threshold, or where terms and conditions differ from normal practice, or not at all? (Note: OCTs that are on different terms and conditions from normal could be material in nature and give rise to an audit issue if not disclosed)~~

~~Does the policy~~ ~~Tick~~

~~8. Specify how council staff will identify OCTs (if not captured)?~~
~~9. Give examples of OCTs for council staff to follow?~~
~~10. Identify a process for regularly reviewing OCTs?~~

~~Process to capture and record transactions with related parties~~ ~~Tick~~

~~11. Has the policy considered how council will capture related party transactions and determine their arm's length status (i.e. terms and conditions)?~~
~~12. In the accounting system?~~
~~13. Outside the accounting system (non-monetary transactions, contracts, service level agreements)?~~
~~14. Record keeping requirements?~~

~~Privacy and Freedom of Information~~ ~~Tick~~

~~15. Does the policy consider privacy issues?~~
~~16. Has the council sought advice about freedom of information and other legal obligations?~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 5~~
~~Suggested Steps to implement the related parties' requirements~~

~~1. Establish a system to identify and record related parties and related party relationships~~

~~Each council will need to establish a system to identify related parties and monitor changes on an on-going basis. This system will need to identify:~~

~~a. Entities related to council~~
~~b. KMP~~
~~c. Close family members of KMP and their related entities~~

~~Council may wish to outline the system that will be used in the related party disclosure policy that is adopted. Alternatively, council's policy could simply specify that management are to implement a suitable system to identify related parties.~~

~~Initial identification of related parties should be done prior to 1 July 2016. It is important to document the process council uses to identify related parties and to provide this information to council's external auditors.~~

~~A review of related parties will then need to be made at regular intervals, preferably at least once every six months.~~

~~Sometimes a particular event, such as a change of Councillors, Chief Executive Officer or senior management or a corporate restructure, will trigger a change to council's related parties. It is appropriate to conduct a review of related parties immediately following such an event to identify the change to council's related parties.~~

~~The best way to identify the close family members and associated entities of KMP may be by KMP self-assessment.~~

~~*For example*, each KMP could make a regular declaration (Appendix 6). This declaration could also be used immediately following an event that triggers a change in KMP (for example, when a new Chief Executive Officer is appointed or following a council election where new Councillors are elected).~~

~~Appendix 7 contains an example fact sheet for KMP, which may assist them with making this declaration.~~

~~While a regular declaration form provides a system for identifying the close family members and controlled/jointly controlled entities of KMP, it should not be relied upon in isolation, as illustrated in example 6.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

Example 6 (Cousin of Mayor – related party commonly known but omitted from declaration)

Shelley, the Mayor of Sunny Shire Council (from example 4) forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

~~Each council needs to identify the most effective and appropriate way to determine council's related parties and for this information to be accurate and complete for financial reporting purposes. This could include consideration of the materiality of transactions that are likely to occur. Please note however that asking KMP to identify material transactions with their close relatives and related entities, at year end, will **NOT** be sufficient to meet audit requirements.~~

~~2. Identify ordinary citizen transactions, that will not be disclosed by council~~

~~Council may decide, in council's related party disclosure policy, that there are some transactions with related parties that do not need to be captured and reported. These transactions are those that an ordinary citizen would undertake with council (OCTs).~~

~~For example, if a Councillor were to walk their dog in a council owned park that would be a related party transaction. However, it is unlikely that users of the financial statements would be interested in this transaction. It is a taxpayer/government entity transaction that may be undertaken by any ordinary citizen.~~

~~OCTs are not material transactions because of their nature, and therefore council may wish to identify them upfront and exclude them from being recorded as a related party transaction (step 3). Note, however, that if the OCT were to occur on terms and conditions that are different to those offered to the general public the transaction may become material. Care needs to be taken in identifying these types of transactions.~~

~~If council decides to identify and exclude them up front, then council's policy will need to specify this. In addition the policy needs to either identify them or provide a framework so that management can identify them.~~

~~**Examples of OCTs**~~
~~Using the council's public swimming pool after paying the normal fee~~
~~Parking fees at rates available to the general public~~
~~Attending council functions that are open to the public~~
~~Fines on normal terms and conditions~~
~~Visiting a council art gallery~~
~~Paying rates and utility charges~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Examples of transactions that are NOT OCTs~~
~~Infrastructure charges~~
~~Purchase of goods, regardless of conditions~~

~~**3.** Establish a system to identify and record related party transactions and related terms and conditions~~

~~The next step is to establish, or change existing systems so that related party transactions can be separately identified and reported.~~

~~This may be as simple as identifying related party transactions with a special code in council's accounting system.~~

~~Council will also need a system to:~~

- ~~identify transactions that do not pass through council's accounting system~~
- ~~identify the associated terms and conditions of the related party transactions.~~

~~**4.** Assess materiality of the related party transactions that have been captured~~

~~Prior to preparing the disclosure in the council's financial statements related party transactions should be assessed for materiality. Transactions that are not considered material do not need to be disclosed.~~

~~Assessing materiality requires judgement and should be done in consultation with council's external auditor and audit committee.~~

~~When assessing materiality, councils need to consider both the size and nature of the transaction, individually and collectively.~~

~~The term "material" is defined in AASB 101 *Presentation of Financial Statements* (AASB 101.7) and further guidance can be found in AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* (AASB 108.5) and the *Framework for the Preparation and Presentation of Financial Statements* (paragraph QC11). The International Accounting Standards Board has also recently released some guidance on materiality.~~

~~**5.** Make disclosure~~

~~The final step is to make the necessary disclosures in council's annual financial statements. *Appendix 3* provides example disclosures for a council.~~

~~Disclosures that councils will need to make include:~~

~~1) Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them~~

~~2) KMP compensation in total and for each of the following categories:~~

- ~~Short-term employee benefits~~
- ~~post-employment benefits;~~
- ~~other long-term benefits; and~~
- ~~termination benefits~~

~~3) Where related party transactions have occurred:~~

- ~~The nature of the related party relationship~~
- ~~Information about the transactions, outstanding balances and commitments, including terms and conditions~~

~~4) Separate disclosure for each category of related party~~

~~5) The types of transactions disclosed such as:~~

- ~~purchases or sales of goods~~
- ~~purchases or sales of property and other assets~~
- ~~rendering or receiving property and other assets~~
- ~~rendering or receiving goods~~
- ~~rendering or receiving of services~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

- ~~Leases~~
- ~~Guarantees given or received~~
- ~~Commitments~~
- ~~Loans and Settlements of liabilities~~
- ~~Expense recognised during the period in respect of bad debts~~
- ~~Provision for doubtful debts relating to outstanding balances~~

~~Appendix 6~~

~~Example declaration by Key Management Personnel~~
~~Private and Confidential~~
~~**Related Party Declaration by Key Management Personnel**~~

~~Name of Key Management Person: *(insert name)*~~

~~Position of Key Management Person: *(insert name)*~~

~~*(List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP)*~~

~~Name person or entity – Relationship~~

~~I *(insert full name), (insert position)* declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the fact sheet supplied by council which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".~~

~~Declared at *(insert place)* on the *(insert date)*~~

~~Signature of KMP: Name of KMP Date:~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 7~~

~~Example Fact Sheet – Related Party Disclosures for Key Management Personnel~~
~~From 1 July 2016 local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.~~

~~Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed.~~
~~Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate.~~
~~An example of the type of disclosure council may make can be found~~
~~<here>.~~

~~In order to meet this requirement council has adopted a policy that requires all KMP to provide a six monthly declaration identifying:~~
- ~~their close family members;~~
- ~~entities that they control or are associated with; and~~
- ~~entities that their close family members control or jointly control.~~

~~This information will be audited as part of the annual external audit by Queensland Audit Office.~~
~~Council's policy on the privacy of this information can be found <here>.~~

~~Who are KMP?~~
~~KMP are persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.~~

~~Who are close family members of KMP?~~

~~These are **family members who may be expected to influence, or be influenced by, that person in their dealings with council and include:**~~
~~**(a) that person's children and spouse or domestic partner;**~~
~~**(b) children of that person's spouse or domestic partner; and**~~
~~**(c) dependants of that person or that person's spouse or domestic partner.**~~

~~The following table may assist you in identifying your close family members:~~

~~Definitely a close family member~~	~~May be a close family member~~
~~Your spouse/domestic partner~~	~~Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council~~
~~Your children~~	~~Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council~~
~~Your dependants~~	~~Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council~~
~~Children of your spouse/domestic partner~~	~~Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council~~
~~Dependants of your spouse/domestic partner~~	~~Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council~~

~~What is an entity that I, or my close family member, control or jointly control?~~

~~Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.~~

~~You control an entity if you have~~
~~a) power over the entity;~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~b) exposure, or rights, to variable returns from involvement with the entity; and~~
~~c) the ability to use your power over the entity to affect the amount of your returns.~~

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

~~To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.~~

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

~~In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.~~

~~If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact (insert name and phone number of contact) for a confidential discussion.~~

Attachment 4 Explanatory Guidance Issued by the Department of Infrastructure, Local Government and Planning - cont'd

~~Appendix 8~~

~~Example Form – Related Party Register~~

~~Name~~	~~Relationship~~	~~Nature of transactions~~	~~Terms and conditions~~	~~Reference to supporting evidence. Wp ref~~

This is an example of how council might collate the related party information for audit.

Customer Contact **1300 COUNCIL (1300 268 624)**
07 4679 4000
www.**wdrc.qld.gov.au**
info@wdrc.qld.gov.au

WESTERN DOWNS REGIONAL COUNCIL

Related Party Disclosure- Council Policy

Effective Date	*July 2021*
Policy Owner	*Chief Financial Officer*
Link to Corporate Plan	*Strategic Theme 1: Effective & Inclusive Governance*
Review Date	*July 2024*
Related Legislation	*Local Government Act 2009* *Local Government Regulation 2012* *AASB 124 Related Party Disclosures* *AASB 10 Consolidated Financial Statements* *AASB 11Joint Arrangements* *AASB 128 Investments in Associates and Joint Ventures* *Right to Information Act 2009*
Related Documents	Register of Interests Register of Local Laws and Subordinate Laws DILGRMA Related Party Disclosure Bulletin Appendices 1 - 8 Fact Sheet – Related Party Disclosures for Key Management Personnel Related Party Declaration by Key Management Personnel Identification of Related Party Transactions

Policy Version	Approval Date	Adopted/Approved
Version 1	19 April 2017	Ordinary Meeting of Council 19 April 2017

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.***

PURPOSE

This Policy sets out the guidelines for identifying key management personal and related parties and the reporting of related party transactions to meet Council's financial reporting obligations under *AASB 124 Related Party Disclosures*.

SCOPE

From 1 July 2016, the Australian Accounting Standards Board has determined that *AASB 124 Related Party Disclosures* will apply to government entities, including local governments.

Related parties under this standard may differ to those listed on Council's Register of Interest required under the *Local Government Regulation 2012*.

Local governments must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

This information will be audited as part of the annual external audit by Queensland Audit Office

POLICY

Related parties include both related entities and related persons.

The following are related parties of Council:

- Entities controlled by Council, jointly controlled by Council or over which Council has a significant influence are related parties of Council.
- Key Management Personnel (KMP) including the Mayor, Councillors, Chief Executive Officer (CEO) and the General Managers.
- Close family members of KMP who are able to influence, or be influenced by the KMP in their dealings with Council.
- Entities that are controlled or jointly controlled by KMP or their close family members as described above.

Any transaction between Council and these parties, whether monetary or not, may need to be identified and disclosed.

Key definitions relating to this policy are provided at the end of this policy.

Identification and recording of related parties and related party relationship

- Related parties for the entity, Western Downs Regional Council will be determined by the Chief Financial Officer
- Related parties for KMP's will be identified by self-assessment. KMP of Council will make a regular declaration of their related parties. Council's Office of the Chief Executive will be responsible for providing information to assist KMP in making this declaration.
- Council's Office of the Chief Executive will be responsible for implementing a suitable system to record related party relationships and notifying staff of any changes to this Policy.

Identification of Ordinary Citizen Transactions

Ordinary Citizen Transactions (OCT) are those transactions that an ordinary citizen would undertake with Council.

OCTs that do not require disclosure under this policy are:

- Rates and utility charges
- Fees and charges included in Council’s register of fees and charges
- Fines and Penalties included in Council’s Register of Local Laws and Subordinate Local Laws
- Attendance at Council functions which are open to the general public, or
- Visiting Council facilities which are open to the general public.

OCT's listed above are excluded from non-disclosure if:

- the terms and conditions of the OCT are different to those offered to the general public, or
- they have a financial value, either individually or collectively, of more than $200,000 (a material OCT).

Disclosures in Financial Statements
WDRC will disclose the following in its general-purpose financial statements:

- Relationships between Council and its subsidiaries, irrespective of whether there have been transactions between them.
- KMP compensation in total and for each of the following categories:
    - short-term employee benefits
    - post-employment benefits
    - other long-term benefits, and
    - termination benefits.
- Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity (this is unlikely that Council would enter into such an arrangement but it is an arrangement smaller local governments enter into).
- For related party transactions during the financial statements' period, the minimum disclosure will be:
    - the nature of the related party relationship
    - the amount of the transactions
    - the amount of outstanding balances, including commitments and
        - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement and
        - details of any guarantees given or received;
    - provisions for doubtful debts related to the amount of outstanding balances; and
    - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The disclosures required under AASB 124 above will be made separately for each of the following:
- Council subsidiaries
- entities which are associates of Council or of a Council subsidiary with joint control or significant influence over the entity
- joint ventures in which Council or a Council subsidiary is a joint venture partner
- KMP of Council, and
- other related parties including:
    - a close family member of a KMP of Council (this would include the number of close family members in aggregate and the fact that their employment was through an arm's length process). A close family member is defined in Definitions of this Policy, and
    - entities controlled or jointly controlled by a close family member of a KMP.

Register of Related party Transactions
The Office of the Chief Executive will maintain and keep up to date, a register of related party transactions. It will record the information for each existing or potential related party transaction (including OCTs assessed as being material in nature) during a financial year. The register for each transaction will include:

- the description of the related party transaction
- the name of the related party
- the nature of the related party's relationship with Council
- whether the notified related party transaction is existing or potential
- a description of transactional documents giving rise to the related party transaction and
- the following:
    - the amount of the transactions
    - the amount of outstanding balances, including commitments and
        - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement and

        - details of any guarantees given or received;
    - provisions for doubtful debts related to the amount of outstanding balances; and
    - the expense recognised during the period in respect of bad or doubtful debts due from related parties.

Responsibilities/accountabilities
Related party declarations by KMP will be made annually in May. Declarations will also be required within six weeks of the occurrence of the following events:

- Council approval of the Policy and any subsequent changes to the Policy
- Local government elections
- Appointment of a new CEO or General Manager
- Corporate Restructure which changes KMP, or
- KMP enters into a new relationship which would meet the definition of a “related party”.

Council’s Policy on the privacy of this information can be found in the Information & Privacy Policy - Council Policy.

Public Access to Information

- **No Public Inspection** - The following documents are not open to or available for inspection by the public:
    - Related party transaction notifications provided by KMP; and
    - A register of related party transactions

- **Not Right to Information (RTI) accessible** - A RTI application seeking access to or release of:
    - A document or information (including personal information) provided by a KMP in a related party transaction notification; or
    - Personal information contained in a register of related party transactions.

  These requests will be refused on the ground the document or information comprises information the disclosure of which would, on balance, be contrary to the public interest under sections 48 and 49 of the *Right to Information Act*, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4.

- **Transactional Documentation** - A RTI application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Right to Information Act.*

Definitions

Term	Definition
Close Family Members	These are family members that may expected to influence or be influenced by, that person in their dealings with Council. Typically, this includes: - the person's children and spouse or domestic partner; - children of that person's spouse or domestic partner; - parents, grandparents and other family members; - dependents of that person or that person's spouse or domestic partner.
Key Management Personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly, being; - Mayor - Councillors - Chief Executive Officer - General Managers
Ordinary Citizen Transactions (OCT)	Transactions that an ordinary citizen would undertake with Council.
Related Entity	An entity is related if: - it is controlled or jointly controlled by Council - it is or can be significantly influenced by Council - it is controlled or jointly controlled by a related person of Council - a related person of Council has significant influence over it or is a KMP of the entity - the entity is a post-employment benefit plan for the benefit of employees of Council or entities related to Council.
Related Party	A person or entity that is related to Council.
Related Party Transaction	A transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.
Related Person	A person or close family member that has control or joint control of Council, has significant influence over Council, or is a member of the KMP of Council. May be different to those persons for whom a register of interests is kept under *Local Government Regulation 2012.*

Title	**Corporate Services Report Permanent Road Closure Application - Part Big Valley Road, Bungaban**
Date	3 August 2021
Responsible Manager	S. Thompson, GENERAL COUNSEL

Summary

This Report is to determine an application for the permanent closure of a portion of the Big Valley Road Reserve that is adjacent to the boundary of the northern portion of Lot 5 on Crown Plan FT10083, Bungaban, to facilitate a boundary re-alignment.

There is a current Development Application Reconfiguring Lot (1 Lot into 2 Lots) lodged with Council and is conditioned by making the road closure application to resolve the building encroachment on a section of the road reserve only for the Big Valley Road that runs through Lot 5 FT1008.

Link to Corporate Plan

Strategic Priority: Quality Lifestyle
- We invest in safe, well maintained road networks to connect our region and support economic activities.

Strategic Priority: Sustainable Organisation
- We focus on proactive, sustainable planning for the future.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council:

1. Advise DoR (Department of Resources) and the applicant that it has no objection to the permanent closure of the identified part of the Big Valley Road Reserve that is adjacent to the southern boundary of the northern portion of Lot 5 Crown Plan FT1008, Bungaban.

Background Information

- The applicant is wanting to subdivide Lot 5 FT1008 into two lots.
- The applicant has an approved Development Application Reconfiguring Lot (1 Lot into 2 Lots) which includes the following conditions:
    - Condition 28. The existing Shed currently encroaching over the property boundary and into the Big Valley Road, road reserve shall be relocated to be contained wholly within Proposed Lot 1, or:
    - Condition 29. The applicant must apply to the Department of Resources for a road closure application to realign the road frontage to ensure the existing Shed is contained wholly within an allotment.
- In compliance with Condition 29, the applicant is requesting to close part of the road reserve only, which will have the effect of narrowing a section of the road reserve slightly, but not closing any portion of the road or road reserve.

- The applicant has supplied a Survey Plan identifying the proposed area to be closed. Refer to attachment 2.

Report

The portion of the road reserve along the southern boundary of the northern portion of Lot 5 on Crown Plan FT1008 is a wide section of the reserve and would not impact the Big Valley Road itself. The applicant is applying for the permanent closure of a portion of the road reserve only to resolve the encroachment issue as part of the conditions set out by Council for the Approval of the Development Application Reconfiguring Lot (1 Lot into 2 Lots).

Consultation (Internal/External)

Internal consultation was conducted, and comments sought from Council's departments.

- Principal Planner (Kate Swepson)
  Council's Principle Planner noted that from a Planning perspective there was no objection to the proposed closure. The proposed use of the closed road reserve will be consistent with the rural use of the property. Further, the proposed closed area would not be supported as a standalone lot in the Rural Zone.

- Senior Works Manager; (Brianna Barnett)
  Council's Senior Works Manager noted that Works did not object to the permanent closure of this portion of the road reserve (noting it is not permanently closing the width of the road reserve, it is essentially narrowing the widened road reserve), as it does not close the road or interfere with any potential future road realignment.

- Rural Services Coordinator (Carissa Hallinan)
  Rural Services advised they had no objection to this application.

No objections were raised of the application for the closure of this road.

Legal/Policy Implications (Justification if applicable)

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

If Council offers no objection to the road closure, then the part of the road reserve shown in yellow highlighting in Attachment 1 will be permanently closed to the public, subject to final approval of the closure by the State.

The Chief Executive Officer has delegated power for submissions to be made to the Department of Natural Resources, Mines and Energy under section 420CB of the *Land Act 1994* pursuant to Council's Delegations' Register B31.148.

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

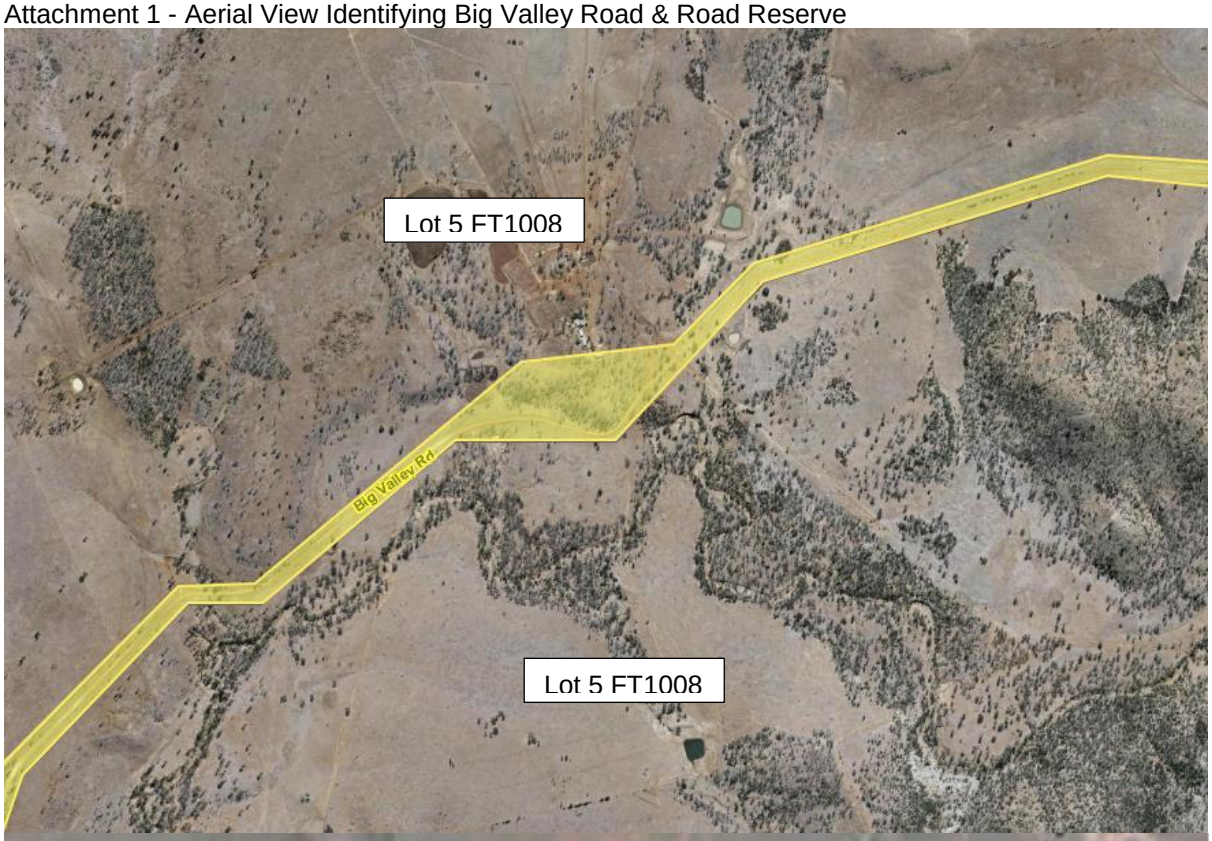
As the road reserve does not form part of the road network and its closure does not land lock any other lots it is recommended that Council advises DoR that it offers no objection to the permanent closure of the identified portion of the road reserve, along the boundary of the northern portion of Lot 5 Crown Plan FT1008, Bungaban.

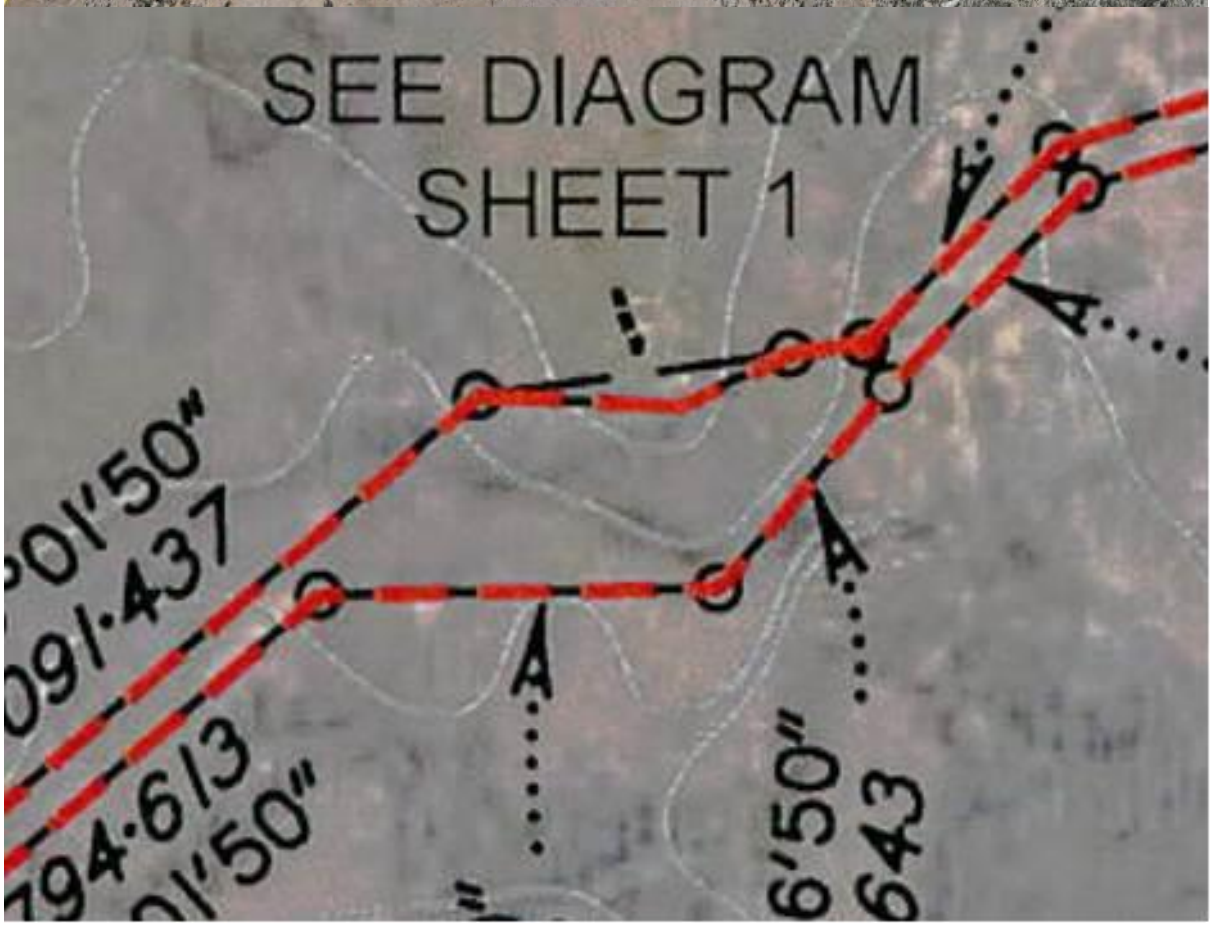
Attachments

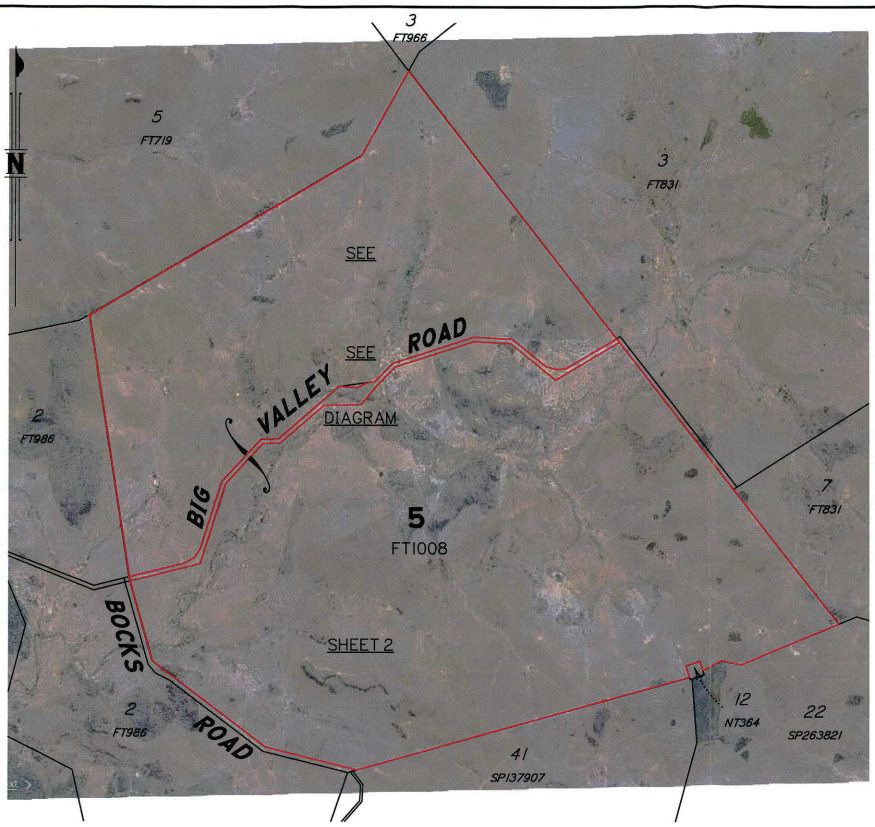
1. Aerial Photo Identifying Big Valley Road & the proposed portion of the road reserve to be closed
2. Survey Plan of Proposed Portion of Road Reserve to be closed

Authored by: S. Thompson, GENERAL COUNSEL

Attachment 1 - Aerial View Identifying Big Valley Road & Road Reserve







Scale 1:50000 – Lengths are in Metres.

500 0 500 1000 1500 2000 2500 3000 3500 4000 4500 5000 5500 6000 6500 7000

Sheet 1 of 2

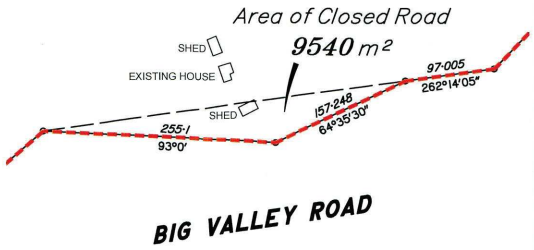


DIAGRAM
Scale 1: 4000

NOTE:

(1) This plan was prepared for the purposes and exclusive use of CLIENT to accompany an application to the Western Downs Regional Council for a Development Permit for Reconfiguring a Lot by subdivision of the subject land described in the plan and is not to be used for any other purpose or by any other person or corporation. FYFE PTY LTD © accepts no responsibility for any loss or damage suffered howsoever arising to any person or corporation who may use or rely on this plan in contravention to this clause or clause 2.

(2) The 10m contours on this plan are approximate and are suitable only for the purpose of this application. The accuracy of the contours has not been verified and no reliance should be placed upon each contour for any purpose other than for the purpose of the application.

(3) The dimensions, areas size and location of improvements, flood information (if shown) and number of lots shown on this plan are approximate only and may vary.

(4) This plan may not be photocopied unless this note is included.

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ORIGINAL SIZE A3

FYFE
HEAD OFFICE
Lvl 2, 124 Sth Terrace
Adelaide SA 5000
GPO Box 2450
Adelaide SA 5001
www.fyfe.com.au
PROJECT OFFICE
56 Bungil Street
Roma, QLD 4455
PO Box 79
Telephone 61 7 4622 7766

LOCAL GOV.: WESTERN DOWNS R C
LOCALITY: BUNGABAN
PROJECT No: 38322-1
SCALE: 1:50000
DATE: 18/05/2021
DRAWN BY: NXB
CHECKED BY: DD

PLAN OF DEVELOPMENT

SHOWING RECONFIGURING OF LOT 5
CANCELLING PART OF USL BEING CLOSED BIG VALLEY ROAD
(ADJACENT TO LOT 5 ON FT1008)
1327 BIG VALLEY ROAD, BUNGABAN, QLD

DRAWING No: 38322-1_POD-002RA

REV	DETAILS	BY	DATE
A	ISSUED FOR REVIEW	NXB	18/05/21

Document Set ID: 4378517
Version: 1, Version Date: 29/06/2021

Title	**Corporate Services Permanent Road Closure - Part Bowen Street, Condamine**
Date	30 July 2021
Responsible Manager	S. Thompson, GENERAL COUNSEL

Summary

The purpose of this Report is to determine an application for the permanent road closure of part of Bowen Street, an unformed road that runs along the northern boundary of Lots 125 and 126 Crown Plan C444 and the adjoining southern boundary of Lot 2 Crown Plan C4416, Condamine.

Link to Corporate Plan

Strategic Priority: Quality Lifestyle
- Our residents are provided with modern infrastructure and quality essential services across our region.

Strategic Priority: Sustainable Organisation
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be receive and that:

1. Council advise DoR (Department of Resources) and the applicant that it has no objection to the permanent road closure of the identified part of Bowen Street that runs along the northern boundary of Lots 125 and 126 Crown Plan C444 and the adjoining southern boundary of Lot 2 Crown Plan C4416, Condamine.

Background Information

- This part of Bowen Street is an unformed and unused road located in Condamine. See **Attachment 1**.
- The applicant has been using this part of Bowen Street for a number of years, as it adjoins the applicant's land being the northern boundary of Lots 125 and 126 Crown Plan C444 and has been fenced as an extension of the applicant's yard. The road is identified on **Attachment 2** in yellow highlighting.
- A neighbour made a complaint to Council that they were unable to use this portion of Bowen Street.
- The applicant was contacted by Council to see if they had a permit or approval to use this section of road. The applicant did not have any approvals. Council let the applicant know of their options regarding their use of the road.
- The applicant has submitted a permanent road closure application to DoR to permanently close this part of the road.
- The applicant desires the area to continue to use it for garden use and as an extension of their yard.

Report

The unformed and unused part of road along the northern boundary of Lot 125 and 126 of Crown Plan C444 does not form part of Council's current road network. The applicant is applying for the permanent closure of this section of road. Closure of this part of road does not "land lock" any other parcel of land.

Consultation (Internal/External)

Internal consultation was conducted, and comments sought from Council's departments.

- Planning and Environment Manager (Todd Summerville)
  Council's Planning and Environment Manager noted that the customer had really taken over the road, and also noted that there were power lines going over that portion of land. A road closure may cause Ergon Energy some issue with access to their assets, and that that power line services our Water Treatment Plant. That may be in our interest.

- Principal Planner (Kate Swepson)
  Council's Principal Planner noted that from a Planning perspective there was no objection to the proposal. The use of the site for a garden associated with the dwelling is consistent with the township zoning of land on either side of the road reserve. From a practical perspective, it is not ideal, as there are houses on that road now with a split road. It does have implications with emergency services access and deliveries etc.

- Rural Services Coordinator (Carissa Hallinan)
  Rural Services did not have any comments as this closure did not interfere with a stock route.

- Senior Works Manager (Brianna Barnett)
  From a Works perspective regarding the transport infrastructure network, it is preferred not to dissect a road as this causes confusion to motorists when travelling along the 'dissected road', this can cause delays for Emergency services and inconvenience for all road users. However, whilst not ideal, for this specific case, Works' recommendation is to not object to the permanent closure, due to the following reasons:
  - The substantial existing development of the land in question;
  - Bowen Street is the most northern street in the zoned township of Condamine, hence only traffic accessing Bowne Street residences would be impacted; and
  - The smaller population in the town of Condamine would already be familiar with the dissected road and therefore no confusion.

- Utilities Manager - Infrastructure Services (Leigh Cook)
  No objection.

Legal/Policy Implications (Justification if applicable)

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

The above internal comments, although not objecting, do not provide sufficient reason to sustain an objection to the closure. If Council offers no objection to the road closure, then the part road shown in yellow highlighting in Attachment 2 will be permanently closed to the public, subject to final approval of the closure by the State. The land may then be offered by the State to the applicant for purchase.

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

As the road reserve does not form part of Council's road network and its closure does not land lock any other lots, it is recommended that Council advise DoR that it offers no objection to the permanent closure of the identified unformed road, along the northern boundary of Lots 125 and 126 of Crown Plan C444, Condamine.

Attachments

1. Aerial view of Bowen Street in relation to Condamine.
2. Aerial view of Bowen Street and neighbouring properties.

Authored by: S. Thompson, GENERAL COUNSEL

Attachment 1 - Aerial View of Bowen Street in relation to Condamine.

Attachment 2 - Aerial view of Bowen Street and neighbouring properties.

Showing Proposed Road Closure (Hatched and outlined in yellow)
Customer's property outlined in Blue.

Title	**Corporate Services Report Write Off of Outstanding Unrecoverable Accounts Receivable**
Date	1 April 2021
Responsible Manager	E. Lambert, CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to seek Council's approval to write-off the attached outstanding accounts receivable, infringement notices and gas accounts that are unrecoverable. These write-offs relate to outstanding accounts that have been provided for as a Provision for Impairment (as per the Financial Statements) in the 2020 -2021 financial year accounts. These write-offs have a very small impact on the financial outcome for the 2020-2021 financial year.

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.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council resolves to write-off $130,781.24 comprising:

    a. $18,583.46 of unrecoverable accounts receivable (GST exclusive);
    b. $67,552,65 of unrecoverable infringement notices (GST exclusive); and
    c. $44,645.13 of unrecoverable gas accounts (GST exclusive).

2. Council notes that included in the amount proposed to be written-off, $129,477.59 has been provided for in last year's financial statements as at 30 June 2020.

Background Information

As part of the finalisation of Council's end of year accounts and annual financial statements, Council is required to review its outstanding debtor arrears and Council's capacity to recover the amounts outstanding. The outcome of this review is that Council will arrive at what it considers an appropriate provision for outstanding debts that have no reasonable expectation of recovery in its entirety or a portion thereof as at the end of the financial year. The amounts for the 2020-2021 financial year will be provided for in accordance with the Financial Instruments Accounting Standard AASB 9.

Council has defined the customer accounts into similar groups. For each grouping the provision calculation reflects historical observations of default rates using credit losses experienced on past transactions from previous years. It also considers Council's view of economic conditions over the expected lives of the receivables and loss pattern analysis derived from the dollar benefit received from the recovery of the

debt. There are also debts that are simply irrecoverable because the business is in liquidation, and expected future conditions affecting historical customer default rates. All these associated factors are considered when determining the probability of the default rate for each group.

Over the last five years, Council has been committed to reducing any possible exposure to bad debt write-offs and reducing any arrears. This has had a substantial positive effect on the Provision for Impairment - Receivables held in the balance sheet.

The levy of general rates and utility charges has protection from bad debt write-offs through Council's legislative capacity to sell property. However, other revenue streams including accounts receivable, infringements and some gas charges do not have this legislative protection.

As well, for general rates and utilities charges, this legislative protection may not always be adequate. The continuing concern is for the workers' camps where outstanding rates and charges can be significant, and reasonable expectations of full recovery is unlikely. Council currently has a total of $233,070 provisioned due to Council's estimate of the difference between the rates outstanding and the amount reasonably expected to be recovered. The Provision for Impairment - Receivables will be reviewed again as at 30 June 2021.

Report

The ongoing COVID-19 environment resulted in debt collection processes being ceased in March 2020 and then recommenced in October 2020. Since this time, all debts have continued to be processed in accordance with the Council Debt Collection Policy and Credit Risk Management Policy.

Every avenue has been utilised to finalise the accounts and secure payment on a cost/benefit basis. The accounts included in this report are now considered having no reasonable expectation of recovery and are recommended for write-off.

The Credit Risk Management Policy, which was adopted in 2016, has resulted in better processes and controls for the granting of credit. These improvements include:

- Upfront payment prior to services being performed;
- Requirements for bank guarantees or deposits if the credit is expected to be significant;
- Credit checks and, if necessary, credit checks from external agencies; and
- Ceasing off all credit if the debts are greater than 90 days.

The processes are aimed at reducing the likelihood of bad debts, especially larger amounts and particularly those associated with waste, the Quarry and the standpipes. While Council has improved its processes and controls around providing access to gas, there will always be a level of bad debts. This is because many gas users are tenants rather than owner/occupier. Tenanted properties do not provide forwarding addresses, and therefore are harder to pursue.

Similarly, it is very hard to implement strong processes and controls around parking offences and many infringement notices. After Council has exhausted all other options, the debt is then referral onto the State Penalties Enforcement Register (SPER). SPER has a relatively low and lengthy success rate. SPER, however, has been actively involved in a data enrichment project over the last three (3) years to improve the quality and accuracy of customer details which hopefully may result in an improved success rate in the future.

Unrecoverable Accounts Receivables (AR) - Includes community housing, standpipe water, landing fees, and waste.

A Provision for Impairment - Receivables of $124,031 is held for Accounts Receivable. The proposed write-off of Accounts Receivable **is $18,583.46** (Attachment 1).

The Accounts Receivables are categorised as unrecoverable for the following reasons:

- $3.031.82 is due to debtors that are now in receivership/liquidation and there is little or no chance of Council receiving a dividend, and

- $7,166.26 of the outstanding accounts has become unrecoverable due to the excessive cost of continuing to enforce the collection actions and/or the account holder is untraceable or deceased.

Accounts Receivables also includes proposed Avdata write-offs (Attachment 2) of **$8,385.38** being:

- Unpaid landing fees at Council operated aerodromes of $184.07;
- Unpaid use of Council washdown facilities of $450.11; and
- Unpaid standpipe water charges of $7,751.20.

Unrecoverable Penalty Infringement Notices (PINS)

A Provision for Impairment - Receivables of $66,249.00 is held for infringements. The proposed write-off of infringements is **$67,552.65** (Attachment 3). A small amount of $1,303.65 has not been provided for and will have a small impact on the 2020-2021 financial statements.

This includes 156 infringements issued which there are:

- 3 planning infringements: $7,416.00;
- 140 animal infringements: $53,712.25;
- 5 waste infringements: $1,174.00;
- 1 parking infringement: $55.40;
- 5 local laws infringements: $3,260.00, and
- 2 environmental health infringements: $1,935.00.

With the exception of 2 planning infringements, all infringements were referred to the SPER during the 2018-19 financial year, however they have not been recovered to date by SPER.

Unrecoverable Gas Accounts

A Provision for Impairment - Receivables of $45,650.00 is held for gas accounts. The proposed write-off of gas accounts is $44,645.13.

Under Section 92 of the Local Government Act, outstanding gas accounts can be allocated as a charge against land. Where the outstanding gas account related to an owner/occupier, this does occur. However, in most cases, the accounts are for tenanted properties and the capacity of Council to recover the outstanding is diminished. In many cases, these tenants leave properties without providing any forwarding addresses.

The attached schedule includes 166 gas notices issued of which:

- 4 accounts are for unauthorised gas usage, amounting to $971.98;
- 2 accounts are for debtors that have gone into bankruptcy/receivership/liquidation and, there is little to no chance of Council receiving a dividend, amounting to $2,460.72; and
- 160 accounts are for debts which have become uneconomical and/or untraceable, amounting to $41,212.43.

Consultation (Internal/External)

Consultation has occurred with Revenue staff, Chief Financial Officer, and the General Manager (Corporate Services).

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

All bad debt write-offs have been provided except the amount of $1,303.65 for infringements.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council notes and receives this Report and that, it resolves to adopt the write-off recommendations.

Attachments

1. Accounts Receivable (including Avdata) Write-offs
2. Avdata Write-offs
3. Infringements Write-offs
4. Gas Accounts Write-offs

Authored by: L. Zeller, REVENUE SUPERVISOR - UTILITIES RECEIVABLES & DEBT RECOVERY

Reference	Column1	Category	Previously Provided For	Provision Year	Amount	(Exc GST)	Amount GST Inclusive	Write Off Reason
13556.16		Avdata	No	20-21	$	209.72	$ 101.34	No longer financially viable to pursue debt. Debt >1 year
13600.11		HACC	No	20-21	$	48.00	-	No longer financially viable to pursue debt. Debt >1 year
11191.11		HACC	No	20-21	$	55.00	-	Deceased
11779.01		Sundry	No	20-21	$	3,031.82	$ 3,335.00	In Liquidation
13135.01		Sundry	No	20-21	$	3,360.00	$ 3,696.00	Transfer to Charge on land??????
13479.01		Sundry	Yes	20-21	$	2,316.56	$ 2,485.29	Partly written off 19/20
12544.01		Sundry	No	20-21	$	203.68	$ 224.05	No longer financially viable to pursue debt. Debt >1 year
11674.01		Sundry	No	20-21	$	55.78	$ 61.36	No longer financially viable to pursue debt. Debt >1 year
13898.13		Waste	No	20-21	$	726.82	$ 799.50	No longer financially viable to pursue debt. Debt >1 year
13283.13		Waste	Yes	20-21	$	42.86	$ 47.15	Partly written off 19/20
1643.13		Waste	No	20-21	$	43.24	$ 47.56	No longer financially viable to pursue debt. Debt >1 year
14085.13		Waste	No	20-21	$	13.09	$ 14.40	No longer financially viable to pursue debt. Debt >1 year
4076.13		Waste	No	20-21	$	27.51	$ 30.26	No longer financially viable to pursue debt. Debt >1 year
4872.13		Waste	No	20-21	$	64.00	$ 70.40	No longer financially viable to pursue debt. Debt >1 year
Subtotal					**$**	**10,198.08**	**$ 10,912.31**	
	Avdata - Aerodromes	Avdata	No	20-21	$	184.07	$ 202.45	
	Subtotal Aerodromes				**$**	**184.07**	**$ 202.45**	
	Avdata - Standpipes	Avdata	No	20-21	$	7,751.20	-	
	Subtotal Standpipes				**$**	**7,751.20**	**-**	
	Avdata - Washdown	Avdata	No	20-21	$	450.11	$ 495.10	
	Subtotal Washdown				**$**	**450.11**	**$ 495.10**	
Avdata Total	**Avdata Total**				**$**	**8,385.38**	**$ 697.55**	
Grand Total	**GRAND TOTAL**				**$**	**18,583.46**	**$ 11,609.86**	

AERODROME - AVDATA

Council Ref	Invoice Date	Invoice No.	Description	Ex GST	Inc GST
	18/06/2020	182711486	Chinchilla Aerodrome	$ 9.73	$ 10.70
	19/05/2020	182700795	Chinchilla Aerodrome	$ 19.46	$ 21.40
	21/01/2020	182633802	Chinchilla Aerodrome	$ 9.73	$ 10.70
	17/12/2019	182621122	Chinchilla Aerodrome	$ 19.46	$ 21.40
	24/10/2019	182585548	Chinchilla Aerodrome	$ 9.73	$ 10.70
	19/07/2019	182539399	Chinchilla Aerodrome	$ 9.59	$ 10.55
	20/06/2019	182524417	Chinchilla Aerodrome	$ 19.18	$ 21.10
	21/05/2019	182511596	Chinchilla Aerodrome	$ 28.77	$ 31.65
150047268				**$ 125.65**	**$ 138.20**
	19.9.2019	182573778	Dalby Aerodrome	$ 9.59	$10.55
150048373				**$ 9.59**	**$10.55**
	24/10/2019	182594840	Dalby Aerodrome	$ 9.73	$ 10.70
150048969				**$ 9.73**	**$ 10.70**
	21/04/2020	182678341	Dalby Aerodrome	$ 9.73	$ 10.70
150051266				**$ 9.73**	**$ 10.70**
	19/03/2020	182665429	Dalby Aerodrome	$ 19.64	$ 21.60
150022241				**$ 19.64**	**$ 21.60**
	19/03/2020	182667856	Chinchilla Aerodrome	$ 9.73	$ 10.70
150034630				**$ 9.73**	**$ 10.70**
			TOTAL	**$ 184.07**	**$ 202.45**

STANDPIPE - AVDATA - NO GST

Council Ref	Invoice Date	Invoice No.	Description	Ex GST	Inc GST
	20/06/2019	182529007	Tara Standpipe	$ 36.08	
	21/05/2019	182516458	Tara Standpipe	$ 71.45	
	17/04/2019	182494251	Tara Standpipe	$ 36.26	
	29/05/2019		*Adjustment Note*	*-$ 35.73*	
150043196				**$ 108.06**	**-**
150028022	19/07/2019	182544342	Chinchilla Standpipe	$ 4,731.23	
150028022			**DEBTOR 12941.16**	**$ 4,731.23**	**-**
	20/06/2019	182527515	Tara Standpipe	$ 82.20	
	19/09/2019	182573747	Tara Standpipe	$ 18.44	
	24/09/2019	182527515	Adjustment note 350121	-$ 41.11	
150047480				**$ 59.53**	**-**
	19/07/2019	182548127	Chinchilla Standpipe 2	$ 112.27	

	22/07/2019	182548127	Adjustment note	-$ 28.17	
	21/08/2019	182565177	Chinchilla Standpipe 2	$ 35.09	
150047063				**$ 119.19**	**-**
	20/02/2020	182657256	Tara Standpipe	$ 28.74	
	21/01/2020	182634041	Tara Standpipe	$ 65.17	
	17/12/2019	182621303	Tara Standpipe	$ 11.90	
150046630				**$ 105.81**	**-**
	21/01/2020	182642292	Chinchilla Standpipe 2	$ 9.85	
	21/01/2020	182642292	Chinchilla Standpipe 2	$ 25.24	
150047213				**$ 35.09**	**-**
	18/06/2020	182712500	Chinchilla Standpipe 2	$ 39.02	
	19/05/2020	182700969	Chinchilla Standpipe 2	$ 59.25	
	21/04/2020	182684586	Chinchilla Standpipe 2	$ 19.51	
	19/03/2020	182668571	Chinchilla Standpipe 2	$ 18.26	
150050975				**$ 136.04**	**-**
	21/01/2020	182633405	Chinchilla Standpipe 2	$ 9.76	
150049738				**$ 9.76**	**-**
	20/02/2020	182653805	Tara Standpipe	$ 28.54	
	21/01/2020	182631954	Chinchilla Standpipe 2	$ 10.56	
	21/01/2020	182631953	Tara Standpipe	$ 29.01	
150050072				**$ 68.11**	**-**
	20/02/2020	182659919	Dalby Standpipe	$ 93.26	
150049955				**$ 93.26**	**-**
	17/12/2019	182618807	Miles Standpipe	$ 36.34	
150049100				**$ 36.34**	**-**
	21/01/2020	182631519	Tara Standpipe	$ 204.33	
150050075				**$ 204.33**	**-**
	21/02/2020	182660008	Tara Standpipe	$ 33.83	
150050396				**$ 33.83**	**-**
	20/11/2019	182612748	Tara Standpipe	$ 40.01	
150048708				**$ 40.01**	**-**
	20/02/2020	182655207	Tara Standpipe	$ 56.83	
150049475				**$ 56.83**	**-**
	20/02/2020	182655677	Tara Standpipe	$ 35.62	
150047678				**$ 35.62**	**-**

	20/01/2020	182653158	Tara Standpipe	$ 18.17	
150044634				**$ 18.17**	**-**
	20/02/2020	182656757	Tara Standpipe	$ 9.40	
	21/01/2020	182639652	Tara Standpipe	$ 37.41	
	22/01/2020		*Credit Note*	*-$ 6.20*	
150039638				**$ 40.61**	**-**
	21/01/2020	182639197	Chinchilla Standpipe	$ 35.08	
	21/01/2020	182639196	Tara Standpipe	$ 105.17	
	17/12/2019	182624697	Chinchilla Standpipe	$ 32.49	
	17/12/2020	182624696	Tara Standpipe	$ 111.71	
	20/11/2019	182610570	Chinchilla Standpipe	$ 35.71	
	20/11/2019	182610569	Tara Standpipe	$ 36.70	
	24/10/2019	182590416	Tara Standpipe	$ 234.50	
150034906				**$ 591.36**	**-**
	21/01/2020	182644420	Tara Standpipe	$ 204.33	
150048065				**$ 204.33**	**-**
	21/02/2020	182653522	Tara Standpipe	$ 45.29	
150034458				**$ 45.29**	**-**
	20/11/2019	182612560	Tara Standpipe	$ 5.73	
150049160				**$ 5.73**	**-**
	24/10/2019	182586113	Tara Standpipe	$ 9.67	
150048375				**$ 9.67**	**-**
	19/03/2020	182673646	Tara Standpipe	$ 14.86	
	20/02/2020	182660982	Tara Standpipe	$ 10.20	
	21/01/2020	182643331	Tara Standpipe	$ 40.80	
150049644				**$ 65.86**	**-**
	20/02/2020	182658845	Tara Standpipe	$ 58.01	
	19/03/2020	182671798	Tara Standpipe	$ 5.28	
150050395				**$ 63.29**	**-**
	21/01/2020	182639912	Tara Standpipe	$ 35.80	
	22/01/2020		*Allocation of credit*	*-$ 9.39*	
150044629				**$ 26.41**	**-**
	20/02/2020	182657029	Tara Standpipe	$ 36.34	
	21/01/2020	182633748	Tara Standpipe	$ 45.47	
150048387				**$ 81.81**	**-**

	20/02/2020	182656608	Tara Standpipe	$15.75	
150048795				**$ 15.75**	**-**
	17/12/2019	182619684	Tara Standpipe	$ 17.90	
	20/11/2019	182608386	Tara Standpipe	$ 406.02	
150049075				**$ 423.92**	**-**
	20/02/2020	182659720	Tara Standpipe	$ 35.26	
150050782				**$ 35.26**	**-**
	182640484	21/01/2020	Tara Standpipe	$ 204.15	
	182619888	17/12/2019	Tara Standpipe	$ 27.84	
	182608589	20/11/2019	Tara Standpipe	$ 9.31	
150049161				**$ 241.30**	**-**
	20/02/2020	182652315	Tara Standpipe	$ 9.40	
150046222				**$ 9.40**	**-**
			TOTAL	**$ 7,751.20**	**-**

WASHDOWN - AVDATA

Council Ref	Invoice Date	Invoice No.	Description	Ex GST	Inc GST
	20/06/2020	182 732 067	Dalby Truckwash 2	$ 146.36	$ 161.00
	18/06/2020	182 717 926	Dalby Truckwash 2	$ 114.54	$ 125.99
	18/06/2020	182 717 925	Dalby Truckwash 1	$ 8.73	$ 9.60
150 041 195				**$ 269.63**	**$ 296.59**
	17/04/2019	182486191	Dalby Truckwash	$ 15.95	$ 17.55
	17/04/2019	182486192	Dalby Truckwash	$ 25.77	$ 28.35
150046328				**$ 41.72**	**$ 45.90**
	17/12/2019	182626922	Dalby Truckwash 2	$ 31.85	$ 35.00
	17/12/2019	182626921	Dalby Truckwash 1	$ 1.09	$ 1.20
150049060	.			**$ 32.94**	**$ 36.20**
	19/03/2020	182668408	Dalby Truckwash 2	$ 99.27	$ 109.20
	19/03/2020	182668407	Dalby Truckwash 1	$ 6.55	$ 7.21
150050826				**$ 105.82**	**$ 116.41**
			TOTAL	**$ 450.11**	**$ 495.10**

PLANNING INFRINGEMENTS

Reference	Category	Previously Provided for	Provision Year	Amount GST Exempt	Write Off Reason
501914	Planning Infringement	No	20-21	$ 2,615.00	Uneconomical to recover
501913	Planning Infringement	No	20-21	$ 2,190.00	Uneconomical to recover
501916	Planning Infringement	Yes	20-21	$ 2,611.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
				$ 7,416.00	

ANIMAL INFRINGEMENTS

Reference	Category	Previously	Provision	Amount GST Exempt	Write Off Reason
502445	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502446	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502447	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502449	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502927	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502928	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502932	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502934	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502936	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502939	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502940	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502946	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502950	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503010	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503015	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503018	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503023	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503028	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503032	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503034	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503035	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503100	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503140	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503142	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503143	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503145	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503147	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503189	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503196	Animal Infringement	Yes	20-21	$ 1,044.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503198	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503351	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503352	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503356	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503357	Animal Infringement	Yes	20-21	$ 1,044.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503358	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503361	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503365	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503371	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503375	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503381	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503383	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503384	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503388	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503389	Animal Infringement	Yes	20-21	$ 1,044.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503390	Animal Infringement	Yes	20-21	$ 783.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503393	Animal Infringement	Yes	20-21	$ 522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503395	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503397	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503399	Animal Infringement	Yes	20-21	$ 261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19

503403	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503410	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503411	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503417	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503419	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503422	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503432	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503435	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503437	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503442	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503444	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503446	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503448	Animal Infringement	Yes	20-21	$	199.25	Infringement Lodged with SPER 1/7/18 - 30/06/19
503451	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503455	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503456	Animal Infringement	Yes	20-21	$	462.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503458	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503460	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503465	Animal Infringement	Yes	20-21	$	200.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503467	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503468	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503469	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503476	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503479	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503481	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503482	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503483	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503484	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503485	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503489	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503494	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503501	Animal Infringement	Yes	20-21	$	783.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503504	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503508	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503509	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503511	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503512	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503514	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503515	Animal Infringement	Yes	20-21	$	783.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503516	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503517	Animal Infringement	Yes	20-21	$	1,044.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503518	Animal Infringement	Yes	20-21	$	783.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503526	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503527	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503542	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503602	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503604	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503607	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503613	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503617	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503620	Animal Infringement	Yes	20-21	$	783.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503623	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503624	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503627	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503636	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503652	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503653	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503656	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503657	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503659	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19

503665	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503701	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503531	Animal Infringement	Yes	20-21	$	913.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503407	Animal Infringement	Yes	20-21	$	913.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503363	Animal Infringement	Yes	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502450	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502931	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503144	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503146	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503191	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503362	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503382	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503387	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503394	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503396	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503398	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503438	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503449	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503450	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503486	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503490	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503498	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503503	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503505	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503507	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503513	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503533	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503538	Animal Infringement	Yes	20-21	$	522.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503543	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503603	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
503667	Animal Infringement	Yes	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
				$	**53,712.25**	

WASTE INFRINGEMENTS

Reference	Category	Previously	Provision	Amount GST Exempt		Write Off Reason
502553	Waste Infringement	No	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502573	Waste Infringement	No	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502581	Waste Infringement	No	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502584	Waste Infringement	No	20-21	$	261.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502521	Waste Infringement	No	20-21	$	130.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
				$	**1,174.00**	

PARKING INFRINGEMENTS

Reference	Category	Previously	Provision	Amount GST Exempt		Write Off Reason
119708	Parking Infringement	Yes	20-21	$	55.40	Infringement Lodged with SPER 1/7/18 - 30/06/19
				$	**55.40**	

LOCAL LAW INFRINGEMENTS

Reference	Category	Previously	Provision	Amount GST Exempt		Write Off Reason
502554	Local Law Infringement	No	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502558	Local Law Infringement	No	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502572	Local Law Infringement	No	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502577	Local Law Infringement	No	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
502578	Local Law Infringement	No	20-21	$	652.00	Infringement Lodged with SPER 1/7/18 - 30/06/19
				$	**3,260.00**	

ENVIRONMENTAL HEALTH INFRINGEMENTS

Reference	Category	Previously	Provision	Amount GST Exempt		Write Off Reason
502453	Environmental Health Infringement	No	20-21	$	1,305.00	Infringement Lodged with SPER 1/7/18 - 30/06/19

502603	Environmental Health Infringement	No	20-21	$	630.00	Infringement Lodged with SPER 1/7/17 - 30/06/19
				$	**1,935.00**	
		TOTAL		**$**	**67,552.65**	

Unrecoverable Gas Accounts

Assessment No.	Transaction Dat	Ex GST	Total Outstanding	Reason
1051053	25/09/2019	$2,442.20	$ 2,686.42	Bankrupt
5010400	25/09/2019	$18.52	$ 20.37	Bankrupt
	Sub Total	$2,460.72	$ 2,706.79	

Assessment No.	Transaction Dat	Ex GST	Total Outstanding	Reason
1040209	28/09/2020	$303.96	$ 334.36	Unauthorised gas use
1052052	13/08/2020	$366.71	$ 403.38	Unauthorised gas use
1052625	07/11/2019	$197.04	$ 216.74	Unauthorised gas use
1052634	03/07/2019	$104.27	$ 114.70	Unauthorised gas use
	Sub Total	$971.98	$ 1,069.18	

Assessment No.	Transaction Dat	Ex GST	Total Outstanding	Reason
1004301	17/09/2020	$102.86	$ 113.15	Deceased
1040000	10/12/2020	$93.74	$ 103.11	Uneconomical to recover and/or untraceable
1040010	22/04/2020	$271.77	$ 298.95	Uneconomical to recover and/or untraceable
1040049	01/10/2020	$211.54	$ 232.69	Uneconomical to recover and/or untraceable
1040096	13/08/2020	$126.29	$ 138.92	Uneconomical to recover and/or untraceable
1040102	15/10/2020	$185.20	$ 203.72	Uneconomical to recover and/or untraceable
1040116	17/09/2020	$212.88	$ 234.17	Uneconomical to recover and/or untraceable
1040119	30/07/2020	$8.23	$ 9.05	Uneconomical to recover and/or untraceable
1040121	15/10/2020	$344.11	$ 378.52	Uneconomical to recover and/or untraceable
1040124	01/10/2020	$465.31	$ 511.84	Uneconomical to recover and/or untraceable
1040151	17/09/2020	$18.98	$ 20.88	Uneconomical to recover and/or untraceable
1040176	10/12/2020	$62.19	$ 68.41	Uneconomical to recover and/or untraceable
1040246	12/11/2020	$117.83	$ 129.61	Uneconomical to recover and/or untraceable
1040250	10/12/2020	$232.87	$ 256.16	Uneconomical to recover and/or untraceable
1051147	10/12/2020	$18.98	$ 20.88	Uneconomical to recover and/or untraceable
1051370	19/03/2020	$83.64	$ 92.00	Uneconomical to recover and/or untraceable
1051782	10/12/2020	$337.79	$ 371.57	Uneconomical to recover and/or untraceable
1051794	25/09/2019	$209.08	$ 229.99	Uneconomical to recover and/or untraceable
1051812	10/12/2020	$118.97	$ 130.87	Uneconomical to recover and/or untraceable
1051861	19/03/2020	$126.45	$ 139.10	Uneconomical to recover and/or untraceable
1051889	15/10/2020	$78.98	$ 86.88	Uneconomical to recover and/or untraceable
1051912	22/04/2020	$124.95	$ 137.45	Uneconomical to recover and/or untraceable
1051918	22/04/2020	$122.45	$ 134.69	Uneconomical to recover and/or untraceable
1051981	19/03/2020	$36.03	$ 39.63	Uneconomical to recover and/or untraceable
1052077	22/04/2020	$380.24	$ 418.26	Uneconomical to recover and/or untraceable
1052081	31/12/2020	$535.67	$ 589.24	Uneconomical to recover and/or untraceable
1052233	06/01/2020	$607.49	$ 668.24	Uneconomical to recover and/or untraceable
1052258	28/05/2020	$65.05	$ 71.55	Uneconomical to recover and/or untraceable
1052315	23/10/2019	$283.85	$ 312.23	Uneconomical to recover and/or untraceable
1052339	22/04/2020	$106.44	$ 117.08	Uneconomical to recover and/or untraceable
1052357	13/08/2020	$237.37	$ 261.11	Uneconomical to recover and/or untraceable
1052416	22/04/2020	$624.07	$ 686.48	Uneconomical to recover and/or untraceable
1052452	18/06/2020	$118.11	$ 129.92	Uneconomical to recover and/or untraceable
1052461	10/12/2020	$191.57	$ 210.73	Uneconomical to recover and/or untraceable
1052465	17/09/2020	$18.98	$ 20.88	Uneconomical to recover and/or untraceable
1052478	11/12/2019	$433.52	$ 476.87	Uneconomical to recover and/or untraceable
1052497	18/06/2020	$111.53	$ 122.68	Uneconomical to recover and/or untraceable
1052521	06/01/2020	$395.49	$ 435.04	Uneconomical to recover and/or untraceable
1052529	25/09/2019	$315.47	$ 347.02	Uneconomical to recover and/or untraceable
1052551	13/08/2020	$141.61	$ 155.77	Uneconomical to recover and/or untraceable

1052570	16/10/2019	$398.77	$	438.65	Uneconomical to recover and/or untraceable
1052576	29/01/2020	$60.11	$	66.12	Uneconomical to recover and/or untraceable
1052584	02/07/2020	$184.45	$	202.89	Uneconomical to recover and/or untraceable
1052596	22/04/2020	$705.77	$	776.35	Uneconomical to recover and/or untraceable
1052605	28/05/2020	$152.17	$	167.39	Uneconomical to recover and/or untraceable
1052617	25/09/2019	$274.73	$	302.20	Uneconomical to recover and/or untraceable
1052631	16/10/2019	$513.44	$	564.78	Uneconomical to recover and/or untraceable
1052641	28/05/2020	$50.85	$	55.94	Uneconomical to recover and/or untraceable
1052643	10/12/2020	$2,522.30	$	2,774.53	Uneconomical to recover and/or untraceable
1052669	17/09/2020	$228.25	$	251.07	Uneconomical to recover and/or untraceable
1052671	31/12/2020	$224.96	$	247.46	Uneconomical to recover and/or untraceable
1052678	10/12/2020	$75.93	$	83.52	Uneconomical to recover and/or untraceable
1052687	20/02/2020	$33.46	$	36.81	Uneconomical to recover and/or untraceable
2000888	19/03/2020	$101.23	$	111.35	Uneconomical to recover and/or untraceable
2002804	01/04/2020	$79.66	$	87.63	Uneconomical to recover and/or untraceable
2006004	25/09/2019	$82.85	$	91.14	Uneconomical to recover and/or untraceable
2049805	02/10/2019	$148.74	$	163.61	Uneconomical to recover and/or untraceable
2050658	31/07/2019	$357.30	$	393.03	Uneconomical to recover and/or untraceable
2051370	28/05/2020	$241.14	$	265.25	Uneconomical to recover and/or untraceable
2051522	22/04/2020	$827.44	$	910.18	Uneconomical to recover and/or untraceable
2052023	01/10/2020	$190.17	$	209.19	Uneconomical to recover and/or untraceable
2052112	23/10/2019	$56.89	$	62.58	Uneconomical to recover and/or untraceable
2052116	12/11/2020	$69.48	$	76.43	Uneconomical to recover and/or untraceable
2052219	19/03/2020	$133.82	$	147.20	Uneconomical to recover and/or untraceable
2052264	18/06/2020	$43.00	$	47.30	Uneconomical to recover and/or untraceable
2052268	20/02/2020	$233.39	$	256.73	Uneconomical to recover and/or untraceable
2052525	29/01/2020	$181.82	$	200.00	Uneconomical to recover and/or untraceable
2052563	11/12/2019	$105.42	$	115.96	Uneconomical to recover and/or untraceable
2054300	17/09/2020	$18.98	$	20.88	Uneconomical to recover and/or untraceable
2094102	13/08/2020	$255.06	$	280.57	Uneconomical to recover and/or untraceable
3001402	19/03/2020	$30.75	$	33.83	Uneconomical to recover and/or untraceable
3010505	01/10/2020	$155.74	$	171.31	Uneconomical to recover and/or untraceable
3014501	22/04/2020	$457.54	$	503.29	Uneconomical to recover and/or untraceable
3014502	10/12/2020	$586.45	$	645.09	Uneconomical to recover and/or untraceable
3024005	20/02/2020	$96.63	$	106.29	Uneconomical to recover and/or untraceable
3029406	22/04/2020	$29.88	$	32.87	Uneconomical to recover and/or untraceable
3035300	17/09/2020	$130.09	$	143.10	Uneconomical to recover and/or untraceable
3051407	19/03/2020	$80.83	$	88.91	Uneconomical to recover and/or untraceable
3051684	15/10/2020	$240.32	$	264.35	Uneconomical to recover and/or untraceable
3052006	31/07/2019	$184.17	$	202.59	Uneconomical to recover and/or untraceable
3052148	02/10/2019	$155.69	$	171.26	Uneconomical to recover and/or untraceable
3052149	20/02/2020	$113.97	$	125.37	Uneconomical to recover and/or untraceable
3052150	22/04/2020	$182.98	$	201.28	Uneconomical to recover and/or untraceable
3052151	17/09/2020	$166.34	$	182.97	Uneconomical to recover and/or untraceable
3052348	31/07/2019	$500.28	$	550.31	Uneconomical to recover and/or untraceable
3052522	17/09/2020	$307.44	$	338.18	Uneconomical to recover and/or untraceable
3052703	07/11/2019	$183.74	$	202.11	Uneconomical to recover and/or untraceable
3054502	13/08/2020	$453.43	$	498.77	Uneconomical to recover and/or untraceable
3063600	10/12/2020	$0.80	$	0.88	Uneconomical to recover and/or untraceable
3088502	12/11/2020	$272.73	$	300.00	Uneconomical to recover and/or untraceable
3097707	23/10/2019	$426.54	$	469.19	Uneconomical to recover and/or untraceable
4007101	16/10/2019	$332.87	$	366.16	Uneconomical to recover and/or untraceable
4015506	17/09/2020	$15.78	$	17.36	Uneconomical to recover and/or untraceable
4023305	10/12/2020	$1,152.55	$	1,267.81	Uneconomical to recover and/or untraceable
4031801	02/10/2019	$107.89	$	118.68	Uneconomical to recover and/or untraceable

4031802	19/03/2020	$284.39	$	312.83	Uneconomical to recover and/or untraceable
4037208	22/04/2020	$197.09	$	216.80	Uneconomical to recover and/or untraceable
4042606	29/01/2020	$61.67	$	67.84	Uneconomical to recover and/or untraceable
4043409	19/03/2020	$189.57	$	208.53	Uneconomical to recover and/or untraceable
4050541	18/06/2020	$151.36	$	166.50	Uneconomical to recover and/or untraceable
4050643	22/04/2020	$206.79	$	227.47	Uneconomical to recover and/or untraceable
4050749	15/10/2020	$153.15	$	168.47	Uneconomical to recover and/or untraceable
4050889	17/09/2020	$155.23	$	170.75	Uneconomical to recover and/or untraceable
4051366	28/05/2020	$1.75	$	1.92	Uneconomical to recover and/or untraceable
4051420	03/07/2019	$297.34	$	327.07	Uneconomical to recover and/or untraceable
4051503	29/01/2020	$522.95	$	575.25	Uneconomical to recover and/or untraceable
4051670	06/01/2020	$68.38	$	75.22	Uneconomical to recover and/or untraceable
4051674	25/09/2019	$182.08	$	200.29	Uneconomical to recover and/or untraceable
4051675	12/11/2020	$350.01	$	385.01	Uneconomical to recover and/or untraceable
4051707	25/09/2019	$74.71	$	82.18	Uneconomical to recover and/or untraceable
4051762	19/03/2020	$277.83	$	305.61	Uneconomical to recover and/or untraceable
4051852	01/04/2020	$46.75	$	51.43	Uneconomical to recover and/or untraceable
4052021	16/10/2019	$312.15	$	343.37	Uneconomical to recover and/or untraceable
4052029	06/01/2020	$72.35	$	79.58	Uneconomical to recover and/or untraceable
4052039	16/10/2019	$455.02	$	500.52	Uneconomical to recover and/or untraceable
4052231	22/04/2020	$1,032.87	$	1,136.16	Uneconomical to recover and/or untraceable
4052235	03/07/2019	$93.05	$	102.35	Uneconomical to recover and/or untraceable
4052380	01/04/2020	$52.45	$	57.69	Uneconomical to recover and/or untraceable
4052450	18/06/2020	$57.61	$	63.37	Uneconomical to recover and/or untraceable
4059601	31/12/2020	$469.71	$	516.68	Uneconomical to recover and/or untraceable
4062104	10/12/2020	$407.85	$	448.63	Uneconomical to recover and/or untraceable
4078008	01/10/2020	$92.38	$	101.62	Uneconomical to recover and/or untraceable
4078705	19/03/2020	$18.52	$	20.37	Uneconomical to recover and/or untraceable
4088708	17/07/2019	$41.96	$	46.16	Uneconomical to recover and/or untraceable
4088709	01/04/2020	$367.41	$	404.15	Uneconomical to recover and/or untraceable
4098708	12/11/2020	$459.94	$	505.93	Uneconomical to recover and/or untraceable
5001204	22/04/2020	$355.05	$	390.56	Uneconomical to recover and/or untraceable
5003309	18/06/2020	$172.06	$	189.27	Uneconomical to recover and/or untraceable
5004806	22/04/2020	$410.86	$	451.95	Uneconomical to recover and/or untraceable
5005103	19/03/2020	$27.70	$	30.47	Uneconomical to recover and/or untraceable
5007701	20/02/2020	$169.22	$	186.14	Uneconomical to recover and/or untraceable
5013904	01/04/2020	$107.81	$	118.59	Uneconomical to recover and/or untraceable
5029606	29/01/2020	$377.79	$	415.57	Uneconomical to recover and/or untraceable
5041007	25/09/2019	$254.03	$	279.43	Uneconomical to recover and/or untraceable
5051668	18/06/2020	$337.57	$	371.33	Uneconomical to recover and/or untraceable
5051724	16/10/2019	$236.44	$	260.08	Uneconomical to recover and/or untraceable
5051742	31/07/2019	$311.26	$	342.39	Uneconomical to recover and/or untraceable
5052289	29/01/2020	$153.87	$	169.26	Uneconomical to recover and/or untraceable
5052290	17/09/2020	$198.37	$	218.21	Uneconomical to recover and/or untraceable
5070609	30/07/2020	$93.90	$	103.29	Uneconomical to recover and/or untraceable
5111202	18/06/2020	$449.73	$	494.70	Uneconomical to recover and/or untraceable
6007201	19/03/2020	$25.31	$	27.84	Uneconomical to recover and/or untraceable
6026402	28/05/2020	$131.63	$	144.79	Uneconomical to recover and/or untraceable
6027104	18/06/2020	$286.53	$	315.18	Uneconomical to recover and/or untraceable
6027105	17/09/2020	$199.97	$	219.97	Uneconomical to recover and/or untraceable
6052373	19/03/2020	$18.52	$	20.37	Uneconomical to recover and/or untraceable
7003200	29/01/2020	$1,276.32	$	1,403.95	Uneconomical to recover and/or untraceable
7005102	30/01/2020	$1,112.51	$	1,223.76	Uneconomical to recover and/or untraceable
7010101	08/08/2019	$495.04	$	544.54	Uneconomical to recover and/or untraceable
9002107	11/12/2019	$130.74	$	143.81	Uneconomical to recover and/or untraceable

9020208	01/10/2020	$428.91	$	471.80	Uneconomical to recover and/or untraceable
9021405	01/04/2020	$915.42	$	1,006.96	Uneconomical to recover and/or untraceable
9033504	22/04/2020	$89.41	$	98.35	Uneconomical to recover and/or untraceable
9051640	17/09/2020	$113.49	$	124.84	Uneconomical to recover and/or untraceable
9051794	02/07/2020	$66.97	$	73.67	Uneconomical to recover and/or untraceable
9055609	17/07/2019	$211.81	$	232.99	Uneconomical to recover and/or untraceable
9058703	28/05/2020	$95.02	$	104.52	Uneconomical to recover and/or untraceable
9081503	19/03/2020	$90.32	$	99.35	Uneconomical to recover and/or untraceable
9087904	01/04/2020	$13.75	$	15.13	Uneconomical to recover and/or untraceable
9098503	22/04/2020	$1,506.20	$	1,656.82	Uneconomical to recover and/or untraceable
	Sub Total	$41,212.43	$	45,333.67	
	Total	**$44,645.13**		**$49,109.64**	

Title	**Corporate Services Report 2020-21 Q4 Enterprise Risk Management and Operational Plan Review**
Date	23 July 2021
Responsible Manager	P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this Report is to provide Council with:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. Progress towards achieving the 2020-21 Operational Plan outcomes for the fourth and final quarter.

Link to Corporate Plan

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

1. <u>Review of Enterprise Risk</u>

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

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

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

Council's Risk Appetite Statement is as follows:

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

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

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

2. Review of Annual Operational Plan

Pursuant to the *Local Government Regulation 2012* Section 174(3).

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

Report

1. Corporate Quarterly Review of Enterprise Risk

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

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

The register is reviewed as part of the corporate quarterly review process. As at the end of Q4, all risks identified in the Enterprise Risk Register are deemed manageable and/or acceptable, within normal day-to-day management capacity.

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

To assist senior management in complying with their responsibility in relation to risk management, managers are required to complete an Annual Risk Statement. The purpose of the statement is to ensure that managers are thinking about risks specific to their strategic objectives, day-to-day operation and project event risk.

Managers hold responsibility around ensuring risks are being identified, included in the relevant register and appropriate controls are in place to mitigate the risks. The annual statement also includes confirmation that projects and events have processes in place to manage risk.

The annual risk statement has been forwarded to all managers to complete for the 2020-21 period.

2. Corporate Quarterly Review of Operational Plan

In the attached, a review of the 2020-21 Operational Plan against the 'quarter progress', 'overall progress' and 'measure of success' are identified against each of the plan's success drivers.

The status and success indicators for the specific drivers articulated in the Operational Plan clearly show Council has made significant progress on the delivery of its commitments during the fourth and final quarter. The majority of actions have been achieved to close out the financial year, however the COVID pandemic still impacted on the delivery of some actions.

3. Performance Summary

In addition to the specific success drivers within the Operational Plan, areas where senior management believes excellent outcomes were achieved during the 2020-21 financial year will be reported at six (6) monthly intervals for Q1-Q2 and Q3-Q4 of each year; thereby providing a snapshot of achievement identified at the mid-point and end of the financial year.

A summary of achieved for Q3 and Q4 of the 2020-21 financial year is provided as follows:

Strong Economic Growth

- $8.08 million local spend within Facilities capital projects across the region.
- Council developed and launched its new Tourism Brand Campaign 'Experience Western Downs. It's the people that make it".
- Throughout June a Tourism Family Campaign was rolled out, kicking off with the very popular and fun family video showcasing the Western Downs as a family destination. The results in just 14 days was a 32%-page traffic increase to the tourism website. The Facebook acquisition advertising campaign for Tourism has continued to succeed with an increase in followers of 'Western Downs Queensland' from 16,661 to 24,551 followers during the third and fourth quarter.
- Under Council's partnership with TSBE the following events were held: -
    - 2021 Protein Conference held in Dalby on 24 February.
    - the first 2021 Enterprise Evening was held on 25 February at the Dalby Events Centre, with 110 attendees, 60% visiting from out of Western Downs region.
    - the third round of the Emerging Exporters Program was launched on 16 June, the cohort includes 5 Western Downs businesses.
    - a Hydrogen Summit was held on 17 June at the Chinchilla Cultural Centre bringing together academics, businesses, and multiple tiers of government; with 170 attendees, 67% visiting from out of Western Downs region.
- "How to Google My Business" workshops were delivered to local business owners and managers to help them improve their business's online presence. Sessions were delivered across the region during February and March by the Economic Development Team, in collaboration with Libraries Team and Chambers of Commerce.
- The Covid-19 Business Support Program wrapped up at the end of Q4. Overall, a total of 73 local businesses participated in the Business Recovery Planning Initiative with 24 businesses participating in the E-Commerce program. The Buy Western Downs platform has 238 businesses listed on the website and 798 Facebook page users.
- During May the Economic Development Team provided support to locally run career pathway initiatives; Miles Future Pathways Program, Chinchilla B.E.S.T. Ignite Your Futures Tour, and Dalby B.E.S.T. Small Business Industry dinner.
- Search engine optimisation work on the Tourism website also proved successful with an increase in website visitation over Q3 and Q4 from 4,000 to 15,000 monthly sessions.
- A new Council initiative, Arts on Top Regional Arts Forum was held over 3 days at the beautiful Bunya Mountains in May with more than 200 people attending.
- Opera @ Jimbour was successfully held in June in partnership with Queensland Music Festival, with a new format providing small intimate performances throughout the grounds of the historic Jimbour House. Over 2,500 concert performance tickets were sold throughout the weekend. Approximately 28 market stalls and food vendors added to the weekend of festivities. The camp kitchen came to life each night with a paddock to plate experience and caravans lined the outskirts of the airstrip with 165 camp sites filled over the weekend.

Active Vibrant Communities

- 11 capital projects were completed at our regional parks including upgrades to BBQ's, shade shelters, amenities and playgrounds creating spaces that connect people regionally.
- Words Out West Readers and Writers Festival was held for the second year included sold out events, the Warra 'Schooners & Stories' night and the Writers Retreat at Jimbour House.
- Groovin in the Garden was held in the Chinchilla Botanic Parkland in February with 995 tickets sold for the event. The Chinchilla Botanic Parklands came to life where the crowd enjoyed live music performances from local grown talent. Local food vendors from around the region had a successful afternoon serving up all the tasty treats to the crowd.

- Regional pool parties were a success across the region being held at Moonie, Chinchilla, Bell, Meandarra, Wandoan and Dalby with over 500 attendees across all events.
- Australia Day Events were celebrated across the region with approx. 1,300 people attending the events.
- Anzac Day Services were held across the region at 14 locations to commemorate 106 years since our Australia and New Zealand troops stepped foot on the shores of Gallipoli. Over 8,000 people attended Dawn and Commemorative services throughout the Region.
- Partnering with the local community, Wandoan Soldier Settlers Avenue of Honour was officially opened, celebrating, and honouring the contribution of the 103 soldier settler families to the development of the Wandoan community.
- Student leader events were held in Dalby, Chinchilla, Miles and Tara where over 180 student leaders from across the region were given the opportunity to meet and interact with key community leaders and listened to the inspiring story of Krishna Stanton, Dean of Students, Cromwell College, Brisbane and former Olympian.
- To mark National Volunteers Week, a new online volunteering platform was launched to keep the community informed about various volunteering opportunities available within Council.
- We welcomed 43 new Australian citizens to our region over the last six months.

Great Liveability

- 40 projects were completed including the Chinchilla Lions Park Replacement Public Toilet, Miles Senior Citizen Building Roof Redesign, Chinchilla Cultural Centre Refurbishment, Dalby Myall Remembrance Park Water Supply & Irrigation, Dalby Boardroom Reconfiguration, Dalby Saleyards Green Ramp Replacement, Dalby Pioneer Park Softfall Replacement, Warra Richard Best Park Seating Replacement and Shade Installation, Dulacca Roy Henderson Park Upgrade and Dalby Saleyards Pen Replacements to name a few.
- Upgrades or replacement of 5 regional toilet blocks were undertaken, modernising these essential services.
- Tara Showgrounds received a $270,000 upgrade to boost usage and deliver essential infrastructure in the community.
- Lake Broadwater, Caliguel Lagoon and Chinchilla Weir upgrades were completed providing modern and quality services to the community and visitors to our region.
- Chinchilla Cinema makeover completed Including upgrades to cinema acoustics, new flooring, aisle lighting and new ergonomic seating.
- Community engagement was undertaken to develop a design for the Tara Cemetery Gates. The design of the gates was finalised, with the gates currently under construction.
- Delivered a modern netball and sporting facility at the Chinchilla State High School in conjunction with the Education Department and Chinchilla Netball Association. A $514K contribution was made by Council to provide this valued sporting facility.
- The latest round of the Adopt a Street Tree Program has seen 767 trees adopted and planted. 5,753 trees have been planted since the program's inception in 2017 making the region cleaner and greener and strengthen community pride. The Warrego Highway Chinchilla Beautification Project was completed, with 780 plants being planted including street trees and a garden bed.
- Condamine Street Dalby Beautification Project was completed, with 4,000 plants being planted including street trees and the median garden beds.
- 6.48 kms of new concrete footpaths were constructed by local contractors and funded under the Covid19 Recovery Package.
- 882,002 m2 of our roads have been resurfaced this financial year with 96% being local spend. Our reseal program is environmentally friendly with around 274,000kg of recycled rubber used as part of the bitumen mixture (that's equivalent to approx. 34,300 passenger car tyres).

Financial Sustainability

- Water security will be bolstered with $16 million-dollar strategy to increase water supply to residents and ensuring long-term sustainability for our growing region and economic growth over the next five years.

- A huge uptake of the Water Tank Rebate Scheme has added 3.2 million litres of water supply to the region, and this rebate scheme will continue into the new budget year.
- Western Downs is recognised as one of the leading Council's in Queensland following the release of the Queensland Audit Office *Financial Audit Report Local Government 2020 Report 17: 2020-21*. Councils are reviewed on performance across several areas including financial statements, financial sustainability, and internal controls (monitoring, risk assessment, controls, end of year processes, information and communication).
- Council adopted new Corporate Plan 2021 - 2026.
- Council adopted the 2021/22 Budget with long term forecasting demonstrating that there will be no debt for the next ten years, yet still be one of the most affordable places to live in Queensland.
- As a part of the budgeting process, Council reviewed their rating strategy, reducing the rating categories from 217 down by 99 to 118 categories. Specifically, residential categories have reduced from 46 down to 7, commercial and industrial have been consolidated from 70 down to 44, and rural categories have been consolidated from 56 down to 25 categories. This is to make the rating system more transparent, clearer, and a more accurate representation of the community.
- The revised rating structure includes new categories such as Battery storage and Poultry to capture future economic opportunities for the region.

Our People

- The Customer Contact Team are Finalist in the 2021 CSIA (Customer Service Institute Australia) Australian Service Excellence Awards, Customer Service Organisation of the Year – Government/Not-for-Profit.
- Council had 3 of its nominations for the LGMA Excellence Awards selected as finalists across the multiple categories. The Rural Services team were announced the winners of 'Excellence in Community Shaping' - Shaping Stronger, More Resilient, Productive communities: Vertebrate Pest Monitoring Programme; Groovin' In The Garden was announced a finalist in 'Excellence in Community Shaping', and COVID 19 Recovery Package project was announced a finalist in 'Excellence in Sustainability'.
- Council submitted 3 nominations into the Queensland Training Awards with 2 of these being selected as finalists. Western Downs Regional Council has been selected as a finalist in the Large Employee of the Year category, and trainee Mitchell Pogan has been selected as a finalist in the Bob Marshman Trainee of the Year category.
- Round 6 of Grow@Work program is underway. A record 26 applications were received during this application round with 6 staff members set to commence a place in the program over the coming month.
- 6 staff members have been given the opportunity to participate in the Women in Leadership program and will commence their training in September.
- The Objective Leader program up and running with 5 staff currently piloting the program.
- 27 training programs were delivered via face to face learning to 658 staff across the organisation, and in addition to this, online learning modules were delivered to 1,460 staff
- The Organisational Development (OD) team have been exploring Virtual Reality (VR) training as an innovative and alternative method of training staff. The team have been busy assessing VR content and are commencing testing with outdoor crews.
- Risk management refresher training has begun for Community Care staff to ensure they can confidently and competently meet the needs of their clients.
- Look up and Live sessions were held across the region in partnership with Council and Ergon/Energex to raise awareness of hazards associated with overhead and underground electrical lines with employees, contractors working with WDRC and other community organisations.
- 144 action items were identified during safety walks at 23 workplaces across the region. 117 of these actions have been closed out. Remaining action items are regularly reviewed and are at various stages of completion.
- 97 Hazard inspections have been completed across the region including Miles, Chinchilla, Dalby, Jandowae, Wandoan and Tara.
- Increased engagement of WHS Representatives across the region including at Safety Walks, Committee Meetings and Hazard Inspections.

- Our Temporary Traffic Management guidelines are currently being updated to align with mandatory compliance with new Austroads Standards.
- Western Downs Regional Council Nurses Certified Agreement 2021 ballot was undertaken with a positive result.
- Western Downs Regional Council Personal Carers & Support Workers Certified Agreement 2021 was undertaken with a positive result.
- Human Resources commenced 'HR in the Region', where staff attend a different functional/geographical area each month meeting with staff and supervisors.
- Human Resource Services commenced HR Manager update meetings where managers are provided with up to date reports on their staff and discuss future requirements for their area.
- Human Resources undertook a climate survey at Tarcoola Aged Care Facility.
- Implemented the NDIS yellow card screening process in collaboration with Health Services.
- 18 new trainees/apprentices commenced in February 2021 across the region.
- Applied for and successfully received Boosting Apprenticeship Funding for trainees and apprentices that commenced with WDRC in February 2021.
- 7 Bursary students have taken up work placement with during their university holidays.
- Representatives of the Organisational Development team attended the Miles High School Careers day and the Dalby Business Industry Dinner for High School Careers event.

Consultation (Internal/External)

The quarterly review of the Enterprise Risk Register, Fraud Risk Register and the 2020-21 Operational Plan is built from information supplied by each responsible manager.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

The review of the Operational Plan outcomes shows Council delivered on most of its commitments in the 2020-21 financial year, however the impact of the COVID pandemic is still present.

Attachments

1. Q4 2020-21 Enterprise Risk and Operational Plan Review

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

Q4 20/21

WESTERN DOWNS REGIONAL COUNCIL

ENTERPRISE RISK AND OPERATIONAL PLAN REVIEW

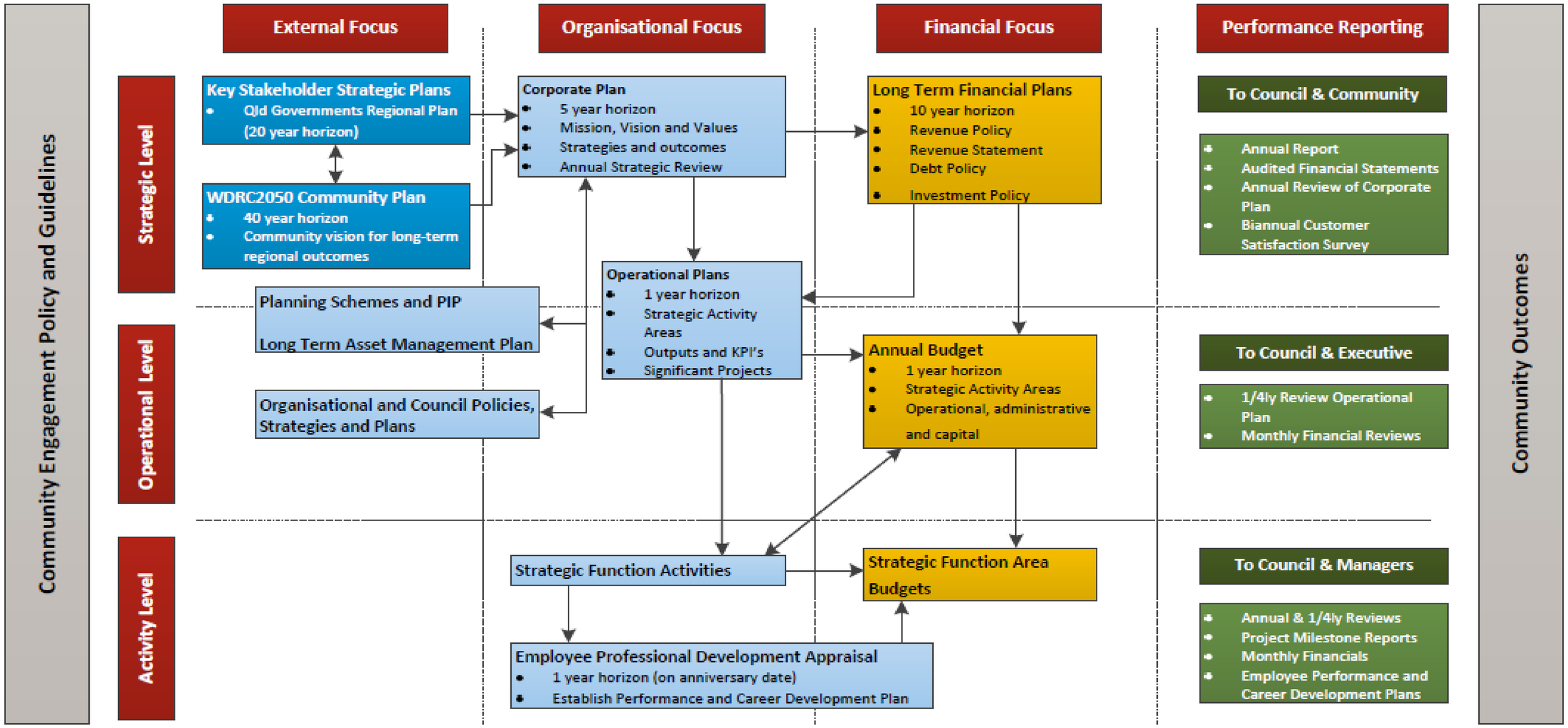
1 April to 30 June 2021

OUR COMMUNITIES | OUR FUTURE

Customer Contact **1300 COUNCIL (1300 268 624)**
07 4679 4000
www.wdrc.qld.gov.au
info@wdrc.qld.gov.au

WESTERN DOWNS REGIONAL COUNCIL

WDRC Strategic Planning and Performance Management Framework



WDRC RISK APPETITE STATEMENT

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

ENTERPRISE RISK MANAGEMENT

QTR 4 - 2020 / 21

STRATEGIC RISKS :

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

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
FINANCE Low Risk Appetite	Council's long term financial sustainability being impacted by long term operating deficits	Major	Almost Certain	Extreme	• Established and well understood budgetary process (proactive) • Financial Management Strategy is in place which details financial sustainability indicators and for which there is strong commitment (proactive) • Forward planning & budgeting (10 yr Financial Plan) is undertaken (proactive) which includes scenario analysis • Income & expenditure modelling is undertaken including using conservative population growth forecasts (proactive) • Strategic asset management planning, linking into Capital & Maintenance Works Programs (10 Yr) & debt/funding needs in long term financial forecasting is undertaken (proactive) • Complex issues are presented in detailed workshops with elected members & key staff (proactive) • Revenue Statement is reviewed for potential drafting weaknesses by external legal advice and internal General Counsel (proactive) • Monitoring of progress against budget undertaken monthly including half year budget review (reactive) • Operations staff understand financial aspects relevant to roles i.e. delegations and procurement practice (proactive & reactive) • Workforce planning considers affordability of positions (proactive) • Local Government Legislation provides a sound regulatory background environment (proactive) • Bank reconciliations are undertaken daily (reactive) • Sound procurement practice which is delivering real savings (proactive) • Insurance policies are regularly reviewed (proactive) • Queensland Audit Office has a significant focus on financial sustainability and compiles an annual report to Parliament on	Minor	Unlikely	Low	Good	RETAIN the Risk	Chief Financial Officer
TECHNOLOGY Low Risk Appetite	Loss of systems and data impacting on operations	Catastrophic	Almost Certain	Extreme	• Backup to new cloud backup infrastructure (Proactive) • Virtualised server environment (Proactive) • Tapes are no longer required due to cloud based system. • Change Management practices in place (Proactive) • Monthly security patching (Proactive) • Infrastructure Systems Monitoring for availability - Solarwinds (Proactive) • Daily audit reports available for Civica Authority (Reactive) • Continual improvement of Standard Work Practices (Proactive) • Response plans - Business Continuity Plan (Proactive) • Mobile device/storage encryption (Proactive) • Staff awareness program on cyber security (Proactive) • Investment in edge security & endpoint security platforms (Proactive) • Ongoing security/penetration testing (Proactive) • Biannual Testing of Disaster Recovery (Proactive) • Implementation of an IT Management Information System - improved knowledge, problem, change and asset management (Proactive) • Up to date policies for Cyber Security (Proactive) • Use of recognised Project Management methodology (Proactve) • Cyber security insurance (Reactive) • Identity and user access control - ensuring effective role-based security (Proactive)	Moderate	Possible	Low	Good	RETAIN the Risk	Chief Information Officer
BUSINESS CONTINUITY Low Risk Appetite	Council unable to continue to deliver critical business functions and services in a disruptive event.	Major	Almost Certain	Extreme	• Business Continuity Policy, and Business Continuity Framework reviewed and endorsed by Executive Management Team (Proactive) • Business Impact Analysis (BIA's) conducted to identify critical business functions/services required to operate during a disruptive event (Proactive) • BIA's reviewed and endorsed by Executive Management Team (Proactive) • Business Continuity Plans (BCP's) developed and stored in the cloud for all critical functions/services identified by BIA's (Proactive) • BCP's endorsed by Executive Management Team (Proactive) • BCP Policy, Framework, BIA's and BCP's independently reviewed (Proactive) • BCP Desktop Test Exercise conducted in 2020 (Proactive) • Data backup and disaster recovery cloud based enabling access during a disruptive event	Moderate	Unlikely	Low	Good	RETAIN the Risk	General Manager Corporate Services
DISASTER RESILIENCE Low Risk Appetite	Business and community is unable to effectively respond in the event of a disaster	Major	Likely	Significant	• Effective contract management (Proactive) • Safety systems (Proactive) • Effective procurement policies/management (Proactive) • Effective management of Disaster Management Plan (Proactive) • Other providers available to do the work if the core supplier fails (in some instances) (Reactive) • Preferred Supplier Arrangements in place (Proactive) • IT Disaster Recovery (Reactive) • Coordinated internal and external corporate communications (Reactive) • Monitoring of weather forecasts (including flood alerts) (Proactive) • QERMF Risk Assessments on Natural Hazards (Proactive) • WDRC Guardian IMS and Disaster Dashboard live 2021	Major	Possible	Significant	Fair	RETAIN the Risk	General Manager Infrastructure Services

STRATEGIC ENTERPRISE RISKS - *Continued ….*

QTR 4 - 2020 / 21

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

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
CULTURE High Risk Appetite	The work culture is inconsistent with the organisation's objectives	Major	Likely	Significant	• Established Organisational Structure (Proactive) • Council performance reporting (Reactive) • Corporate and Operational Plan Quarterly reporting (Reactive) • Employee Performance Agreements in place (Proactive) • Corporate Onboarding (Proactive) • Learning and Development Framework in place (Proactive) • Staff Risk appetite awareness (Proactive) • Staff Recognition and Length of Service programs (Proactive) • Staff Mentoring program • Internal Communication Systems (Intranet, staff meetings, messaging, localising and engaging) (Proactive) • GROW@Work program • Innovation Lab • Staff Leave management (Proactive) • Performance management (Proactive) • Staff values clearly communicated (Proactive) • WorkVibe (Proactive) • We Are WDRC Awards • Employee Wellness Programs • Safety First	Moderate	Possible	Moderate	Good	RETAIN the Risk	General Manager Corporate Services
FRAUD & CORRUPTION Zero Risk Appetite	Significant misappropriation or theft of Council funds / assets / information. Exposure to fraud or corruption - damage to reputation, organisational culture and financial loss.	Major	Almost Certain	Extreme	• Separate Fraud Risk Register Established that identifies proactive and reactive controls (Proactive) • Risk owners and risk managers required to provide annual statements attesting to active identification and management of risk (Proactive) • Fraud and corruption Policy and Framework in place (Proactive) • Annual fraud and corruption awareness training program (Proactive) • Regular ethics training program (Proactive) • Employee code of conduct (Proactive) • Councillor code of conduct (Proactive) • Effective leave management in place (Proactive) • Systems in place for reporting suspected fraudulent or corrupt activity (Proactive) • Delegations of authority (Proactive) • Financial system controls (Proactive) • Controls in place for software system user rights (Proactive) • Expenditure and payments system financial controls in place (Reactive) • Segregation of duties (Proactive) • Management accountability to actively monitor for fraud and corruption (Reactive) • System access control and forced revision of passwords (Proactive) • Action taken if theft/misappropriation occurs (Reactive) • Fraud risk routinely discussed as agenda item at team meetings (Proactive) • Internal audit function overseen by Audit Committee (Proactive) • Budget approval and review process (Reactive) • Conflict of Interest declarations, secondary employment declarations (Proactive) • Police checks undertaken as part of pre-employment assessments for all relevant positions (Proactive) • Established and widely promoted organisational values (Proactive) • Independent Internal Audit oversight (Proactive) • Contract Internal Audit function provides broader experience and skill sets to audit (Proactive)	Moderate	Possible	Moderate	Good	CONTROL the Risk	Customer Service & Governance Manager
SAFETY Low Risk Appetite	Safety - injuring workers and decreased Community wellbeing	Major	Likely	Significant	• Established Workplace Safety Management System (includes training and awareness) (Proactive) • Risk assessments carried out and standard work practices in place for the delivery of essential services (Proactive) • Compliance with Standards/Legislation (Reactive) • Incidents are recorded in Beakon "incident management system" (Reactive). • Training is conducted for all relevant staff on the use of Beakon "incident management system"(Proactive) • Risk trends are identified in all Council areas and activities (Proactive) • There is a Safety audit program across Council (Proactive) • Ad-hoc training is delivered to staff (Proactive) • A rehabilitation service is in place for early return to work of injured workers (Reactive) • Upskilling training is provided for WHS Advisors (Proactive) • Tool box talks conducted with staff in high risk areas (Proactive) • Plant used by Council staff is 'fit for purpose' (Proactive) • Statewide workplace injury trends are monitored (Proactive) • Safety First culture is embedded across Council (Proactive) • In-house programs are delivered (ie. 10,000 steps, flu vaccinations, job specific immunisations) (Proactive) • A fleet risk management plan has been developed with improvement actions identified.	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	Chief Human Resource Officer

OPERATIONAL PLAN 2020/21

"This 2020/21 Operational Plan is developed by the Management and Executive team of WDRC, in response to the commitments of Council's 2017-2022 Strategic Corporate Plan"

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

Our Vision
An innovative team - connected locally, united regionally.

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

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

PEOPLE STRATEGIES

OUR PEOPLE - TOGETHER WE MAKE A REAL DIFFERENCE

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Safety First	Improve capability of Health Safety Representatives (HSR), increase engagement and participation levels with stakeholders across the organisation.	Chief Human Resource Officer	30.06.21	●	100%		A 'Safety Walk' initiative to include WHS, HSR and Management is implemented. HSRs attend at least one appropriate safety forum held locally. HSRs included in at least one hazard inspection every quarter.	Safety Walks - 23 sites visited across Dalby, Chinchilla, Miles, Tara and Wandoan. 100% HSRs have attended at least 1 locally held safety forum. HSRs attended at least 1 Safety Walk or Hazard Inspection.
	Improve WHS incident reporting.	Chief Human Resource Officer	30.06.21	●	Variance	31.10.21	An incident reporting guide is developed and communicated to the organisation. The Incident Reporting program is delivered to 80% of staff. Hazard reporting is increased by 50% from previous year.	The Incident Reporting Guide will be presented at August ESSG meeting for approval. Take 5 - Reporting Incidents reviewed, updated and deployed to staff. Hazard reporting increased by 50+% through hazard inspections.
	Continue to embed a culture of safety first.	Chief Human Resource Officer	30.06.21	●	100%		A new structure is developed in Council's electronic records management system (ECM) to store all safety management system (SMS) documents with appropriate control measures. Increased utilisation of 50% in the Safety section of Council's Intranet. Monthly toolbox information packs developed and made available to the organisation. All WHS team members to have attended at least one toolbox meeting each month. A behavioural safety program is developed and implemented. Decrease the Lost Time Injury Frequency Rates (LTIFR), duration rate and incident rate below the benchmark for Council's in Category D of the LGW Workcare scheme.	Structure has been finalised and implemented. 50+% increased utilisation of My Safety page with >6,500 views. Monthly toolbox information provided to the organisation and communicated on My Safety page on SharePoint. WHS team attended more than 1 toolbox/depot meetings. Continuation of review of behavioural safety program to better adapt to WDRC. Current LTIFR is 17.74% (benchmark 12%), duration rate is 28.43% (benchmark 23.38%) and incident rate is 3.13% (benchmark 2.22%).
	Ensure Council complies with statutory obligations, minimises its exposure to litigation, understands and manages its risk, undertakes targeted internal audits and develops effective reporting framework.	Chief Human Resource Officer	30.06.21	●	100%		100% of non-compliance issues are addressed within statutory timeframes. Building emergency procedures for all Council facilities are reviewed to ensure compliance with building fire safety regulations. The organisational training requirements are met.	100% of non-conformance's have been addressed within timeframes. Building emergency procedures have been reviewed and are been rolled out across the organisation. Training is being conducted in line with the training schedule.
We are WDRC - Right People for the Right Job	Employees are engaged.	Chief Human Resource Officer	30.06.21	●	Variance		Unscheduled absenteeism rates are < 8 days.	Absenteeism for 2020-21 is 10.84 average days personal leave per FTE. A contributing factor is the ongoing COVID-19 restrictions on Health Services and the need for staff to remain at home if feeling unwell. Strategies are in place to continue to proactively manage unscheduled absenteeism to reduce to <8 days.
	Continue to equip our Trainees, Apprentices, Cadets, Bursary and Work Experience participants with the skills, capabilities and self-awareness to contribute meaningfully to our community through their careers.	Chief Human Resource Officer	30.06.21	✓	100%		80% of trainees/apprentices are placed by the conclusion of their traineeship/apprenticeship.	87%, 13 out of 15 trainees found employment this year, 6 within WDRC, 7 in the community.
	Review and enhance attraction strategies.	Chief Human Resource Officer	30.06.21	✓	100%		Staff attrition rate is between 10% and 15%.	The attrition rate for 2020-21 is 3.3%, well below our target of 10%.
Future Fit - Development and Leadership	Build on a sustainable continuous learning and development culture that improves engagement, individual capability and organisational performance.	Chief Human Resource Officer	30.06.21	✓	100%		Training satisfaction evaluation score is above 80%. 95% of people confirmed enroled in internal courses attend. 30% growth of enrolments for e-learning courses on the Learning Management System.	Training satisfaction is 88.47%. 93.34% attendance rate. 188% growth in online learning.
	Embed a performance culture in which staff are empowered to act responsibly; be held accountable for their actions; and be recognised for performance excellence.	Chief Human Resource Officer	30.06.21	●	Variance		90% of staff have performance plans in place.	85% of staff have completed performance evaluation this financial year.

✓ Completed ● On Track ● Behind ● Not Started ● Needs Attention

OPERATIONAL PLAN STRATEGIES

STRONG ECONOMIC GROWTH

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
There is confidence in our strong and diverse economy.	Continue to improve our engagement with the development industry (including prospective developers) to improve planning and development schemes, processes and outcomes.	Planning & Environment Manager	31.03.21	✓	100%		A minimum of two forums held with developers and builders in the year to: - seek feedback on Planning Schemes and Council processes - discuss recent trends, issues and to improve communication.	Regular feedback is encouraged from developers throughout the year and detailed discussions held at forums such as TSBE Protein Conference. 2 formal forums were in held in July 2020.
	Our development assessment timeframes will continue to be our point of difference and amongst the best in the state.	Planning & Environment Manager	30.06.21	✓	100%		>90% development applications are decided without an information request. >90% of decisions are made within allocated timeframes. Code assessable applications completed with decision notices issued in under 20 business days (compared to statutory timeframe of 70 business days).	During Q4, 87.5% of applications were decided without an information request (noting that many applications were received prior to the return of application fees on 30 June 2021 that were prepared by first time developers) and the average assessment time was 10.8 business days across all applications.
	Improve access to Council's road network for heavy vehicle combinations to benefit the region's businesses.	Technical Services Manager	30.06.21	✓	100%		There is a continued increase in the number of Pre-Approved roads across the region.	Works have completed construction on Sherwood Road, including intersection with state road. Works continuing with Wilds Road, noting phasing over financial years.
We're open for business and offer investment opportunities that are right for our Region	Identify and enable opportunities that facilitate new investment to the region.	Economic Development Manager	30.06.21	✓	100%		A minimum of 20 quality leads per annum are obtained to attract new investment to the region. 2 investment events are delivered through partnerships per annum.	During Q4, 3 quality leads in agriculture and manufacturing have been followed up by the Economic Development team, bringing the year's total to 22. Over the year, quality leads were mostly sourced from networking during attendance at industry events and workshops, with an occasional quality lead sourced from an inbound enquiry. A quality lead has been characterised as such when there is genuine interest in opening or growing a business in Western Downs region within one of our target industries.
	Identify and enable activities that facilitate the development of local business and the local business hubs including entrepreneurship, side hustles and start-ups.	Economic Development Manager	30.06.21	✓	100%	31.12.20	2 activities are completed, under the Partnership Agreements with regional chambers, that are designed to develop and strengthen local businesses.	The TASTE Western Downs magazine was launched on 11 November 2020. TASTE Western Downs magazine is joint project between WDRC and TSBE under the annual partnership agreement. There will be ongoing engagement with business, both those who are participating in the initiative and those businesses who have the potential to get involved. The Buy Western Downs Facebook and website launched on 7 October 2020. Council awarded Chinchilla Community Chamber & Industry (CCCI) funding under its COVID-19 Recovery Package to establish a 'one stop shop' for residents to access local goods and services. The Buy Western Downs website has currently 238 local businesses across the region listed. 'How to Google by My Business' workshops delivered during Q3 in collaboration with Libraries team and Chambers. The purpose of these workshops were to enable local businesses to improve their online presence. Sessions were delivered in Dalby, Jandowae, Chinchilla, Tara, Miles and Wandoan during February and March. Feedback from the survey results showed the vast majority of attendees (90%) found the workshops very valuable and would recommend to others. Under our partnership with TSBE, the third round of the Emerging Exporters Program was launched on 16 June 2021. This cohort includes 5 Western Downs businesses. Round 2 of the E-Commerce program was delivered over Q3 & Q4, in which 16 local businesses participated. A total of 51 consultation sessions were delivered across these local businesses, assisting them with digital marketing.
	Health Services staff advocate for a suite of regional health services providing the community with the 'whole of life' care; target State, Federal Government and private investment in Health Services in the Western Downs region and promote regional interagency collaboration.	Health Services Manager	30.06.21	✓	100%		Identification of a minimum of 2 leads to attract investment in additional Health Services to the Western Downs region.	Over the previous year there have been 3 leads identified to attract additional health services to the Western Downs region. There has been some development with each lead however the delivery of additional services will materialise in future years.
We optimise our tourism opportunities, unique experiences and major events	Our community events are well promoted.	Communication & Marketing Manager	30.06.21	✓	100%		Council's presence as a key source of information for grassroots and major events through digital media is increased by 10% (current average rate is approximately 3,000).	The Communication and Marketing team has continued to improve the frequency and quality of content for digital media. An example this quarter, is Council's Drive In Movies, which was promoted using a modern and targeted strategy and received significant engagement in 2021. There has been a 45% increase in the number of shares, a 6% increase in engagement, and a 23% increase in reach for this event announcement, compared with 2020.
	Value-add to and enable the growth and development of tourist markets to increase visitor night stay in the region.	Economic Development Manager	30.06.21	✓	100%		Deliver a campaign to actively target business tourism and sports tourism regionally. Leverage existing events to extend visitor night stay in the region.	During June a Family Campaign was rolled out, kicking off with the very popular and fun family video, to showcase the Western Downs as a family destination. The first social media post chasing the video resulted in 14,200 views, 582 likes, 174 comments, 98 shares and 2,000 clicks throughs to the website. The complementing electronic direct mail (EDM) was opened by 2,296 people resulting in 153 clicks through to the website. The result in just 14 days was a 32% page traffic increase, 379 blog visitors and 2,164 more unique visitors to the tourism website. The Facebook acquisition advertising campaign has continued to succeed with an increase in followers of 'Western Down Queensland' from 20,009 to 24,551 during the June quarter. The 14 week campaign promoting the upgraded Camping, Caravanning & Recreation mentioned last quarter will begin in July 2021, following the sites opening up. The promotion included Caliguel Lagoon, Chinchilla Weir, Lake Broadwater, Tara Lagoon Parkland and Waterloo Plans Environmental Park.
	Value-add to and enable the growth and development of the region's Destination Events through strategic stakeholder engagement.	Economic Development Manager	30.06.21	✓	100%		Increased engagement and connection with Destination Events stakeholders. 10% increase in attendance at Council's recognised Destination Events measured by data collection from Event Committees and ticketing platforms.	Opera@Jimbour was a near sell-out event in its reimagined format during June. A paid Facebook advertising campaign was run in partnership with Qld Music Festival, these ad placements were targeted to an audience within 600km drive radius of Dalby. The 3 carousel ad placements reached 57,240 unique views and nearly 2,000 clicks throughs to the ticketing page. Tourism marketing planning and support continues with the major event committees for the delivery of Dalby Delicious & DeLIGHTful Festival (August) and Miles Back to the Bush (October).

STRONG ECONOMIC GROWTH (continued)

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Business and industry in our region live local and buy local	Identify opportunities that attract and retain skilled workers and their families to our region's towns.	Economic Development Manager	30.06.21	✓	100%		2 activities are completed, under the Partnership Agreements with regional chambers, that are designed to promote 'live local and buy local'.	The Buy Western Downs platform currently features 238 local businesses on the website and the Facebook page has 798 users and 705 members. The website has received an overhaul and search functionality has been added to continue to drive local buy.
	Provide access to Council's road network for larger agricultural vehicles to benefit local businesses.	Technical Services Manager	31.12.20	✓	100%		Agricultural vehicles up to 9m in width can travel pre-approved across the region excluding in towns, subject to conditions.	Agricultural vehicles have been provided pre-approval across the region except for towns.
	Commit, where possible , and within the value for money framework, to spending locally.	Chief Executive Officer	30.06.21	✓	100%		60% of Council's spend is with businesses within our region.	51.20% is local buy. This number has been skewed due to large payments for stimulus projects to one supplier bringing the percentage down based on the dollar, and not on volume.
	Residential and community based Health Services buy local where possible; recruit & attract staff to live local and support local communities.	Health Services Manager	30.06.21	✓	100%		The current ratio (7:3) of local to non-local suppliers is retained or increased. More than 75% of vacant Health Services roles will be filled by candidates living locally or prepared to permanently relocate.	The ratio of 7:3 local to non-local suppliers has been retained throughout this financial year.
Our region is a recognised leader in energy, including clean, green renewable energies.	Promote the region as an energy transmission infrastructure hub.	Economic Development Manager	30.06.21	✓	100%		Attract one clean, green and renewable energy industry conference to be held in the Western Downs region.	Under our partnership with TSBE, a Hydrogen Summit was held on 17 June at the Chinchilla Cultural Centre bringing together academics, businesses and multiple tiers of government. There was a total of 170 attendees, 67% visiting from out of Western Downs region.

ACTIVE VIBRANT COMMUNITIES

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are a region without boundaries, united in community pride.	In partnership with the community, deliver regional events designed to support reading, literacy and learning, foster digital participation; and encourage culture and creativity.	Communities Manager	30.06.21	✓	100%	13.3.21	Deliver a destination event aimed to attract families and the general public to Western Downs focused on reading, writing and the spoken worked with the aim to gain 50% of the attendees from outside Western Downs. Deliver a destination event, aimed at professional groups, such as a literacy conference to the region, with the goal to have attendees from more than 10 other local governments or similar community organisations.	"Words out West" was delivered successfully in Q3 with a wide audience. More than 60% of attendees were from outside the Western Downs.
Our community members are the loudest advocates for what's great about our region	Actively seek opportunities to strengthen Council's reputation as a community advocate.	Communication & Marketing Manager	30.06.21	✓	100%		Increase in engagement on social media posts by 10%.	The Communication and Marketing team has continued to reassess the way we communicate with the community using social media. On top of reintroducing Twitter and LinkedIn as regular comms channels, the WDRC Corporate Facebook page has seen a 13.7% increase in reach for this quarter, compared to the same period the previous year. Reach is generated by engagement. *Change in data reporting due to Facebook analytics changes.
	Support Health Services clients to participate in their local communities and encourage the wider community to engage with the services / aged care facilities.	Health Services Manager	30.06.21	✓	100%		There is a 10% increase in local community individuals and/or group participation at health services / aged care facilities. There is a 10% increase in participation by permanent and community based clients/residents at local community based events.	As the community has adjusted to the impacts of living with COVID-19 and the residents of the aged care facilities and community care outlets obtain their COVID vaccinations, there has been a gradual increase in participation both within the aged care facilities and within the wider community. Social distancing and personal hygiene continues to be promoted and supported during events.
	Our community is engaged and supported through capacity building programs and initiatives.	Communities Manager	30.06.21	✓	100%	31.12.20	Engage the community in taking control of their own health futures by delivering a launch event to promote the Words for Wellbeing collection in Libraries. Measure of success will be attendee numbers, feedback forms and circulation statistics for the Wellbeing collection.	"Words for Wellbeing was launched in Q2. Professionals of the mental health industry and the public attended the launch event. Each WDRC library now has a "Words for Wellbeing" collection with 381 resources available for loan, with 820 loans at the end of Q4, since the launch.
Our social, cultural and sporting events are supported locally and achieve regional participation.	There is a range of quality facilities available to the community for events and functions.	Facilities Manager	30.06.21	✓	100%		Rolling reviews of all Civic Centres are conducted to ensure they are well maintained, presentable and suitably furnished. Develop a suite of marketing collateral for the Dalby Events Centre to increase community awareness and grow customer base.	Increased usage of Civic Centres post COVID. Dalby Event Centre marketing collateral currently with DM Creative for finalisation. Projects have been completed to ensure meeting KPI's
	The Western Downs is recognised as a region that is culturally thriving and active.	Communities Manager	30.06.21	✓	100%	31.12.20	The "MyWesternDowns" community and events portal is actively promoted by the Communities department to all Western Downs community organisations and residents. The aim is to see an increase in visitation and use of the portal and a 15% per year increase year-on-year of the events functionality by local community groups and residents. The Communities webpage within the corporate website is developed to be modern and easy to use allowing the public access to all information related to communities.	The Communities page on Council's website have been reviewed and refreshed for relevance from a customer perspective.
Our parks, open spaces, and community facilities are well utilised and connect people regionally.	Robust planning and programming of our maintenance and open spaces projects to enhance our regions liveability and community pride through green space initiatives.	Facilities Manager	30.06.21	✓	100%		95% of trees planted through the Adopt a Street Tree Program on Council land are established successfully. 100% of Parks and Open Spaces capital projects are completed and 10 year capital initiative program managed and updated annually.	1,500 trees successfully planted as part of the Adopt a Street Tree Program with 2% loss. 100% of Parks & Open Spaces capital projects delivered and 10 year capital plan updated.
A recognised culture of volunteerism is active throughout our communities.	Health Services staff acknowledge the contribution of volunteers that enhances the consumer experience and actively seek to welcome new volunteers to the services.	Health Services Manager	30.06.21	✓	100%		There is a 10% increase in Health Services volunteer numbers.	Volunteers are being welcomed back into the aged care facilities and community care services with 3 new applications received this quarter.
	Community partnerships encourage active volunteering and new ways of getting volunteers are investigated and implemented.	Communities Manager	30.06.21	●	100%		Volunteerism is increased through: 1. Micro volunteering initiatives. 2. Volunteers Week will be celebrated to recognise active volunteers across the region. 3. Capacity building supported with community groups increase non-traditional volunteers.	Successful volunteer workshops were held during June, and the outcomes will be documented and formalised in the Q1 2021-22. A new online Volunteering Platform has been introduced to keep the community informed about various volunteering opportunities available within Council.

GREAT LIVEABILITY

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
Our residents enjoy the convenience of modern infrastructure and quality essential services.	Deliver quality public WiFi in significant community places.	Chief Information Officer	30.06.21	✓	100%		There is >95% availability of public access WiFi during operating hours.	Target exceeded. Actual 99.81% availability of public access WiFi.
	We will actively seek opportunities to work with regional partners for the delivery of waste collection services.	Planning & Environment Manager	31.12.20	✓	100%		Discussions with neighbouring local government regarding collection services. Research options for possible shared collections and other waste services with neighbouring local governments.	Council has signed a MOU with Toowoomba Regional Council (TRC) for a "Joint Procurement/Separate Contract" exercise. An application has been lodged with the ACCC for this to occur. A report is going to the July 2021 Ordinary Meeting to extend Council's existing contract to 30 June 2023 which will match TRC's contract completion.
	Raise Council's profile and capability to offer high-quality facilities and event spaces.	Communication & Marketing Manager	30.06.21	●	Variance		A marketing strategy using digital media and social media, is developed to promote Council facilities.	The Communication and Marketing team is working closely with Facilities to develop a marketing strategy for Council facilities. This has been rolled into the new financial year as part of a wider strategy to allow for a thorough assessment of all communications channels in the Facilities space.
	Increase Council reputation as an essential and accountable services provider in the community.	Communication & Marketing Manager	30.06.21	✓	100%		Council initiatives, programs and services promoted using social media by a minimum of one Facebook post per weekday.	Meeting this target. Averaging 2-4 posts on social media per week day.
	Western Downs Regional Council will deliver safe, inclusive, quality care and services throughout its Aged Care services.	Health Services Manager	30.06.21	✓	100%		Aged Care services will demonstrate ongoing compliance with the Aged Care Act and other relevant regulations evidenced by successful outcomes following external unannounced audits by the Aged Care Quality and Safety Commission (ACQSC) and other regulators.	Tarcoola was assessed and granted a full 3 year re-accreditation. Community care has been found non-compliant with a number of Aged Care Standards and is working through an extensive Continuous Improvement & Action Plan. It is expected the ACQSC will undertake a review of the un-met Standards in the next quarter.
	We deliver high quality customer service outcomes that meet the expectations of our community.	Customer Support & Governance Manager	30.06.21	✓	100%		>80% of calls resolved on first point of contact. <5% call abandonment rate. 10% reductions in unanswered phone calls compared to 19/20 across all Departments. 90% of Administrative Action Complaints handled within response/negotiated timeframes. >80% of Customer Service Requests are resolved within response/negotiated timeframes.	Results financial year 2020-21: 95% of calls resolved on first point of contact. 8.3% call abandonment rate (impacted by failing phone system and time taken by staff to bed down new 8x8 phone system). 85% of Administrative Action Complaints handled within response/negotiated timeframes. 96% of general service requests acknowledged within 10 business days across Customer Support & Governance.
	We ensure our buildings are safe and fit-for-use.	Facilities Manager	30.06.21	✓	100%		90% of planned maintenance activities are completed each year.	Approx. 90% planned maintenance completed. Service delivery contracts are scheduled for renewal where they are expired or due for renewal.
	Continue to make improvements and increase compliance of Council's Waste Facilities, including a focus on reducing the impact and costs associated with the State Government waste levy.	Planning & Environment Manager	30.06.21	✓	100%		Contractors for supervised sites will achieve their contract KPIs.	Contractors achieved their contract KPIs. All landfilling at unsupervised waste sites has ceased. These landfills have been replaced with a series of low cost Transfer Stations. Council was successful with grants to construct permanent sites at Ducklo & Bell. Low cost Front of House Transfer Stations have also been constructed at Tara and Wandoan to minimise the impact of the levy.
Valued recreational spaces, sporting and community facilities are provided regionally.	Deliver cemetery operations that are efficient and provide a range of options to meet the needs of our communities.	Facilities Manager	30.06.21	✓	100%		<3 official complaints are received per year.	< 3 official complaints received.
	Increase the cinema audience, return on investment and sustainability by building on our strengths and growing entrepreneurial opportunities.	Facilities Manager	30.06.21	●	Variance		There is an increase in the number of community fundraising movie premieres held at Western Downs Cinemas. Attendance is increased by 10%. Content and screening times are reviewed to cater for the diversity of our communities.	Due to COVID, outcomes have not been achieved.
A safe and well maintained road network connects our region.	An up to date 10 year capital works program is in place.	Senior Works Manager	31.03.21	✓	100%		The 10 year capital works program is developed and integrates within our asset management systems.	10 year Capital Works Program developed and integrated with the asset management systems.
	Our transport asset capital program is delivered on time and on budget.	Works Manager - Construction	30.06.21	✓	100%		Transport capital program is >90% complete at end of financial year. Transport capital program delivered within budget.	92% of the capital works program construction was completed by the 30.06.21. Transport capital program delivered under budget with a saving.
	Our transport assets are well maintained and our systems for maintenance are appropriate.	Works Manager - Maintenance	30.06.21	✓	100%		The trial Transport Asset Maintenance Management Plan (TAMMP) is implemented and reviewed annually to evaluate compliance and suitability. Overdue safety defects as detailed in the trial TAMMP are reported to the Executive Team.	The 2021 TAMMP review is planned for completion Q1 21-22 financial year to allow greater data capture of Council's storm water assets so that outcomes of the review are more robust. Overdue defects are reported to the Executive team monthly as required.
	The survey and design program to align with adopted capital works program to provide lead time for construction.	Technical Services Manager	31.03.21	✓	100%		The survey and design program align with adopted capital works program to provide lead time for construction.	The design program was completed and plans issue for construction provided to Works, enabling team to commence on 2021-22 program early.
	Quarry material production is to be well planned and aligned with works programs.	Technical Services Manager	31.03.21	✓	100%		Quarry materials are available 8 weeks prior to material being scheduled for construction.	Material made available for all projects at the due commencement date, enabling gravel production to commence for the 2021-22 projects in the last quarter.
Our region remains an affordable place for families to live, work, prosper and play.	Delivery of responsible budgets based on long term financial forecasts to ensure fully informed decision making is conducted and the impacts on future financial years is understood.	Chief Financial Officer	30.06.21	✓	100%		No debt is to be maintained and cash surplus of 9 months operating expenditure.	No debt incurred and cash operating surpluses above 9 months as reported in the monthly finance report.
	Improve water supply systems to ensure residents have access to quality water supplies across the region.	Utilities Manager	30.06.21	✓	Variance		Achieve >90% compliance with customer service standard average response time for water incidents (breaks & leaks) regionally. Achieve <25 water main breaks/100km of water mains regionally.	82% compliance with customer service standards were achieved during this quarter. Overall, this year has seen an increase in performance in comparison to previous year achieving 80% compliance which is below the target. Achieved during this quarter. Water main breaks/100km equated to 27.1 for 2020-21. The increase was focussed during Q2 and is likely due to the dry conditions.
	Improve wastewater processes to improve customer satisfaction and allow for better utilisation of effluent water.	Utilities Manager	30.06.21	✓	100%		Achieve >75% recycled water as a percentage of wastewater effluent used across the region. Achieve <40 sewer main breaks/100km of sewer mains regionally.	50% of waste water was recycled during this quarter. The lower recycling percentage relates to the non-operational Dalby Bio-Refinery as well as a lower uptake of recycled water at Wandoan, this is due to high rainfall that occurred during Q3. Council has achieved an average of 61% recycled water for the year which is below the target level. Achieved during the quarter. Sewer main breaks/100km equates to 2/100km achieving the target level for 2020-21.
We're recognised as one of the safest regions in Queensland	Maintain a reliable CCTV network that enhances public safety in our major town centres.	Chief Information Officer	30.06.21	✓	100%		Maintenance inspections and cleaning is carried out at least once per year. Work with the Police to action urgent footage requests within 24 hours.	Annual maintenance completed. All urgent police requests processed within 24 hours.
	Our teams will continue to work with residents to improve the attitudes and behaviour of animal owners regarding the keeping of animals in our community.	Planning & Environment Manager	30.06.21	✓	100%		5% increase in numbers of animals rehoused under Pound Pets and desexing initiatives. A customer survey (Voice of the customer) achieves a high ranking result.	13.3% increase of animals rehoused in Q4. Animal desexing initiatives continue for Pound Pet program. A customer service survey has been completed by an external provider in June 2021, and for the second time in a row, the Animal Management Program has achieved the highest satisfaction rating for the whole of Council.
	Environmental Health programs focus on improving outcomes for our community's health, safety and amenity.	Planning & Environment Manager	30.06.21	✓	100%		100% of food premises are inspected at least once per annum, with a spot compliance program for higher risk premises.	This quarter's program was completed, with 65 food premise inspections undertaken, with 100% of food premises inspected YTD.
	Continue to implement systems to improve road safety across the region through Traffic Advisory Committee (TAC)	Technical Services Manager	30.06.21	✓	100%		Traffic Advisory Committee (TAC) meets quarterly with agreed safety improvements actioned.	TAC meetings have been scheduled when required to address issues that arise. Last meeting held in June, with QPS, DTMR and Council representatives.

FINANCIAL SUSTAINABILITY

Success Driver	Actions toward meeting success drivers	Accountability	Expected Completion By:	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success : - a measurable outcome as a direct result of this Action	How successfully has this outcome been achieved for this Quarter?
We are recognised as a financially intelligent and responsible Council.	Review and continuous improvement of enterprise risk management and business continuity management systems.	Customer Support & Governance Manager	30.06.21	✓	100%		Quarterly review of enterprise and fraud risks. Quarterly report to Council on strategic risks. 100% of Risk Manager Statements completed each financial year.	Quarterly review of risk registers completed by responsible managers. Strategic risk register presented to Councillors with quarterly report on Operational Plan progress. Risk Manager Statements issued for 2020-21 financial year.
	Provide leadership and guidance to build awareness of Corporate Performance Management.	Customer Support & Governance Manager	31.03.21	✓	100%		Annual Corporate Performance Management workshops held with each Division to review risk, business continuity planning and forward operational planning.	Completed during March 2021. Abbreviated sessions held on risk and business continuity planning due to COVID restrictions in place.
	Core Corporate Systems and Network available to ensure Council is able to deliver services.	Chief Information Officer	30.06.21	✓	100%		There is a >98% uptime for Corporate applications - Authority & ECM. Network availability is at >99%.	Both targets exceeded. Corporate application uptime 99.66% and network availability 99.45%.
	Enable efficiencies via mobilisation and collaboration, through the provision and management of devices and connectivity.	Chief Information Officer	30.06.21	✓	100%		Faulty or damaged devices are replaced within 2 working days. Staff WiFi availability in main administration buildings is >98%.	All devices replaced within target. Staff WiFi availability in administration buildings was higher than target at 99.21%.
	Financial Statements to be finalised in line with QAO expectations.	Chief Financial Officer	30.09.20	✓	100%		No audit qualifications and recommendations finalised in line with QAO and legislative timelines.	QAO audited statements identifying that there are no qualifications.
	Delivery of Budget.	Chief Financial Officer	30.06.21	✓	100%		2021-22 budget adopted by Council. Budget and Long Term Forecast meet financial sustainability ratios with deficiency in Asset sustainability Ratio noted.	Budget adopted by Council on 23 June with long term forecast meeting financial sustainability ratios.
	Operation of Budget.	Chief Financial Officer	30.06.21	✓	100%		Overall Revenue and Expenditure in line with budget, identify any material variations and report to management and Council monthly.	Monthly Financial Reports have been submitted to Council with finalised number to be presented to Council in the September meeting.
Our long term financial planning guides informed and accountable decision making.	Promote Council as a strong employer of choice in the Western Downs.	Communication & Marketing Manager	30.06.21	✓	100%		A 10% increase in engagement on social media for Council's recruitment positions using targeted marketing via Facebook and Linkedin.	In Q4, Council's LinkedIn has experience a significant increase in engagement when compared with Q3. The highest rate of impressions during Q3 was 5,736. During Q4, our highest impression was 10,391. That is an increase of over 100%. Our impression rate continues to steadily increase due to more proactive and regular use of the platform.
	Continue to increase capacity of in house legal team to handle a greater volume and complexity of matters.	General Counsel	30.06.21	✓	100%		15% reduction in legal spend on external legal services.	Achieved 25% reduction on external legal spend from previous FY. Legal Services team handling more complex matters and achieving increased turnover velocity.
	Effectively manage property assets to maximise value to Council and the community.	General Counsel	30.06.21	✓	100%		100% of new leases and property transactions comply with standard work practises.	All new property transactions comply with SWP and legislative requirements.
	Commence preparation for Corporate Plan 2022-2027	Customer Support & Governance Manager	30.06.21	✓	100%		Project Brief detailing scope, methodology, timeframes and deliverables developed.	Corporate Plan 2021 - 2026 adopted by Council.
	Continually developing long term financial and asset management plans that ensure the services provided by Council are sustainable for the long term	Chief Financial Officer	30.06.21	✓	100%	31.03.21	Capital works programs exceeding value of $100k are assessed using the Council "Whole of Life" costing model.	'Whole of Life' plans have been submitted as part of the capital budgeting process.
Our value for money culture enables us to deliver our core functions sustainably.	Embed "Value for Money" as a core decision making consideration by staff.	Chief Financial Officer	30.06.21	✓	100%		Continuous improvement programs in place to improve staff consideration of value for money in making procurement decisions.	Evaluation matrices have been reviewed and improved for simple and complex procurement to obtain best value for money. Panel arrangements have been reviewed and improved to provide officers with enhanced governance of sourcing from a pool of vendors from categories of expenditure heavily by Council in order to obtain best value for money.
	Measurement of current transport asset renewal and upgrade unit rates is completed to enable sound financial planning and management of Council's Transport Capital Works Program.	Works Manager - Construction	30.06.21	✓	100%		Unit rates of completed projects reviewed quarterly against established benchmarks and shared across Strategic Planning for inclusion into the 10 year capital works program.	Unit rates are continuously being updated and reviewed quarterly. These rates are then shared with appropriate departments within the Asset and Strategic Planning areas.
	Council's transport infrastructure maintenance practices enable sound financial management of maintenance budgets and operating funds.	Works Manager - Maintenance	30.06.21	✓	100%		A program of maintenance works to allow efficiencies to be identified and action is developed and maintained. Annual reseal programs reviewed against the 10 year capital works program to minimise maintenance expenditure ahead of planned reconstruction works.	A regional maintenance program is maintained to allow efficiencies to be identified. The annual reseal program is complete and was compared with the 10 year Works Program to avoid project overlap.
	Council owned Health Services deliver financially responsible service models to our local communities.	Health Services Manager	30.06.21	✓	100%		An average ACFI Income is sustained of over $120/resident/day. Unspent funds in Community Home Care Packages are reduced by 10%.	The average ACFI this quarter is $162/resident/day. Unspent funds have been managed well this quarter and were reduced by 10% this financial year.
	Provide a well controlled and safe gas network to the community.	Utilities Manager	30.06.21	✓	Variance		Achieve <15% unaccounted for gas in the distribution networks.	Q4 has seen 3% unaccounted for gas. Annually unaccounted for gas has averaged 18% which does not meet the target level. The discrepancy and fluctuations in the results have been the subject of several ongoing investigations.
Our agile and responsive business model enables us to align our capacity with service delivery.	Take a strategic approach to compliance matters, focusing on reducing development that are approved and not complaint and dealing with both routine and reactive planning compliance activities.	Planning & Environment Manager	30.06.21	✓	100%		50% of the delinquent development approvals (issued since 2008, acted upon but not compliant) become compliant by 30 June 2021. The annual Compliance Audit programs are delivered on schedule.	Compliance Backlog Audit continue on track, with 51% (224) previous DA's confirmed as compliant. Compliance Audit program has been undertaken, with the schedule for 2021 being re-evaluated to better align with rating category review and infrastructure contribution reviews. Other scheduled compliance audits proceeding.
	Continue to seek external funding opportunities that assist landholders and syndicates address priority pests emerging after drought. Annual action plans will be developed to guide how we target priority pests in specific areas.	Planning & Environment Manager	30.06.21	✓	100%		100% implementation of pest management action plans.	Quarterly reporting on action plan progress continues. Programs are generally on track, with programs for winter weeds commenced. There has been some rescheduling of some pest programs undertaken, in order to avoid some areas that are inaccessible due to wet weather.
	Our fleet is utilised effectively and efficiently.	Senior Works Manager	31.03.21	✓	100%		Actual utilisation rates of fleet reviewed quarterly and target utilisation rates adjusted accordingly in line with industry benchmarks and actual WDRC utilisation rates.	Actual utilisation rates of fleet reviewed quarterly with departments. Actual fleet utilisation reviewed against industry benchmark - WDRC frontline equipment exceeds IPWEAQ (Institute of Public Works Engineering Australasia, Queensland) utilisation benchmark.
	Right to Information and Information Privacy applications are managed and processed in accordance with legislative requirements.	Customer Support & Governance Manager	30.06.21	✓	100%		100% of Right to Information and Information Privacy applications processed within legislative timeframes.	100% of RTI applications received YTD processed within legislative timeframes.
	We align our service delivery behind a contemporary customer service strategy.	Customer Support & Governance Manager	30.06.21	●	Variance	30.09.21	A customer service strategy is developed with implementation goals identified.	Currently in draft awaiting staff return from extended leave.
Effective asset management ensures that we only own and maintain assets that are utilised.	Improve our asset management capabilities and planning to deliver quality, well maintained, fit-for-purpose facilities to the community.	Facilities Manager	30.06.21	✓	100%	31.12.20	100% of identified high priority buildings are condition assessed with maintenance and capital plans prepared.	100% of identified high priority buildings have been condition assessed, with maintenance and capital plans prepared.
	Our fleet remains agile and is reflective of business requirements.	Senior Works Manager	31.03.21	✓	100%		The fleet will be adjusted accordingly in conjunction with department consultation to align with operational requirements. Under utilised / non required assets will be disposed of.	Auction held on 1 February 2021, 84 non required miscellaneous assets disposed of via auction.
	Asset Management Plan (AMP) - Develop AMP with Asset Managers to ensure continued focus on delivering fit for purpose levels of service to the community.	Technical Services Manager	30.06.21	✓	100%		Asset Management Plans approved and initiatives actioned as scheduled.	The Asset Management Plant (AMP) rewrite for all asset classes is completed. The AMP's were presented to and endorsed by Asset Management Steering Group in June, with report to Council for resolution prepared for July meeting.

✓ Completed ● On Track ● On Hold ● Not Started ● Needs Attention

Title	**Corporate Services Financial Report July 2021**
Date	3 August 2021
Responsible Manager	E. Lambert, CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 July 2021.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation
- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received, and that:

1. Council notes the July 2021 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 deficit as at 31 July 2021 is $6.936 million. This is $2.884 million better than budget. This better than budgeted position is due to an underspend in Materials and Services expenditure. Council will predominantly make a deficit in the July month due to there being no major revenue streams received in July.

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

Council Consolidated	Original Budget $	YTD Budget $	YTD Actuals $	Variance $	Comments
Revenue					
Rates and Utility Charges	(96,237,784)	(6,259)	(186,418)	(180,159)	Rates and Utility Charges is ahead of budget due to a reverse accrual for the fire levy payment. This will offset when the fire levy payment is made.
Volumetric	(6,344,978)	-	8,664	8,664	Volumetric income has a debit value due to some minor adjustments.
Less: Discounts and Pensioner Remissions	5,236,660	12,500	(23,188)	(35,688)	Discounts and Pensioner Remissions has a credit value for July due to a reversal of a June 30 accrual for water consumption. The accounting standards require Council to recognise net revenue (bills less discount) and not gross revenue. The payments for water consumption are due in August.
Net Rates and Utility Charges	**(97,346,102)**	**6,241**	**(200,942)**	**(207,183)**	
Fees and Charges	(6,248,579)	(736,447)	(139,825)	596,622	Fees and Charges income is under budget due to accruals for the Washdown Bays, Waste Disposal, Aerodromes and Water Sales not being unwound in July. Accruals for this income is based on outstanding amounts. This is a timing difference and will correct in August.
Rental and Levies	(1,652,968)	(136,333)	(166,522)	(30,189)	Rental and Levies income is in line with budget.
Sales of Major Services	(24,659,198)	(1,131,612)	536,696	1,668,308	Sales of Major Services in under budget due to accruals for Commercial Works not being unwound in

					July. This is a timing difference and will correct in August.
Operating Grants, Subsidies and Contributions	(21,648,998)	(367,117)	(865,368)	(498,251)	Operating Grants, Subsidies and Contributions is over budget due to a phasing issue with Health Services income.
Interest Revenue	(1,374,442)	(114,537)	(87,982)	26,555	Interest Revenue has come in under budget due to interest rates being budgeted at 1%, where Council is currently receiving 0.65%.
Other Income	(1,001,376)	(45,858)	(62,619)	(16,761)	Other income is in line with budget.
TOTAL OPERATING REVENUES	**(153,931,663)**	**(2,525,663)**	**(986,563)**	**1,539,100**	
Expenses					
Employee Benefits	56,773,001	4,128,237	3,707,494	(420,743)	Employee Benefits are under budget due to a reduced headcount for July.
Less Capitalised Employee Benefits	(6,814,413)	(305,163)	(411,194)	(106,031)	Capitalised Employee Benefits are slightly ahead of budget with a greater allocation of staff working on capital works opposed to operational works.
Net Employee Benefits	**49,958,588**	**3,823,074**	**3,296,300**	**(526,774)**	
Materials and Services	54,489,395	4,785,535	891,421	(3,894,114)	Materials and Services are under budget due to outstanding invoices not being accrued at the end of the July month.

Council Consolidated	**Original Budget $**	**YTD Budget $**	**YTD Actuals $**	**Variance $**	**Comments**
Depreciation and Amortisation	44,708,456	3,725,707	3,725,707	-	Depreciation and Amortisation costs are in line with budget.
Finance Costs	376,841	10,425	8,701	(1,724)	Finance Costs are in line with budget.
Corporate Overhead	-	-	-	-	

TOTAL OPERATING EXPENSES	**149,533,280**	**12,344,741**	**7,922,129**	**(4,422,612)**	
Operating (surplus)/deficit	**(4,398,383)**	**9,819,078**	**6,935,566**	**(2,883,512)**	

Capital Revenue and Expenditure

Capital Revenue

Capital Revenue is $1.597 million ahead of budget as at the end of July. This better than budgeted position is due to a phasing issue with income received for 2020-21 completed projects.

Capital Expenditure

Capital Expenditure is $0.182 million behind budget as at the end of July.

2. Cash and Investments

Council's Cash and Investments at 31 July 2021 totalled $199.211 million which represents 15.98 months of operating expenses including depreciation. The balance as at 30 June 2021 was $201.035 million. The balance has remained fundamentally the same due to Council receiving a majority the final 2020-21 water volumetric revenue and Works for Qld capital funding which has mainly offset expenditure.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Council adopted the FY2022 Original Budget on 23 June 2021. The attached One-Page report details the progress made against Year-To-Date (YTD) budget for the period ending 31 July 2021.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

There are currently no budget concerns as at the end of July.

Attachments

1. One Page Report July 2021

Authored by: C. Prain, MANAGEMENT ACCOUNTANT

Western Downs Regional Council
One Page Result
Period Ending: 31 July 2021

	Council Consolidated				Council Net				Commercial Works				Gas				Water			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue																				
Rates and Utility Charges	(96,237,784)	(6,259)	(186,418)	(180,159)	(74,892,215)	(6,259)	(186,466)	(180,207)	-	-	-	-	-	-	-	-	(6,180,459)	-	-	-
Volumetric	(6,344,978)	-	8,664	8,664	-	-	-	-	-	-	-	-	-	-	-	-	(6,344,978)	-	8,664	8,664
Less: Discounts & Pensioner Remissions	5,236,660	12,500	(23,188)	(35,688)	3,950,046	-	22,595	22,595	-	-	-	-	-	12,500	12,612	112	581,928	-	(66,725)	(66,725)
Net Rates and Utility Charges	(97,346,102)	6,241	(200,942)	(207,183)	(70,942,169)	(6,259)	(163,871)	(157,612)	-	-	-	-	-	12,500	12,612	112	(11,943,509)	-	(58,061)	(58,061)
Fees and Charges	(6,248,579)	(736,447)	(139,825)	596,622	(2,873,943)	(455,477)	(128,153)	327,324	-	-	-	-	(31,000)	(2,500)	(7,105)	(4,605)	(770,000)	(64,000)	(2,893)	61,107
Rental and Levies	(1,652,968)	(136,333)	(166,522)	(30,189)	(1,587,968)	(132,333)	(165,135)	(32,802)	-	-	-	-	-	-	-	-	(65,000)	(4,000)	(1,387)	2,613
Sales of Major Services	(24,659,198)	(1,131,612)	536,696	1,668,308	-	-	-	-	(12,017,500)	-	1,659,231	1,659,231	(2,924,488)	(187,233)	(62,962)	124,271	(12,070)	(1,000)	(167)	833
Operating Grants & Subsidies	(21,648,998)	(367,117)	(865,368)	(498,251)	(21,648,998)	(367,117)	(865,368)	(498,251)	-	-	-	-	-	-	-	-	-	-	-	-
Interest	(1,374,442)	(114,537)	(87,982)	26,555	(1,337,442)	(111,453)	(86,032)	25,421	-	-	-	-	-	-	-	-	(20,000)	(1,667)	(642)	1,025
Other Income	(1,001,376)	(45,858)	(62,619)	(16,761)	(941,376)	(40,858)	(62,619)	(21,761)	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	(153,931,663)	(2,525,663)	(986,563)	1,539,100	(99,331,896)	(1,113,497)	(1,471,177)	(357,680)	(12,017,500)	-	1,659,231	1,659,231	(2,955,488)	(177,233)	(57,455)	119,778	(12,810,579)	(70,667)	(63,150)	7,517
Operating Expenses																				
Employee Benefits	56,773,001	4,128,237	3,707,494	(420,743)	47,080,037	3,388,597	3,006,036	(382,561)	2,146,710	163,125	193,157	30,032	291,903	22,181	25,142	2,961	3,850,200	292,571	253,864	(38,707)
Less Capitalised Employee Benefits	(6,814,413)	(305,163)	(411,194)	(106,031)	(6,392,288)	(270,000)	(371,874)	(101,874)	-	-	-	-	-	-	-	-	-	-	(416)	(416)
Net Employee Benefits	49,958,588	3,823,074	3,296,300	(526,774)	40,687,749	3,118,597	2,634,162	(484,435)	2,146,710	163,125	193,157	30,032	291,903	22,181	25,142	2,961	3,850,200	292,571	253,448	(39,123)
Materials and Services	54,489,395	4,785,535	891,421	(3,894,114)	25,441,002	2,466,708	(232,962)	(2,699,670)	8,069,856	579,326	535,640	(43,686)	1,074,712	84,433	11,519	(72,914)	4,321,922	360,314	164,473	(195,841)
Depreciation and Amortisation	44,708,456	3,725,707	3,725,707	-	36,277,815	3,023,153	3,023,153	-	-	-	-	-	280,351	23,363	23,363	-	4,666,386	388,865	388,865	-
Finance Costs	376,841	10,425	8,701	(1,724)	292,095	10,425	8,701	(1,724)	-	-	-	-	49,467	-	-	-	6,075	-	-	-
Corporate Overhead	-	-	-	-	(3,914,600)	(326,216)	(326,216)	-	435,173	36,264	36,264	-	244,237	20,353	20,353	-	1,380,218	115,018	115,018	-
Total Operating Expenses	149,533,280	12,344,741	7,922,129	(4,422,612)	98,784,061	8,292,667	5,106,838	(3,185,829)	10,651,739	778,715	765,061	(13,654)	1,940,670	150,330	80,377	(69,953)	14,224,801	1,156,768	921,804	(234,964)
Operating (surplus)/deficit	**(4,398,383)**	**9,819,078**	**6,935,566**	**(2,883,512)**	**(547,835)**	**7,179,170**	**3,635,661**	**(3,543,509)**	**(1,365,761)**	**778,715**	**2,424,292**	**1,645,577**	**(1,014,818)**	**(26,903)**	**22,922**	**49,825**	**1,414,222**	**1,086,101**	**858,654**	**(227,447)**
Capital Revenue																				
Capital Grants & Subsides	(12,628,264)	(1,035,440)	(2,632,817)	(1,597,377)	(12,425,284)	(1,035,440)	(2,632,817)	(1,597,377)	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	(530,000)	-	-	-	(500,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	(250,000)	-	-	-	(250,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	(250,000)	-	-	-	(250,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	(1,480,000)	-	-	-	(1,480,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	(15,138,264)	(1,035,440)	(2,632,817)	(1,597,377)	(14,905,284)	(1,035,440)	(2,632,817)	(1,597,377)	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenses																				
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,200,000	-	-	-	7,500,000	-	-	-	-	-	-	-	-	-	-	-	500,000	-	-	-
Total Capital Expenses	8,200,000	-	-	-	7,500,000	-	-	-	-	-	-	-	-	-	-	-	500,000	-	-	-
Net Result (surplus)/deficit	**(11,336,647)**	**8,783,638**	**4,302,749**	**(4,480,888)**	**(7,953,119)**	**6,143,730**	**1,002,844**	**(5,140,885)**	**(1,365,761)**	**778,715**	**2,424,292**	**1,645,577**	**(1,014,818)**	**(26,903)**	**22,922**	**49,825**	**1,914,222**	**1,086,101**	**858,654**	**(227,447)**
Capital Funding Applications																				
Capital Expenditure - New Assets	15,203,882	702,500	53,264	(649,236)	13,495,382	670,000	29,316	(640,684)	-	-	-	-	-	-	-	-	1,100,000	12,500	-	(12,500)
Capital Expenditure - Upgrade Assets	11,037,003	532,250	257,784	(274,466)	9,937,003	519,750	276,277	(243,473)	-	-	-	-	-	-	-	-	1,100,000	12,500	2,883	(9,617)
Capital Expenditure - Replacement Assets	44,704,707	479,850	1,221,924	742,074	39,217,747	389,850	1,298,389	908,539	-	-	-	-	-	-	-	-	2,290,000	70,000	16,097	(53,903)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	**70,945,592**	**1,714,600**	**1,532,972**	**(181,628)**	**62,650,132**	**1,579,600**	**1,603,982**	**24,382**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**4,490,000**	**95,000**	**18,980**	**(76,020)**

Western Downs Regional Council
One Page Result
Period Ending: 31 July 2021

	Sewerage				Quarry				Waste				Saleyards				Washdown Bays			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue																				
Rates and Utility Charges	(9,393,219)	-	48	48	-	-	-	-	(5,771,891)	-	-	-	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	436,506	-	8,022	8,022	-	-	-	-	268,180	-	307	307	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	(8,956,713)	-	8,070	8,070	-	-	-	-	(5,503,711)	-	307	307	-	-	-	-	-	-	-	-
Fees and Charges	-	-	(107)	(107)	-	-	-	-	(2,008,989)	(167,416)	(1,530)	165,886	-	-	-	-	(564,647)	(47,054)	(38)	47,017
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(12,500)	(700)	(1,092)	(392)	(7,452,640)	(756,012)	(863,228)	(107,216)	-	-	-	-	(2,240,000)	(186,667)	(195,086)	(8,419)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	(12,000)	(1,000)	(686)	314	-	-	-	-	(5,000)	(417)	(622)	(205)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	(60,000)	(5,000)	-	5,000	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,981,213)	(1,700)	6,185	7,885	(7,452,640)	(756,012)	(863,228)	(107,216)	(7,577,700)	(172,833)	(1,845)	170,988	(2,240,000)	(186,667)	(195,086)	(8,419)	(564,647)	(47,054)	(38)	47,017
Operating Expenses																				
Employee Benefits	1,383,177	105,105	87,550	(17,555)	1,142,950	89,938	71,613	(18,325)	397,258	30,188	40,022	9,834	382,163	29,039	18,095	(10,944)	98,603	7,493	12,014	4,521
Less Capitalised Employee Benefits	-	-	(311)	(311)	(422,125)	(35,163)	(27,079)	8,084	-	-	(11,354)	(11,354)	-	-	(162)	(162)	-	-	-	-
Net Employee Benefits	1,383,177	105,105	87,240	(17,865)	720,825	54,775	44,535	(10,240)	397,258	30,188	28,669	(1,519)	382,163	29,039	17,933	(11,106)	98,603	7,493	12,014	4,521
Materials and Services	1,540,734	111,352	29,200	(82,152)	4,522,304	563,786	510,585	(53,201)	7,872,601	504,353	(188,108)	(692,461)	1,305,264	102,904	54,666	(48,238)	341,000	12,359	6,408	(5,951)
Depreciation and Amortisation	2,565,082	213,757	213,757	-	21,842	1,820	1,820	-	441,702	36,809	36,809	-	424,174	35,348	35,348	-	31,104	2,592	2,592	-
Finance Costs	-	-	-	-	-	-	-	-	24,844	-	-	-	1,120	-	-	-	3,240	-	-	-
Corporate Overhead	840,977	70,081	70,081	-	316,671	26,389	26,389	-	461,927	38,494	38,494	-	180,702	15,059	15,059	-	54,695	4,558	4,558	-
Total Operating Expenses	6,329,970	500,295	400,278	(100,017)	5,581,642	646,770	583,329	(63,441)	9,198,332	609,844	(84,136)	(693,980)	2,293,423	182,350	123,006	(59,344)	528,642	27,002	25,572	(1,430)
Operating (surplus)/deficit	**(2,651,243)**	**498,595**	**406,463**	**(92,132)**	**(1,870,998)**	**(109,242)**	**(279,899)**	**(170,657)**	**1,620,632**	**437,011**	**(85,981)**	**(522,992)**	**53,423**	**(4,317)**	**(72,080)**	**(67,763)**	**(36,005)**	**(20,052)**	**25,535**	**45,587**
Capital Revenue																				
Capital Grants & Subsides	-	-	-	-	-	-	-	-	(202,980)	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	(30,000)	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	-	-	(202,980)	-	-	-	(30,000)	-	-	-	-	-	-	-
Capital Expenses																				
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-
Total Capital Expenses	100,000	-	-	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	-	-	-
Net Result (surplus)/deficit	**(2,551,243)**	**498,595**	**406,463**	**(92,132)**	**(1,870,998)**	**(109,242)**	**(279,899)**	**(170,657)**	**1,417,652**	**437,011**	**(85,981)**	**(522,992)**	**123,423**	**(4,317)**	**(72,080)**	**(67,763)**	**(36,005)**	**(20,052)**	**25,535**	**45,587**
Capital Funding Applications																				
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	600,000	20,000	23,948	3,948	-	-	-	-	8,500	-	-	-
Capital Expenditure - Upgrade Assets	-	-	(21,376)	(21,376)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	2,800,000	20,000	(92,724)	(112,724)	-	-	-	-	54,500	-	-	-	342,460	-	162	162	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	**2,800,000**	**20,000**	**(114,100)**	**(134,100)**	**-**	**-**	**-**	**-**	**654,500**	**20,000**	**23,948**	**3,948**	**342,460**	**-**	**162**	**162**	**8,500**	**-**	**-**	**-**

Title	**Corporate Services Quarterly Report April to June 2021**
Date	3 August 2021
Responsible Manager	S Peut, GENERAL MANAGER (CORPORATE SERVICES)

Summary

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the fourth quarter of the 2020-2021 financial year.

Link to Corporate Plan

Strategic Priority: Active Vibrant Communities
- Our parks, open spaces, and community facilities are well utilised and connect people regionally.
- A recognised culture of volunteerism is active throughout our communities.

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

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

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

Report

This Report lists the activities for the fourth quarter of the 2020-2021 financial year from the Facilities, Human Resources, Information Technology and Customer Support and Governance departments. The Finance department provide a separate monthly report to Council.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council receive and note this Report.

Attachments

1. Corporate Services Quarterly Report April to June 2021

Authored by: K. Harvey, EXECUTIVE OFFICER

CORPORATE SERVICES

Quarterly Report

April to June 2021

FACILITIES

Achievements

$368,000 was spent locally, with **22** projects completed.

Dalby Secretary's Building - demolished old secretary's building due to age and deterioration. Replaced with two refurbished buildings which will accommodate the Dalby Show Society and support the local Radio Station operations.

Miles Cemetery Irrigation Upgrades - upgrade of the irrigation system at the cemetery due to expansion. Install new dripper lines to all existing trees along the footpath and front fence as well as irrigation systems for the garden beds.

Chinchilla Cultural Centre Fire Panel Detectors Replacement - installation of new fire detectors at the Chinchilla Cultural Centre.

Tara Showgrounds Sewerage Upgrades - upgrades to the sewerage system including a pump station, gravity sewerage line and pressure sewerage line to ensure the service is adequate during high demand events.

Tara Showgrounds Electrical Upgrades - upgraded the transformer and switchboard at the Showgrounds due to age and numerous failures due to high usage during events.

Dalby Condamine Street Landscaping - landscaping upgrades to eleven median strips and verges in Condamine Street to beautify the highway.

Condamine Cods Toilet Replacement - installation of a brand new toilet block consisting of seven cubicles including urinals, female and male ambulant toilets and a unisex disability toilet with baby change table.

Wandoan Disability Ramp Access - installation of new disability ramp due to the old ramp not being compliant.

Wandoan 4A Moore Street House Restumping - replaced concrete stumps with galvanised steel adjustable stumps. Old stumps were cracking and aged.

Landscape Masterplans

Three of the four major landscaping projects were completed in June. All three recreational sites have seen major upgrades to the area such as extensive landscaping, fire pits, shelters, barbecues, camp kitchens and interpretative signage.

The Caliguel Lagoon, Chinchilla Weir and Lake Broadwater facilities are now open for the public.

Operations

New **Tara Cemetery Gates** designed in consultation with the Tara Community.

2,500 new plants and trees across the whole region.

WD Cinema Chinchilla Top 5 Movies:

Godzilla vs Kong - Tickets 314 - Sales **$3,536.50.**

Peter Rabbit 2 - Tickets 657 - Sales **$6,342.50.**

Raya & the Last Dragon - Tickets 263 - Sales **$2,825.50.**

Fast & Furious 9 - Tickets 584 - Sales **$6,733.42.**

Spirit Untamed - Tickets 257 - Sales **$2,444.50.**

Total for all movies - Tickets 3,053 - Sales **$31,784.56.**

Candybar Sales - Items 3,053 - Sales **$24,990.50.**

Saleyards

Saleyards comparative throughout has **decreased by 15.94%** compared to the same quarter last year.

2019/20 - 43,585

2020/21 - 37,148

Efficiency Measures

Solar productions decreased by 3.5% compared to the same time last year, a difference of **$5,261.**

New awarded service contracts totalling **$418,120.**

5 contracts awarded.

2 management agreements executed.

Caliguel Lagoon

Chinchilla Weir

Lake Broadwater

Achievements

Implemented the National Disability Insurance Scheme **(NDIS) yellow card screening process** in collaboration with Health Services.

LGIA Superannuation sessions provided staff with retirement and general superannuation advice across the region.

The Nurses, Personal Carers and Support Workers **Certified Agreements ballots** were conducted with a positive outcome.

Updated the Employee Leave Policy to include paid **Emergency Services Volunteer Leave.**

Received **wage subsidies from the Boosting Apprenticeship funding** for Trainees and Apprentices that commenced in February 2021.

WDRC was announced as a **finalist in the Large Employer of the Year** category for the Qld Training Awards.

The sixth round of the **GROW Program received a record 26 applications.**

Recruitment, Career Development and the Senior Works Manager represented WDRC at the Dalby Small Business Industry Dinner to **promote career opportunities** within Council.

Safety section completed a **total of 97 hazard inspections** across the region.

Attendance rate increased at Health Safety Representative Committee Meetings.

Payroll team members receiving their Staff Service Awards:
Marita Tamakehu (20 years), Rebecca Haslop (15 years) and Terrell Body (15 years).

The decrease in headcount can be attributed to the increase in Health Services turnover in this quarter.

FULL TIME EQUIVALENTS

648.67 Q3 2020/21 *compared to* **643.19** Q4 2020/21

In Progress

Assessing Virtual Reality (VR) training content for outdoor workforce.

Annual Fire Warden training is currently being rolled out.

Safety is developing a **Silicosis Awareness program** for all staff who are exposed to silica dust.

Refresher **Risk Management training** being arranged for Community Care staff.

The Safety team are transitioning to **new standards for managing traffic** during road construction/maintenance, in line with the upcoming mandatory requirements of the Department of Transport and Main Roads.

63 employees recognised and awarded for their valuable contribution of long service to WDRC in this financial year

Coming Soon

WDRC will be hosting the **LGMA Rural Management Challenge** in October 2021.

Achievements

Security Program - End Point Protection implementation software implemented for improved security when devices connect to our network. Risk assessments of Cloud Based software completed. Website security improvements implemented.

CCTV installation completed at Dalby Showgrounds to ensure the safety of residents and Council assets.

Contract Management Solution - Centralised system implemented for Contracts. Improved reporting, audits, alerts and searching.

Online Infringements implemented for animals using mobile devices and Bluetooth printers. Resulting in automatic integration with Authority.

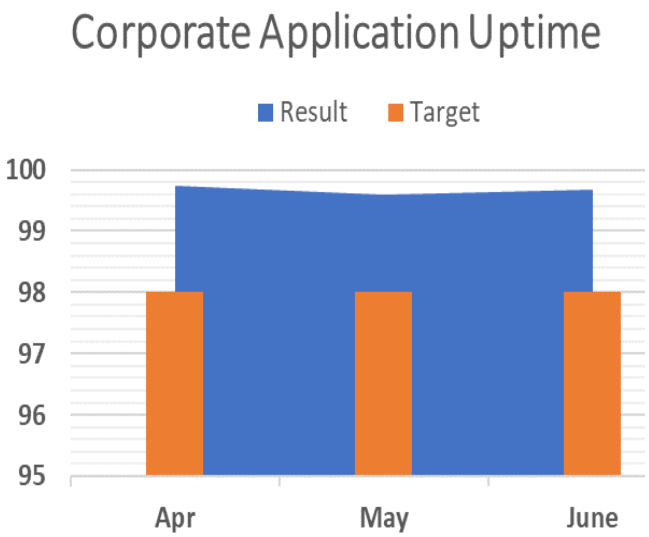
eServices for Animal registrations - the community can now register and pay online.

External **mobility improvements** project completed resulting in improved mobility/efficiencies for field workers and at Depots.

WAN (wide area network) two year program to replace aging microwave communications infrastructure to our Council offices completed. Ensuring improved stability of coverage.

ICT Program prioritisation and planning completed for the 2021/22 financial year.

Microwave Equipment Replacement at Jandowae



In Progress

Public Toilet IoT Trial - use of sensors to determine utilisation of public toilets. This could potentially assist to adjust maintenance schedules.

Procure to Pay - online invoice processing resulting in efficiencies.

Actus App will enable additional efficiencies via access and updating of CRMs in the field.

Community Care Mobility - system to enable access and updating of client records in the field.

Expansion of online **infringements** to include Parking, Waste and Local Laws.

Scheduling of the **ICT 21/22 Program** of work.

Coming Soon

Employee Kiosk - access to leave applications, pay details and approvals from anywhere and any device.

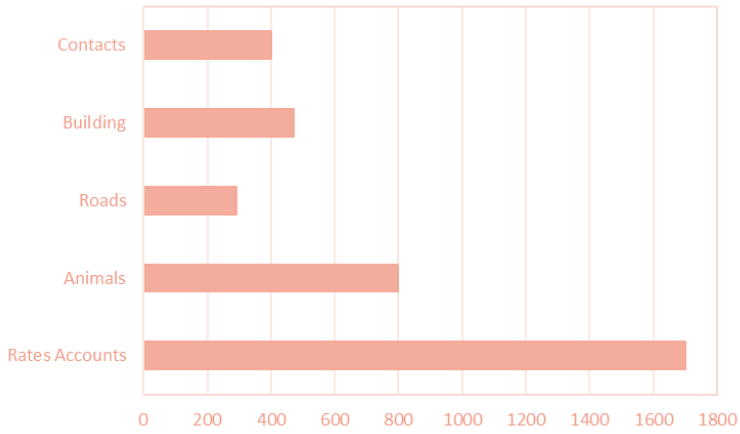
Online Timesheets - implementation of online timesheets solution for autopay staff - eliminating spreadsheets and data entry.

Additional channels (**Web Chat and Facebook**) integration with Customer Contact system - the ability for the community to contact Council via the channel of their choosing.

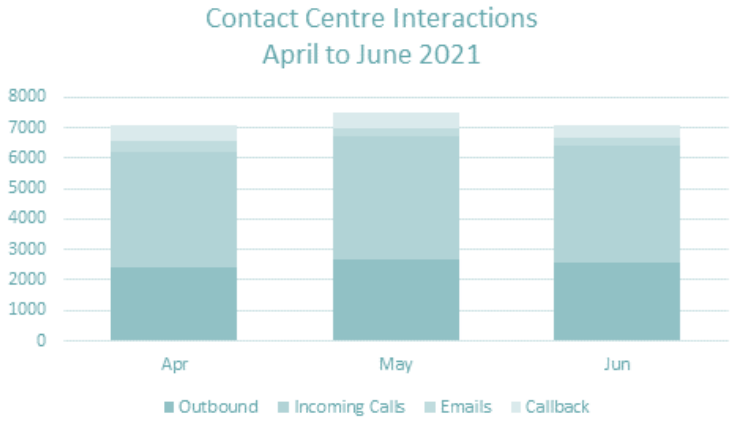
CS&G

Customer Support and Governance

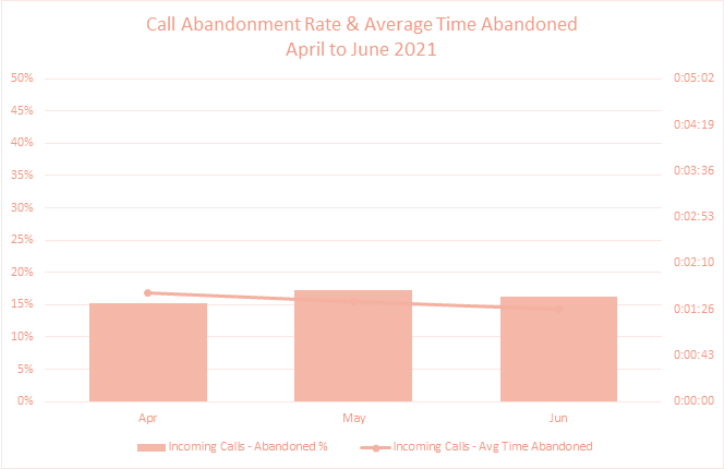
Top 5 Calls



Call Volume



Call Abandonment



94.69%

of calls resolved on first point of contact

4:21

minute call resolution time

Achievements

Corporate Plan 2021-2026 adoption.

2021/22 **Operational Plan** adoption.

Fleet Risk Management Plan and **Action Plan** adopted by Executive Management Team.

Customer Contact Centre **10 Year** Anniversary.

Information Management Team **registered 11,830 documents**, an 8% increase on Q4 2020.

Award Finalist - Customer Service Institute of Australia - **Customer Service Organisation of the Year**.

Award Finalist - Cath Harding - AusContact - **Customer Service Excellence**.

Integration of Authority NAR with 8x8 Customer Relationship system.

New **online payment plan application** developed.

In Progress

Cyber Security internal audit.

Procurement and Contract Management internal audit.

Renewal of Council's **insurance portfolio**.

Fraud and Corruption Control Plan review.

Development of **Customer Service Strategy**.

New **animal registration eServices** online.

Phase 2 **Cloud Contact** System Project.

Testing **Go Live Actus App** - Online Customer Request App.

Coming Soon

Ci Anywhere upgrade.

Replacement of **scanning software** project.

Enterprise Risk Management Framework review.

Accounts Payable and **Accounts Receivable** internal audit.

Fleet Management internal audit.

Title	**Infrastructure Services - Disaster Recovery Funding Arrangements February 2020 Heavy Rainfall and Flooding Event - Reconstruction of Essential Public Assets**
Date	11 August 2021
Responsible Manager	B. Barnett, SENIOR WORKS MANAGER

Summary

The purpose of this Report is to provide Council with a progress update in regard to Queensland Reconstruction Authority - Disaster Recovery Funding Arrangement Flood Damage Restoration Works caused by the February 2020 Riverine Flooding event.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy
- Our businesses and industry actively live and buy local

Strategic Priority: Quality Lifestyle
- We invest in safe, well maintained road networks to connect our region and support economic activities

Strategic Priority: Sustainable Organisation
- Our agile and response business model enables us to align our capacity with service delivery
- Our effective asset management ensures that we responsibly maintain our community assets

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

Following the widespread rainfall across the Western Downs Region in February 2020, substantial damage was incurred on Western Downs Regional Council's transport network.

As part of Queensland Reconstruction Authority's (QRA) Disaster Recovery Funding Arrangements (DRFA) Council can apply for financial assistance to help communities recover from eligible disasters, such as flooding.

Report

Road Inspection and Assessment of Damage

Council Officers inspected WDRC's transport network and utilising the Works Maintenance software, REFLECT, collected the defects on the network to compile QRA funding submissions, specifically Immediate Restoration (IR), Emergency Works (EWK), Counter Disaster Operations (CDO) and Reconstruction of Essential Public Assets (REPA) claims.

A joint In-Field Assessment (IFA) was completed by Council staff and QRA assessors and QRA have advised that the following submissions have been assessed and deemed eligible for funding.

SUBMISSION ID	DISTRICT	SUBMISSION TYPE	QRA APPROVAL STATUS	ELIGIBLE PROJECT COSTS
WDRC.0005.1920G.REC	Miles	REPA	Approved	$1,034,642.63
WDRC.0006.1920G.REC	Chinchilla	REPA	Approved	$403,803.37
WDRC.0007.1920G.REC	Tara	REPA	Approved	$438,867.01
WDRC.0008.1920G.REC	Dalby	REPA	Approved	$1,554,554.61
WDRC.0009.1920G.REC	Wandoan	REPA	Approved	$3,417,753.47
WDRC.00017.1920G.REC	Miscellaneous (All Regions)	REPA	Approved	$785,328.21
WDRC.0014.1920G.CDO	All Regions	CDO	Approved	$21,704.96
WDRC.0015.1920G.IRW	All Regions	IR	Approved	$121,563.55
WDRC.0016.1920G.EWK	All Regions	EW	Approved	$731,186.72
	Total Eligible Project Costs			**$8,509,404.53**
	WDRC Trigger Contribution			**$476,130.00**
	QRA Approved Funding Amount			**$8,033,274.53**

The QRA Funding Schedules have been signed for all submissions signalling the acceptance of the approvals and a Project Funding Agreement has been formed in accordance with the Head Agreement.

Council are responsible for the funding contribution up to WDRC's specified Maximum Trigger Point, which for FY2019/20 is $476,130.

Queensland Resilience and Risk Reduction Funding Program

In addition to the QRA DRFA Funding Program - Council Officers have also identified an opportunity to apply for funding under QRA's Queensland Resilience and Risk Reduction Funding (QRRRF) for the Kleinschmidt's Road Creek Crossing.

On 12 March 2021, QRA released the QRRF Program via an expressions of interest submission for Local Governments, Queensland Government Departments and Agencies and Non-For-Profit Organisations. The EOI closed on the 07 April 2021 with selected projects shortlisted to provide a detailed submission.

Western Downs Regional Council submitted a list of 10 projects, ranked in priority, to QRA to be considered as part of the funding program.

QRA shortlisted WDRC's highest priority project, Kleinschmidt's Road, Bell under road drainage upgrade and have requested a detailed submission be lodged for further consideration for QRRRF funding.

Kleinschmidt's Road is intersected by a gully and has been repeatedly damaged during riverine flooding. WDRC have applied for QRA Betterment and Resilience Funding in the past but have been unsuccessful. During the February 2020 Riverine flooding, this particular section of Kleinschmidt's Road was completely washed away due to the under road drainage being undersized and due to water turbulence eroded the pavement at both approaches, resulting in a loss of access for local residents and the community.

QRA have advised that the Kleinschmidt's Road Creek Crossing project has been successful in obtaining QRRRF funding for approx. 50% of the estimate project costs.

Flood Damage Restoration Program Delivery Update

Council have scheduled the delivery of the flood damages restoration works to be separated into a series of works packages to allow effective delivery to ensure the packages align with the skills and capacity of local civil

contractors. The works are planned to be delivered over 18-21 months to not inflate the market in addition to providing a stimulus to the local economy.

There are seventeen (17) works packages to be delivered in total, with approximately 3 packages per Round.

- Packages 1- 6 have been awarded and completed;
- Packages 7 - 9 have been awarded; due to commence very soon;
- Package 10 is in the request for quote (RFQ) stage; to be awarded very soon;
- Package 11 - 16 are being scope in preparation to go to market
- Package 17 aligns with Council's capital works program in the Wandoan area and will be delivered internally by Council's Works Construction (Wandoan) crew.

It is anticipated that all works will be completed by the end of March 2022.

Council undertook a plant rate assessment through a benchmarking process, resulting in a significant increase to WDRC's plant rate eligibility in 2020. For Western Downs, the revised plant assessment is based on new information supplied by Council in 2019 and resulted in an increase in Council's plant eligibility from 89% to 100%. This is a great outcome for Western Downs meaning that any disaster recovery work carried out Council, including Emergent Works and REPA, will see the equipment cost of the work fully refunded.

Consultation (Internal/External)

External consultation with Queensland Reconstruction Authority (QRA)

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Reimbursement of eligible project expenditure upon successful completion including post completion verification and audit.

Council are responsible for the funding contribution up to WDRC's specified Maximum Trigger Point, which for FY2019/20 is $476,130.

An increase in plant eligibility from 89% to 100%.

Council are responsible for co-contribution value of $160,000 for the QRRRF Kleinschmidts Road Creek Crossing. This contribution can include Council's plant and labour.

Conclusion

Western Downs Regional Council have been approved for the Queensland Reconstruction Authority - Disaster Recovery Funding Arrangements for Counter Disaster Operations (CDO), Immediate Restoration (IR), Emergency Works (EWK) and Reconstruction of Essential Public Assets (REPA) following the February 2020 Riverine Flooding Event.

Western Downs Regional Council have been successful in obtained QRRRF funding for the Kleinschmidt's Road Creek Crossing Upgrade.

The delivery of these work packages are in progress utilising skilled local contractors. Where work is completed internally by Council 100% of the plant cost can be recovered by Council.

Attachments

Nil

Authored by: Brianna Barnett, SENIOR WORKS MANAGER

Title	**Infrastructure Services Report Gates and Grids Policy Review**
Date	9 August 2021
Responsible Manager	J. Craik, TECHNICAL SERVICES MANAGER

Summary

The purpose of this Report is to seek Council's approval of the Gates and Grids Council Policy review.

Link to Corporate Plan

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

Strategic Priority: Quality Lifestyle

- We invest in safe, well maintained road networks to connect our region and support economic activities

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that;

1. The Gates and Grids Council Policy as reviewed be adopted.

Background Information

The existing policy has been periodically reviewed. The Gates and Grids - Council Policy was last reviewed in December 2014. This review is to clarify requirements and to ensure organisational relativity and legislative compliance.

Report

Council policies are subject to periodic review. The Gates and Grids policy was last reviewed in 2014. This review provides clear guidelines and responsibilities for applicants applying to install Gates or Grids and for owners of existing Gates or Grids within road reserves.

<u>Issues and responsibilities</u>

- This Policy outlines the standards that are applied to applications for gates and grids on Council managed roads within our region. Existing gates and grids will also be managed by this policy.
- The goals of the original policy are still valid.

- The policy is still required and pursuant to S*ubordinate Local Law No. 1.16 (Gates and Grids) 2011* provides details as to the ownership of and responsibility for grids and gates on roads under the control of Western Downs Regional Council.
- The policy has been reviewed to provide clarity with responsibilities for the applicant, licenced owners, and Council.

It is considered that the Policy is working effectively in that it meets Council's legislative obligations and no complaints or compliance issues have resulted in the operation of the Policy.

Consultation (Internal/External)

- Works Department
- Finance
- Legal Services
- Executive
- Councillor Information Session

Legal/Policy Implications (Justification if applicable)

- *Subordinate Local Law No. 1.16 (Gates and Grids) 2011*

Western Downs Regional Council is the Road Manager of local roads across the region. The policy includes provision of annual inspections and provision of annual licence. Gates and Grids are the responsibility of the landowner. Council is responsible for ensuring risks across the road network are managed.

Budget/Financial Implications

Annual inspections will be conducted with annual licence issued on compliance. Council's fees and charges include applicable fees and charges for annual licence and application fees. The fees are reviewed annually.

Human Rights Considerations

There are no human rights implications associated with this report.

Conclusion

The Gates and Grids Policy sets guidelines formulated to enable Western Downs Regional Council to enhance management of both existing and proposed gates and grids with road reserve across the region.

Attachments

1. Clean: Gates and Grids Council Policy
2. Gates and Grids - Council Policy 2014 - superseded

Authored by: John Craik - TECHNICAL SERVICES MANAGER

Gates and Grids - Council Policy

Effective Date	
Policy Owner	*Technical Services Manager*
Link to Corporate Plan	*Great Liveability*
Review Date	*September 2024*
Related Legislation	*Local Government Act 2009*
Related Documents	*Application to Erect Gate and/or Grid Across a Road* *Western Downs Regional Council Local Law No 1 (Administration) 2011* *Western Downs Regional Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011* *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011* *Manual of Uniform Traffic Control Devices (Road Signage)* *Western Downs Regional Council Delegations Register* *IPWEAQ - Lower Order Road Design Guidelines*

Policy Version	Approval Date	Adopted/Approved
1	14/12/2011	Adopted Ordinary Meeting of Council
2	17/12/2014	Approved Ordinary Meeting of Council
3		

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.***

Gates and Grids - Council Policy

PURPOSE

The purpose of this policy is to ensure uniform standards are applied to applications for gates and grids on Council managed roads within our region without causing adverse impact on road users. Existing gates and grids will also be managed by this policy.

1. SCOPE

This policy applies to all existing and proposed grids and gates on public roads under the authority of Council and the framework for managing them. It provides the basis to manage applications, approval, installation, ongoing maintenance and removal of a gate and grid on a public road. It outlines responsibilities of the licence holder to ensure the risk to the license holder, road users and council is safely managed.

Subordinate Local Law No. 1.16 (Gates and Grids) 2011 provides details as to the ownership of and responsibility for grids and gates on roads under the control of Western Downs Regional Council.

2. DEFINITIONS

Definitions detailed in *Subordinate Local Law No. 1.16 (Gates and Grids) 2011* apply to this policy.

An **owner** of a gate or grid installed across a public road, means the person/s who receives the benefit of the gate or grid, i.e. does not have the roadway fenced out, which allows stock tograze the road reserve.

3. NEW GATES AND GRIDS

3.1 Proposed gate and/or grid,

A new gate or grid cannot be constructed on a Council controlled road without an application and approval from Council in accordance with Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011.

It will be the applicant's responsibility to construct and maintain the gate or grid to Council's standards and specifications at the applicant's cost.

An application and processing fee will be applicable and be prescribed in Council's Annual Fees and Charges.

All applications for gates and grids proposed on State controlled roads are to be referred by the applicant directly to Department of Transport and Main Roads for approval.

4.2 Information required by applicant to support application

4.2.1 If the installation of a gate or grid, or a gate and a grid are proposed

a provide plan detailing the design of the proposed gate or grid, or gate and grid, including all dimensions, alignments and structural elements;

b a plan identifying the location within the road of the proposed gate or grid, or gate and grid;

c particulars of all warning or similar signage proposed to be erected by the applicant, and road signage in accordance with Manual of Uniform Control Devices (MUTCD) and IPWEAQ - Lower Order Road Design Guidelines.

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d RPEQ certified engineering design or Fabricators Engineering certification of compliance

e details of when the prescribed activity will be undertaken

f the proposed term of the approval (10 years max, with option to extend after 10 years, subject to annual inspection performance)

g Applications must be made on the prescribed form and must be accompanied by all required supporting information and application fee.

h Notification from **all** boundary neighbouring property holders indicating their objection or non-objection to the application must be included as part of the applicant's submission

4.3 Grids

4.3.1 Council's standard specification for a single (4m) and double (8m) grid to be largely in accordance with DTMR Standard drawing 1561,1562,1563,1564 and 1565. Heavy Duty Cattle Grid, minimum load rated at 20t/axle group up to 100km/hr. All

Prefabricated/modular grids satisfying this standard are preferred.

4.3.2 Council may accept alternative designs for single and double grids for a minimum load rating of 20t/axle group up to 100km/hr, including concrete abutments, (sill logs not permitted)

4.3.3 Each application submitted for Council approval that is not Council's standard specification shall be accompanied by-

- A certificate of design from a qualified Registered Professional Engineer Queensland (RPEQ) stating the design parameters.
- Documentation providing details of the grid fabrication and installation.

4.3.4 All grids will be accompanied by an adjacent gate located clear of table drains. The location is to be approved prior to construction. Where a single (4m) grid is installed a suitable access for the safe passage of wide loads/machinery must be constructed to the gate from the road formation on each side of the fence.

4.4 Gates

Gates shall be:

4.4.1 Constructed to provide a minimum clear opening of 7.0 metres;

4.4.2 In two sections to permit convenient use by the public;

4.4.3 Of stock proof construction and to be swinging on hinges;

4.4.4 Fitted with a minimum of three delineators evenly spaced on each section of the gate;

4.4.5 Accompanied by a grid (Council will not licence a gate without a grid) where it is either across a road giving access to more than two properties, or more than one property which is residentially occupied, not considering the property of the applicant.

4.4.6 Locks will not be permitted on any gate within the gazetted road reserve

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Gates and Grids - Council Policy

4.5 Signs

4.5.1 All signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) Part 2, and IPWEAQ - Lower Order Road Design Guidelines where applicable. Refer 10 - General signage.

4.6 General

4.6.1 Any grid/gate approvals granted by Council will be inspected annually and shall have an annual permit renewal and inspection fee which will be levied through the property rates notice.

4.6.2 Gates and Grids need to remain compliant during the period of the licence.

4.6.3 Council will require the applicant to indemnify council and to take out and maintain public liability insurance ($10,000,000), specifically nominating gate and grid and associated works, and produce documentary evidence of the insurance to council prior to the installation of the gate or grid.

4.7 Standards and Exclusions

4.7.1 Licensed gate and grid requirements and exclusions will be as follows: -

Traffic Volumes	Licence Grid and Gate Type Required
Road with greater than 150 vehicles per day (vpd)	Not permitted
Road with traffic volumes >10 vpd and <150vpd and formation > 6m	Double grid
Road less than 6m of formation and less than 10 vpd	Single grid

4.8 Application Fees and Renewal Charges

4.8.1 The applicant will pay a fee on application as prescribed in Council's annual fees and charges

4.8.2 For approved applications an annual permit renewal and inspection fee as prescribed in Council's annual fees and charges will be levied through the property rates notice.

4.10 Decision

4.10.1 Authority for the approval of licensed grid and gate applications accompanied by a 'Non-Objection Notice' from each and all boundary neighbouring property holders has been delegated to the Chief Executive Officer. This authority may be further delegated to the General Manager – Infrastructure Services.

4.10.2 For applications received where one (1) or more 'Notice/s of Objection/s' is/are received, the application will be referred to Council for determination.

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Gates and Grids - Council Policy

5 Existing Gates and Grids

5.1 The owner shall maintain all gates and grids to a standard that ensures public safety and that the road is trafficable in normal conditions.

5.2 The owner of the gate or grid will maintain the structure and 5 metres each side of the structure. Signage and drainage pertaining to the gate or grid must also be maintained to the required standard by the owner.

5.3 Where Council undertakes road and drainage maintenance on a road with a gate or grid such works will cease 5 metres from the structure on both sides.

5.4 An application to replace an existing grid with a gate or vice versa will be reviewed.

5.5 Should works be required to the grid or gate, Council will notify the owner in writing and the owner shall rectify any defects within the time specified. If the works are not carried out within sixty (60) days of the date of the letter Council will remove the grid and invoice the owner for all associated costs.

5.6 Council will undertake annual inspection of gates and grids and issue annual permit renewal on completion of works by the owner. The cost of the annual inspection and permit is per the applicable fees and charges in that year.

5.7 In the event of a safety hazard at the grid or gate the owner will be required to address this immediately to a level that is satisfactory to Council and then to Council's standard specification.

5.8 All repairs or replacement of existing grids shall be undertaken:

(a) In accordance with this policy.

(b) Engineering design and certification for repair methodologies may be required and approval must be obtained from Council prior to work being undertaken.

(c) Engineering design and certification will be at the grid owner's expense.

Load Rating:

(d) Grids installed on Council roads shall be designed and constructed to a minimum 20t/axle group Load Rating.

(e) Alternative grid designs may be acceptable however engineering certification will be required and written approval must be obtained from Council prior to installation.

Prefabricated/modular grids from manufacturers to this standard are preferred.

5.9 Any work undertaken on gates or grids must be approved by Council and undertaken by competent and qualified people. The following requirements will be the minimum required for such approval:

(a) All roadwork signage is to be in accordance with the Manual of Uniform Traffic Control Devices; relevant qualifications to install this signage.

(b) Persons erecting signs must have the appropriate qualifications.

(c) All requirements of the Workplace Health & Safety Act and Regulations for works on public

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roads must be met.

5.10 If any gate or grid maintenance issues arise as a result of routine maintenance inspections, notification from the public etc, Council will contact the gate or grid owner and issue a notice listing the identified defects.

5.11 Council will undertake emergent repairs to gates or grids if requested by the gate/grid owner, with resultant costs recouped under a private works agreement. This work cannot be warranted.

5.12 Further remedial repairs may be required to be undertaken by the owner in addition to any emergent works undertaken by Council.

5.13 If works of an emergent nature are identified, Council reserves the right to affect such repairs as deemed necessary for public safety, with such costs incurred recouped from the gate or grid owner. This work cannot be warranted.

5.14 If traffic safety issues are identified, Council will cancel the grid permit and remove the grid after a 30-day notification period if the owner/s do not affect repairs or comply with recommendations within this period.

5.15 Council reserves the right to undertake maintenance and construction work on roads adjacent to grids. Grid and gate owners will be responsible for any upgrades required as a result.

5.16 Where an agreement cannot be reached on removal of a grid as can be the case where more than one owner is involved the permit will be revoked and the grid removed.

6 Approval for Works in Road Reserve

6.1 Council policy - Works in Road Reserve – applies to all works carried out within road reserves under the control of Council, including the installation and maintenance/repairs of grids and gates. Approval for the installation or maintenance/repairs of grids and gates will be conditioned accordingly.

7 Gates and Grids that are not maintained

7.1 Disused gates and grids that are not maintained shall receive a compliance Notice from Council for repair or removal.

7.2 Council may remove the gate or grid at Council's cost if requested by the owner when resources are available

8 Compliance

8.1 A register of all gates and grids will be maintained by Council. Annual inspections will be a visual inspection on the condition of the components and not the structural integrity of the components (this is owner's responsibility).

8.2 Grid owners are responsible for inspecting and maintaining grids/gates and the structural integrity of the grid/s

8.3 Grid owner will be advised in writing of any actions required resulting from inspections.

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Gates and Grids - Council Policy

9 Unauthorised Gates and Grid

9.1 Where an owner constructs or erects an unauthorised gate or grid without Council approval, in accordance with *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011,* the owner may be issued with a compliance notice to rectify the situation. The costs associated with this action will be borne by the owner.

9.2 Where a safety concern or a drainage problem is caused by an unauthorised or inadequately maintained gate or grid, Council may act to remedy the cause of concern subject to a compliance notice being issued to the owner. The cost of such action shall be borne by the owner.

10 Council Works on Roads

Where Council constructs a new road, reconstructs an existing road to higher standard, or upgrades infrastructure (services), the owner will be notified of the upgrade necessary to the gate or grid and the contribution required by the owner.

10.1 Owner

The owner will be offered the following options regarding their contribution for the costs of the upgrade

(a) the owner to supply the approved gate and/or grid;
(b) Council to supply and install the approved gate and/or grid with agreement to recover the costs (Including administration costs) from the property owner through the application of a Special Charge being applied to the property assessment pursuant to sections 92 and 94 of the Local Government Act 2009. Terms and Conditions are to be negotiated case by case: or
(c) Council to supply and install the approved gate and/or grid with agreement to recover the costs (Including administration costs) by invoicing the property owner under a Commercial Works arrangement. Terms and Conditions are to be negotiated case by case; or
(d) the property owner opting to fence the property boundary in lieu of a replacement gate and/or grid with Council removing the existing gate and/or grid at no cost to the property owner. A Special Charge or Commercial Works arrangement may be negotiated regarding the cost of the works. Terms and Conditions are to be negotiated case by case.

10.2 Council

Where applicable, remove the existing grid and associated infrastructure and deliver to a mutually agreeable location;

(a) Installation of new grid, abutments and signage; and
(b) Complete associated roadworks.

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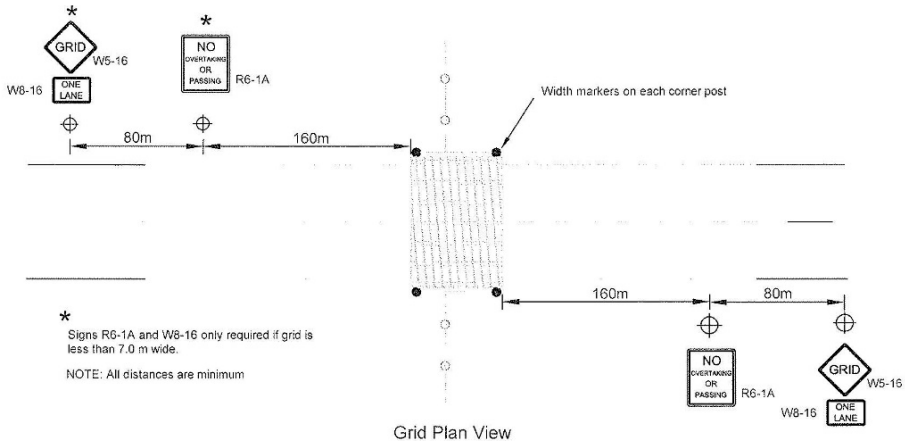
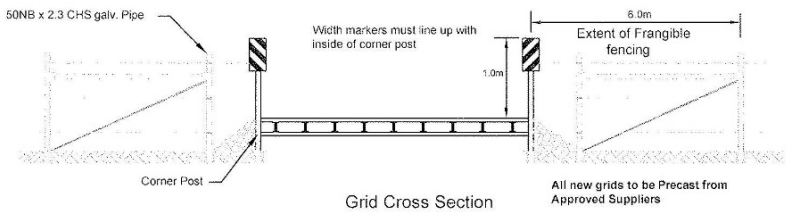
Gates and Grids - Council Policy

11.0 Gates and Grids - General Signage

(refer MUTCD, and IPWEAQ- Lower Order Road Design Guidelines)



Grid Plan View



Grid Cross Section

Customer Contact **1300 COUNCIL (1300 268 624)**
07 4679 4000
www.**wdrc.qld.gov.au**
info@wdrc.qld.gov.au

WESTERN DOWNS REGIONAL COUNCIL

Gates and Grids - Council Policy

Effective Date	*14 December 2011*
Policy Owner	*Infrastructure Services*
Link to Corporate Plan	*Strategic Theme 8: Accessible and Connected Places*
Review Date	*November 2018*
Related Legislation	*Local Government Act 2009*
Related Documents	*Western Downs Regional Council Local Law No 1 (Administration) 2011* *Western Downs Regional Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads) 2011* *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011* *Manual of Uniform Traffic Control Devices (Road Signage)* *Western Downs Regional Council Delegations Register*

Policy Version	Approval Date	Adopted/Approved
1	14/12/2011	Adopted Ordinary Meeting of Council
2	17/12/2014	Approved Ordinary Meeting of Council

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Gates and Grids - Council Policy

1. PURPOSE

The purpose of this policy is to ensure uniform standards are applied to applications received from landowners for the construction and maintenance of gates and grids on Council controlled roads. Existing gates and grids will also be managed by this policy.

2. SCOPE

This policy will apply to all Council managed and maintained roads throughout Western Downs Regional Council area.

3. POLICY

This policy applies to all gates and grids on public roads under the control of the Western Downs Regional Council which form part of Council's Road Asset Register.

New Gates and Grids

A new gate or grid cannot be constructed on a Council controlled road without an application to and approval from Council in accordance with *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011.*

It will be the applicant's responsibility to construct and maintain the gate or grid to Council's standards and specifications at the applicant's cost.

Documents and materials that must accompany an application for an approval

(1) If the installation of a gate or a grid, or a gate and a grid, are proposed—

(a) a plan detailing the design of the proposed gate or grid, or gate and grid, including all dimensions, alignments and structural elements; and

(b) a plan identifying the location within the road of the proposed gate or grid, or gate and grid; and

(c) particulars of all warning or similar signage proposed to be erected by the applicant.

(2) If a gate or a grid, or a gate and a grid, are installed across a road—

(a) a plan detailing the design of the gate or grid, or gate and grid, including all dimensions, alignments and structural elements; and

(b) a plan identifying the location within the road of the gate or grid, or the gate and the grid; and

(c) details of all warning or similar signage erected about the gate or grid, or the gate and the grid.

(3) If the gate or grid, or the gate and the grid, are proposed to be installed across a road —details of the time when the prescribed activity will be undertaken.

(4) The proposed term of the approval.

(5) The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.

(6) The materials, equipment and vehicles to be used in the undertaking of the prescribed activity.

Gates and Grids - Council Policy

Council will require the applicant to take out and maintain public liability insurance as specified by the Western Downs Regional Council and produce documentary evidence of the insurance to Council before the installation of the gate or grid.

The applicant may also be required to give the Council specified indemnities.

If construction is approved the applicant will be required to maintain the road for a distance of 5 metres on each side in good and sufficient repair to prevent obstruction to vehicles or pedestrians and damage to property or personal injury. This will also include the need to supply, install and maintain approved signage.

An application and processing fee will be applicable and be prescribed in Council's Register of Cost Recovery Fees and Commercial Charges.

For approved applications an annual permit renewal fee will be levied through the property rates notice.

Application forms and standard drawings and specifications can be obtained from any Western Downs Regional Council Customer Service Centre.

Existing Gates and Grids

Existing gates and grids constructed prior to the enactment of *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011* will be required to be registered, and will be subject to Council's specifications.

The owner shall maintain all gates and grids to a standard that ensures public safety and that the road is trafficable in normal conditions.

The owner of the gate or grid will maintain the structure and for a distance of 5 metres each side of the structure. Signage and drainage pertaining to the gate or grid must also be maintained to the required standard by the owner.

Where Council undertakes road and drainage maintenance on a road with a gate or grid such works will cease 5 metres from the structure on both sides.

An application to replace an existing grid with a gate or vice versa will be reviewed by Council.

The property owner may enter into an agreement for Council to maintain signage and carry out repairs at the property owners cost.

Gates and Grids that are Not Maintained

Disused gates and grids that are not maintained shall receive a Compliance Notice from Council for repair or removal.

Council may remove the gate or grid at Council's cost if requested by the owner when resources are available.

Unauthorised Gates and Grids

Where an owner constructs or erects an unauthorised gate or grid without Council approval, in accordance with *Western Downs Regional Council Subordinate Local Law No 1.16 (Gates and Grids) 2011,* the owner may be issued with a compliance notice to rectify the situation. The costs associated with this action will be borne by the owner.

Where a safety concern or a drainage problem is caused by an unauthorised or inadequately maintained gate or grid, Council may take action to remedy the cause of concern subject to a compliance notice being issued to the owner. The cost of such action shall be borne by the owner.

Gates and Grids - Council Policy

Deviation from the Policy

Any variance from this policy and associated standards and specifications must have written approval from Council prior to commencement of any works.

New Gates and Grids on a State-Controlled Road

All applications for the construction or maintenance of a gate or grid on a State-controlled road should be referred in writing to the Department of Transport and Main Roads.

New Road Works or Infrastructure Works

Where Council constructs a new road, reconstructs an existing road to higher standard, or upgrades infrastructure (services), the owner will be notified of the upgrade necessary to the gate or grid and the contribution required by the owner.

The owner will be offered the following options regarding their contribution for the costs of the upgrade or replacement of affected gates and grids prior to the commencement of works:-

1. the owner supply the approved gate and/or grid;
2. Council to supply the approved gate and/or grid with agreement for Council to recover the costs from the property owner through the application of a Special Charge being applied to the property assessment pursuant to sections 92 and 94 of the *Local Government Act 2009*; or
3. the property owner opting to fence the property boundary in lieu of a replacement gate and/or grid with Council removing the existing gate and/or grid at no cost to the property owner. A Special Charge arrangement may be negotiated regarding the cost of the works.

Title	**Infrastructure Services Quarterly Report April to June 2021**
Date	9 August 2021
Responsible Manager	G. Cook, GENERAL MANAGER (INFRASTRUCTURE SERVICES)

Summary

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

Link to Corporate Plan

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

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

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

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

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

Report

This Report lists the significant activities for the fourth quarter from April to June 2021 for the Infrastructure Services' Works, Utilities and Technical Services teams.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

This Report is prepared for Council to receive and note.

Attachments

1. Infrastructure Services Quarterly Report Q4

Authored by: K. Harvey PROJECT SUPPORT OFFICER

Infrastructure Services

Quarterly Report

April to June 2021

WORKS CONSTRUCTION

Pulford Street Pedestrian Bridge, Wandoan

Longs Lane, Dalby

IN PROGRESS

- *Sherwood Road intersection with Kogan Condamine Road, Condamine, Chainage 0 – 1.2km Upgrade Project, from gravel to bitumen sealed, including construction of turning lane.*
- *Slessars Lane, Miles, Reconstruction Project.*
- *Wilds Road, Dalby, Upgrade Project from gravel to bitumen sealed, including intersection upgrade with Moonie Highway.*
- *Bundi Road, Wandoan, Bridge Upgrade Design.*
- *Marks and Longs Lanes, Dalby, Reconstruction Projects.*
- *Armstrong Street, Dalby, Upgrade Project from gravel to bitumen sealed.*
- *Brigalow Canaga Road, Brigalow, Reconstruction Project.*
- *Glasson Street, Chinchilla, Upgrade Project parking lane from gravel to bitumen sealed.*
- *Undulla Creek Road, Tara, Floodway Upgrade Project from gravel to bitumen sealed.*
- *Stephen Street, Wandoan, Upgrade Project from gravel to bitumen sealed.*
- *Ehlma Road and Holmes Road, Chinchilla, Bitumen Sealed Dust Suppression Projects.*
- *Pulford Street, Wandoan, Pedestrian Bridge Replacement Project.*
- *Waterloo Plains Environmental Park Revitalisation Project - Stage 1.*
- *Bell Waste Transfer Station Project - internal roadworks.*
- *Dalby Aquatic Centre Carpark Upgrade Project.*
- *Ensor Street, Bell, Intersection Upgrade on behalf of DTMR.*

What's Next

- *Completion of the 2020/21 Capital Works Program Projects that were unable to be completed by EOFY due to wet weather; and*
- *Commencement of the 2021/22 Capital Works Program.*

WORKS
CONSTRUCTION

Completed Projects

- *Burnt Bridge Road, Chinchilla, Ch 1.9 - 3.68 Upgrade Project.*
- *Wambo Street, Chinchilla, Reconstruction Project (OLC Project).*
- *Inverai Street, Chinchilla, Reconstruction Project (OLC Project).*
- *Challacombe Street, Bell, Ch 0.73 - 0.802 Upgrade Project.*
- *Broadbent Street, Bell, Ch 0.144 - 0.344 Upgrade Project.*
- *Sherwood Road, Condamine, Chainage 1.2 - 7.3 Upgrade Project.*
- *Short Street, Chinchilla, Reconstruction Project.*
- *Rounds 4 and 5 (Final Round) of the Accelerated Infrastructure Footpath Projects (Glasson Street, Chinchilla, Dawson Street, Miles, and Besley and Napier Streets, Dalby).*
- *West Street, Wandoan (Waterloo Plains Environmental Park) stormwater drain rehabilitation.*
- *Bell Street, Chinchilla, Upgrade Project.*

37.78 kms

of regional roads gravel resheeted

Burnt Bridge Road, Chinchilla, Upgrade

Dawson Street, Miles, Footpath

Glasson Street, Chinchilla, Footpath

1.866 lineal metres

of concrete footpaths constructed

Wambo Street, Chinchilla, Reconstruction

8.61km

of regional roads reconstructed or upgraded

WORKS MAINTENANCE

Completed rehabilitation on Dalby Cooyar Road

Asphalt repairs on Surat—Developmental Road

Completed Projects

- *Council's annual regional Reseal Program was completed mid-May 2021. Works were delivered under budget despite more than one month delay during works due to wet weather in March.*
- *Timber bridge repairs have been completed to the timber bridge on Grosmont Road, Wandoan.*
- *Council has delivered Stage 1 of the Underground Stormwater Cleaning in Dalby, providing increased resilience and functionality ahead of the upcoming storm season.*
- *Stage 1 of the Dalby Cooyar Road Rehabilitation Project for DTMR - stabilisation of 5km of road from chainage 30 to 35 at a value of $1.63M. Works were delivered to a high standard and ahead of schedule despite challenging weather during delivery.*
- *Surat Developmental Road Rehabilitation Works have been delivered for DTMR. This site is located 700m east of Fry Street in Tara on the Surat Developmental Road and included pavement stabilisation and minor asphalt works at a value of $474K.*

In Progress

- Program development is underway for the 2021/22 Reseal Program, including resurfacing of the Dalby CBD area.
- DTMR Minor Safety Works Program - these projects are driven by safety issues identified by Council to DTMR and delivered via the RMPC.
- Pedestrian refuge construction on the Warrego Highway in Miles. This project aims to improve pedestrian safety when crossing in the vicinity of the IGA.
- Stage 2 of Council's underground stormwater cleaning project is planned to commence late August.

What's Next

- *Rehabilitation of 8.3km of the Leichardt Highway north of Wandoan.*
- *DTMR Reseal Prior Works (27 sites across the region) and Flood Damage (8 roads across the region).*
- *Commencement of Council's reseal program for the 2021/22 Financial Year.*
- *Pavement Repairs at the Flinton Road Causeway following 6 weeks of inundation.*
- *Continued response to requests for repairs due to unseasonal wet weather.*

WORKS MAINTENANCE

Achievements

- *273 requests for drainage and unsealed roads maintenance received due to unseasonal winter rain. The Works Maintenance team is working hard to respond to this significant increase in workload appropriately and in a timely manner.*
- *The team has responded to a spike in accidents on state roads in recent weeks and call outs after hours due to flooding in the south-west of the region. Our crews have performed exceptionally when responding to these challenging incidents out of hours.*

Spotlight on:

SPRAYED SEAL RESURFACING (RESEAL) PROGRAM

Step 1: Sites are selected based on seal age and condition. Prior to sealing, any defects are repaired. Once the surface is ready, hot bitumen is sprayed.

Step 2: Hot bitumen is sprayed on the existing road surface.
Step 3: Aggregate is spread on the bitumen and sticks to the road once the bitumen has cooled. The bitumen provides a waterproof layer to keep water out of the pavement. The aggregate provides a wearing surface to protect the bitumen layer.

Step 4: The finished layer is rolled to embed the aggregate. The final surface is swept to remove any excess.

This program ensures Council's sprayed seals are renewed and continue to provide protection for the underlying pavement. This is a cost effective means of slowing deterioration and keeping roads safe and well maintained for the community.

882,000m2

of reseal sprayed this financial year with

96% local spend

9,600 tonnes

of aggregate

1.83 million

litres of bitumen used in annual Reseal Program

WORKS
STRATEGIC PLANNING

118km

of footpaths surveyed across the region

7,496km

of road surveyed across the region

Spotlight on:

CONDITION SURVEY OF COUNCIL'S ROAD AND FOOTPATH NETWORK

Council completes a condition survey of the transport network every three years. This aligns with QRA's requirement for asset condition verification.

WDRC hire the specialist equipment and utilise internal staff and vehicles to travel the entire network. The imagery is then analysed and condition rated 1-10, and used as an aid to develop Council's 10-year Works Program for the transport network.

FEBRUARY 2020 FLOOD
QRA FUNDING UPDATE

Flood Damage Packages planned to be delivered in 5 Rounds, with multiple packages in each round:

- Round 1 Packages completed (1 - Dalby Region, 2 - Cadarga Region and 3 - Flinton Region);
- Round 2 Packages in progress/completed (4 - Wandoan Region), 5 - Wandoan Region and 6 - Bell Region);
- Round 3 Packages request for quotes (7 - Wandoan Region, 8 - Chinchilla Region and 9 - Dalby Region); and
- Round 4 and 5 Packages planned (10, 11, 12 and 13 in Wandoan and Dalby Regions).

TECHNICAL SERVICES

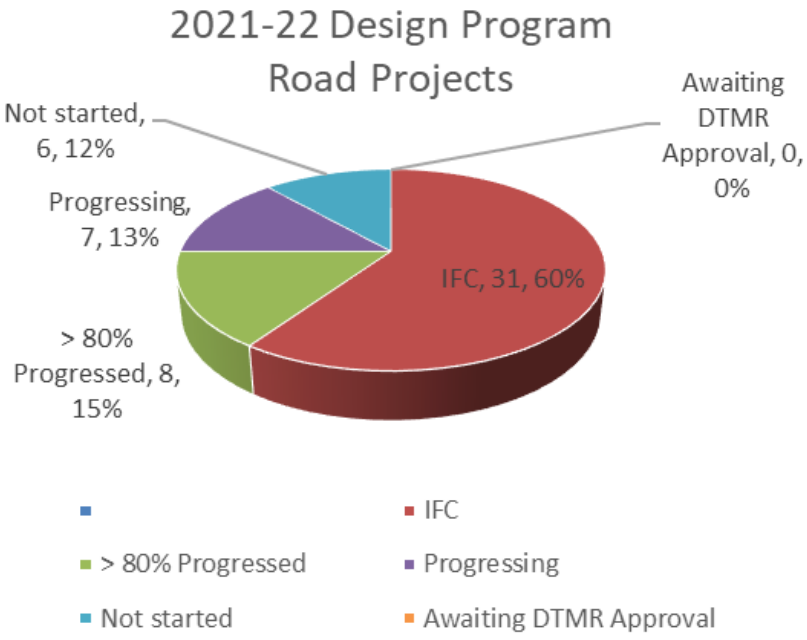
Design

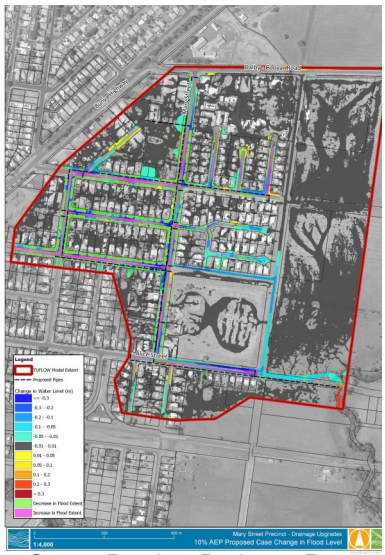
Achievements

- *Miles CBD Streetscape - Civil and Landscape Design completed and approved by DTMR.*
- *Bunya Mountains MBT trail and trailheads – Design completed and approved by DTMR and DES.*
- *60% (31/52) 2021-22 Issue For Construction (IFC), 8 >80% completed, 7 more progressing.*
- *10 of 14 footpath plans IFC.*
- *22 additional miscellaneous projects.*
- *Mary Street Precinct drainage – Hydraulic assessment of proposed drainage completed by Water Technology.*

What's Next

- Continue delivery of the remainder of the 2021-22 Design Program (21 road projects and 4 footpath projects).





Mary Street, Precinct Drainage Report extract

In Progress

- Milne Street (Ch. 50-327) and Roberts Street (Ch. 0-130), Tara, Urban reconstruction.
- Chinchilla VIC RV parking adjacent to Warrego Highway.
- Dulacca South Road (Ch 27400 Ch 30500) reconstruction.
- Macalister - Bell Road (DTMR Road).

GIS & Asset Management

In Progress

- Capitalisation of 2020-21 projects.
- Drone utilisation - survey, stocktake and promotional footage.

Completed Projects

- Asset Management Plans (AMP's) have been rewritten. The AMP's (with fair value of $1.4B and replacement value of $2.06B) have been endorsed by Asset Management Steering Group.
- The AMP's have been prepared for the following Asset Classes; Transport, Wastewater, Water Supply, Planning and Environment, Fleet and Plant.
- Strategic Asset Management Plan (SAMP).

Drone vision—Lake Broadwater

What's Next

- AMP's and SAMP to be endorsed by Council.
- AMP improvement plan coordination with Asset Managers.
- Grid condition reviews across region.

TECHNICAL SERVICES

Quarry & Mobile Pits

In Progress

- Jimbour Quarry gravel production - road base and aggregates, with gravel production continuing at mobile pits for 2021-22 program.
- Electrical compliance, audit and reporting.

Achievements

- Completed Electrical Management Plan.
- Mid year stocktake.
- 3rd blast for year.

2020-21 Sales Quarry

⇒ 111,364t
⇒ 33,074t aggregate
⇒ 70,438t gravel
⇒ 7,852t inc. scalps, dust

2020-21 Sales Mobile Pit

⇒ 432,402t crushed gravel

2020-21 Production Quarry

⇒ 104,855t
⇒ 27,029t aggregate
⇒ 58,366t RB Gravel
⇒ 19,460t inc. scalps and dust

2020-21 Production Mobile Pits

⇒ 481,055t
⇒ 396,165t inhouse
⇒ Arrow 84,890t local contractor

Corridor Management

In Progress

- Arrow Energy undertaking road upgrades on Duleen-Daandine Road, Leahy's Road, Ducklo School Road and intersection upgrades at Daandine-Nandi/Moonie Highway intersection, Daandine-Nandi/Dalby-Kogan Road, Broadwater Road/ Moonie Highway.
- Road Infrastructure Agreements - Reviewing Arrow Energy, Wambo Wind Farm. Nearing finalisation of Origin and Dulacca Wind Farm.

Achievements

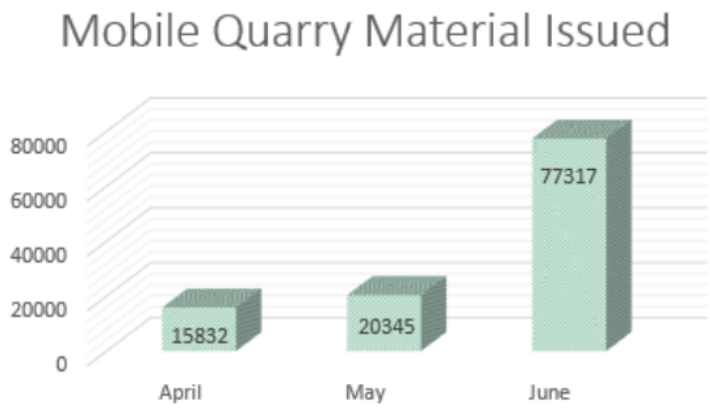
- Approved 2,574 permits January – June 2021 (26% increase on previous year).
- Sherwood Road intersection upgrade complete.
- Grid and Gate Policy reviewed and to be reported to Council.

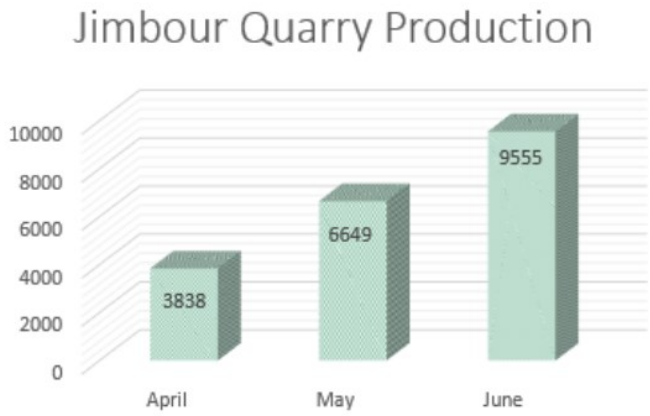
274 Resource Permits

238 Corridor Permits

935 NHVR Permits

Jimbour Quarry Blast



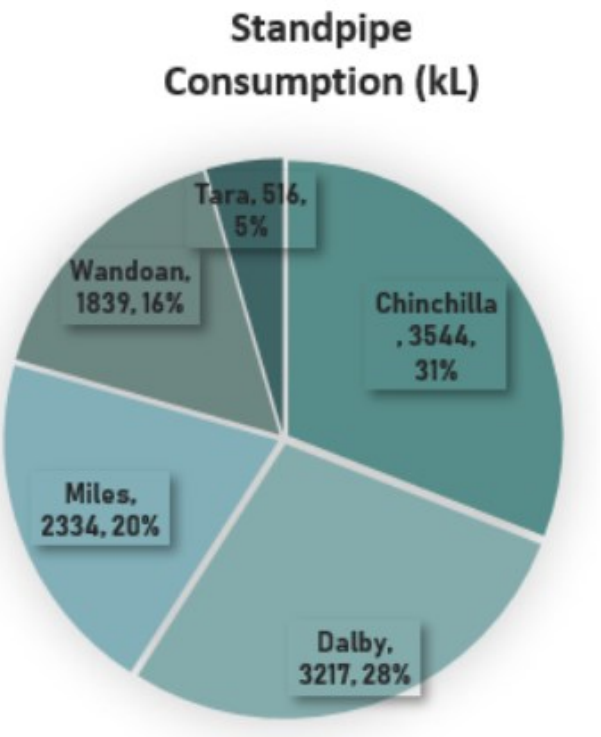


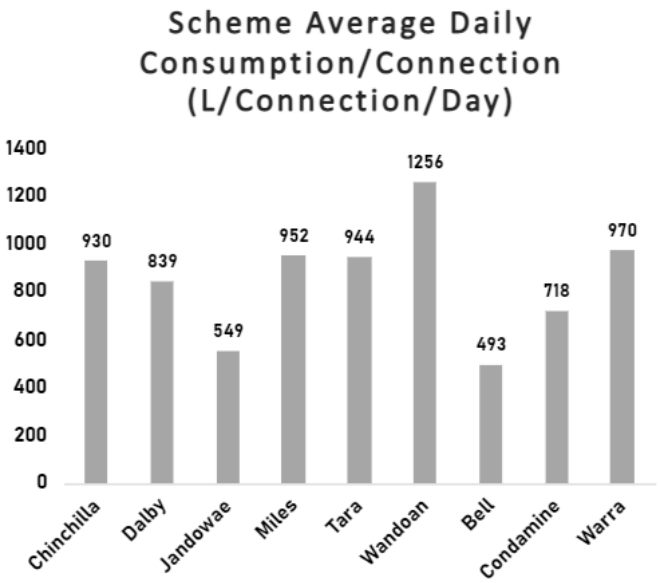
UTILITIES

Completed Projects

- *Middle Street Trunk Main 200/250mm Main.*
- *Drinking Water Quality Management Plan approval received 2 February 2021.*
- *Tara Water Main Repair in Rail Corridor.*
- *Sewer Relining 2020/21.*
- *Short Street Water Main Replacement.*
- *Dalby WWTP Electrical Cable Upgrade/Repair.*

Tara Water Main Repair in Rail Corridor





DWQMP Plan Approval

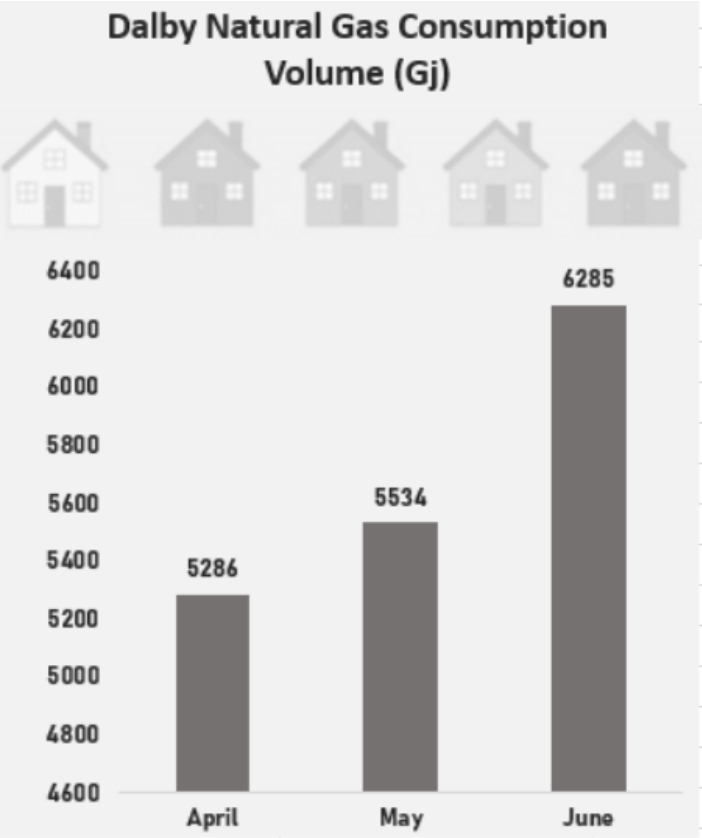
The compulsory review of WDRC's Drinking Water Quality Management Plan (DWQMP) which began in June 2020 was approved in early February. The review process occurs every two years and is a useful process to scrutinize the content of the DWQMP. The amendments required to meet the approval of the Water Regulator were minimal. Some required amendments were already available within the Plan but were not obvious to the Regulator. This is another favourable outcome for the Utilities team and for the ongoing management of quality drinking water.

UTILITIES

Achievements

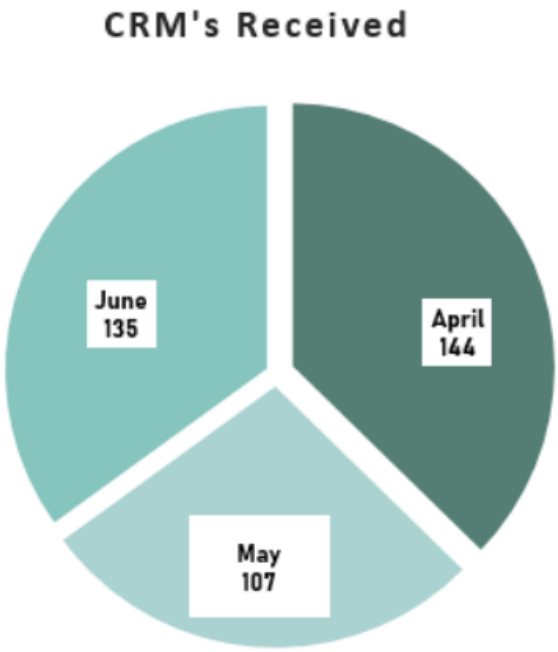
- Trainee Bootcamp - Water Treatment Principal, Terry Fagg, conducted a Utilities style of Boot Camp recently at the Chinchilla Workshop. The concept was to strengthen Utilities officers at the core of providing quality drinking water. Officers came from a range of schemes and found the boot camp a useful tool for the ever challenging work of providing quality drinking water. The concept will be continued in the future on additional topics.

Trainee Bootcamp



In Progress

- *Regional Hatch Sealing Project for Water Towers.*
- *Annual Bio-Solids Removal Dalby.*
- *Miles RO - CIP and Pipework modification to improve service and safety.*
- *Condamine WTP - Installation of chlorine monitor and upgrade of tanks and pipework onsite.*
- *Dalby PLC Upgrade.*
- *Jandowae WWTP Upgrade.*
- *Jandowae WTP Upgrade.*
- *Sewer Clean, CCTV investigation in Dalby and Chinchilla.*



What's Next

- Condamine Pump Station Overhaul.
- Sewer Relining 2021/22.
- Wilds Road Directional Drilling.
- Tara Raw Water Transfer Main.
- Dalby Evaporation Pond Upgrade 2021/22.

DISASTER MANAGEMENT

LGAQ Queensland Disaster Management Conference 2021

On the 9th of June 2021, Mayor McVeigh, Brent Reading (Acting Disaster Management Officer) and Katie Harvey attended the Queensland Disaster Management Conference 2021 which was held at the Brisbane Convention and Exhibition Centre.

Over the three day conference, Paul, Brent and Katie heard from special guest speakers including Alistair Dawson (IGEM), Brendan Moon (QRA CEO), Greg Leach (QFES Commissioner), Steve Gollschewski (QFES, Deputy Commissioner and State Disaster Coordinator) and Dr Jeannette Young (Queensland Chief Health Officer) who delivered a brilliant presentation on the topic 'is a pandemic a disaster'.

Brent Reading, Dr Jeannette Young, Katie Harvey and Mayor Paul McVeigh at the Queensland Disaster Management Conference 2021.

Bunya Mountains Community Day

The Bunya Mountains Disaster Management Sub-group launch was held on the 24th of April 2021.

The Subgroup and subsequent plans link the locals directly to the LDMG.

The event was widely supported by Western Downs Regional Council, South Burnett Regional Council and emergency services including Queensland Police Service, State Emergency Service, Rural Fire Brigade and Queensland Fire and Emergency Services. These agencies joined forces to present a brilliant day of community and awareness based activities and informative presentations.

902 new Guardian IMS users

11,351 Guardian IMS pageviews

WOW WEAR ORANGE WEDNESDAY

Wear Orange Wednesday was celebrated on 19 May 2021. A day designated to come together to show support and thank our Queensland SES volunteers. Out of over 2,000 entries, the Western Downs SES unit came away with the $5,000 WOW Day prize .

Title	**Community Liveability Report Small Business Friendly Council Initiative**
Date	4 August 2021
Responsible Manager	**N. Franklin, Acting Economic Development Manager.**

Summary

The purpose of this Report is to seek Council's approval to participate in the Small Business Friendly Initiative.

Link to Corporate Plan

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

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and Council join the Small Business Friendly Councils Initiative.

Background Information

The Queensland Small Business Commissioner is working in partnership with Councils across Queensland to develop the local Small Business Friendly Councils (SBFC) initiative. This initiative has been established to recognise and support local Councils in Queensland that are actively supporting small businesses in their area and helping small businesses to recover and build resilience following disasters and economic challenges. It recognises a commitment by Councils to be mindful of small businesses, their issues and priorities when making decisions for the local community.

Report

Western Downs Regional Council actively supports small businesses across the organisation and has a commitment to support local business included in the Corporate Plan and Operational Plan.

Council, through its Economic Development team, delivers annual activities aimed to develop and strengthen local business. Examples of these initiatives are Google My Business, Youth Business Program and E-Commerce Programs. In addition, Council partners with Chambers of Commerce and Toowoomba Surat Basin

Enterprise (TSBE) to deliver programs and ensure information about available business assistance and support from all tiers of government is being distributed to local businesses.

The Business Support Initiatives that formed part of the COVID-19 Recovery Package were designed to assist local businesses by supporting resilience and recovery.

Beyond these initiatives and programs, Council has a modern award-winning Planning Scheme that enables business growth and investment in the region and a Procurement Policy that encourages local buy.

Due to Council's existing support for small businesses, it is recommended that Council join the Small Business Friendly Council initiative. Council can join by signing the Small Business Friendly Charter, outlining a commitment to support small business through:

- Communication and engagement
- Raising small business profile and capability
- Supporting resilience and recovery
- Simplifying administration and regulation (red tape reduction)
- Ensuring fair procurement and prompt payment terms
- Identifying two or more current or planned activities that bring benefits to local small businesses.

The main benefit to Council is to be recognised beyond the Western Downs region for the support Council provides to small businesses.

Other benefits are listed below:

- Access tools and resources that assist Councils with small business resilience and recovery;
- Use of the QSBC's SBFC identifier and brand assets to promote their commitment to being small business friendly;
- Promote their initiatives on the SBFC website;
- Become part of a community of practice of like-minded small business friendly Councils;
- Participate in regular forums;
- Help attract investment and commercial opportunities to stimulate growth in the local economy;
- Access a dedicated point of contact within QSBC to seek immediate advice and information regarding available programs and support.

Consultation (Internal/External)

WDRC Chief Executive Officer
GM Community & Liveability
Economic Development Manager

Office of the Queensland Small Business Commissioner

Legal/Policy Implications (Justification if applicable)

Small Business Friendly Charter to be signed.

Budget/Financial Implications

There is no cost to participate in this initiative.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The Small Business Friendly Council Initiative is a great initiative for Western Downs Regional Council to receive recognition for the support that is being delivered to small businesses in the region and therefore recommends Council to join the initiative and sign the Charter.

Attachments

1. Small Business Friendly Council Flyer
2. Small Business Friendly Council Charter

Authored by: Lidewij Koene, Economic Development Senior Officer

Small Business Friendly Councils

The Queensland Small Business Commissioner (QSBC) is working in partnership with Councils across Queensland to develop the local Small Business Friendly Councils (SBFC) initiative as a commitment to be mindful of small businesses, their issues and priorities when making decisions for the local community.

445,000 Queensland small businesses create more than **914,000** local employment opportunities, contribute around **$120** billion per year to the economy.

Local Councils play a significant role in supporting and influencing how businesses in their areas start and grow.

Small businesses are at the heart of the Queensland economy and our regional communities. They create local jobs, grow the local economy, and provide essential goods and services. But just as importantly, small businesses help create attractive, liveable communities. They also foster civic pride and help attract people and investment into the area.

Now more than ever, in the face of unprecedented natural disasters and the economic ripple effects of the COVID-19 global pandemic, it is vital that local Councils support their small businesses to survive and thrive.

Small Business Friendly

Queensland
Small Business
Commissioner

Queensland
Government

How to participate

We're asking Councils to demonstrate their commitment to local small businesses in their community by signing up to a charter as a Small Business Friendly Council.

The charter outlines a commitment to support small business through:

- communication and engagement
- raising small business profile and capability
- supporting resilience and recovery
- simplifying administration and regulation (red tape reduction)
- ensuring fair procurement and prompt payment terms
- identifying two or more current or planned activities that bring benefits to local small businesses.

The charter also gives Councils the opportunity to reinforce their collaborative relationship with the local chamber(s) of commerce or other such bodies and Councils can opt to co-sign the SBFC charter together with local chamber(s).

Benefits

Participation in the SBFC initiative will enable Councils to:

- access tools and resources that assist Councils with small business resilience and recovery
- use the QSBC's SBFC identifier and brand assets to promote their commitment to being small business friendly
- promote their initiatives on the SBFC website
- become part of a community of practice of like-minded small business friendly Councils
- participate in regular forums
- help attract investment and commercial opportunities to stimulate growth in the local economy
- access a dedicated point of contact within QSBC to seek immediate advice and information regarding available programs and support.

For further information, contact:

Les Retford
Project Manager, Small Business Friendly Councils initiative
Office of the Queensland Small Business Commissioner
3334 2487 or 0436 917 322

business.qld.gov.au/qsbc

Small Business Friendly

Charter

Sample Council

Small businesses are at the heart of the Queensland economy and our regional communities. They create local employment opportunities, provide essential goods and services and play a critical role in the social fabric of our regions.

This Small Business Friendly Councils (SBFC) initiative outlines the commitment between local councils, its partners and small businesses to support a prosperous and sustainable small business sector in communities across Queensland.

Our commitment to small business

We will communicate and engage with small businesses

We will raise the profile and capability of small businesses

We will support small business resilience and recovery

We will simplify administration and regulation for small business (red tape reduction)

We will develop and promote place-based programs for small businesses

We will ensure fair procurement and prompt payment terms for small businesses

We will promote and showcase small businesses

We will measure and report on our performance.

We agree to uphold the commitments set out in this Charter (stated above and detailed overleaf) and implement the SBFC initiative in our local government area in line with these commitments.

Mayor

Dated:

Maree Adshead
Queensland Small Business Commissioner

Dated:

Sample only

An initiative of the

Queensland
Small Business
Commissioner

Queensland
Government

What our commitments mean

We will communicate and engage with small businesses

- actively engage and be mindful of small businesses, their issues and priorities when decision-making
- communicate clearly in a timely manner both formally and informally
- engage with state-wide partners where appropriate on matters affecting small businesses
- publish clear service standards stating what small businesses can expect from us.

We will raise the profile and capability of small businesses

- recognise and value the importance of small businesses to our community and local economy
- encourage shopping locally and promote small business campaigns (e.g. 'buy local', 'go local first')
- help small businesses develop networks, access education and increase their capability
- assist small businesses to access government, business and industry programs and resources.

We will support small business resilience and recovery

- with support from state-wide partners deliver short, medium, long term activities to help with recovery and resilience building following disaster events or economic shocks
- adopt a business disruption management good practice guide (e.g. working with small business to minimise disruption during local capital works projects).

We will simplify administration and regulation for small business (red tape reduction)

- limit unnecessary administration and implement business improvement processes
- support small businesses to achieve regulatory compliance
- apply licences and regulations in a consistent manner in collaboration with other councils and relevant agencies
- regularly review administration and regulatory requirements, policies and procedures to reduce red tape
- maintain a timely and cost effective internal review and complaint process in relation to council decisions.

We will ensure fair procurement and prompt payment terms for small businesses

- implement a procurement policy that provides a fair opportunity to provide goods and services
- help find local council procurement opportunities to assist in tendering
- pay all valid invoices from small business suppliers within a stated reasonable period

We will develop and promote place-based programs for small businesses

- identify, develop and promote a minimum of two placed-based programs which are important for start-ups, growing businesses and building resilience (these may include existing or new programs).

We will promote and showcase small businesses

- promote participation via marketing and communication channels (e.g. in collaboration with local chamber of commerce)
- create awareness by promoting the SBFC initiative (e.g. SBFC branding online and across marketing and communication materials)
- sharing successes, ideas and learnings with other councils and partners
- allow the Queensland Small Business Commissioner to promote council programs and activities related to the SBFC initiative.

We will measure and report on our performance

- seek regular feedback from our small businesses to help drive business improvement
- monitoring the commitments in this Charter to ensure we fulfill these obligations
- publish a report in relation to council's performance in relation to the SBFC initiative within six months of signing the Charter and once every 12 months thereafter.

Sample only