

## **Ordinary Meeting of Council**

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

**On Wednesday, 21 April 2021**

Commencing at 09:30 AM

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

**21 April 2021**

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# Ordinary Meeting of Council Agenda

Location: **WDRC - Corporate Office - Boardroom**  
**30 Marble Street, Dalby Qld 4405**

Pages

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

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 March 2021
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **DECLARATIONS OF CONFLICTS OF INTERESTS**
8. **PRESENTATION OF PETITIONS**
  - 8.1. **Petition - Dulacca Potable Water Supply**

CEO Ross Musgrove presented a petition to Council in relation to the Dulacca Potable Water Supply.
9. **MAYORAL UPDATE**
  - 9.1. **Executive Services Mayoral Report March 2021** 20

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

## 10.2. CORPORATE SERVICES

### 10.2.1. Corporate Services Confidential Report Disposal of Horace Street Park Pratten Street, Dalby

The purpose of this Report is to seek Council's direction regarding the proposed disposal of Lot 1 RP158505 known as Horace Street Park, Pratten Street, Dalby.

Cr. C. T. Tillman declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A 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:

She is on the board of Waminda.

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 declared a conflict on this item. (In accordance with Chapter 6, Part 2, Division 5A 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:

She is on the board of Waminda.

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

### 10.2.2. Corporate Services Confidential Report Sale of Lot 2 Drew Street, Dalby

The purpose of this Report is to seek Council's direction regarding the proposed sale of Lot 2 Drew Street, Dalby.

### 10.2.3. Corporate Services Confidential Report for Telstra Corporation Limited Non-Carrier Facilities Access Agreement

The purpose of this Report is to provide Council with the information to assist in making an informed decision on entering a new Non-Carrier Facilities Access Agreement with Telstra Corporation Limited.

### 10.2.4. Corporate Services Confidential Report Utilities Charges Review Request

The Condamine Golf Club Incorporated is requesting Council investigate a large raw water bill the club has been issued.

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

His company supply's a service to the Condamine Golf Club.

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

Cr. A. N. Smith declared a conflict on this item. (In accordance

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

His company supply's a service to the Condamine Golf Club.

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

10.2.5. Corporate Services Confidential Report 120 Cunningham Street Project

The purpose of this Report is to seek Council's approval for the engagement of an architect to undertake detailed design for the 120 Cunningham Street project.

**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. (035.2020.576.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lot) Lot 7 on RP809908 190 Gormleys Road Chinchilla Kern C/- Precinct Urban Planning** 23

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 7 on RP809908 and situated at 190 Gormleys Road, Chinchilla.

**13. EXECUTIVE SERVICES**

**13.1. Executive Services Chief Executive Officer Report March 2021** 49

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of March 2021.

**13.2. Executive Services Report Outstanding Actions March 2021** 51

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 17 March 2021.

**14. CORPORATE SERVICES**

<b>14.1.</b>	<b>Corporate Services Report Councillor Briefings and Workshops - Council Policy</b>	<b>53</b>
	The purpose of this Report is to present the proposed Councillor Briefings and Workshops - Council Policy for Council consideration.	
<b>14.2.</b>	<b>Corporate Services Report Councillor Expenses Reimbursement Policy - Council Policy</b>	<b>60</b>
	The purpose of this Report is to present the proposed <i>Councillor Expenses Reimbursement Policy - Council Policy</i> , as amended, for Council consideration.	
<b>14.3.</b>	<b>Corporate Services Report Audit Committee Meeting 16 March 2021</b>	<b>76</b>
	The purpose of this Report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 16 March 2021.	
<b>14.4.</b>	<b>Corporate Services Financial Report March 2021</b>	<b>81</b>
	The purpose of this Report is to provide Council with the Financial Report for the period ending 31 March 2021.	
<b>14.5.</b>	<b>Corporate Services Report Early Career Program 2021</b>	<b>92</b>
	The purpose of this Report is to provide Council with an update on the Early Career Program.	
<b>15.</b>	<b>INFRASTRUCTURE SERVICES</b>	
<b>15.1.</b>	<b>Infrastructure Services Report Regional Road Transport Group Transport Infrastructure Development Scheme Funding</b>	<b>99</b>
	The purpose of this Report is to provide Council with a project update with regards to the Western Downs Regional Road and Transport Group Local Road of Regional Significance Network.	
<b>15.2.</b>	<b>Infrastructure Services Report - Amend the standard of Victoria Park Road and Juandah Creek Road</b>	<b>104</b>
	The purpose of this Report is to seek Council approval to change two local Council roads from a sealed standard to an unsealed standard.	
<b>15.3.</b>	<b>Infrastructure Services Report Rainwater Tank Subsidy Scheme Update</b>	<b>110</b>
	The purpose of this Report is to provide Council with an update of the Rainwater Tank Subsidy Scheme.	
<b>16.</b>	<b>COMMUNITY AND LIVEABILITY</b>	
<b>16.1.</b>	<b>Community and Liveability Report Words Out West Writers Fest 2021</b>	<b>112</b>
	The purpose of this report is to provide Council with an overview of the success of the Words Out West Writers Fest held in March 2021.	
<b>17.</b>	<b>NOTICES OF MOTION</b>	
<b>17.1.</b>	<b>CONSIDERATION OF NOTICES OF MOTION/BUSINESS</b>	

17.2. RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

18. URGENT GENERAL BUSINESS

19. MEETING CLOSURE

**Title** **Adopt Ordinary Meeting of Council Minutes 17 March 2021**

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**Date** 9 April 2021

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

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### **Summary**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 March 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 17 March 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, 17 March 2021.

**Authored by:** A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER





## Ordinary Meeting of Council Minutes

**Date:** Wednesday, 17 March 2021  
**Time:** 9.30am  
**Location:** Miles Customer Service Centre,  
Dawson Street, Miles

**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  
E. Kendall, Communications and Marketing Manager

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**1. DECLARATION OF MEETING OPENING**

The Chairperson declared the Meeting open at 9.30AM.

**2. OPENING PRAYER AND MINUTE SILENCE**

Cecily Brockhurst, from the Anglican Church, delivered the opening prayer. This was followed by the observance of a minute silence.

**3. APOLOGIES**

Nil

**4. CONGRATULATIONS**

Cr. K.A. Bourne requested that congratulations be extended to:

- Annika Luebbe from Miles for her recent achievement in becoming one of 17 individuals from nine universities across the nation being awarded a Postgraduate Scholarship in the prestigious 2021 Westpac Future Leaders Program; and
- Justin Clements from Miles on his recent bout becoming the 2021 World Boxing Foundation Australian Masters Heavyweight Champion.
- The Chinchilla Museum Committee for their hosting of the Chinchilla Museum 50 year anniversary celebrations.

Cr. O.G. Moore requested that congratulations be extended to the Tara Show Committee for their hosting of another tremendous Annual Show.

Cr. M.J. James requested that congratulations be extended to the Western Downs Regional Council Team for hosting the successful Words Out West Festival Events.

Cr M. J. James requested that congratulations be extended to the team of STEAM students from Dalby South State School who participated in a prestigious event known as Curiosity Brisbane and flew the flag for the Western Downs with their installation Curiosity Blooms as a part of the Queensland School Challenge.

Cr. P.M. McVeigh requested that congratulations be extended to the Western Downs Regional Council Teams for their hosting of the successful Groovin' in the Garden Event at the Chinchilla Botanic Parkland.

**5. CONFIRMATION OF MINUTES**

**5.1 Adopt Ordinary Meeting of Council Minutes 17 February 2021**

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 February 2021

**COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 17 February 2021, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

**5.2 Adopt Minutes Special Meeting of Council 25 February 2021**

The purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council held on Thursday, 25 February 2021.

**COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. The Unconfirmed Minutes of the Special Meeting of Council held on Thursday, 25 February 2021, copies of which have been circulated to Members, be taken as read and confirmed.

**CARRIED**

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

Nil.

**7. DECLARATIONS OF CONFLICTS OF INTEREST**

**Corporate Services Confidential Report Gallery 107 @ Dalby Request for Assistance**

**Cr. C.T. Tillman**

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

1. *She is the president of Gallery107@Dalby.*

*Having given due consideration to her position she determined that she would leave the meeting while the matter is considered and voted on and during the Deputations of Sharlene Smith and Trina Hartwig.*

**Corporate Services Confidential Report Cattle Train Proposal Dalby Saleyards**

**Cr. A.N. Smith**

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

1. *the party to the report is utilising his business for accommodation services.*

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

**8. PRESENTATION OF PETITIONS BY COUNCILLORS**

Nil.

**9. MAYORAL UPDATE**

**9.1 Executive Services Mayoral Report February 2021**

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

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

## 10. CONFIDENTIAL ITEMS

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

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

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

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

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

*(b) industrial matters affecting employees;*

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

*(d) rating concessions;*

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

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

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

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

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

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

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

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

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

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

**COUNCIL RESOLUTION- CLOSE MEETING**

**Moved By** Cr. K. A. Bourne

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

That Council resolve to close the Meeting in accordance with Sections 275 (1) (b, c, e, g) of the *Local Government Regulation 2012* at 9.55AM to discuss the following Confidential Reports:

9.55AM to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Gallery107 @Dalby Request for Assistance (g);
2. Corporate Services Confidential Report Cattle Train Proposal Dalby Saleyards (g);
3. Corporate Services Confidential Report Grant Inglestone Sports Club and Community Centre Inc (c);
4. Corporate Services Confidential Report Possible Purchase of Property (g);
5. Community and Liveability Confidential Report Health Services Governance Update (b, e).

**CARRIED**

**COUNCIL RESOLUTION- REOPEN MEETING**

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

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

That Council resolve to reopen the Meeting at 10.31AM.

**CARRIED**

**10.1 EXECUTIVE SERVICES**

Nil.

## 10.2 CORPORATE SERVICES

### 10.2.1 Corporate Services Confidential Report Gallery 107 @ Dalby Request for Assistance

The purpose of this Report is to provide Council with further information in relation to the request for assistance from Gallery 107 @ Dalby.

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

1. *She is the president of Gallery107@Dalby.*

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

*Cr. C.T. Tillman left the meeting during the discussion at 9.58am.*

*Cr. C.T. Tillman rejoined the meeting at 10.10am.*

*Cr. C.T. Tillman left the meeting during the vote at 11.14am.*

#### **COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council approve members of Gallery 107 @ Dalby co-sharing the Marble Street Art Centre, Dalby Option 4 and that Council officers work with the current occupants to facilitate the transition.

**Cr. M. J. James indicated her intention to move an Amendment. Accordingly, the Mover of the Motion on the floor requested his Motion be withdrawn.**

**The Motion was withdrawn.**

#### **COUNCIL RESOLUTION**

**Moved By** Cr. M. J. James

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

Council endorse Option 4 to facilitate the co-sharing of the Council-owned 'Marble Street Art Centre' building and that Council work with members of Gallery107@Dalby and the current art centre occupant committees to facilitate the transition including:

1. Undertaking minor modifications necessary for the operation of the gallery functions;
2. Ensuring the building has disabled access; and
3. Providing in kind assistance with the relocation and promotion of the temporary location.

**CARRIED (6 to 2)**

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

**Against:** Cr. P. T. Saxelby, and Cr. I. J. Rasmussen  
**Absent Did Not Vote:** Cr. C. T. Tillman

*Cr. C.T. Tillman rejoined the meeting at 11.36am.*

**10.2.2 Corporate Services Confidential Report Cattle Train Proposal Dalby Saleyards**

The purpose of this Report is to provide Council with a summary of discussions regarding a proposal to reinstate rail services at the Dalby Regional Saleyards post sale and seek endorsement of Council in continuation of these discussions.

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

1. *the party to the report is utilising his business for accommodation services.*

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

*Cr. A.N. Smith left the meeting during the discussion at 10.10am.*

*Cr. A.N. Smith rejoined the meeting at 10.16am.*

*Cr. A.N. Smith left the meeting during the vote at 11.36am.*

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council note the report and support the continuation of discussions in relation to the proposal.

**CARRIED**

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

*Cr. A.N. Smith rejoined the meeting at 11.38am.*

**10.2.3 Corporate Services Confidential Report Grant Inglestone Sports Club and Community Centre Inc**

The purpose of this Report is to seek Council's direction with respect to a request from the Inglestone Sports Club and Community Centre Inc for a monetary grant to undertake infrastructure upgrades to their facility.

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council advises the Inglestone Sports Club and Community Centre Committee that it does not support an infrastructure grant outside of funding rounds; and



2. that Council Officers will provide advice to the Inglestone Sports Club and Community Centre Committee to connect them with appropriate business development opportunities and assist them to identify appropriate grants.

**The Mover withdrew the Motion.**

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council advises the Inglestone Sports Club and Community Centre Committee that it does not support this infrastructure request outside of funding rounds; and
2. that Council Officers will provide advice to the Inglestone Sports Club and Community Centre Committee to connect them with appropriate business development opportunities and assist them to identify appropriate grants.

**CARRIED**

**10.2.4 Corporate Services Confidential Report Possible Purchase of Property**

The purpose of this Report is to seek Council's direction regarding the possible purchase of a Chinchilla property.

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that Council:

1. advise the owners of 2 Bell Street, Chinchilla that Council does not wish to purchase the property.

**CARRIED**

**10.3 COMMUNITY AND LIVEABILITY**

**10.3.1 Community and Liveability Confidential Report Health Services Governance Update**

The purpose of this report is to provide Council with an update on corporate and clinical governance for the delivery of health services.

**COUNCIL RESOLUTION**

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

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

That the Report be received and noted.

**CARRIED**

**10.4 INFRASTRUCTURE SERVICES**

Nil.

## 11. DEPUTATION

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

She is the president of Gallery107@Dalby.

Having given due consideration to her position she determined that she would leave the meeting while the Deputations of Sharlene Smith and Trina Hartwig are presented.)

*Cr C.T. Tillman left the meeting during the Deputation at 10.34am.*

### **Deputation - Sharlene Smith**

Sharlene addressed Council in relation to her history and involvement with the Gallery107@Dalby as a local artist from Dalby, including her participation in workshops, exhibitions and the Art Gallery in general.

### **Deputation - Trina Hartwig**

Trina addressed Council as Vice-President of the Gallery107@Dalby. She requested that Council carefully consider an alternate location for the Gallery which is suitable for their requirements to continue to operate.

*Cr. C.T. Tillman rejoined the meeting at 10.46am.*

## **COUNCIL RESOLUTION**

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

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

That Council resolve to adjourn the Meeting.

**CARRIED**

*The Meeting adjourned at 10.46am.*

*The Meeting resumed at 11.13am.*

## 12. PLANNING

### 12.1 (035.2020.560.001) Community and Liveability Report Development Application Reconfiguring a Lot 17 Acacia Avenue 14 Jacaranda Court Dalby Porter

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (2 lots into 3 lots) of land described as Lot 9 on SP177942 and Lot 32 on SP177940, situated at 17 Acacia Avenue and 14 Jacaranda Court, Dalby.

#### **COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. The application for Reconfiguring a Lot (2 lots into 3 lots) on land described as Lot 9 on SP177942 and Lot 32 on SP177940 and situated at 17 Acacia Avenue and 14 Jacaranda Court, Dalby be refused, due to the reconfiguring of a lot:
  - i. Does not comply with the Reconfiguring a Lot Code 9.4.4.1 PO1 (a) as it would create a density that is not consistent with the intended character and amenity of the neighbourhood;
  - ii. Does not comply with the Reconfiguring a Lot Code 9.4.4.1 AO1.1 as it would create two lots that are less than the minimum lot size and frontage

**CARRIED**

### 12.2 (050.2021.39.001) Community and Liveability Report Request to Extend Currency Period of Existing Material Change of Use Approval Non-resident Workforce Accommodation (1,292 Accommodation Units) Lot 6 RP203808 100 Laycock Road Miles Room2move.com Pty Ltd C

The purpose of this Report is for Council to decide the Request to Extend the Currency Period of Existing Material Change of Use approval to establish a Non-resident Workforce Accommodation (1,292 Accommodation Units) on land described as Lot 6 on RP203808 and situated at 100 Laycock Road, Miles.

#### **COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. The application to Extend the Currency Period of Existing Development Approval 050.2014.864.001 and Planning and Environment Court Final Order No 2255 of 2018 dated 26 July 2019 for a Material Change of Use to establish a Non-resident Workforce Accommodation (1,292 Accommodation Units) on land described as Lot 6 on RP203808, situated at 100 Laycock Road, Miles be approved for 6 months to 26 July 2021.

**CARRIED**

**13. EXECUTIVE SERVICES**

**13.1 Executive Services Chief Executive Officer Report February 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 February 2021.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted

**CARRIED**

**13.2 Executive Services Report Outstanding Actions February 2021**

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 17 February 2021.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

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

That Council resolve to adjourn the Meeting.

**CARRIED**

*The Meeting adjourned at 12.05pm.*

*The Meeting resumed at 12.46pm.*

**14. CORPORATE SERVICES**

**14.1 Corporate Services Financial Report February 2021**

The purpose of this Report is to provide Council with the Financial Report for the period ending 28 February 2021.

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council notes the February 2021 Financial Report.

**CARRIED**

**14.2 Corporate Services Report Look-up and Live Safety Information Sessions**

The purpose of this Report is to provide Council with an update on the recent Look-up and Live safety information sessions.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**14.3 Corporate Services Report Permanent Road Closure Application – Unnamed Road Along Southern Boundary of Lot 32 BWR306 and adjoining Northern Boundaries of Lots 30 and 31 BWR306, Yulabilla**

The purpose of this report is to determine an application for the permanent road closure of an unnamed and unformed road that runs along the southern boundary of Lot 32 Crown Plan BWR306 and the adjoining northern boundaries of Lots 30 and 31 of Crown Plan BWR306, Yulabilla

**COUNCIL RESOLUTION**

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

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

That this Report be received, and that:

1. Council advise DNRME and the applicant that Council does not support the request for permanent road closure unless the three lots are amalgamated; and
2. Council would not object to a temporary road closure.

**CARRIED**

**14.4 Corporate Services Report Workforce Gender Benchmark**

The purpose of this Report is to provide Council with an update on Council's workforce gender benchmark.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**15. INFRASTRUCTURE SERVICES**

**15.1 Infrastructure Services Report 2020/21 Capital Works Program February 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 February 2021.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**15.2 Infrastructure Services Report Tara Railway Water Main Break**

The purpose of this Report is to inform Council of emergency water main repair work under a railway crossing located on Fry Street, Tara.

**COUNCIL RESOLUTION**

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

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

That this Report be received and noted.

**CARRIED**

**15.3 Infrastructure Services Plant and Vehicle Replacement Council Policy**

The purpose of this Report is to seek Council's approval to adopt the Plant and Vehicle Replacement - Council Policy.

**COUNCIL RESOLUTION**

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

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

That this Report be received and that:

1. Council adopt the Plant and Vehicle Replacement - Council Policy.

**CARRIED**

**16. COMMUNITY AND LIVEABILITY**

**16.1 Community and Liveability Report Community Projects Program Round 2 2020.2021**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021 in relation to the Assessment of Round Two (2) of the 2020/2021 Community Projects Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 copies of which have been circulated to Members, be taken as read and confirmed;

b. Business Arising from the Previous Meeting

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION:

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

That it be a recommendation to Council that Council amend the amount of funding originally approved to Dalby and District Pony and Hack Club for a portable grandstand from \$6,250.00 to \$4,501.24 and that the community group is to contribute \$2,500.00 as per the original application.

- c. That the applicants for Round Two (2) of the 2020/2021 Community Projects Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
1	Bunya Mountains Community Association Inc	Becoming Visible on Country - Indigenous Street Art	\$4,000.00	\$0.00	\$4,000.00	\$0.00		Council would have a preference for a permanent structure to be painted due to the following considerations: The inevitable damage to the bins and therefore artwork; agreement on what happens to the artwork at the end of the life e.g. the asset and changes to contractors for the future provisions of waste collection services.
						<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman <b>AGAINST:</b> <b>DID NOT VOTE</b>		

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/ Conditions	Suggestions/ Conflicts of Interest
2	Dulacca Pioneers Memorial Hall	Dulacca Gazebo Project	\$6,166.90	\$666.90	\$5,000.00	\$5,000.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST:  DID NOT VOTE:		
TOTAL FUNDED						\$5,000.00		

**CARRIED**

**16.2 Community and Liveability Report Local Events Program Round 2 2020.2021**

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021 in relation to the Assessment of Round Two of the 2020/2021 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

**COUNCIL RESOLUTION**

**Moved By** Cr. K. A. Bourne

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

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 17 February 2021 be adopted as follows:
  - a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 7 October 2020 copies of which have been circulated to Members, be taken as read and confirmed; and

- b. That the applicants for Round Two of the 2020/2021 Local Events Program be advised as follows:

	Applicant	Project Description	Total Project Cost	Applicant Contribution	Amount Requested	Amount Approved (Excl. G.S.T.)	Justification/Conditions	Suggestions/ Conflicts of Interest
1	Chinchilla Agriculture and Pastoral Association Inc	Chinchilla Show	\$54,300.00	\$20,000.00	\$4,000.00	\$4,000.00		
						FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  AGAINST:  DID NOT VOTE:		



2	<b>Miles &amp; District Show Society Inc</b>	Miles Annual Show	\$17,700.00	\$6,000.00	\$5,000.00	<b>\$5,000.00</b>		
							<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  <b>AGAINST:</b>  <b>DID NOT VOTE:</b>	
3	<b>Jandowae &amp; District Show Society</b>	2021 Jandowae & District Show	\$34,300.00	\$31,500.00	\$4,500.00	<b>\$4,320.00</b>	<b>Cash</b>	
							<b>Plus \$680.00</b>  <b>In Kind Assistance</b>	
							<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  <b>AGAINST:</b>  <b>DID NOT VOTE:</b>	
4	<b>Dalby &amp; District Show Society</b>	2021 Dalby & District Annual Show	\$80,000.00	\$60,000.00	\$5,000.00	<b>\$5,000.00</b>		
							<b>FOR:</b> Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman  <b>AGAINST:</b>  <b>DID NOT VOTE:</b>	
<b>TOTAL FUNDED</b>						<b>\$18,320.00 cash plus \$680.00 In Kind Assistance</b>		

**CARRIED**

**16.3 Community and Liveability Report Groovin' in the Garden**

The purpose of this report is to update the Council on the recent success of the Groovin' in the Garden event held at Chinchilla Botanic Parkland.

**COUNCIL RESOLUTION**

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

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

That this report be received and noted.

**CARRIED**

**17. NOTICES OF MOTION**

**17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS**

**17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING**

**18. URGENT GENERAL BUSINESS**

**19. MEETING CLOSURE**

The Meeting concluded at 1.06pm.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Ordinary Meeting of Council held this 17th day of March 2021.

Submitted to the Ordinary Meeting of Council held this Wednesday, 21 April 2021.

Signed:

Cr. P.M. McVeigh

MAYOR OF WESTERN DOWNS REGIONAL COUNCIL

UNCONFIRMED

**Title** Executive Services Mayoral Report March 2021

**Date** 1 April 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 March 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 March 2021:

1 March 2021	<ul style="list-style-type: none"> <li>• Local Government Association Queensland: Natural Assets and Natural Resource Management Advisory Group Meeting</li> </ul>	Teams Meeting
3 March 2021	<ul style="list-style-type: none"> <li>• Radio interview: ABC - Tourism Brand launch Dalby</li> <li>• Meeting with Local Business Update</li> <li>• Media Launch; The Brand Campaign 'It's the people that make it'.</li> <li>• Dalby Chamber of Commerce - Business After Hours</li> </ul>	Phone Dalby Dalby  Dalby
4 March 2021	<ul style="list-style-type: none"> <li>• Meeting with Local Business</li> <li>• Meeting with Miles Chamber of Commerce</li> </ul>	Miles Miles
5 March 2021	<ul style="list-style-type: none"> <li>• Meeting with Prospective Business</li> <li>• Meeting with Rate Payer</li> </ul>	Dalby Dalby
6 March 2021	<ul style="list-style-type: none"> <li>• International Women's Day - Long Lunch</li> </ul>	Dulacca
8 March 2021	<ul style="list-style-type: none"> <li>• Meeting with Local Business</li> <li>• Tara Futures Group Meeting</li> </ul>	Teams Meeting Tara
9 March 2021	<ul style="list-style-type: none"> <li>• Research Interview with Forethought - CS Energy</li> </ul>	Teams Meeting

10 March 2021	<ul style="list-style-type: none"> <li>Tara Shire State College School Leaders Induction Ceremony</li> <li>Meeting with Commission Auditors</li> </ul>	Tara Tara
11 March 2021	<ul style="list-style-type: none"> <li>Toowoomba Surat Basin Enterprise Evening - State of the Region</li> </ul>	Toowoomba
12 March 2021	<ul style="list-style-type: none"> <li>Media Interview - ABC, Words Out West</li> <li>Director Regional Development Australia - Tilly's Legends at Their Game</li> <li>Attended International Women's Day</li> </ul>	Phone Toowoomba  Dalby
13 March 2021	<ul style="list-style-type: none"> <li>Chinchilla Historical Society - 50th Anniversary Celebrations</li> </ul>	Chinchilla
15 March 2021	<ul style="list-style-type: none"> <li>Development Assessment Panel</li> <li>Planning and Pre-Agenda Meeting</li> <li>Councillor Information Session</li> </ul>	Dalby Dalby Dalby
16 March 2021	<ul style="list-style-type: none"> <li>Meeting with AgForce</li> <li>Audit Committee meeting</li> </ul>	Toowoomba
17 March 2021	<ul style="list-style-type: none"> <li>Ordinary Meeting of Council</li> <li>Councillor Information Session</li> </ul>	Miles
18 March 2021	<ul style="list-style-type: none"> <li>Dalby Chamber of Commerce - Business Before Hours - Breakfast</li> <li>Western Downs Regional Council - Student Leader Workshop &amp; Community Leader Morning Tea</li> <li>Institute of Public Works Engineering Australia - 2021 Conference</li> <li>Western Downs Regional Council - Student Leader Workshop &amp; Community Leader Morning Tea</li> </ul>	Dalby  Dalby  Chinchilla  Chinchilla
19 March 2021	<ul style="list-style-type: none"> <li>Western Downs Regional Council - Student Leader Workshop &amp; Community Leader Morning Tea</li> </ul>	Tara/Miles
20 March 2021	<ul style="list-style-type: none"> <li>Meandarra/Glenmorgan RSL SubBranch Annual Luncheon</li> </ul>	Meandarra
22 March 2021	<ul style="list-style-type: none"> <li>Media Interview - Triple M</li> <li>Attended Funeral in Chinchilla</li> <li>Kaimkillenbun State School Review</li> <li>Western Downs Local Disaster Management Group Meeting</li> </ul>	Phone Chinchilla Dalby
23 March 2021	<ul style="list-style-type: none"> <li>Strategy Session</li> </ul>	Chinchilla
24 March 2021	<ul style="list-style-type: none"> <li>ANZAC Day discussion</li> <li>Strategy Session - Part II</li> </ul>	Chinchilla Chinchilla
25 March 2021	<ul style="list-style-type: none"> <li>Darling Downs South West Queensland Council of Mayors Meeting</li> </ul>	Charleville
26 March 2021	<ul style="list-style-type: none"> <li>Darling Downs South West Queensland Council of Mayors Meeting</li> </ul>	Charleville
29 March 2021	<ul style="list-style-type: none"> <li>Media Interview- Toowoomba Surat Basin Enterprise - Energy Awards</li> <li>COVID-19 Update Teleconference with the Deputy Premier</li> </ul>	Toowoomba  Phone
30 March 2021	<ul style="list-style-type: none"> <li>Premier Teleconference - COVID-19 Update for Mayors</li> </ul>	Phone
31 March 2021	<ul style="list-style-type: none"> <li>Teleconference - Premier and Mayors teleconference - COVID-19 Update</li> </ul>	Phone

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 March 2021.

**Attachments**

Nil

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

**Title** (035.2020.576.001) Community and Liveability Report Development Application Reconfiguring a Lot (1 Lot into 2 Lot) Lot 7 on RP809908 190 Gormleys Road Chinchilla Kern C/- Precinct Urban Planning

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**Date** 25 March 2021

**Responsible Manager** T. Summerville, PLANNING AND ENVIRONMENT MANAGER

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### Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 7 on RP809908 and situated at 190 Gormleys Road, Chinchilla.

### Link to Corporate Plan

Strategic Priority: Active Vibrant Communities

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

Strategic Priority: Great Liveability

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

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this Report be received and that:

1. The application for a Reconfiguring a Lot (1 lot into 2 lots) on land described as Lot 7 on RP809908 and situated at 190 Gormleys Road Chinchilla be refused, based on the following grounds:
  - (a) The development application for a Reconfiguring a Lot (1 lot into 2 lots) has been assessed against the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, and does not comply with the following matters;
    - (i) The development conflicts with Strategic Outcome (1) of Strategic Theme 3.3.10.2, as the applicant has not demonstrated overriding community need or valid planning justification to create an undersized lot, for the purpose of Rural Residential living, that is inconsistent with the purpose or intent of the Rural Zone, and can reasonably be established within existing Rural Residential Zones.
    - (ii) The development conflicts with Strategic Outcome (2) of Strategic Theme 3.3 and Specific Outcome (1) of Strategic Theme 3.3.7, as the development proposes to create a lot that will increase the risk to people and property from Flood Hazard.

- (iii) The development conflicts with Strategic Outcome (2) of Strategic Theme 3.7 and Specific Outcome (3) of Strategic Theme 3.7.2, as the intensification of residential development within a Flood Hazard Area has the potential to create detrimental impacts to the community from the increased intensity and frequency of flooding from climate change impacts.
  - (iv) The development conflicts with Strategic Outcome (11) of Strategic Theme 3.3, in that the fundamental elements of land use decisions being the health, wellbeing and safety of future residents is compromised due to the proximity to a Wastewater Treatment Facility and location within a Flood Hazard Area.
  - (v) The development conflicts with Specific Outcome (2) of Strategic Theme 3.3.7, as future residential development will be located within the buffer area to the Wastewater Treatment Plant that is intended to protect sensitive land uses from environmental hazards, including odour and noise emissions.
  - (vi) The development conflicts with Specific Outcome (4) of Strategic Theme 3.3.11, as the proposal does not provide a 500m buffer to provide adequate separation distances between future sensitive land uses and the Wastewater Treatment Facility 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.
  - (vii) The development conflicts with Specific Outcome (1) of Strategic Theme 3.3.10 and Specific Outcome (5) of Strategic Theme 3.3.11, as the proposal will result in further fragmentation and encroachment by incompatible land uses to Rural Zoned land.
- (b) The development application is inconsistent with the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, as follows:
- (i) The development is inconsistent with Overall Outcome (2) of the Rural Zone Code, as the land will result in further fragmentation of rural land. The applicant's justification for the viability of existing small holdings for typical farming or rural uses does not provide suitable or sufficient planning justification for further subdivision.
  - (ii) The development is inconsistent with Overall Outcome (14) of the Rural Zone Code and the Purpose of the Flood Hazard Overlay Code, as the proposal will create a new lot that will be able to lawfully establish a Dwelling House on a site impacted by High Flood Hazard, increasing the number of people at risk of flood hazard.
  - (iii) The development does not comply with Performance Outcome 8 of the Flood Hazard Overlay Code, as the development will permit an as-of-right increase to the number of people calculated to be at risk from High Flood Hazard and do not have flood safe access to the site.

## Background Information

The relevant background information to this application is as follows:

<b>Application No:</b> 035.2020.576.001	<b>Assessment No:</b> 12357	<b>Keywords Index:</b> LG7.9.1
<b>Assessing Officer:</b>	Mitchell Hiscock GRADUATE PLANNING OFFICER DEVELOPMENT ASSESSMENT	
<b>PART 1: APPLICATION</b>		
<b>Applicant:</b>	Don and Vicki Kern C/- Precinct Urban Planning	
<b>Owner:</b>	DA & VL Kern	
<b>Site Address:</b>	190 Gormleys Road, Chinchilla	
<b>Site Area:</b>	6.383ha	
<b>Real Property Description:</b>	Lot 7 on RP809908	

<b>Proposed Development:</b>	1 lot into 2 lots	
<b>Level of Assessment:</b>	Impact	
<b>Type of Application:</b>	Reconfiguring a Lot	
<b>Relevant Planning Scheme:</b>	Western Downs Planning Scheme 2017 incorporating Amendment 1	
<b>Zone:</b>	Rural	
<b>Precinct:</b>	N/A	
<b>Overlays:</b>	<ul style="list-style-type: none"> <li>• Bushfire Risk - Medium Bushfire Hazard</li> <li>• Flood Hazard - Low, Medium, High &amp; Extreme</li> <li>• Extractive Industry - Petroleum Lease 185</li> <li>• Extractive Industry - Authority to Prospect 676</li> <li>• Agricultural Land Classification - Class A</li> <li>• Water Resources Catchment - Groundwater Vulnerability Area</li> </ul>	
<b>Pre-lodgement Meeting:</b>	No	
<b>Application Lodgement Date:</b>	27/10/2020	
<b>Properly Made Application:</b>	Yes	Date: 27/10/2020
<b>Confirmation Notice Issued:</b>	Yes	Date: 09/11/2020
<b>PART 3: INFORMATION REQUEST</b>		
<b>Information Request Issued:</b>	Yes	Date: 18/11/2020
<b>Applicant's Response:</b>	Yes	Date: 14/01/2021
<b>PART 4: PUBLIC NOTIFICATION</b>		
<b>Start Date:</b>	Yes	Date: 05/02/2021
<b>Notice of Compliance Received:</b>	Yes	Date: 03/03/2021
<b>Submissions:</b>	Nil	
<b>PART 5: DECISION PERIOD</b>		
<b>Date Commenced:</b>	03/03/2021	
<b>Decision Due Date:</b>	14/04/2021	
<b>Extension of Decision Period:</b>	5 days	Date: 21 April 2021
<b>Decision Due Date:</b>	<b>21 April 2021</b>	

## Report

### 1. Subject Site

The subject site, Lot 7 on RP809908, is located at 190 Gormleys Road Chinchilla. The property is within the Rural Zone, gains access from Gormleys Road and Clark's Road, and is 6.383 ha in area. The Bushfire Risk, Flood Hazard, Extractive Industry, Agricultural Land Classification and Water Resource Catchment Overlays impact the land. The lot is irregular in shape and contains an existing dwelling house, a secondary non-self-contained dwelling, swimming pool and various domestic outbuildings located in the south-west of the lot, all of which gain access from Gormleys Road. The property is also improved by an approximate 1,000m<sup>2</sup> dam in the eastern area of the lot, as well as yards near the dwelling house.

#### 1.1 Locality

The property is located approximately 2.2 kilometres south-west from the town centre of Chinchilla, on the corner of Gormleys Road and Clark's Road. The property is zoned Rural and adjoins Community Facilities and Rural Residential Zones. The Community Facilities Zone is located north of the site contains the current Chinchilla Wastewater Treatment Plant (WWTP), the former Chinchilla Water Treatment Plant and the closed Chinchilla Landfill site. To the west of the site are similar undersized rural lots as the subject site. To the north-east across Clark's Road and adjoining the Treatment Facility is a 45 hectare rural lot also owned by Council which contains the old Charleys Creek Weir. Across Gormleys Road, to the east and south of the site, is land within the Rural Residential 4000 Precinct Zone.

Other characteristics of the local area include Charleys Creek located north of the site and adjoining the former Water Treatment Facility.



The site is impacted by Low, Medium, High and Extreme Flood Hazards with approximately 40% of the subject site impacted. Gormleys Road, the primary road accessing the site from the east and west, is impacted by relatively frequent flood events and would be inaccessible by light vehicles in a 1% AEP flood event.

## 1.2 Development and Planning History

The subject site has a history of development applications, as follows:

**1990 - Reconfiguration of a Lot (1 lot into 2 lots) - Approved**

It was approved to subdivide the 7.166ha parent property into the existing 6.4ha property. The purpose of the smaller 6,318m<sup>2</sup> was to become part of the road reserve and used as a Council stockpile site called the "Pots". The Planning Scheme at the time zoned the land Rural B which allowed a minimum lot size of 10 hectares.

**2008 - Material Change of Use (Rural to Rural Residential) and Reconfiguration of a Lot (1 lot into 5 lots) - Refused**

Applicants, Don and Vicki Kern proposed the abovementioned Impact Assessable application. One submission was received during public notification from Chinchilla Shire Council Manager of Environment and Health. His submission is summarised below:

*"This property is in quite close proximity to Council's Sewerage Treatment Plant, Chinchilla Waste Facility and the area commonly known as the Pots where various road making materials are stored. All these facilities are also likely to produce sources of concern (such as visual, noise and smell).*

*The present zoning of Rural B is there for a reason, and that is not to increase the density of surrounding residential or rural residential development. Many local authorities throughout the State experience problems with development encroaching on existing facilities and are then expected to relocate same if new residents experience a lower amenity than their expectations.*

*I would recommend Council seriously consider protecting their interest in these valuable assets and not approve this application."*

The application was subsequently recommended for refusal by Council's Town Planning Consultant, GHD for the following reasons:

- *"The proposed Material Change of Use and Reconfiguring a Lot are inconsistent with the objectives of the Rural Residential Zone Code;*
- *the proposed Material Change of Use is inconsistent with the objectives of the State Planning Policy for the Development and Conservation of Good Quality Agricultural Land; and*
- *the proposed Material Change of Use and Reconfiguration of a Lot do not comply with the Performance Criteria or Acceptable Solutions of the Reconfiguring a Lot Code and Rural Residential Zone Code."*

**2016 - Planning Scheme Amendment Submission - Change 190 Gormleys Road, Chinchilla from Rural to Rural Residential Zone**

The submission from the current applicants is summarised below:

*"The property is 6.3830ha. Due to the small size, poor soil conditions and proximity to other residential dwellings, there is no practical possibility for it being utilised for usage the WDRC would like to see in Rural Zone Property for example Animal Husbandry.*

*It is our intention to subdivide the property into two parcels approximately 3.642ha and 3.237ha. We understand that for this to be achieved, the current Zone 'Rural' classification requires to be changed to 'Rural Residential'."*

The land remained in the Rural Zone when the Scheme was gazetted.

**2019 - Reconfiguration of a Lot (1 lot into 2 lots) - Lapsed**

This application lapsed following no response from the applicant to Council's Action Notice.

## **2. Proposal**

The applicant wishes to subdivide the existing 6.383ha lot into two separate lots. The proposal would result in a Balance Lot of 3.332ha and a New Lot of 3.051ha. The new lot will contain the existing dwelling houses, outbuildings, and yards. The Balance Lot will contain the existing dam with no existing structures and will have road frontage to Gormleys Road and Clark's Road.

The proposal does not comply with the minimum lot size for Rural subdivisions, raising the level of assessment to Impact. The applicant has provided a Planning Report in support of the proposal. The Planning Report provides justification for the proposal despite non-compliance with the Rural Zone Code, Flood Hazard Overlay Code and Infrastructure Overlay Code. This justification is outlined further in Section 4 of this Report.

In response to Council's Request for Further Information, an Amenity Assessment by Environmental Consultants has been provided in support of the proposal.

## **3. Assessment Benchmarks**

### **3.1 Assessment against Western Downs Planning Scheme 2017 Incorporating Amendment 1 (the Planning Scheme)**

- The property is located within the Rural Zone in which the development of Reconfiguring a Lot to create lots less than 1,000ha in area is Impact Assessable Development.
- The application required assessment against the entire Planning Scheme, with the following being the key Assessment Benchmarks:
  - Strategic Plan
  - Rural Zone Code
  - Bushfire Risk Overlay Code
  - Flood Hazard Overlay Code
  - Natural Resources Overlay Code
  - Transport, Access and Parking Code
- The application has been considered against the abovementioned assessment benchmarks and discussed below:

#### **Strategic Plan**

The proposal is inconsistent with the following sections of the Western Downs Planning Scheme 2017 incorporating 2017 Incorporating Amendment 1.

The proposal does not satisfy numerous Strategic or Specific Outcomes related to Strategic Theme 3.3 Liveable Communities and Housing, and Strategic Theme 3.7 Safety and Resilience to Hazards.

- **Flood Hazard and Proximity to Wastewater Treatment Plant**

The proposal will create a new lot impacted by Low, Medium and High Flood Hazards. During a 1% AEP flood event, the maximum flood depth on the property is 0.84m and the property will be isolated, as Gormleys Road and Clark's Road are both subject to High or Extreme Flood Hazard.

The proposed development will create an additional lot in proximity to the existing Wastewater Treatment Plant. The proposal will allow for a future sensitive land use to be located within 250m of the Chinchilla Wastewater Treatment Plant (WWTP) which is inconsistent with the Infrastructure Overlay Code. Wastewater Treatment Facilities and large infrastructure assets impact Council Land Use Zoning decisions to ensure the integrity of the assets are maintained. The purpose of Rural Land Use zoning surrounding these facilities is aimed at managing the population density to ensure land use conflicts related to amenity and public health are proactively managed.

The proposal has the potential to create reverse amenity issues and impact the health and wellbeing of future residents from odour and noise emissions.

The proposed lots do not create an acceptable level of amenity for Rural Residential style living and is not consistent with the following Sections of the Strategic Plan:

**Strategic Theme 3.3: Liveable Communities and Housing**

**3.3.1 Strategic Outcomes**

- (2) *The settlement pattern manages projected population growth and distribution by ensuring sufficient urban land is available that avoids biophysical constraints and natural hazards, protects natural resources, maintains the character and integrity of individual communities and ensures the delivery of necessary infrastructure and services.*
  
- (11) *The health, wellbeing and safety of the community are fundamental elements of the identity and character of the communities of the Western Downs. All residents, both temporary and permanent, participate in the rich community life of the region and generate high levels of social capital that promotes community cohesion.*

**3.3.7 Element - Safe Communities**

**3.3.7.1 Specific Outcomes**

- (1) *Development is designed and located to minimise the risk to human safety from natural hazards such as bushfire, flooding or landslide.*
  
- (2) *Environmental hazards including particulate and noise emissions from land use and development do not impact on the health and safety of communities.*

**3.3.11 Element - Rural Residential Land Use and Development**

**3.3.11.1 Specific Outcomes**

- (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.*

**Strategic Theme 3.7: Safety and Resilience to Hazards**

**3.7.1 Strategic Outcomes**

- (2) *The potential impacts of climate change and natural hazards can have detrimental impacts to our region's communities. The location, scale and intensity of development are considered in all land use decisions to minimise the exposure of people and property to natural hazards.*

**3.7.2 Element - Natural Hazards**

**3.7.2.1 Specific Outcomes**

- (3) *The risk of loss of life and property due to flood hazards, including that associated with a greater frequency of extreme weather events and increased rainfall intensities as a result of climate change is minimised.*

- **Fragmentation of Rural Land**

The applicant has argued that the subject site is not consistent with the vision for the Rural Zone based on the characteristics of the site. The applicant states that the locality is not typical of the Rural Zone and does not support agricultural or productive uses, due to the marginal quality of the land, historically small lot sizes and the closely settled nature of the area. The applicant's reasoning is not considered to comply with the following Sections of the Strategic Plan:

**Strategic Theme 3.3 Liveable Communities and Housing**

**3.3.10 Element - Rural Land Use and Development**

**3.3.10.1 Specific Outcomes**

- (1) *ALC Classes A and B land are protected from alienation, isolation, diminished productivity fragmentation and encroachment by incompatible land use.*

**3.3.10.2 Land Use Strategy**

- (1) *Where development is not consistent with the purpose or intent of the Zone, overriding community need will need to be demonstrated as well as valid planning justification provided as to why the proposed use cannot be reasonably established in a more appropriate zone.*

**3.3.11 Element - Rural Residential Land Use and Development**

- (5) *ALC Classes A and B land are an important resource that underpins the economic and cultural character of the Western Downs and is protected from fragmentation, diminished productivity, encroachment or alienation by Rural residential land use and development.*

### **Rural Zone Code and Reconfiguring a Lot Code**

The proposed subdivision does not comply with the minimum lot size for subdivisions within the Rural Zone. The corresponding Performance Outcome of the Reconfiguring a Lot Code requires justification to illustrate how the reduced lot size enables density of land uses to be consistent with the intended character and amenity of the neighbourhood, as expressed through the relevant Zone.

In response to Council's Request for Further Information, the applicant provided justification against Performance Outcome 1 of the Reconfiguring a Lot Code, stating:

*"It is contended that the 'character and amenity of the neighbourhood as expressed through the relevant Zone' is not reflective of, or relevant to the Gormleys Road locality in which the development is located".*

The existing character and amenity of the rural zoned locality is not considered to be typical of the Rural Zone. As discussed above in Section 1.2 of this Report, the subject site was zoned Rural B under the Planning Scheme for Chinchilla Shire 2006 which had a minimum lot size of 10 hectares. The property and locality were then rezoned Rural under the Western Downs Planning Scheme 2017.

It is considered that the purpose of the change in land use zoning from Rural B to Rural was to reduce the density of residential development in the locality due to amenity conflict with the Chinchilla WWTP and the significant flood hazard. The property adjoins the Chinchilla WWTP, which under the Infrastructure Overlay Code, a 250m buffer to new lots and 500m buffer to sensitive land uses is required to avoid land use conflicts and to protect the use rights of the Treatment Plant. Furthermore, the subject site and locality are impacted by Flood Hazard, that in a significant flood event, would isolate the local area and would only be accessible by air or water.

Therefore, the subject site is not characteristic of a standard rural locality due to the legacy of previous land use zoning and existing site constraints. However, considering the site constraints, the rural land use zoning is the most appropriate designation for the area. As such, Council's desired intent, character and amenity for the area are small scale rural uses that are adaptable to the flood risk and adequately separated from the Treatment Facility.

- (1) *The zone primarily accommodates cropping or animal husbandry and ancillary detached dwellings*

In response to the above Overall Outcome, the applicant has stated that:

*"the locality is not typical of the Rural Zone and does not support agricultural or productive uses, due to the marginal quality of the land, historically small lot sizes and the closely-settled nature of the area."*

The applicant's argument is reasonable, however, the current lot size could accommodate, at a small scale, uses such as Animal Keeping, Animal Husbandry, Roadside Stall, Cropping or Intensive Horticulture. Such uses are evident on the subject site and surrounding undersized Rural properties. Furthermore, the argument is not consistent with Overall Outcome 2 of the Rural Zone Code.

- (2) *All rural land is protected from alienation and fragmentation. A lack of viability for existing farming operations and small holdings does not provide suitable or*

*sufficient planning justification for further subdivision or uses for non-rural purposes.*

Furthermore, the addition of lots would increase the density of sensitive land uses near the Chinchilla WWTP and within a Flood Hazard Area, which is not consistent with the below Overall Outcomes of the Rural Zone Code.

- (3) *Residential Development within the Rural Zone only occurs to the extent that it supports and is ancillary to the productive use of the land. Urban and residential development are contained within designated zonings for such uses and will not be permitted to expand into rural areas.*
- (14) *Development responds to land constraints such as topography, bushfire and does not impact on the flood capacity or impede the flood conveyance function of land. Development is not located where it will increase the number of people or structures at risk of natural hazards.*

### **Bushfire Hazard Overlay Code**

The site is identified as being impacted by Medium Hazard under the Overlay Code. The areas impacted include the existing vegetation along the Gormleys Road reserve, the existing dwelling house and centre of the existing site. The proposal is considered to comply with all applicable Acceptable Outcomes. The proposal does not include new roads and as such, the Codes that reference perimeter road firebreaks and design standards are not applicable. The proposal is considered to comply with the purpose of the Overlay Code.

### **Flood Hazard Overlay Code**

The proposal is impacted by Low, Medium, High and Extreme Flood Hazards. 40% of the existing lot is impacted by Flood Hazard. The maximum flood depth on the property is approximately 0.84m. The proposed reconfiguration will result in a new lot where 70% of the area is exposed to flood hazard and is unimproved by any existing structures. The applicant has determined that approximately 3,000m<sup>2</sup> of the proposed 3.332ha property is available for residential development outside the Flood Hazard Area and the Environmental Consultants defined Water Treatment Facility Buffer.

Also considered in the assessment is the surrounding flood hazard and ability to safely evacuate in a flood event. The subject site does have two road frontages to Clark's and Gormleys Roads. During a Defined Flood Event, both roads will be impacted by High and Extreme Flood Hazards which is not safe to cross by vehicles. As such, the site could only be evacuated by water or air. As a result, further residential development should be avoided in such areas, which is reflected in the land use zoning decisions within Chinchilla.

### **Natural Resources Overlay Code**

The site is impacted by the Extractive Industry (ATP, PL), Class A Agricultural Land, and Water Resource Catchment (Groundwater Vulnerability Area) Overlays. The Codes within the Overlay Code related to Extractive Industry do not apply to this application. The proposal does not comply with Acceptable Outcomes related to creating a lot less than 500ha on Class A Agricultural Land nor within the Groundwater Vulnerability Area. The existing site is significantly less than 500ha and can be described as a rural lifestyle lot. The property could be used for small scale agricultural uses which does not provide justification for the proposed subdivision.

### **Transport, Access and Parking Code**

The proposal will utilise the existing lot access to the dwelling house. The balance lot has two road frontages to Clark's Road and Gormleys Road. The proposal aims to access the site from Gormleys Road to access the new balance lot. The proposed access will be flood prone (Low, Medium and High Flood Hazards) and does not comply with the Acceptable Solutions within the Flood Hazard Overlay Code.

#### **4. Relevant Matters for Impact Assessable Development**

The following matters were given regard to or assessment carried out against, in undertaking the assessment of this development application:

The applicant provided the following matters that were considered in the assessment of the proposal.

- "1. *The subject site is a corner lot with two-street frontage and is one of several small rural lots bounded by Charley's Creek and its tributaries, the Chinchilla Wastewater Treatment Plant and existing rural residential development. The bounded geographical context of the subject site provides planning grounds to support the proposed subdivision and the consolidation of a node for rural lifestyle uses.*
2. *Given the geographical context described above, the lot does not lend itself to being amalgamated to form larger lots which could then accommodate viable agricultural uses.*
3. *The density of the proposed development will be the same as the existing situation where the subject land accommodates a dwelling and a secondary dwelling, with the latter proposed to be relocated onto the new vacant lot in the future, within the area recommended by the Amenity Assessment attached at Appendix A.*
4. *The intensity and character of the development are appropriate for a rural fringe location and provide a logical transitional density between the rural residential uses to the east and the rural uses on the western side of Charley's Creek.*
5. *The proposed use is located on a large site which is capable of managing and containing all impacts within the site and is not unreasonably affected by environmental constraints nor reverse amenity impacts from nearby uses; refer to the Amenity Assessment prepared by Range Environmental Consultants attached at Appendix A.*
6. *The subject land is within Council's water service area and is already serviced by reticulated water."*

#### **5. Public Notification**

The application for a Reconfiguring a Lot for a 1 lot into 2 lots resulting in a site area less than 1,000ha included in the Rural Zone, is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1. As a result, the applicant undertook Public Notification in accordance with the *Planning Regulation 2017* and the Development Assessment Rules.

The applicant:

- published a notice in the Chinchilla News on 5 February 2021;
- placed a notice on the frontage of the land on 5 February until 1 March 2021; and
- notified the adjoining land owners on 3 February 2021.

During the Comment Period of the Public Notification, no submissions were received in relation to the proposed development.

Consultation (Internal/External)

## Internal

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*".

Consideration has been given to relevant human rights, particularly, property rights.

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

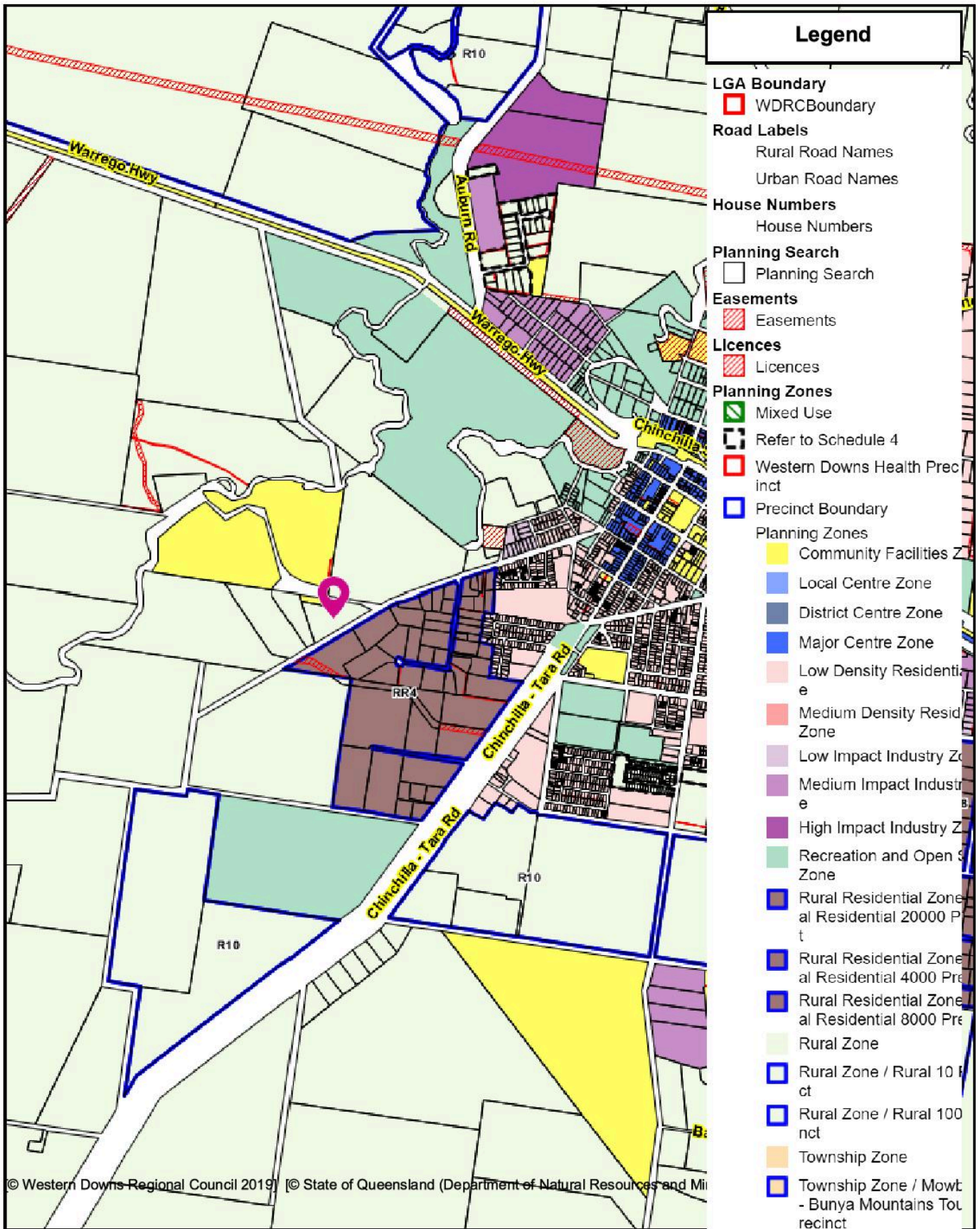
### **Conclusion**

The proposal for Reconfiguring a Lot (1 lot into 2 lots) at 190 Gormleys Road, Chinchilla, is inconsistent with the relevant Sections of the Western Downs Planning Scheme 2017 incorporating Amendment 1, and is therefore recommended for refusal. In accordance with the *Planning Act 2016*, the application was Impact Assessable and assessment was carried out against the Assessment Benchmarks of the Western Downs Planning Scheme 2017 incorporating Amendment 1 on its merits.

### **Attachments**

Attachment 1 - Locality Plans  
Attachment 2 - Proposal Plan  
Attachment 3 - Amenity Assessment

**Authored by:** Mitchell Hiscock, PLANNING OFFICER DEVELOPMENT ASSESSMENT



### Legend

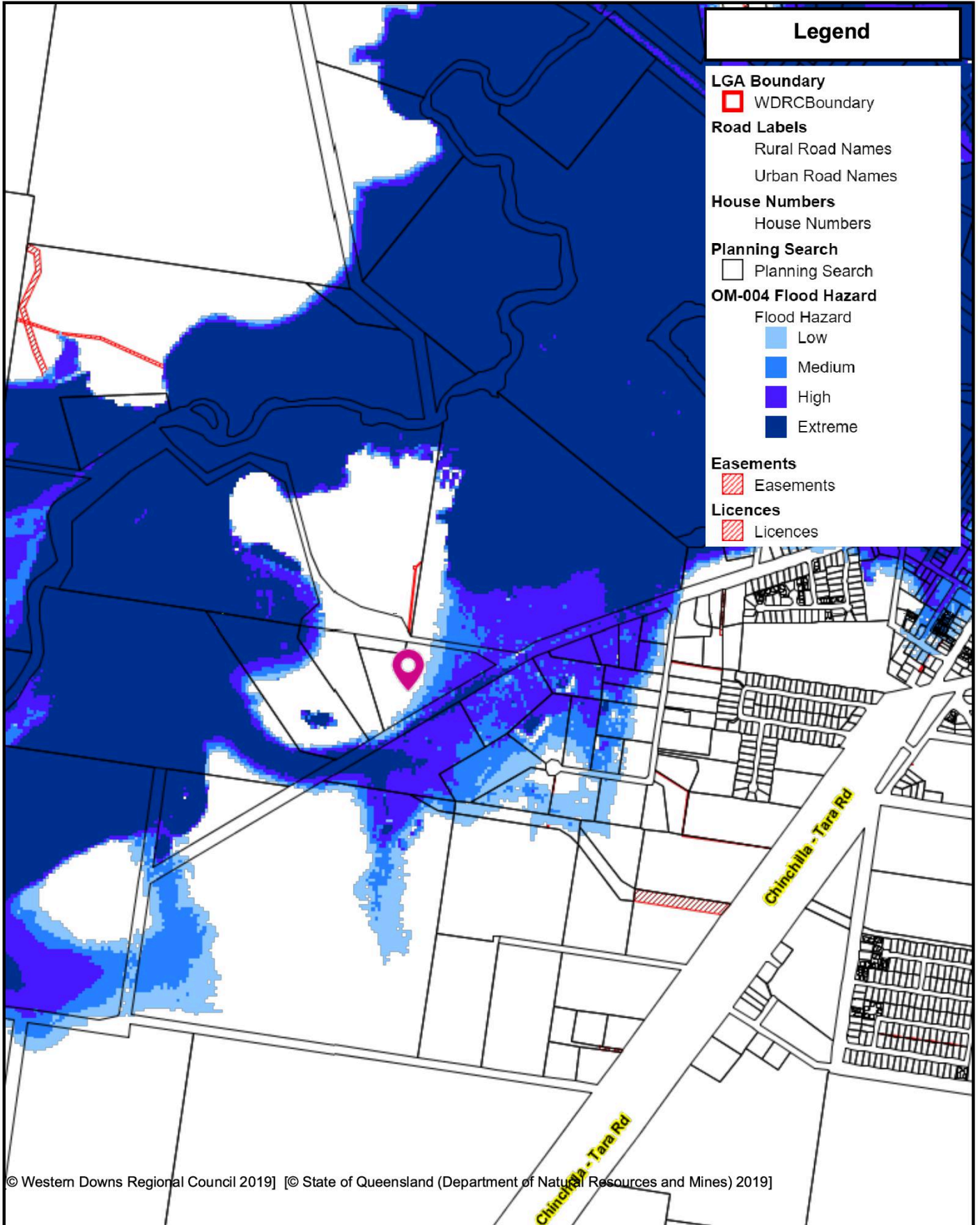
- LGA Boundary**
- WDRCBoundary
- Road Labels**
- Rural Road Names
- Urban Road Names
- House Numbers**
- House Numbers
- Planning Search**
- Planning Search
- Easements**
- Easements
- Licences**
- Licences
- Planning Zones**
- Mixed Use
- Refer to Schedule 4
- Western Downs Health Precinct
- Precinct Boundary
- Planning Zones**
- Community Facilities Zone
- Local Centre Zone
- District Centre Zone
- Major Centre Zone
- Low Density Residential Zone
- Medium Density Residential Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- High Impact Industry Zone
- Recreation and Open Space Zone
- Rural Residential Zone - Rural Residential 20000 Per hectare
- Rural Residential Zone - Rural Residential 4000 Per hectare
- Rural Residential Zone - Rural Residential 8000 Per hectare
- Rural Zone
- Rural Zone / Rural 10 Per hectare
- Rural Zone / Rural 100 Per hectare
- Township Zone
- Township Zone / Mowbray - Bunya Mountains Tourist Precinct

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**WESTERN DOWNS** REGIONAL COUNCIL

18-Nov-2020





**WESTERN DOWNS** REGIONAL COUNCIL

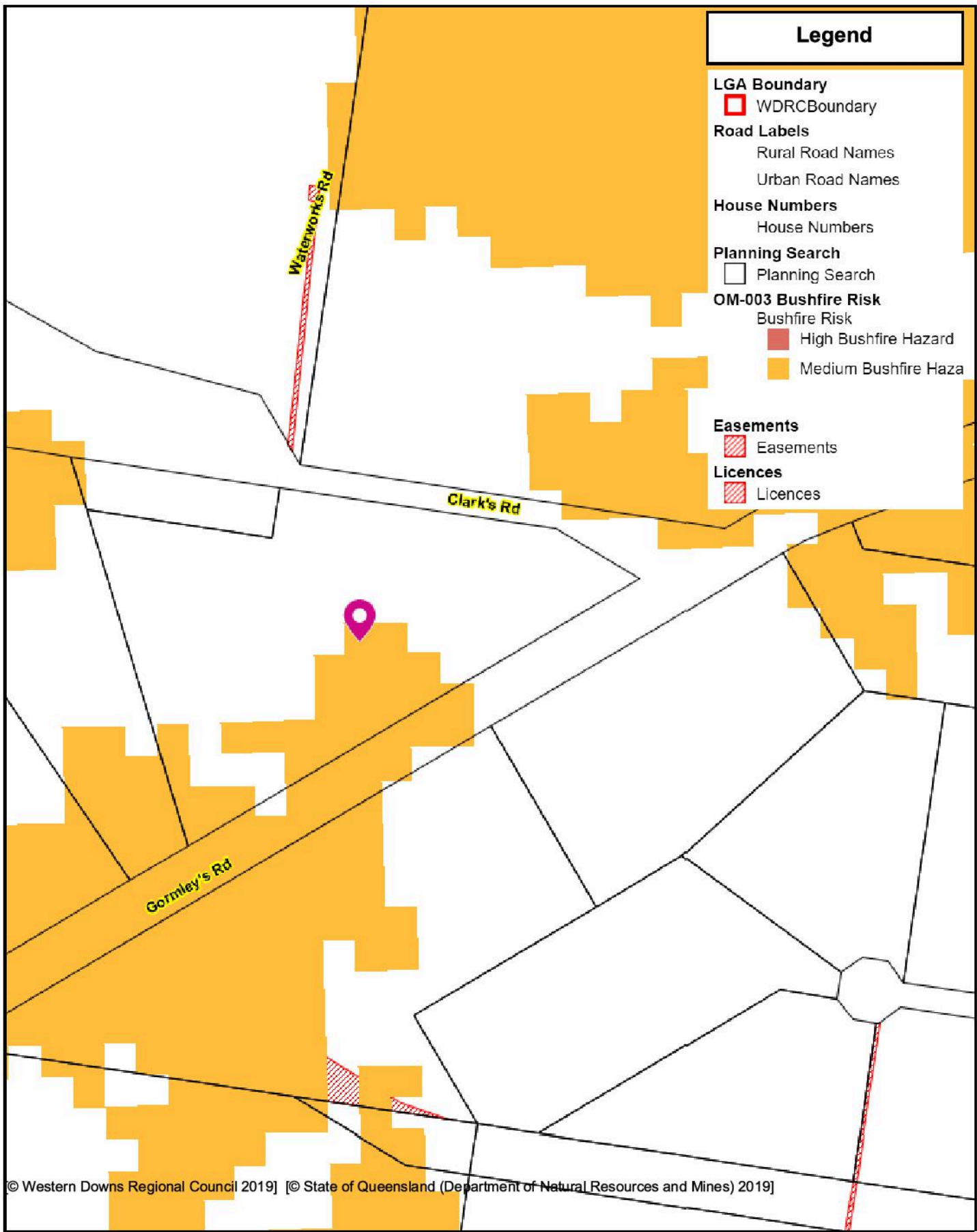



22-Jan-2021

Western Downs Regional Council  
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 Department of Natural Resources and Mines 2019 (2019/0011)

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Should you have any queries or feedback please contact: Planning Services, PO Box 107440, Toowoomba, QLD 4330. Email: [planning@western-downs.qld.gov.au](mailto:planning@western-downs.qld.gov.au), or the contact details below. We will do our best to respond to your queries, but we cannot guarantee a response. We will do our best to respond to your queries, but we cannot guarantee a response. We will do our best to respond to your queries, but we cannot guarantee a response.



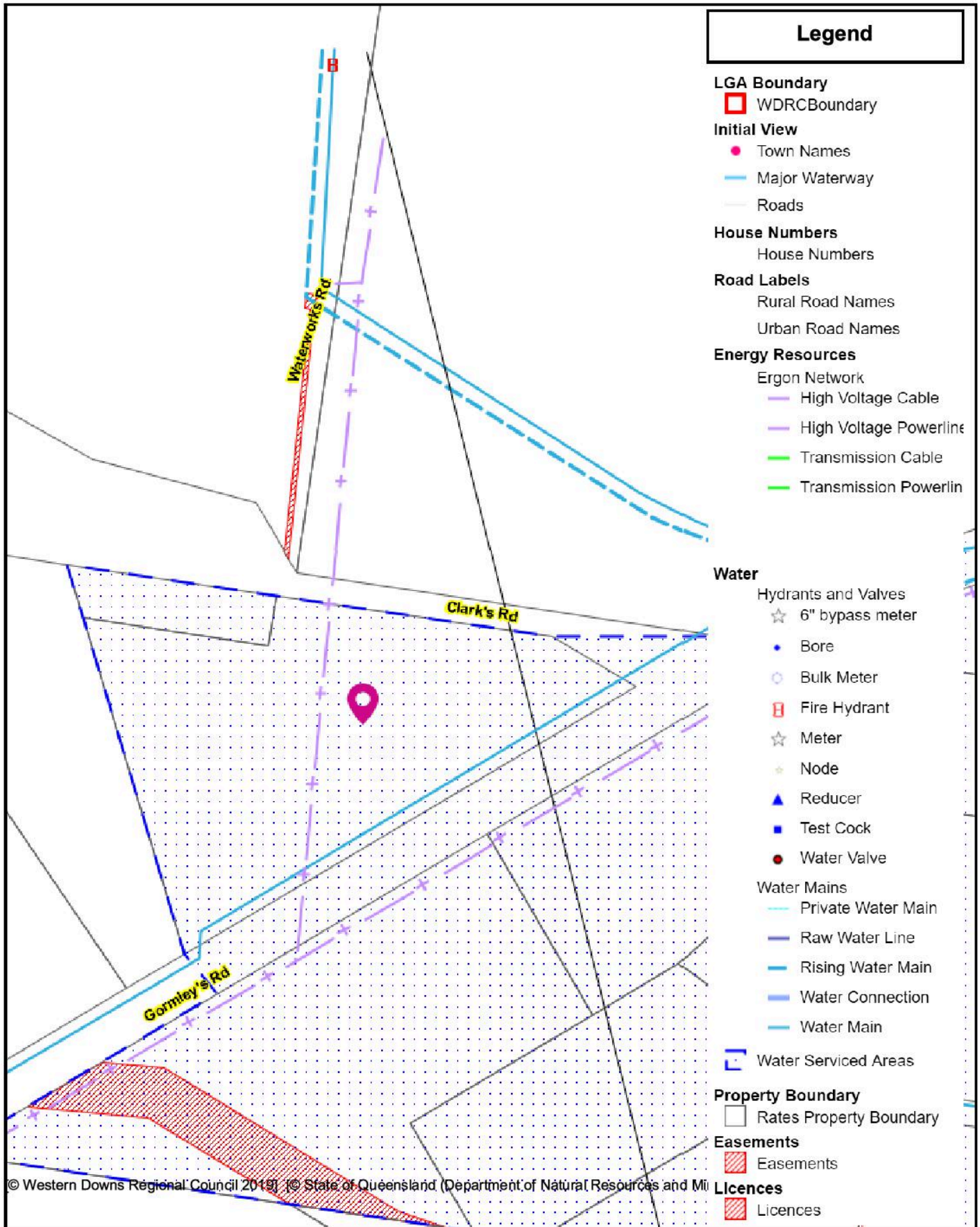
**WESTERN DOWNS REGIONAL COUNCIL**

18-Nov-2020

Western Downs Regional Council  
 (by the State of Queensland)  
 Department of Natural Resources and Mines (DNRM) (2019)

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**WESTERN DOWNS REGIONAL COUNCIL**

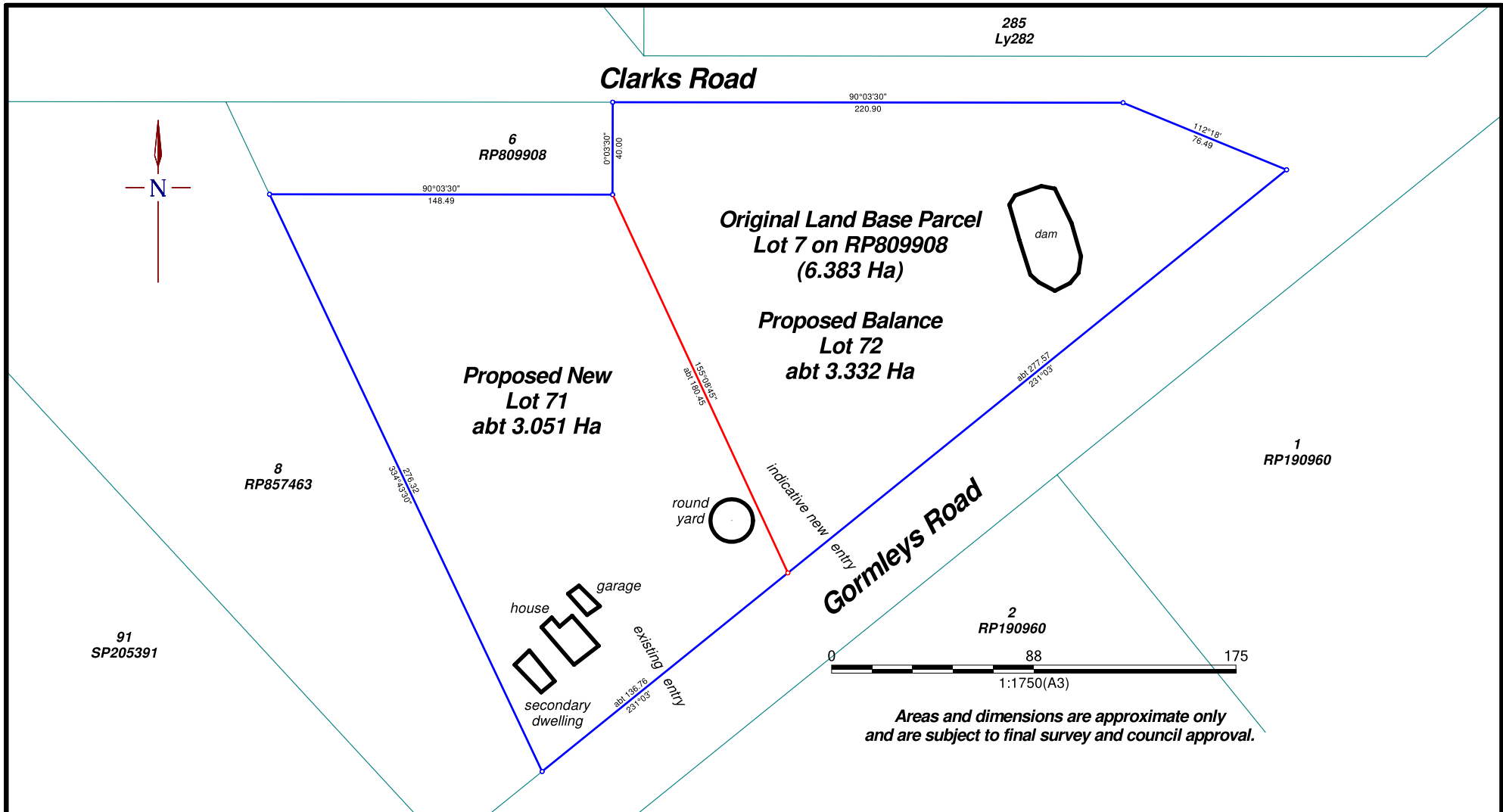


19-Nov-2020

Western Downs Regional Council  
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Areas and dimensions are approximate only and are subject to final survey and council approval.

**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 Maroochydore Caboolture Chinchilla Roma Gympie & Emerald

**PROJECT**

**PLAN OF DEVELOPMENT**  
**Proposed Subdivision of**  
**Lot 7 on RP809908**  
**Locality of CHINCHILLA**

Local Authority of Western Downs Regional Council

**CLIENT**

**D.&V. KERN**

Datum	Scale 1:1750(A3)	F.W.	Date
	Drawn WLS	F.Bk	24.09.2020
Notes		Level Bk	File
		Acc. Bk	500034-1_Don & Vicki KERN_ Proposal Plan_24.09.2020_WLS.mxd
Surveyor	W.L. Schulz		Job & Plan No. 500034-1 Proposal



Don and Vicki Kern  
190 Gormleys Road  
Chinchilla 4413

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T 07 4620 0148  
E [admin@rangeenviro.com.au](mailto:admin@rangeenviro.com.au)  
W [rangeenviro.com.au](http://rangeenviro.com.au)

Our Reference: J000515  
Date: 12/01/2021

## AMENITY ASSESSMENT FOR PROPOSED LOT 72 AT 190 GORMLEYS ROAD, CHINCHILLA

Dear Don and Vicki

Range Environmental Consultants conducted an amenity assessment for a proposed 1 into 2 subdivision of Lot 7 RP809908 (refer to Attachment 1). The proposed subdivision will create Lots 71 and 72. The assessment was required to address Item 3 of the Information Request issued by Western Downs Regional Council (WDRC) on 18 November 2020 (File Ref. A12357 & LG7.9.1). WDRC identified reverse amenity concerns for the proposed Lot 72 due to its proximity to the Chinchilla Wastewater Treatment Plant (WWTP). WDRC required further justification for the proposal that considers the relevant sections of the planning scheme. Item 3 of the Information Request is below.

<p><b>Reverse Amenity</b></p> <p>(3) The proposal will create an undersized rural lifestyle lot within close proximity to Council's Wastewater Treatment Plant. The development envelope of Proposed Lot 72 will have a maximum separation of 300m to the Treatment Facility Ponds, considering the areas impacted by flood hazard. As such, the proposal is not consistent with the Planning Scheme's Specific Outcomes regarding Rural Amenity, Public Health and Land Use Rights. Please provide further justification for the proposal considering the Sections of the Scheme highlighted below:</p> <p><b>"3.3.7 Element - Safe Communities</b></p> <p><b>3.3.7.1 Specific Outcomes</b></p> <p>(2) <i>Environmental hazards including particulate and noise emissions from land use and development do not impact on the health and safety of communities.</i></p> <p><b>3.3.11 Element - Rural Residential Land Use and Development</b></p> <p>(1) <i>Rural residential land use and development provides an alternative lifestyle option in the Western Downs and is a safe and affordable means for residents to have access to and enjoy the rural and semi-rural attributes and amenity of the region.</i></p> <p><b>3.3.11.1 Specific Outcomes</b></p> <p>(4) <i>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.</i></p> <p><b>3.7.5 Element - Waste Management and Recycling</b></p> <p><b>3.7.5.1 Specific Outcomes</b></p> <p>(5) <i>Development maintains appropriate separation distances to public waste management facilities identified on <b>Strategic Plan Map 5 - Access, Mobility and Infrastructure</b> to ensure maintenance of public health and to minimise reverse amenity impacts on infrastructure."</i></p>
--



## Approach

The assessment focussed on air and noise emissions to understand the risk of emissions from the Chinchilla WWTP adversely impacting amenity at a future dwelling at proposed Lot 72 (the closest newly proposed lot to the WWTP). If emissions from the Chinchilla WWTP present a significant risk to amenity at Lot 72 this may potentially affect human health and wellbeing.

## Air

Odour is the key air emission of concern from a WWTP (TasWater, 2014<sup>1</sup>). Maintaining adequate separation distance between the Chinchilla WWTP and a future proposed dwelling on Lot 72 is important for reducing the risk of odour nuisance in the future.

The required separation distance to reduce the risk of odour nuisance at a dwelling on Lot 72 was calculated in accordance with Section 11 of the guideline *Recommended Separation Distances for Industrial Residual Air Emissions* (EPA Victoria, 2013)<sup>2</sup>. The calculation is shown below.

- Separation distance equation for a mechanical/biological wastewater plant =  $10n^{1/3}$
- Where equivalent population (n) = 10 000 (based on the upper threshold limit of the amalgamated Environmental Authority (EPPR00877713) for the Chinchilla WWTP (4000-10000 equivalent persons). This is conservative as the population of Chinchilla is approximately 6600 based on 2016 census data<sup>3</sup>.

The minimum required separation distance from the Chinchilla WWTP to minimise potential odour nuisance =  $10(10\ 000)^{1/3} = 215$  m. As the site is in a rural area, this distance is measured from the nearest item of plant or equipment at the Chinchilla WWTP to the site.

The risk of odour nuisance will be minimised if the dwelling and ancillary buildings on Lot 72 are located more than 215 m from the Chinchilla WWTP (Figure 1). Also included on Figure 1 is the indicative boundary of the Low Flood Hazard Area (1% AEP) from the Flood Hazard Overlay map.

---

<sup>1</sup> TasWater. 2014. Environmental Assessment Report: Rosebery Wastewater Treatment Plant and Discharge.

<sup>2</sup> This guideline is recommended for use by the Queensland Department of Environment and Science for evaluating buffer separation distances between sources and receptors of air emissions.

<sup>3</sup> ABS. 2020. 2016 Census QuickStats - Chinchilla.

[https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/SSC30606](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC30606)



**Figure 1 Odour buffer separation distance & indicative flood hazard area boundary**

Project: Amenity Assessment

Client: Don & Vicki Kern

Project No.: J000515

Compiled by: JLH Date: 12/01/2021  
 Approved by: LMT Date: 12/01/2021



**Legend**

- Roads
- Proposed new Lot 71
- Proposed new Lot 72
- 215m odour buffer
- Flood hazard area
- Cadastre

The content of this document includes third party data. Range Environmental Consultants does not guarantee the accuracy of such data.

Source: Cadastral data sourced from DNRME (2020) and aerial imagery sourced from Google Earth Pro (2020).



## Noise

Noise emissions from the Chinchilla WWTP are expected to range between 85-90 dBA based on a study of a similar sized biological treatment plant at Yamba in New South Wales<sup>4</sup>. The key noise source at the Chinchilla WWTP would be the treatment plant in the central part of the site.

Based on standard and conservative noise-distance attenuation calculations, predicted noise levels at the 215 m odour buffer on Lot 72 are between 37 and 42 dBA. This was determined using the distance (247 m) from the nearest reactor tank to the closest point of the odour buffer that was outside the flood hazard area (Figure 1). The available separation distance (247 m) is predicted to reduce noise levels from the WWTP at the edge of the odour buffer on Lot 72 by 48 dBA. Therefore, predicted noise levels from the WWTP at Lot 72 range from 37 to 42 dBA.

Predicted noise levels at Lot 72 will achieve practical compliance with the Acoustic Quality Objectives (AQO) provided at Schedule 1 of the Environmental Protection (Noise) Policy 2019 (Noise EPP) (Table 1).  $L_{Aeq}$  is the most relevant descriptor for the noise emissions from the Chinchilla WWTP. The upper range of predicted noise levels at Lot 72 (42 dBA) exceeded the most stringent  $L_{Aeq}$  criteria (indoor night-time - 40 dBA) by 2 dBA. However, this minor excursion from the criteria is unlikely to be perceptible<sup>5</sup>, therefore the risk of noise nuisance is low for a dwelling on Lot 72 outside the 215 m odour buffer.

**Table 1 Acoustic Quality Objectives from the Noise EPP**

Sensitive Receptor	Time of Day	$L_{Aeq,adj,1hr}$	$L_{A10,adj,1hr}$	$L_{A01,adj,1hr}$
Residence (for outdoors)	Day and evening	50	55	65
Residence (for indoors) <sup>6</sup>	Day and evening	45	50	55
	Night	40	45	50

<sup>4</sup> SKM. 2005. Yamba Sewage Augmentation - Noise Assessment. Prepared for Clarence Valley Council.

<sup>5</sup> DES. 2020. Noise Measurement Manual. State of Queensland.

<sup>6</sup> Values have been corrected by 10 dBA to account for the façade attenuation provided by a normal, naturally ventilated building with partially closed windows

## Summary

The risk of amenity impacts will be minimised at proposed Lot 72 where development is located at least 215 m from the nearest item of plant/equipment point of the Chinchilla WWTP (in this study this was nominated as being the south east corner of the ponds).

A suitable area for development on Lot 72 that is outside both the odour buffer and the flood hazard area is located near the common boundary between Lots 71 and 72. The suitable area for development has an area of approximately 3000 m<sup>2</sup>.

A more detailed assessment of potential amenity impacts would be required if a dwelling was to be placed on Lot 72 and located less than 215 m from the ponds.

We trust that the enclosed information is suitable for your purposes. If you have any queries, please do not hesitate to contact the undersigned on 0428 918 007.

Yours sincerely,

A handwritten signature in black ink, appearing to read "L. Talbot", written over a faint circular stamp or watermark.

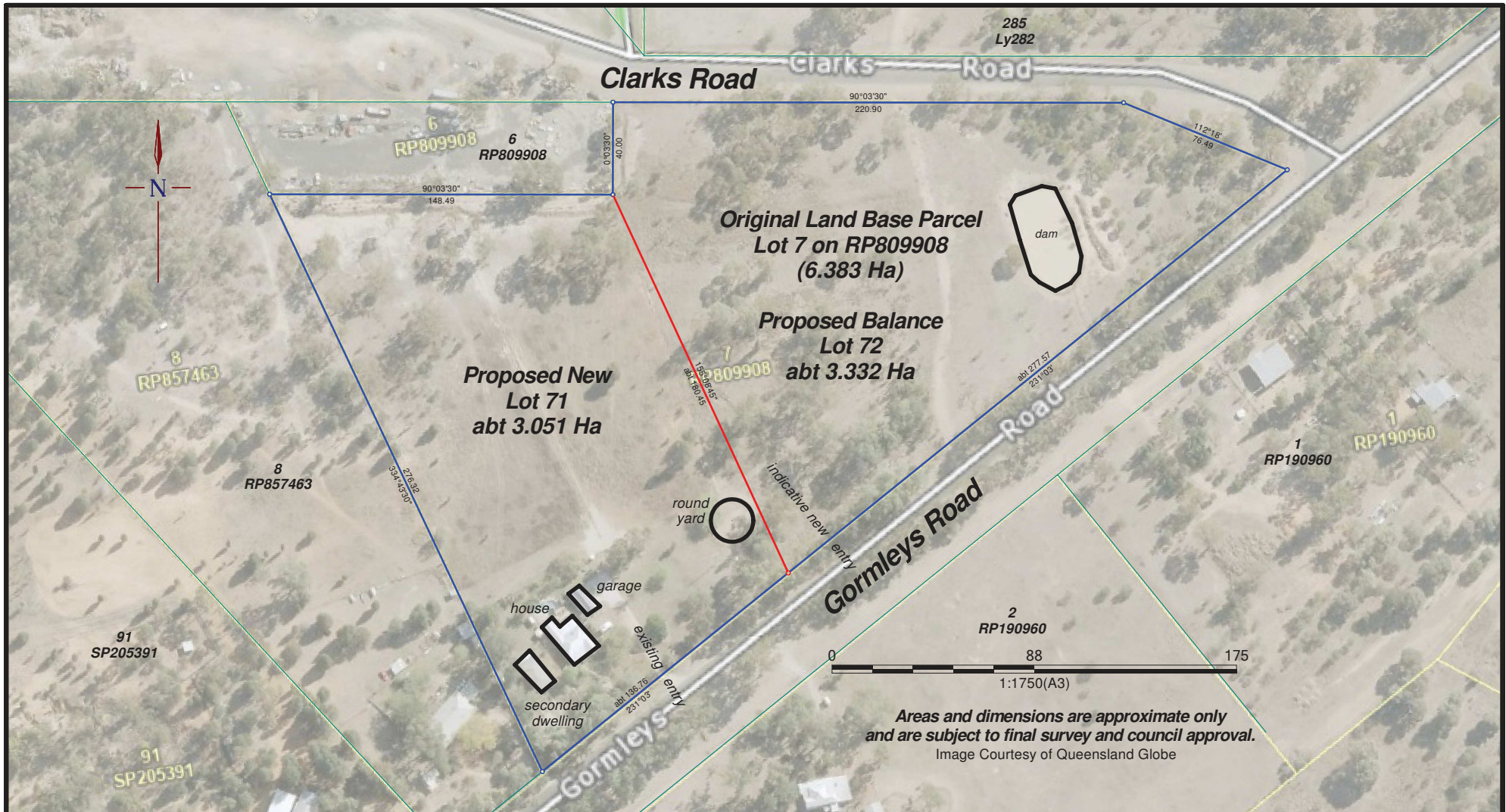
**Lucas Talbot**  
**Director**  
**Range Environmental Consultants**

## Attachments

Attachment 1 - Development plans



## Attachment 1 - Development plans



**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 Maroochydore Caboolture Chinchilla Roma Gympie & Emerald

**PROJECT**

**PLAN OF DEVELOPMENT**  
**Proposed Subdivision of**  
**Lot 7 on RP809908**  
**Locality of CHINCHILLA**

**Local Authority of Western Downs Regional Council**

**CLIENT**

**D.&V. KERN**

Datum	Scale 1:1750(A3)	F.W.	Date
	Drawn WLS	F.Bk	24.09.2020
Notes		Level Bk	File
		Acc. Bk	500034-1_Don & Vicki KERN_ Proposal Plan_24.09.2020_WLS.mxd
Surveyor	W.L. Schulz		Job & Plan No. 500034-1 Proposal



**Title** Executive Services Chief Executive Officer Report March 2021

**Date** 9 April 2021

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

### Summary

The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Chief Executive Officer during the month of March 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 March 2021:

Date	Who/Where	Details
3 March 2021	<ul style="list-style-type: none"> <li>• Councillor Information Session</li> </ul>	Dalby
8 March 2021	<ul style="list-style-type: none"> <li>• Workcover Queensland Meeting</li> <li>• Meeting with Yancoal</li> <li>• Meeting with Department of Regional Development, Manufacturing and Water</li> </ul>	Brisbane Video Conference Phone
10 March 2021	<ul style="list-style-type: none"> <li>• Meeting with ACQSC</li> <li>• Meeting with Valuer</li> <li>• Meeting with AGL/USQ</li> </ul>	Phone Dalby Dalby
11 March 2021	<ul style="list-style-type: none"> <li>• Meeting with GasFields Commission</li> </ul>	Phone
15 March 2021	<ul style="list-style-type: none"> <li>• Development Assessment Panel Meeting</li> <li>• Planning and Pre Agenda Meeting</li> <li>• Councillor Information Session</li> </ul>	Dalby Dalby Dalby
16 March 2021	<ul style="list-style-type: none"> <li>• WDRC Audit Committee Meeting</li> </ul>	Dalby
17 March 2021	<ul style="list-style-type: none"> <li>• Ordinary Meeting of Council</li> <li>• Lunch - Ann Leahy MP</li> </ul>	Miles Miles Miles



	<ul style="list-style-type: none"> <li>• Councillor Information Session</li> </ul>	
19 March 2021	<ul style="list-style-type: none"> <li>• Welcome Address - Darling Downs &amp; Southwest Group Environmental Health Australia</li> <li>• Meeting with Architect</li> </ul>	Dalby Brisbane
22 March 2021	<ul style="list-style-type: none"> <li>• Western Downs LDMG Meeting</li> </ul>	Dalby
25 March 2021	<ul style="list-style-type: none"> <li>• Meeting with Architect</li> </ul>	Brisbane
26 March 2021	<ul style="list-style-type: none"> <li>• LGMA CEO Forum</li> <li>• Conciliation Conference - Industrial Relations Matter</li> </ul>	Brisbane Brisbane
29 March 2021	<ul style="list-style-type: none"> <li>• Monthly Meeting with Origin</li> <li>• Premier Teleconference - COVID-19 Update</li> </ul>	Brisbane Phone
30 March 2021	<ul style="list-style-type: none"> <li>• Premier Teleconference - COVID-19 Update</li> <li>• Meeting with Arrow Energy</li> </ul>	Phone Video conference
31 March 2021	<ul style="list-style-type: none"> <li>• Premier Teleconference - COVID-19 Update</li> </ul>	Phone

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

**Conclusion**

The foregoing represents activities undertaken by the Chief Executive Officer during the month of March 2021.

**Attachments**

Nil

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

**Title** Executive Services Report Outstanding Actions March 2021

**Date** 9 March 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 17 March 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 17 March 2021.

#### 1. Outstanding Council Meeting Action List (As at 17 March 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	<p>MOVED by Cr. I.J. Rasmussen Seconded by Cr. R.C. Brown</p> <p>That this Report be received and that:</p> <p>1. Council authorise the Chief Executive Officer to negotiate the acquisition of properties as proposed up to the amount in the table on page 81 of the report.</p> <p style="text-align: right;">CARRIED (7,1)</p>	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	Corporate Services Report of Audit Committee Meeting 18 August 2020	AD6.6.2	Moved By: Cr. M. J. James Seconded By: Cr. P. T. Saxelby  That an update be provided by the Chair of the Audit Committee to Councillors at a future information session  CARRIED	Corporate Services
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

#### 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** Corporate Services Report Councillor Briefings and Workshops - Council Policy

**Date** 7 April 2021

**Responsible Manager** P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

### Summary

The purpose of this Report is to present the proposed Councillor Briefings and Workshops - Council Policy for Council consideration.

### 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 adopt the Councillor Briefings & Workshops - Council Policy as proposed.

### Background Information

The proposed Councillor Briefings and Workshops - Council Policy, along with amendments to the Meetings - Council Policy was initially presented to a Councillor information session held on 14 January 2021 and subsequently presented to Council for adoption at the Ordinary Meeting of Council held on 17 February 2021, at which time Council resolved:-

*FORESHADOWED MOTION MOVED*

*Moved By Cr. O. G. Moore*

*Seconded By Cr. C. T. Tillman*

*As foreshadowed,*

*That this Report be received and that Council:*

- 1. adopt the amended Meetings - Council Policy;*
- 2. rescind the Publishing and Administrative Release of Ordinary Meetings Reports - Council Policy; and*
- 3. that the Councillor Briefings and Workshops - Council Policy be brought back to Council for consideration at an Information Session.*

*CARRIED (7, 1)*

Pursuant to Council's resolution, the Councillor Briefings and Workshops - Council Policy was brought back for further consideration to a Councillor information session held on 7 April 2021.

## Report

Council's Meetings - Council Policy was recently reviewed and amended, with Councillor information sessions, workshops and briefings etc, now falling outside the scope of the Meetings Policy. In order to provide a continued framework around the orderly and proper conduct of Councillor briefings and workshop sessions and to ensure new legislative requirements around conflicts of interest and influencing are considered, a new Councillor Briefings and Workshops - Council Policy is proposed.

The new policy establishes guidelines for the conduct of non-decision-making discussion forums, information sessions and workshops. No formal decisions can be made at such sessions and it is important to establish a clear framework to ensure that there is clarity and transparency with the conduct of such sessions.

Council holds regular Councillor information (briefing) sessions and workshops, with such sessions being conducted in a relatively informal manner during which time Council staff and on occasions other parties, provide Councillors with detailed information on matters that will, or are likely to, require a formal decision of Council sometime in the future.

These sessions provide Councillors with the opportunity to seek clarification, provide feedback on proposals and reports that may later come to Council, receive updates and if necessary, be provided with additional information on matters before Council.

### Consultation (Internal/External)

Council's Executive Management Team endorsed the proposed new Councillor Briefings and Workshops - Council Policy at its meeting held 14 January 2021. The policy was presented to a Councillor briefing session held 1 February 2021 and subsequently to Council at the Ordinary Meeting held 17 February 2021. As a result of Council's resolution at this Meeting, a subsequent Councillor information session was held 7 April 2021 to further consider the proposed policy.

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

Reference to the new and clarified conflict of interest requirements resulting from the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* have also been included in the proposed policy.

A Councillor briefing or workshop session has no delegated authority to make decisions on Council behalf and no legally binding decisions are made at these sessions. Failure to adopt a framework around the conduct of these sessions leaves the practices open to different interpretation and ambiguous application.

### 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'.

It is considered that the proposed new Councillor Briefings and Workshops - Council Policy engage the following human rights: -

- Freedom of expression (section 21) - a person can request information from the government; and
- Take part in public life (section 23) - every person has the right to take part in public life.

It is considered that the protected human rights identified will not be limited, restricted or interfered with in any way and any decision and action provided for in the policies are authorised by legislation.

## **Conclusion**

The proposed new policy provides direction to Councillors and Council officers on the purpose, conduct and value of Councillor briefing sessions and workshops and makes provision for the administration, roles and responsibilities, confidentiality and the management of conflicts of interests in such sessions. The policy provides Council with best practice guidelines to protect Councillors and promote transparency and accountability.

## **Attachments**

1. Proposed Councillor Briefings and Workshops - Council Policy

**Authored by:** K. Gillespie, GOVERNANCE COORDINATOR

# Councillor Briefings and Workshops - Council Policy

<b>Effective Date</b>	DRAFT
<b>Policy Owner</b>	Customer Support and Governance
<b>Link to Corporate Plan</b>	Financial Sustainability
<b>Review Date</b>	TBA
<b>Related Legislation</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Related Documents</b>	<i>Code of Conduct for Councillors in Queensland</i> <i>Meetings - Council Policy</i>

DRAFT

Policy Version	Approval Date	Adopted/Approved
		Council/Organisational Policy

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



# Councillor Briefings & Workshops - Council Policy

---

## 1. PURPOSE

This Policy provides a framework for the orderly and proper conduct of Councillor briefings and workshops and aims to provide transparency around Council decision-making in line with the Local Government Principles identified in section 4 of the *Local Government Act 2009* (LG Act).

This Policy provides direction to Councillors and Council officers on the purpose, conduct and value of Councillor briefing sessions and workshops. Council has an obligation to report, explain and be answerable for decisions it makes on behalf of the community it represents.

## 2. SCOPE

This Policy applies to all Councillors and Council employees that attend and participate in Councillor briefing sessions and workshops, including staff that contribute towards the decision-making process.

## 3. POLICY

### 3.1 Introduction

Council is committed to upholding the principles of local government throughout the entirety of the decision-making process. Transparent meeting procedures ensure public confidence in Council's decision-making process.

### 3.2 Councillor Briefing Sessions

Councillor briefing sessions provide a valuable opportunity to enhance the decision-making process and are a forum for the Chief Executive Officer (CEO) and senior Council Officers to address Councillor questions and provide additional background on matters coming before the Council for decision.

In respect to Councillor briefing sessions: -

- i. no decision-making or voting takes place at these meetings;
- ii. Councillors are encouraged, but not obliged, to attend; and
- iii. the requirements for local government meetings prescribed in the Meetings - Council Policy and LG Act and *Local Government Regulation 2012* (LG Regulation) do not apply, including that Councillor briefing sessions be open to the public and the recording of minutes.

Specifically, Councillor briefing sessions provide a forum for: -

- i. Councillors to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- ii. Councillors to share their views with each other;
- iii. Councillors to seek further information, clarification and background details from Council Officers or any guest presenters;
- iv. Officers to advise Councillors of their professional opinions and reasoning behind their intended recommendations; and
- v. presentations by external parties.

### 3.3 Councillor Workshops

Councillor workshops are a process for Councillors, Council officers and where required, external parties to collaborate to develop or advance proposals, such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. Examples include discussions to determine strategic priorities, the development of the budget, initial input into the development or review of Council policies, plans etc.

Councillor workshops are not formal decision-making forums and may be used as a basis for Officers to develop a firmer proposal which will be considered formally by Council in the future. Where a subsequent report is presented to Council that has been in part developed by collaborating in a Councillor workshop, it is a requirement to note this in the consultation section of the report template.





### 3.4 Administration

Councillor briefing sessions and workshops shall be scheduled by the CEO, with notice provided by Executive Support.

The Mayor or CEO may call a Councillor briefing session or workshop as necessary for emergent matters.

The CEO in consultation with the Mayor and Councillors, will determine the matters to be presented at a Councillor briefing session or workshop. Councillors may formally request a Councillor briefing session or workshop be held about a specific matter by a notice of motion at a Council meeting.

Councillor briefing sessions and workshops are not formal meetings of Council and are generally not open to the public unless otherwise invited.

Whilst no quorum is required, Councillor briefing sessions and workshops are open for attendance by all Councillors. In order to make the best use of time and resources, the CEO shall determine which Council Officers are required to attend any given session. A register of attendance will be recorded to support transparent and accountable processes.

External persons may attend Councillor briefing sessions or workshops upon invitation from the Mayor or CEO.

Councillor briefing sessions and workshops may be facilitated by the Mayor or CEO or another Councillor or member of the Executive team as required. The relevant General Manager shall introduce each session providing the purpose for the briefing or workshop and the presenter/facilitator.

Presentations and material for the briefing session, where appropriate and where possible, be provided to Councillors 2 days in advance of the meeting.

### 3.5 Roles and Responsibilities

Councillors are obliged to comply with the [Code of Conduct for Councillors in Queensland](#) and the local government principles, including 'transparent and effective processes, and decision-making in the public interest' and should refrain from making formal or implied decisions during Councillor briefing sessions and workshops.

Officers are obliged to provide sound and impartial advice during Councillor briefing sessions and workshops consistent with their responsibilities outlined in the LG Act.

### 3.6 Confidentiality

Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the LG Act.<sup>1</sup>

Councillors and Council Officers<sup>2</sup> have a responsibility to ensure that confidential information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain, directly or indirectly a financial advantage.

### 3.7 Conflicts of Interest

Councillors must as soon as they become aware, declare conflicts of interest on any matters being discussed or proposed to be discussed at Councillor briefing sessions or workshops in accordance with the relevant provisions of the LG Act<sup>3</sup>.

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<sup>1</sup> Local Government Act 2009 - section 171

<sup>2</sup> Local Government Act 2009 - section 200

<sup>3</sup> Local Government Act 2009 - Chapter 5B



### 3.7 Conflicts of Interest (Cont'd)

A Councillor who has a prescribed or declared conflict of interest in a matter to be addressed in a Councillor briefing session or workshop must not attend the session relating to the matter unless the local government has previously approved by resolution their participation in the matter under the provisions of the LG Act.

Council Officers must declare any actual, perceived or potential conflicts of interests in accordance with their obligations under the Code of Conduct, Disclosures (Conflicts of Interest and Prescribed Personal Interests) - Council Policy and the LG Act.

This requirement recognises that discussions at Councillor briefing sessions or workshops may influence Councillors when deciding a matter at a Council meeting.

These declarations will be recorded to ensure that a transparent and effective process is maintained, and the ethical and legal behaviour of Councillors and Council officers is upheld.



**Title** Corporate Services Report Councillor Expenses Reimbursement Policy - Council Policy

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**Date** 13 April 2021

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

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### Summary

The purpose of this Report is to present the proposed *Councillor Expenses Reimbursement Policy - Council Policy*, as amended, for Council consideration.

### 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 adopt the amended *Councillor Expenses Reimbursement Policy - Council Policy* as presented.

### Background Information

The revised *Councillor Expenses Reimbursement Policy - Council Policy* was presented for discussion to the Councillor information session held on 7 April 2021.

This policy provides a framework, in accordance with the *Local Government Regulation 2012*, by which Councillors can seek reimbursement for reasonable expenses incurred in the performance of their official duties and for the facilities provided to Councillors for official purposes.

### Report

Council's *Councillor Expenses Reimbursement Policy - Council Policy* was recently reviewed and amended in order to provide a continued framework around the reimbursement of reasonable expenses incurred by Councillors in discharging their duties and responsibilities.

Proposed changes to the Policy are highlighted in the marked up copy of the *Councillor Expenses Reimbursement Policy - Council Policy* as attached to this report. The changes seek to:

- provide clarification around the purpose of the Policy;
- clearly state the principles of the Policy;
- provide clarity around definitions of Council business, meetings and approval processes for professional development;

- clearly state what is not regarded as Council business;
- link expense reimbursement to Australian Taxation Office (ATO) guidelines where applicable; and,
- modernise home telephone expenses reimbursement in line with carrier service plans.

#### Consultation (Internal/External)

The proposed *Councillor Expenses Reimbursement Policy - Council Policy* was presented for discussion to the Councillor information session held on 7 April 2021.

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

Council is required to adopt a policy in relation to the reimbursement of Councillor expenses in accordance with s.250 of the *Local Government Regulation 2012* (LGR). This policy is to provide for the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and for the provision of facilities to the Councillors for that purpose.

The LGR legislates that Council must in its Annual Report detail the expenses incurred by, and the facilities provided to each Councillor during the year under the local government's expenses reimbursement policy and include a copy of the local government's expenses reimbursement policy.

#### 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 revised policy provides direction to Councillors and Council officers on the reimbursement of expenses incurred by Councillors in the performance of their duties and responsibilities. The policy also details the facilities provided to Councillors for official purposes.

#### **Attachments**

1. Councillor Expenses Reimbursement Policy - Council Policy (Marked Up).
2. Councillor Expenses Reimbursement Policy - Council Policy (Clean).

**Authored by:** P. Greet, CUSTOMER SUPPORT & GOVERNANCE MANAGER

Customer Contact **1300 COUNCIL (1300 268 624)**  
 07 4679 4000  
[www.wdrc.qld.gov.au](http://www.wdrc.qld.gov.au)  
[info@wdrc.qld.gov.au](mailto:info@wdrc.qld.gov.au)



## Councillor Expenses Reimbursement Policy - Council Policy

<b>Effective Date</b>	Ordinary Meeting of Council - 3 June 2008
<b>Policy Owner</b>	Customer Support and Governance
<b>Link to Corporate Plan</b>	<i>Strategic Priority - Financial Sustainability</i>
<b>Review Date</b>	December 2022
<b>Related Legislation</b>	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
<b>Related Documents</b>	Entertainment and Hospitality - Council Policy Councillor Vehicle Lease Agreement – Private Use of Vehicle <a href="#">Use of Motor Vehicle – Organisational Policy</a>

Policy Version	Approval Date	Adopted/Approved
1	3 June 2008	Ordinary Meeting - 3 June 2008
2	15 October 2008	Ordinary Meeting - 15 October 2008
3	1 April 2009	Ordinary Meeting - 1 April 2009
4	14 December 2011	Ordinary Meeting - 14 December 2011
5	18 December 2013	Ordinary Meeting - 18 December 2013
6	6 May 2015	Ordinary Meeting - 6 May 2015
7	14 December 2016	Ordinary Meeting - 14 December 2016
8	12 December 2018	Ordinary Meeting - 12 December 2018

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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

---

### 1. PURPOSE

The purpose of this policy is to provide for the:

- (a) ~~payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and~~
- (b) ~~provision of facilities to Councillors for that purpose.<sup>1</sup>~~
- (a) ~~proper control of the reimbursement of reasonable expenses incurred, or to be incurred, by Councillors in discharging their duties and responsibilities.~~

The policy covers:-

- ~~the reimbursement to Councillors of legitimate expenses incurred; and~~
- ~~the facilities to be provided to Councillors.~~

### 2. SCOPE

This policy applies to all Councillors of Western Downs Regional Council.

This policy does not provide for Councillor remuneration. Councillor remuneration is determined annually by the Local Government Remuneration ~~and Discipline Tribunal~~[Commission](#).

### 3. POLICY

#### 3.1 Statement of Principles

This policy ~~ensures that Council's reimbursement of expenses incurred by Councillors and facilities provided to Councillors~~ is consistent with the local government principles<sup>2</sup> ~~and financial sustainability criteria<sup>3</sup>~~ as defined in the *Local Government Act 2009*.

~~Councillors are entitled to be reimbursed for reasonable expenses incurred in undertaking Council business and be provided with facilities to assist them in carrying out their duties and responsibilities as Councillors.~~

~~Councillors~~ The use of facilities and reimbursement of expenses must:-

- be **reasonable and in the public interest**, enabling representation whilst avoiding waste;
- be **publicly defensible**, in line with general community expectations; and
- be **accountable and transparent**, approved by Council resolution or administrative process, and disclosed in Council's Annual Report.

#### 3.2 Council Business

Council will reimburse reasonable expenses incurred, or to be incurred, by a Councillor representing Council on Council business and provide facilities necessary for the discharge of a Councillor's responsibilities and duties of office.

Council business is official business conducted on behalf of and/or approved by Council where a Councillor is required to undertake tasks to satisfy legislative requirements<sup>4</sup> or achieve business **continuity objectives** for Council. Council business should result in a benefit being achieved either for Council, the Western Downs area or the community.

<sup>1</sup> [Local Government Regulation 2012, section 249\(2\)](#)

<sup>2</sup> [Local Government Act 2009, section 4](#)

<sup>3</sup> [Local Government Act 2009, section 102](#)

<sup>4</sup> [Local Government Act 2009, section 12](#)

## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Council business includes functions that are a statutory requirement of the Councillors role and include attending an event or function to perform official duties or where a formal invitation has been received inviting the Councillor in their official capacity, such as:-

- a. preparing for, attending and participating in Council meetings, committee meetings, Councillor Information Sessions and approved workshops, strategic briefings and deputations; or
- b. meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions ~~of business for Council relating to Council business;~~
- or
- c. seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution or by Mayoral approval; or
- d. approved professional development opportunities ~~(training courses, conferences, seminars) as approved by the Mayor (see Professional Development expense category section 3.3);~~ or
- e. official functions organised by or on behalf of the local government;
- f. public meetings and other community events within the region such as presentation dinners, meetings with community groups, fetes and carnivals; or
- g. as an official Council representative as per resolution or with the prior approval of the Mayor; or
- h. attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- i. attendance at events for the purpose of gathering of information by a Councillor necessary to inform them of a matter of interest to Council or which properly falls within the responsibility of Council or in relation to the Councillor's portfolio; or
- j. other business as resolved by Council.

The following are not regarded as 'Council Business' unless benefit to Council will be achieved as a result of the attendance or participation as a community member: -

- i. attending or participating in a community event, community group including service clubs, or being as a representative on a Committee or Board not associated with Council is not regarded as Council business as a community member;
- ii. attendance at fundraising events;
- iii. attendance at events organised by political parties.

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Section 12(4)(h) of the *Local Government Act 2009* states that the Mayor has the extra responsibility of representing the local government at ceremonial or civic functions.

Section 12(5) of the *Local Government Act 2009* states that a Councillor who is not the Mayor may perform the Mayor's extra responsibilities only if the Mayor delegates the responsibility to the Councillor.

### 3.3 Payment of Expenses

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer and the limits as outlined in this policy. Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate reasonable expenses incurred for Council business must submit the appropriate form detailing the relevant expense within three (3) months of the expense being incurred or invoiced, or at the discretion of the Chief Executive Officer.

Expense Categories	Details
<b>Professional Development</b>	<p><b>Professional Development and Study Assistance</b></p> <p>Where a Councillor identifies the need to attend training or undertake study to improve skills relevant to their role as a Councillor, the Councillor is to gain the Mayor's approval to attend. Each Councillor is allocated a maximum of \$5,000 per term towards professional development costs.</p>
<b>Travel Costs</b>	<p>Council will reimburse travel expenses deemed necessary to achieve the business of Council where:</p> <ul style="list-style-type: none"> <li>• a Councillor is an official representative of Council; and/or</li> <li>• the activity/event and travel have been endorsed by resolution of</li> </ul>



## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Expense Categories	Details
	<p>Council or approved by the Mayor in accordance with this policy.</p> <p>Councillors are required to travel the most direct route, using the most economical and efficient mode of transport.</p> <p>Any fines incurred while travelling in Council owned vehicles or privately-owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.</p> <p>All Councillor approved travel will be booked and paid for by Council.</p> <p>Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed.</p> <p>Councillor's private vehicle usage will be reimbursed at the Australian Taxation Office cents per kilometre rate if the:</p> <ul style="list-style-type: none"> <li>• travel has been endorsed by Council resolution or approved by the Mayor in accordance with this policy; and</li> <li>• claim for mileage is substantiated with log book details; and</li> <li>• <u>total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.</u></li> </ul> <p style="color: #e91e63;">• <u>It should be noted that Council's motor insurance does not cover private vehicles used for Council business.</u></p> <p>Council will reimburse parking costs incurred by Councillors while attending to official Council business.</p>
<b>Accommodation</b>	<p>All Councillor accommodation for Council business will be booked and paid for by Council where possible. Council will pay for the most economical deal available where possible. The minimum standard for Councillor accommodation will be a three-star rating.</p> <p>Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p> <p>Accommodation expenses may be incurred where the duration of Council business (including travel to) exceeds six (6) hours and the travel time to the Councillor's principle place of residence is in excess of two (2) hours.</p> <p>Councillor's travelling (within the Western Downs Regional Council area) to attend official Council business will be eligible to claim accommodation in accordance with the following criteria:-</p> <ul style="list-style-type: none"> <li>• where Councillors are required to attend official Council business over consecutive days; or</li> <li>• where Councillors are required to attend official Council business which extends past 6.30 p.m.</li> </ul>
<b>Meals</b>	<p>Council will reimburse costs of meals for a Councillor when:</p> <ul style="list-style-type: none"> <li>• the Councillor incurs the cost personally; and</li> <li>• the meal was not provided within the registration costs of the approved activity/event; and</li> <li>• a copy of a tax invoice is provided.</li> </ul> <p>Council reimbursement for meal expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, dinner where these are not provided at the event and must be within the <i>Australian Taxation Office Guidelines for Reasonable Allowances</i> set for each income tax year.</p>

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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Expense Categories	Details
<b><i>Incidental Allowance</i></b>	Council will pay an incidental daily allowance <del>of within the Australian Taxation Office Guidelines for Reasonable Allowances set for each income tax year.</del> \$20 per day to Councillors when they are required to stay away from home overnight for official Council business.
<b><i>Hospitality and Entertainment Expenses</i></b>	<p>The Mayor and Councillors may have occasion to incur hospitality expenses while conducting official Council business. Hospitality expenses incurred will typically take the form of meals and beverages. The maximum amount of hospitality expenses that may be reimbursed is \$4000 / annum for the Mayor and \$500 / annum for Councillors. A copy of a tax invoice is required for reimbursement.</p> <p>Hospitality and entertainment expenses shall be in accordance with Council's Entertainment and Hospitality - Council Policy.</p>



## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

### 3.4 Provision of Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires or when a Councillor ceases to be a Councillor.

Councillors will be provided facilities as detailed in the table below. These have been provided on the principle that no private benefit is to be gained from the facilities provided.

Facilities Categories	Details
<b>Administrative Tools</b>	<p>Council will provide Councillors with technology/stationery as required to enable Councillors to carry out their role effectively.</p> <p>A meeting room will be provided at each Customer Service Centre for Councillors, Chief Executive Officer and General Managers to utilise when working in the area. Meeting rooms will be required to be booked in advance with Office of the CEO.</p>
<b>Internet Access</b>	<p>Councillors will be required to have Internet access to receive Council meeting agendas and communicate via email.</p> <p>Council will reimburse Councillors up to \$55 per month for their privately supplied fixed line (e.g. ADSL, Fibre to the Premises, Fibre to the Node), NBN fixed wireless, or NBN satellite internet service.</p> <p>Council will reimburse Councillors up to \$105.00 per month for their privately supplied internet service <b>in areas where a fixed line, fixed wireless or NBN satellite internet service is unavailable.</b></p>
<b>Mobile Telephone</b>	<p>Council will provide a mobile telephone to Councillors for official Council business.</p>
<b>Home Telephone</b>	<p><u>Council will reimburse costs for land line home telephone plans up to a maximum of \$55.00 per month where a reliable mobile phone service is not available at the Councillors principal place of residence. Council will not reimburse calls made in relation to official Council business.</u></p> <p><u>Council will reimburse home telephone line rental, up to a maximum of \$44.00 per month. Council will reimburse calls made in relation to official Council business.</u></p>
<b>Maintenance costs of Council owned equipment</b>	<p>Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use.</p>
<b>Corporate Uniform</b>	<p>Council will provide Councillors with the following corporate equipment:</p> <ul style="list-style-type: none"> <li>• Name badge</li> <li>• Necessary safety equipment for use on official business e.g. safety helmet/boots</li> <li>• Business cards</li> <li>• \$350 per annum corporate uniform allowance for:-             <ul style="list-style-type: none"> <li>• Corporate Jacket</li> <li>• Corporate shirts</li> <li>• Corporate trouser/ lower garment</li> <li>• Corporate tie/scarf</li> <li>• Corporate polo shirt</li> </ul> </li> </ul>



## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Facilities Categories	Details
<b>Vehicles</b>	<p>Due to the vast area which Western Downs Regional Council covers (38,039sq kms) and to encourage Councillors to participate in all Council activities/events held throughout the region, Council has deemed it necessary to provide a vehicle to Councillors for official Council business.</p> <p>Council authorises the private use of Council vehicles if a Councillor has entered into a lease back contract with Council, which defines the terms of the lease agreement. The Chief Executive Officer is responsible for ensuring the relevant documentation has been completed.</p> <p>The Mayor will be provided with an appropriate sedan or 4WD luxury vehicle.</p> <p>Councillors will be provided with an appropriate sedan or 4WD vehicle equipped with passive and active safety features in recognition of the large distances travelled, and the requirement to travel at night.</p> <p>The set leaseback fee will be deducted automatically from the fortnightly Councillor remuneration payments. The leaseback fee will be set by Council resolution and will be reviewed annually.</p>
<b>Fuel Costs</b>	All fuel used in a Council owned vehicle on official Council business will be provided or paid for by Council as per lease agreement.
<b>Insurance Cover</b>	<p>Council will insure Councillors in the event of injury sustained while discharging their duties.</p> <p>Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.</p>
<b>Reimbursement of Legal Costs</b>	<p>Council will reimburse legal costs incurred by a Councillor through any inquiry, investigation, hearing or legal proceeding into the conduct of a Councillor, or arising out of or in connection with, the performance of the Councillors functions where the Councillor was found to be not in breach of any Act or Regulation.</p> <p>Where a Councillor is found to have breached an Act or Regulation, the Councillor will be liable for all costs associated with the matter.</p>

### 3.5 Reporting

The *Local Government Regulation 2012* (LGR) legislates that Council must adopt a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The LGR legislates that Council must in its Annual Report detail the expenses incurred by, and the facilities provided to each Councillor during the year under the local government's expenses reimbursement policy and include a copy of the local government's expenses reimbursement policy.



# Councillor Expenses Reimbursement Policy - Council Policy

<b>Effective Date</b>	Ordinary Meeting of Council - 3 June 2008
<b>Policy Owner</b>	Customer Support and Governance
<b>Link to Corporate Plan</b>	<i>Strategic Priority - Financial Sustainability</i>
<b>Review Date</b>	December 2022
<b>Related Legislation</b>	<i>Local Government Act 2009 Local Government Regulation 2012</i>
<b>Related Documents</b>	Entertainment and Hospitality - Council Policy Councillor Vehicle Lease Agreement – Private Use of Vehicle

Policy Version	Approval Date	Adopted/Approved
1	3 June 2008	Ordinary Meeting - 3 June 2008
2	15 October 2008	Ordinary Meeting - 15 October 2008
3	1 April 2009	Ordinary Meeting - 1 April 2009
4	14 December 2011	Ordinary Meeting - 14 December 2011
5	18 December 2013	Ordinary Meeting - 18 December 2013
6	6 May 2015	Ordinary Meeting - 6 May 2015
7	14 December 2016	Ordinary Meeting - 14 December 2016
8	12 December 2018	Ordinary Meeting - 12 December 2018

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.**

# COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

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## 1. PURPOSE

The purpose of this policy is to provide for the:-

- (a) payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and
- (b) provision of facilities to Councillors for that purpose.<sup>1</sup>

## 2. SCOPE

This policy applies to all Councillors of Western Downs Regional Council.

This policy does not provide for Councillor remuneration. Councillor remuneration is determined annually by the Local Government Remuneration Commission.

## 3. POLICY

### 3.1 Statement of Principles

This policy is consistent with the local government principles<sup>2</sup> as defined in the *Local Government Act 2009*.

Councillors are entitled to be reimbursed for reasonable expenses incurred in undertaking Council business and be provided with facilities to assist them in carrying out their duties and responsibilities as Councillors.

Councillors use of facilities and reimbursement of expenses must:-

- be **reasonable and in the public interest**, enabling representation whilst avoiding waste;
- be **publicly defensible**, in line with general community expectations; and
- be **accountable and transparent**, approved by Council resolution or administrative process, and disclosed in Council's Annual Report.

### 3.2 Council Business

Council will reimburse reasonable expenses incurred, or to be incurred, by a Councillor representing Council on Council business and provide facilities necessary for the discharge of a Councillor's responsibilities and duties of office.

Council business is official business conducted on behalf of and/or approved by Council where a Councillor is required to undertake tasks to satisfy legislative requirements<sup>4</sup> or achieve business objectives for Council. Council business should result in a benefit being achieved either for Council, the Western Downs area or the community.

Council business includes functions that are a statutory requirement of the Councillors role and include attending an event or function to perform official duties or where a formal invitation has been received inviting the Councillor in their official capacity, such as:-

- a. preparing for, attending and participating in Council meetings, committee meetings, Councillor Information Sessions and approved workshops, strategic briefings and deputations; or
- b. meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions relating to Council business; or

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<sup>1</sup> *Local Government Regulation 2012*, section 249(2)

<sup>2</sup> *Local Government Act 2009*, section 4

<sup>4</sup> *Local Government Act 2009*, section 12



## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

- c. seminars and conferences where Councillors are required to either deliver a paper and/or attend as a delegate of Council as per resolution or by Mayoral approval; or
- d. approved professional development opportunities (see Professional Development expense category section 3.3); or
- e. official functions organised by or on behalf of the local government;
- f. public meetings and other community events within the region such as presentation dinners, meetings with community groups, fetes and carnivals; or
- g. as an official Council representative as per resolution or with the prior approval of the Mayor; or
- h. attendance at civic functions and ceremonies on behalf of the Mayor as delegated by the Mayor; or
- i. attendance at events for the purpose of gathering of information by a Councillor necessary to inform them of a matter of interest to Council or which properly falls within the responsibility of Council or in relation to the Councillor's portfolio; or
- j. other business as resolved by Council.

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- i. attending or participating in a community event, community group including service clubs, or being a representative on a Committee or Board ;
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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Expense Categories	Details
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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

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Expense Categories	Details
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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

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## COUNCILLOR EXPENSES REIMBURSEMENT POLICY - COUNCIL POLICY

Facilities Categories	Details
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### 3.5 Reporting

The *Local Government Regulation 2012* (LGR) legislates that Council must adopt a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The LGR legislates that Council must in its Annual Report detail the expenses incurred by, and the facilities provided to each Councillor during the year under the local government's expenses reimbursement policy and include a copy of the local government's expenses reimbursement policy.

**Title** Corporate Services Report Audit Committee Meeting 16 March 2021

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**Date** 22 March 2021

**Responsible Manager** P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

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## Summary

The purpose of this Report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 16 March 2021.

## 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 note the unconfirmed minutes of the Western Regional Council Audit Committee Meeting held 16 March 2021.

## Background Information

Western Downs Regional Council as a category 3 Council is required under section 150(2) of the *Local Government Act 2009* (the LG Act) to establish an audit committee.

An audit committee is a committee that: -

- a) Monitors and reviews-
  - i. the integrity of financial documents; and
  - ii. the internal audit function; and
  - iii. the effectiveness and objectivity of the local government's internal auditors; and
- b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement (section 105(4) of the LG Act).

The Western Downs Regional Council Audit Committee operates under the Audit Committee Terms of Reference which was adopted by Council on 17 June 2020.

## Report

Council's Audit Committee met on 16 March 2021. The report and recommendations of the meeting are provided to Council pursuant to section 211(1)(c) and (4) of the *Local Government Regulation 2012*.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

The *Local Government Regulation 2012*, section 211, audit committee meetings states: -

*(1) The audit committee of a local government must-*

.....

*(c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.*

.....

*(4) the chief executive officer must present the report mentioned in subsection (1)(c) at the next meeting of the local government.*

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 report and recommendation of the Western Downs Regional Council Audit Committee meeting held 16 March 2021 are provided as per the legislative requirement.

**Attachments**

1. Report Audit Committee Meeting 16 March 2021

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



## Audit Committee Meeting Minutes

**Date:** Tuesday, 16 March 2021  
**Time:** 9:30 am  
**Location:** Board Room, Level 4, WDRC Corporate Office  
30 Marble Street, Dalby

**Committee Members:** Cr. I.J. Rasmussen (Chair)  
Cr. P.M. McVeigh  
Mr. R. Bain, Independent Member

**Officers:** R.A. Musgrove, Chief Executive Officer  
S.M. Peut, General Manager (Corporate Services)  
E. Lambert, Chief Financial Officer  
M. Keane, Queensland Audit Office  
V. de Waal, Deloitte  
P. Greet, Customer Support & Governance Manager  
K. Gillespie, Governance Coordinator  
W. Burton, Performance Risk and Reporting Officer

**1. Meeting Open**

The Chair declared the meeting opened at 9:30am.

**2. Apologies**

Nil

**3. Confirmation of Minutes From Previous Meeting**

**RESOLUTION**

**Moved By** Mr. R. Bain

**Seconded By** Cr. P.M. McVeigh

That the Unconfirmed Minutes of the Western Downs Audit Committee Meeting held on 6 October 2020, copies of which have been circulated to members are confirmed.

**CARRIED**

#### 4. Outstanding Actions List

Nil

#### 5. Internal Audit Report

5.1 Corporate Governance Report to Audit Committee Meeting 16 March 2021

The purpose of this report is to provide the Audit Committee with:

1. details of internal audits completed since the last Audit Committee meeting;
2. a summary of progress on outstanding internal and external audit action items as at February 2021;
3. the proposed 3 Year Internal Audit Plan 2022 - 2024;
4. an update on QAO contracted external audit program;
5. updated Enterprise Risk Register and Fraud Risk Register as at 01 March 2021;
6. an update on Business Continuity Management activity;
7. report on the Public Interest Disclosure Self-Assessment Audit;
8. an overview of key policy and legislative change affecting Council; and
9. a summary of action in relation to the Committee Self-Assessment - Audit Committee

#### **RESOLUTION**

**Moved By** Cr. P.M. McVeigh

**Seconded By** Mr. R. Bain

That the Audit Committee approve the following outstanding internal and external audit action items be closed:

- a. *Recommendations Register (Internal Audit)* recommend close items: BCP2ii, BCP7, PY3, PY5, PY6, PY7, PY8, PY9, PY10, PY11, PY13, PY14, PY15.
- b. *Recommendations Register (External Audit)* recommend close item: 2.

**CARRIED**

#### **RESOLUTION**

**Moved By** Mr. R. Bain

**Seconded By** Cr. P.M. McVeigh

The Audit Committee approve the Three-Year Strategic Internal Audit Plan Financial Years ended 1 July 2022 to 30 June 2024.

**CARRIED**

**6. Financial Reports**

Nil

**7. External Audit Report**

7.1 QAO 2021 External Audit Plan - 16 March 2021

QAO 2021 External Audit Plan be tabled

7.2 QAO Audit and Risk Briefing Paper

QAO Audit and Risk Briefing Paper be tabled

**RESOLUTION**

**Moved By** Cr. P.M. McVeigh

**Seconded By** Mr. R. Bain

That the QAO 2021 External Audit Plan - 16 March 2021 and QAO Audit and Risk Briefing Paper as tabled be received and noted.

**CARRIED**

**8. Other Reports**

Nil

**9. Other Business**

Nil

**10. Meeting Closure**

The Meeting concluded at 10:33am.

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Audit Committee Meeting held this 16 March 2021.

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Cr. I.J. Rasmussen;

Chairman Western Downs Regional Council Audit Committee

**Title** Corporate Services Financial Report March 2021

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**Date** 7 April 2021

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

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### **Summary**

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

### **Link to Corporate Plan**

Strategic Priority: Financial Sustainability

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

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

Nil

### **Officer's Recommendation**

That this Report be received, and that:

1. Council notes the March 2021 Financial Report, and
2. Resolves to approve \$0.333 million in capital expenditure and \$0.264 million in capital revenue being added to Council's 2020-21 capital works program.

### **Background Information**

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

### **Report**

#### **1. Operating Budget**

The operating deficit as at the end of March is \$18.178 million compared to a budgeted profit of \$14.925 million which is \$33.103 million behind budget. This unfavourable position is due to a timing difference for levying of the 2<sup>nd</sup> half year rates budgeted in March. Rates will be levied in April with a due date of May (1-month lag).

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



<b>Council Consolidated</b>	<b>Revised Budget \$</b>	<b>YTD Budget \$</b>	<b>YTD Actuals \$</b>	<b>Variance \$</b>	<b>Comments</b>
<b>Revenue</b>					
Rates and Utility Charges	(91,355,089)	(92,827,212)	(46,045,314)	46,781,898	Rates and Utility Charges revenue is behind budget due to a timing difference for levying the 2nd half year rates levy budgeted in March. Rates will be levied in April.
Volumetric	(6,723,086)	(3,134,975)	(3,100,119)	34,856	Volumetric revenue is in line with budget.
Less: Discounts & Pensioner Remissions	5,317,113	4,365,337	2,421,339	(1,943,998)	Discounts & Pensioner Remissions are behind budget due to a timing difference in the levy of the 2nd half year rates. Rates will be levied in April with discounts being taken up in late April and May.
<b>Net Rates and Utility Charges</b>	<b>(92,761,062)</b>	<b>(91,596,850)</b>	<b>(46,724,093)</b>	<b>44,872,757</b>	
Fees and Charges	(5,559,170)	(4,253,638)	(4,382,622)	(128,984)	Fees and Charges revenue is in line with budget.
Rental and Levies	(1,588,400)	(1,191,294)	(1,372,044)	(180,750)	Rental and Levies revenue is greater than budget by \$0.181 million purely due to a phasing issue. No budget concerns.
Sales of Major Services	(26,558,756)	(19,923,249)	(17,522,087)	2,401,162	Sales of Major Services revenue is under budget by \$2.401 million mainly due to Commercial Works being behind budget \$2.408 million. This is due to outstanding progress claims and is a phasing issue. All projects are on schedule and no budget concerns.
Operating Grants, Subsidies and Contributions	(21,451,589)	(9,701,280)	(12,205,405)	(2,504,125)	Operating Grants, Subsidies and Contributions revenue is over budget by \$2.504 million mainly due to: > \$0.853 million received in Disaster Recovery Funding for the South Qld Heavy Rainfall and flooding event in February 2020. > \$0.573 million received for the Health Services Sector, with additional income being received from the Commonwealth in relation to COVID-19 pandemic and an additional 30 per cent increase in the viability supplement and the residential care homeless supplement. > \$0.395 million received for Communities Combating Pest and Weeds which was not budgeted. > \$0.200 million received for Trainee/Apprentice grants which was not budgeted. > \$0.200 million for Wambo River Improvement Trust. Offset for this is in Materials and Services. This is purely an accounting entry.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Interest Revenue	(1,615,000)	(1,211,247)	(995,974)	215,273	Interest Revenue has come in under budget due to Council budgeting to receive 1.00% and on average receiving 0.80%.
Other Income	(1,601,075)	(1,161,096)	(536,900)	624,196	Other income has come in under budget by \$0.624 million mainly due to: > Cinema revenue being behind budget (\$0.308 million) due to COVID-19 conditions and the closure of the Dalby facility. > Ticket Sales for Big Skies is behind budget (\$0.299 million) YTD. Total budgeted income was \$0.450 million. The offset to this will be no expenditure in Materials and Services (\$0.500 million budgeted). > Legal Fees recovered are also under budget by (\$0.141 million) due to COVID 19 pandemic delaying debt recovery to be recommenced from 1 October 2020.  An upside to this is \$0.072 million we have received in auction sales for plant and equipment sold. This plant is minor plant not listed on the asset register (e.g. tools etc). This was not budgeted.
<b>TOTAL OPERATING REVENUES</b>	<b>(151,135,052)</b>	<b>(129,038,654)</b>	<b>(83,739,124)</b>	<b>45,299,530</b>	
<b>Expenses</b>					
Employee Benefits	57,255,425	41,262,517	41,036,549	(225,968)	Employee Benefits are in line with budget.
Less Capitalised Employee Benefits	(4,728,745)	(3,317,755)	(4,452,923)	(1,135,168)	Capitalised Employee Benefits are better than budget with more staff working on capital works due to the COVID Stimulus package.
<b>Net Employee Benefits</b>	<b>52,526,680</b>	<b>37,944,762</b>	<b>36,583,626</b>	<b>(1,361,136)</b>	
Materials and Services	58,360,000	43,174,104	32,920,732	(10,253,372)	Materials and Services expenditure is under budget due to outstanding invoices not being accrued at the end of the current month (March). Large underspends at the end of March are commercial works invoices \$1.694 million, Waste invoices \$1.473 million & Quarry expenses \$1.061 million. There have also been savings identified including diesel expense of \$0.200 million due to reduced pricing, Big Skies expenditure of \$0.500 million due to cancellation of the event, and \$0.300 million in Legal Fees & Court Costs not incurred.

Council Consolidated	Revised Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Depreciation and Amortisation	43,869,076	32,901,849	32,326,203	(575,646)	Depreciation and Amortisation expenditure is under budget due to the write off of some assets. It is expected that there will be some slight savings in depreciation for the year.
Finance Costs	593,055	93,042	86,830	(6,212)	Finance Costs are in line with budget.
Corporate Overhead	-	-	-	-	
<b>TOTAL OPERATING EXPENSES</b>	<b>155,348,811</b>	<b>114,113,757</b>	<b>101,917,391</b>	<b>(12,196,366)</b>	
<b>Operating (surplus)/deficit</b>	<b>4,213,759</b>	<b>(14,924,897)</b>	<b>18,178,267</b>	<b>33,103,164</b>	

## 2. Business Unit Commentary

- Commercial Works:** Commercial Works currently has an operating deficit of \$0.323 million compared to a budgeted profit of \$0.727 million which is \$1.051 million behind budget. This less favourable position is due to outstanding progress claims and is a phasing issue. All projects are on schedule with no budget concerns. It is expected that Commercial Works will come in ahead of budget for the full year with additional works being added to the program throughout the year (Warra Canaga Creek Road rehab, Prior works on Surat Development Road, resal prior works on Moonie Highway, Bunya Highway & Dalby Jandowae Highway).
- Gas:** Gas currently has an operating profit of \$0.381 million compared to a budgeted profit of \$0.238 million which is \$0.143 million better than budget. This better than budgeted position is due to expenditure being behind budget \$0.261 million due to the March gas invoice being outstanding. There will be savings in purchase of gas expense for the year due to less gas being purchased. Revenue is currently \$0.118 million behind budget. It is currently expected that gas sales will slightly fall short of budget for the year.
- Water:** The Water business unit has an operating deficit of \$3.751 million compared to a budgeted deficit of \$0.849 million which is \$2.901 million behind budget. This less favourable position for water access fees is due to a timing difference in levying rates. This will correct when rates are levied in April. Fees and charges revenue are ahead of budget \$0.254 million due to sales from standpipes being ahead of budget. Depreciation is over budget due to additional assets being added to the depreciation schedule from the capital works program.
- Sewerage:** Sewerage has an operating deficit of \$0.287 million compared to a budgeted profit of \$4.471 million which is \$4.757 million behind budget. This less favourable position is from a timing difference in levying rates for sewerage connection fees. This will correct when rates are levied in April. Depreciation is over budget due to additional assets being added to the depreciation schedule from the capital works program.
- Quarry:** The Quarry and Gravel Pits are \$1.274 million better than budget with an operating profit of \$2.480 million compared to a budgeted profit of \$1.206 million. This better than budgeted position is mainly due to Materials and Services being under budget \$1.061 million. This underspend relates to product being produced at lower than budgeted cost of production per tonne, higher production tonnage than budgeted, and the stocktake adjustment having a positive impact of \$0.224 million. Revenue and therefore tonnes sold is in line with budget. It is expected that the Quarry will do better than budget for the full year due to an

additional 70,000 tonnes of crushed gravel being produced for the additional Works Projects now being added to the program.

- **Waste:** Waste currently has an operating deficit of \$1.080 million compared to a budgeted profit of \$0.139 million which is \$1.219 million behind budget. This less favourable position is due to water access fees being behind budget due to the delay in levying rates. This will correct when rates are levied in April. Materials and Services are significantly behind budget \$1.473 million. This underspend relates mainly to outstanding invoices from the waste contracts (\$1.023 million) and the waste levy in which we currently have received more revenue for the levy than what we have paid (\$0.305 million). This is a phasing issue with the budget phased evenly over 12 months, where only the Jandowae site is paid monthly with the other sites to be paid annually in June as surveys are required to calculate the levy for those sites.
- **Saleyards:** Saleyards have an operating profit of \$0.549 million compared to a budgeted profit of \$0.239 million which is \$0.310 million greater than budget. This better than budgeted position is mainly due to Materials and Services being behind budget \$0.346 million for outstanding expenditure. Revenue is \$0.100 million behind budget due to a drop in cattle throughput from market prices, weather and feed prices.
- **Washdown Bays:** Washdown Bays currently have an operating profit of \$0.053 million compared to an operating deficit of \$0.192 million which is \$0.245 million better than budget. This better than budgeted position is due to revenue exceeding budget by \$0.192 million. When the original budget was formed, the budget was conservative due to the unknown effects of COVID-19. Expenditure is essentially in line with budget.

### 3. Capital Revenue and Expenditure

#### • Capital Revenue

Capital Revenue is \$0.925 million behind budget with \$18.197 million being received as at 31 March 2021.

- Capital Grants and Subsidies are \$0.299 million ahead of budget. This is mainly due to Council receiving grants for the Bell and Ducklo Waste recycling centre projects (\$0.326 million). Bell did not have an income budget allocated and the Ducklo budget is in the next financial year (2021-22).
- Contributions are \$1.450 million behind budget. This is a phasing issue with works complete and outstanding payment claims. No budget concerns.
- Contributed Assets are \$0.695 million behind budget. When this budget was formed it was based on an estimate with it hard to quantify what assets will be recognised throughout the year.
- Contributions from Developers is \$0.257 million behind budget. When this budget was formed it was based on an estimate with difficulty in quantifying what will be contributed throughout the year.
- Disposal of Non-Current Assets is \$1.178 million ahead of budget. Disposal of Assets will come in over budget for the year due to the second 2019-20 financial year yellow fleet auction being postponed until October 2020 as a result of COVID-19.

#### • Capital Expenditure

Capital Expenditure is \$11.010 million behind budget with \$33.518 million being spent as at the end of March 2021. This underspend is due to the following:

- Outstanding progress payments and works in progress not being invoiced. There will always be a timing difference in capital expenditure with works complete and subsequent payment for those works.
- There have been some road projects which have been pushed out to later in the year due to some high priority maintenance works and commercial works being brought forward.

- Some capital projects have also been identified that are unable to be completed this financial year and will need to be carried over to 2021-22. This is due to contractor availability, inflated prices in the market and pending funding approval. Identified projects are the Chinchilla Cultural Precinct, Thomas Jack Park, Flood reconstruction projects, Wandoan Washdown Bay, Wandoan Stores Shed Demolition and replacement and the Wandoan Workshop Skillion and concrete slab extension projects. The capital works program will continue to be closely monitored with a push to get as much work completed by 30 June 2021, however if prices are still too inflated, the projects will be delayed until market prices settle.

Projects to the value of \$0.333 million in expenditure and \$0.264 million in revenue have been added to the 2020-21 capital works program. As per Budget Policy, the projects have been approved by either Council, or the Chief Executive Officer. The projects are listed in the table below.

Project ID	Project Name	Expenditure Budget	Income Budget	Comment
<b>Current Approved Capital Budget</b>		<b>82,116,730</b>	<b>(32,995,587)</b>	
<b>Capital Projects already approved by Council</b>				
11100.0304.0011	Miles VIC/ Historical Village Entrance & Landscaping Project	85,447	-	Budget increased. Approved by Council Resolution 17/02/21
<b>Total</b>		<b>85,447</b>	<b>-</b>	
<b>Capital Projects for Council approval</b>				
66100.0085.1580	Freemans Road Heavy Formation Grading (with water) + Gravel Patching	139,178	(160,055)	Approved by CEO 02/02/21
66100.0085.1581	Blackburn's Road Heavy Formation Grading (with water) + Gravel Patching	90,472	(104,403)	Approved by CEO 02/02/21
11100.0215.0192	Bell Golf Club Cold Room	17,503	-	Approved by General Manager 01/03/21. Funded from the Showgrounds reserve.
<b>Total</b>		<b>247,153</b>	<b>(264,458)</b>	
<b>Total Adjustments</b>		<b>332,600</b>	<b>(264,458)</b>	
<b>Revised Capital Budget</b>		<b>82,449,330</b>	<b>(33,260,045)</b>	

#### 4. Cash and Investments

Council's Cash and Investments as at the end of March 2021 totalled \$174.843 million which represents 13.50 months of Operating Expenses including depreciation which is a strong position. The balance as at 30 June 2020 was \$174.933 million. The reason for this high balance is due to additional funding being received as part of the COVID-19 Stimulus works and a lag in operational and capital expenditure. Cash will continue to decline as expenditure starts to accelerate prior to the end of the financial year. The next major revenue stream will be the 2<sup>nd</sup> half rates levy which will be received in April. It is expected that cash at 30 June 2021 will be approximately between \$175.000 million and \$185.000 million.

##### Consultation (Internal/External)

Nil

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

Nil

##### Budget/Financial Implications

Council adopted the FY2021 Original Budget on 22 July 2020. The attached One-Page report details the progress made against Year-To-Date (YTD) budget for the period ending 31 March 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 no budget concerns as at 31 March 2021. It is currently anticipated that Council will make an operating profit for the year due to some budget upsides. There has been a month delay in receiving the 2<sup>nd</sup> half year rates income, Council can absorb this delay in cash flow due to a strong cash balance. In addition, there are projects totalling \$0.333 million in expenditure and \$0.264 million in revenue which needs to be approved so that Council's capital works program can be adjusted accordingly.

## **Attachments**

1. One Page Report March 2021

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



**Western Downs Regional Council**  
**One Page Result**  
**Period Ending: 31 March 2021**

	Council Consolidated					Council Net					Commercial Works				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	(91,355,089)	(91,355,089)	(92,827,212)	(46,045,314)	46,781,898	(70,892,507)	(70,892,507)	(72,364,630)	(35,828,909)	36,535,721	-	-	-	-	-
Volumetric	(6,723,086)	(6,723,086)	(3,134,975)	(3,100,119)	34,856	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,317,113	5,317,113	4,365,337	2,421,339	(1,943,998)	3,955,125	3,955,125	3,293,844	1,852,299	(1,441,545)	-	-	-	-	-
Net Rates and Utility Charges	(92,761,062)	(92,761,062)	(91,596,850)	(46,724,093)	44,872,757	(66,937,382)	(66,937,382)	(69,070,786)	(33,976,611)	35,094,175	-	-	-	-	-
Fees and Charges	(5,559,170)	(5,559,170)	(4,253,638)	(4,382,622)	(128,984)	(2,642,810)	(2,642,810)	(2,066,359)	(1,793,144)	273,215	-	-	-	-	-
Rental and Levies	(1,588,400)	(1,588,400)	(1,191,294)	(1,372,044)	(180,750)	(1,513,400)	(1,513,400)	(1,135,044)	(1,295,006)	(159,962)	-	-	-	-	-
Sales of Major Services	(26,558,756)	(26,558,756)	(19,923,249)	(17,522,087)	2,401,162	-	-	-	-	-	(12,050,000)	(12,050,000)	(10,250,943)	(7,843,189)	2,407,754
Operating Grants & Subsidies	(21,451,589)	(21,451,589)	(9,701,280)	(12,205,405)	(2,504,125)	(21,451,589)	(21,451,589)	(9,701,280)	(12,205,405)	(2,504,125)	-	-	-	-	-
Interest	(1,615,000)	(1,615,000)	(1,211,247)	(995,974)	215,273	(1,615,000)	(1,615,000)	(1,211,247)	(945,282)	265,965	-	-	-	-	-
Other Income	(1,601,075)	(1,601,075)	(1,161,096)	(536,900)	624,196	(1,561,075)	(1,561,075)	(1,131,090)	(525,285)	605,805	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>(151,135,052)</b>	<b>(151,135,052)</b>	<b>(129,038,654)</b>	<b>(83,739,124)</b>	<b>45,299,530</b>	<b>(95,721,256)</b>	<b>(95,721,256)</b>	<b>(84,315,806)</b>	<b>(50,740,732)</b>	<b>33,575,074</b>	<b>(12,050,000)</b>	<b>(12,050,000)</b>	<b>(10,250,943)</b>	<b>(7,843,189)</b>	<b>2,407,754</b>
<b>Operating Expenses</b>															
Employee Benefits	57,255,425	57,255,425	41,262,517	41,036,549	(225,968)	46,999,291	46,999,291	34,095,139	33,402,769	(692,370)	2,076,057	2,076,057	1,444,510	1,782,043	337,533
Less Capitalised Employee Benefits	(4,728,745)	(4,728,745)	(3,317,755)	(4,452,923)	(1,135,168)	(4,256,418)	(4,256,418)	(2,961,591)	(3,980,051)	(1,018,460)	-	-	-	-	-
Net Employee Benefits	52,526,680	52,526,680	37,944,762	36,583,626	(1,361,136)	42,742,873	42,742,873	31,133,548	29,422,718	(1,710,830)	2,076,057	2,076,057	1,444,510	1,782,043	337,533
Materials and Services	58,360,000	58,360,000	43,174,104	32,920,732	(10,253,372)	27,442,493	27,442,493	19,889,629	14,385,884	(5,503,745)	8,691,790	8,691,790	7,736,768	6,042,055	(1,694,713)
Depreciation and Amortisation	43,869,076	43,869,076	32,901,849	32,326,203	(575,646)	36,544,733	36,544,733	27,408,573	26,203,547	(1,205,026)	-	-	-	-	-
Finance Costs	593,055	593,055	93,042	86,830	(6,212)	480,878	480,878	93,042	84,708	(8,334)	-	-	-	-	-
Corporate Overhead	-	-	-	-	-	(4,208,017)	(4,208,017)	(3,156,021)	(3,156,021)	-	456,576	456,576	342,432	342,432	-
<b>Total Operating Expenses</b>	<b>155,348,811</b>	<b>155,348,811</b>	<b>114,113,757</b>	<b>101,917,391</b>	<b>(12,196,366)</b>	<b>103,002,960</b>	<b>103,002,960</b>	<b>75,368,771</b>	<b>66,940,835</b>	<b>(8,427,936)</b>	<b>11,224,423</b>	<b>11,224,423</b>	<b>9,523,710</b>	<b>8,166,530</b>	<b>(1,357,180)</b>
<b>Operating (surplus)/deficit</b>	<b>4,213,759</b>	<b>4,213,759</b>	<b>(14,924,897)</b>	<b>18,178,267</b>	<b>33,103,164</b>	<b>7,281,704</b>	<b>7,281,704</b>	<b>(8,947,035)</b>	<b>16,200,104</b>	<b>25,147,139</b>	<b>(825,577)</b>	<b>(825,577)</b>	<b>(727,233)</b>	<b>323,342</b>	<b>1,050,575</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	(21,529,823)	(29,856,170)	(14,928,085)	(15,226,904)	(298,819)	(21,529,823)	(29,856,170)	(14,928,085)	<b>(14,900,871)</b>	27,214	-	-	-	-	-
Contributions	(2,089,578)	(3,139,417)	(2,281,057)	(830,669)	1,450,388	(2,089,578)	(3,139,417)	(2,281,057)	<b>(830,669)</b>	1,450,388	-	-	-	-	-
Contributions - Contributed Assets	(1,000,000)	(1,000,000)	(750,000)	(55,404)	694,596	(1,000,000)	(1,000,000)	(750,000)	<b>(26,736)</b>	723,264	-	-	-	-	-
Contributions from Developers - Cash	(700,000)	(700,000)	(525,000)	(268,401)	256,599	(700,000)	(700,000)	(525,000)	<b>(153,045)</b>	371,955	-	-	-	-	-
Disposal of Non-Current Assets	(850,000)	(850,000)	(637,500)	(1,815,163)	(1,177,663)	(850,000)	(850,000)	(637,500)	<b>(1,815,163)</b>	(1,177,663)	-	-	-	-	-
<b>Total Capital Revenue</b>	<b>(26,169,401)</b>	<b>(35,545,587)</b>	<b>(19,121,642)</b>	<b>(18,196,541)</b>	<b>925,101</b>	<b>(26,169,401)</b>	<b>(35,545,587)</b>	<b>(19,121,642)</b>	<b>(17,726,484)</b>	<b>1,395,158</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	35,289	35,289	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	9,200,000	9,200,000	6,900,000	4,427,496	(2,472,504)	8,200,000	8,200,000	6,150,000	3,628,129	(2,521,871)	-	-	-	-	-
<b>Total Capital Expenses</b>	<b>9,200,000</b>	<b>9,200,000</b>	<b>6,900,000</b>	<b>4,462,784</b>	<b>(2,437,216)</b>	<b>8,200,000</b>	<b>8,200,000</b>	<b>6,150,000</b>	<b>3,628,129</b>	<b>(2,521,871)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(12,755,642)</b>	<b>(22,131,828)</b>	<b>(27,146,539)</b>	<b>4,444,510</b>	<b>31,591,049</b>	<b>(10,687,697)</b>	<b>(20,063,883)</b>	<b>(21,918,677)</b>	<b>2,101,749</b>	<b>24,020,426</b>	<b>(825,577)</b>	<b>(825,577)</b>	<b>(727,233)</b>	<b>323,342</b>	<b>1,050,575</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	17,310,894	25,036,363	4,715,648	4,296,056	(419,592)	16,735,894	24,461,363	4,215,648	4,201,859	(13,789)	-	-	-	-	-
Capital Expenditure - Upgrade Assets	9,610,468	12,752,306	6,022,019	4,057,954	(1,964,065)	8,493,033	11,634,871	5,294,769	3,801,842	(1,492,927)	-	-	-	-	-
Capital Expenditure - Replacement Assets	50,587,994	44,328,061	33,790,337	25,163,985	(8,626,352)	43,218,190	36,958,257	28,424,222	21,578,574	(6,845,648)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	<b>77,509,356</b>	<b>82,116,730</b>	<b>44,528,004</b>	<b>33,517,995</b>	<b>(11,010,009)</b>	<b>68,447,117</b>	<b>73,054,491</b>	<b>37,934,639</b>	<b>29,582,275</b>	<b>(8,352,364)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



	Gas					Water					Sewerage				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>															
Rates and Utility Charges	-	-	-	-	-	(5,923,280)	(5,923,280)	(5,923,280)	(2,957,883)	2,965,397	(9,008,465)	(9,008,465)	(9,008,465)	(4,496,173)	4,512,292
Volumetric	-	-	-	-	-	(6,723,086)	(6,723,086)	(3,134,975)	(3,100,119)	34,856	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	50,000	38,714	(11,286)	635,023	635,023	476,268	221,773	(254,495)	450,423	450,423	337,818	193,884	(143,934)
Net Rates and Utility Charges	-	-	50,000	38,714	(11,286)	(12,011,343)	(12,011,343)	(8,581,987)	(5,836,229)	2,745,758	(8,558,042)	(8,558,042)	(8,670,647)	(4,302,289)	4,368,358
Fees and Charges	(31,000)	(31,000)	(23,247)	(27,301)	(4,054)	(770,000)	(770,000)	(577,503)	(831,917)	(254,414)	-	-	-	(1,698)	(1,698)
Rental and Levies	-	-	-	-	-	(75,000)	(75,000)	(56,250)	(77,039)	(20,789)	-	-	-	-	-
Sales of Major Services	(3,132,662)	(3,132,662)	(1,834,662)	(1,700,796)	133,866	(12,070)	(12,070)	(9,054)	(20,208)	(11,154)	(12,070)	(12,070)	(9,054)	(51,299)	(42,245)
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(28,666)	(28,666)	-	-	-	(13,391)	(13,391)
Other Income	-	-	-	-	-	-	-	-	(11,614)	(11,614)	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>(3,163,662)</b>	<b>(3,163,662)</b>	<b>(1,807,909)</b>	<b>(1,689,383)</b>	<b>118,526</b>	<b>(12,868,413)</b>	<b>(12,868,413)</b>	<b>(9,224,794)</b>	<b>(6,805,674)</b>	<b>2,419,120</b>	<b>(8,570,112)</b>	<b>(8,570,112)</b>	<b>(8,679,701)</b>	<b>(4,368,677)</b>	<b>4,311,024</b>
<b>Operating Expenses</b>															
Employee Benefits	365,279	365,279	253,971	220,355	(33,616)	4,178,985	4,178,985	2,909,992	3,092,223	182,231	1,367,262	1,367,262	952,076	1,076,801	124,725
Less Capitalised Employee Benefits	-	-	-	-	-	-	-	-	(92,387)	(92,387)	-	-	-	(14,128)	(14,128)
Net Employee Benefits	365,279	365,279	253,971	220,355	(33,616)	4,178,985	4,178,985	2,909,992	2,999,835	89,843	1,367,262	1,367,262	952,076	1,062,673	110,597
Materials and Services	1,179,815	1,179,815	884,652	655,184	(229,468)	4,167,079	4,167,079	3,035,279	3,072,349	37,070	1,419,217	1,419,217	1,038,406	1,093,321	54,915
Depreciation and Amortisation	276,836	276,836	207,639	209,446	1,807	4,036,243	4,036,243	3,027,177	3,382,509	355,332	2,116,623	2,116,623	1,587,474	1,868,288	280,814
Finance Costs	45,650	45,650	-	-	-	28,490	28,490	-	-	-	-	-	-	-	-
Corporate Overhead	298,210	298,210	223,659	223,659	-	1,468,926	1,468,926	1,101,699	1,101,699	-	841,587	841,587	631,188	631,188	-
<b>Total Operating Expenses</b>	<b>2,165,790</b>	<b>2,165,790</b>	<b>1,569,921</b>	<b>1,308,644</b>	<b>(261,277)</b>	<b>13,879,723</b>	<b>13,879,723</b>	<b>10,074,147</b>	<b>10,556,392</b>	<b>482,245</b>	<b>5,744,689</b>	<b>5,744,689</b>	<b>4,209,144</b>	<b>4,655,470</b>	<b>446,326</b>
<b>Operating (surplus)/deficit</b>	<b>(997,872)</b>	<b>(997,872)</b>	<b>(237,988)</b>	<b>(380,739)</b>	<b>(142,751)</b>	<b>1,011,310</b>	<b>1,011,310</b>	<b>849,353</b>	<b>3,750,719</b>	<b>2,901,366</b>	<b>(2,825,423)</b>	<b>(2,825,423)</b>	<b>(4,470,557)</b>	<b>286,794</b>	<b>4,757,351</b>
<b>Capital Revenue</b>															
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	(28,668)	(28,668)
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	(71,770)	(71,770)	-	-	-	(43,585)	(43,585)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(71,770)</b>	<b>(71,770)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(72,253)</b>	<b>(72,253)</b>
<b>Capital Expenses</b>															
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	800,000	800,000	600,000	82,118	(517,882)	100,000	100,000	75,000	607,117	532,117
<b>Total Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>800,000</b>	<b>800,000</b>	<b>600,000</b>	<b>82,118</b>	<b>(517,882)</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>607,117</b>	<b>532,117</b>
<b>Net Result (surplus)/deficit</b>	<b>(997,872)</b>	<b>(997,872)</b>	<b>(237,988)</b>	<b>(380,739)</b>	<b>(142,751)</b>	<b>1,811,310</b>	<b>1,811,310</b>	<b>1,449,353</b>	<b>3,761,067</b>	<b>2,311,714</b>	<b>(2,725,423)</b>	<b>(2,725,423)</b>	<b>(4,395,557)</b>	<b>821,658</b>	<b>5,217,215</b>
<b>Capital Funding Applications</b>															
Capital Expenditure - New Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	897,872	897,872	557,628	169,323	(388,305)	214,927	214,927	164,986	83,588	(81,398)
Capital Expenditure - Replacement Assets	-	-	-	-	-	3,800,212	3,800,212	2,638,286	1,693,211	(945,075)	3,184,751	3,184,751	2,342,988	1,745,377	(597,611)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,698,084</b>	<b>4,698,084</b>	<b>3,195,914</b>	<b>1,862,534</b>	<b>(1,333,380)</b>	<b>3,399,678</b>	<b>3,399,678</b>	<b>2,507,974</b>	<b>1,828,965</b>	<b>(679,009)</b>



**Western Downs Regional Council**  
**One Page Result**  
**Period Ending: 31 March 2021**

	Quarry					Waste					Saleyards					Washdown Bays				
	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	Revised Budget	YTD Budget	YTD Actuals	YTD Variance
<b>Operating Revenue</b>																				
Rates and Utility Charges	-	-	-	-	-	(5,530,837)	(5,530,837)	(5,530,837)	(2,762,348)	2,768,489	-	-	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	-	276,542	276,542	207,407	114,670	(92,737)	-	-	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	-	(5,254,295)	(5,254,295)	(5,323,430)	(2,647,678)	2,675,752	-	-	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	(468)	(468)	(1,715,360)	(1,715,360)	(1,286,532)	(1,235,695)	50,837	-	-	-	-	-	(400,000)	(400,000)	(299,997)	(492,399)	(192,402)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,551,954)	(8,551,954)	(5,691,536)	(5,879,038)	(187,502)	-	-	-	-	-	(2,800,000)	(2,800,000)	(2,128,000)	(2,027,556)	100,444	-	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	(8,636)	(8,636)	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	(40,000)	(40,000)	(30,006)	-	30,006	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>(8,551,954)</b>	<b>(8,551,954)</b>	<b>(5,691,536)</b>	<b>(5,879,506)</b>	<b>(187,970)</b>	<b>(7,009,655)</b>	<b>(7,009,655)</b>	<b>(6,639,968)</b>	<b>(3,892,009)</b>	<b>2,747,959</b>	<b>(2,800,000)</b>	<b>(2,800,000)</b>	<b>(2,128,000)</b>	<b>(2,027,556)</b>	<b>100,444</b>	<b>(400,000)</b>	<b>(400,000)</b>	<b>(299,997)</b>	<b>(492,399)</b>	<b>(192,402)</b>
<b>Operating Expenses</b>																				
Employee Benefits	1,156,494	1,156,494	832,759	811,354	(21,405)	478,263	478,263	332,772	278,038	(54,734)	500,045	500,045	348,235	296,834	(51,401)	133,749	133,749	93,063	76,131	(16,932)
Less Capitalised Employee Benefits	(472,327)	(472,327)	(356,164)	(358,511)	(2,347)	-	-	-	-	-	-	-	-	(7,845)	(7,845)	-	-	-	-	-
Net Employee Benefits	684,167	684,167	476,595	452,843	(23,752)	478,263	478,263	332,772	278,038	(54,734)	500,045	500,045	348,235	288,989	(59,246)	133,749	133,749	93,063	76,131	(16,932)
Materials and Services	5,508,461	5,508,461	3,727,861	2,666,536	(1,061,325)	8,011,672	8,011,672	5,454,908	3,981,910	(1,472,998)	1,448,399	1,448,399	1,069,803	723,333	(346,470)	491,074	491,074	336,798	300,160	(36,638)
Depreciation and Amortisation	22,394	22,394	16,794	15,943	(851)	424,371	424,371	318,285	314,514	(3,771)	419,208	419,208	314,406	309,459	(4,947)	28,668	28,668	21,501	22,497	996
Finance Costs	1,467	1,467	-	-	-	14,636	14,636	-	2,123	2,123	2,991	2,991	-	-	-	18,943	18,943	-	-	-
Corporate Overhead	352,460	352,460	264,348	264,348	-	527,143	527,143	395,361	395,361	-	209,279	209,279	156,960	156,960	-	53,836	53,836	40,374	40,374	-
<b>Total Operating Expenses</b>	<b>6,568,949</b>	<b>6,568,949</b>	<b>4,485,598</b>	<b>3,399,670</b>	<b>(1,085,928)</b>	<b>9,456,085</b>	<b>9,456,085</b>	<b>6,501,326</b>	<b>4,971,945</b>	<b>(1,529,381)</b>	<b>2,579,922</b>	<b>2,579,922</b>	<b>1,889,404</b>	<b>1,478,741</b>	<b>(410,663)</b>	<b>726,270</b>	<b>726,270</b>	<b>491,736</b>	<b>439,162</b>	<b>(52,574)</b>
<b>Operating (surplus)/deficit</b>	<b>(1,983,005)</b>	<b>(1,983,005)</b>	<b>(1,205,938)</b>	<b>(2,479,836)</b>	<b>(1,273,898)</b>	<b>2,446,430</b>	<b>2,446,430</b>	<b>(138,642)</b>	<b>1,079,936</b>	<b>1,218,578</b>	<b>(220,078)</b>	<b>(220,078)</b>	<b>(238,596)</b>	<b>(548,815)</b>	<b>(310,219)</b>	<b>326,270</b>	<b>326,270</b>	<b>191,739</b>	<b>(53,237)</b>	<b>(244,976)</b>
<b>Capital Revenue</b>																				
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	(326,034)	(326,034)	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(326,034)</b>	<b>(326,034)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Expenses</b>																				
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	2,928	2,928	-	-	-	32,361	32,361	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	100,000	100,000	75,000	110,131	35,131	-	-	-	-	-
<b>Total Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,928</b>	<b>2,928</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,361</b>	<b>32,361</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>110,131</b>	<b>35,131</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Result (surplus)/deficit</b>	<b>(1,983,005)</b>	<b>(1,983,005)</b>	<b>(1,205,938)</b>	<b>(2,476,908)</b>	<b>(1,270,970)</b>	<b>2,446,430</b>	<b>2,446,430</b>	<b>(138,642)</b>	<b>786,263</b>	<b>924,905</b>	<b>(120,078)</b>	<b>(120,078)</b>	<b>(163,596)</b>	<b>(438,685)</b>	<b>(275,089)</b>	<b>326,270</b>	<b>326,270</b>	<b>191,739</b>	<b>(53,237)</b>	<b>(244,976)</b>
<b>Capital Funding Applications</b>																				
Capital Expenditure - New Assets	-	-	-	-	-	500,000	500,000	500,000	94,197	(405,803)	-	-	-	-	-	75,000	75,000	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	4,636	4,636	4,636	3,201	(1,435)	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	-	115,752	115,752	115,752	99,180	(16,572)	269,089	269,089	269,089	47,643	(221,446)	-	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Funding Applications</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>620,388</b>	<b>620,388</b>	<b>620,388</b>	<b>196,578</b>	<b>(423,810)</b>	<b>269,089</b>	<b>269,089</b>	<b>269,089</b>	<b>47,643</b>	<b>(221,446)</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Title** Corporate Services Report Early Career Program 2021

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**Date** 14 April 2021

**Responsible Manager** J. Marrinan, ACTING CHIEF HUMAN RESOURCES OFFICER

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### **Summary**

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

### **Link to Corporate Plan**

Strategic Priority: Financial Sustainability

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

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

Nil

### **Officer's Recommendation**

That this Report be received and noted.

### **Background Information**

Council, through its Early Career Program is committed in its support to provide growth and development opportunities for the region's diverse youth and disadvantaged job seekers.

By building capacity within its regional workforce, Council's Early Career Program provides the opportunity for local youth to obtain a nationally recognised qualification, gain hands on experience and the skills necessary to have successful outcomes in relation to further study or employment opportunities.

### **Report**

Council's Apprentice and Trainee recruitment campaign was undertaken in December 2020 and January 2021 for 17 early career positions. Council received a positive response of applications for all 2021 Apprentice and Trainees positions, including the KickStart Disability Traineeships.

The success of the Early Career recruitment campaign in both quality and quantity can be attributed to partnering with the Communication and Marketing Team and expanding our promotional initiatives; which included:

## Apprentice and Trainee Recruitment Campaign



- Letter box drops (Regional)
- Regional High Schools Visits
- Employment Agencies
- Regular social media posts
- Regular media releases
- Community Channels
- Cinema Advertising
- Council Foyer TV advertising
- Council's Corporate Website
- Inclusion in local print material

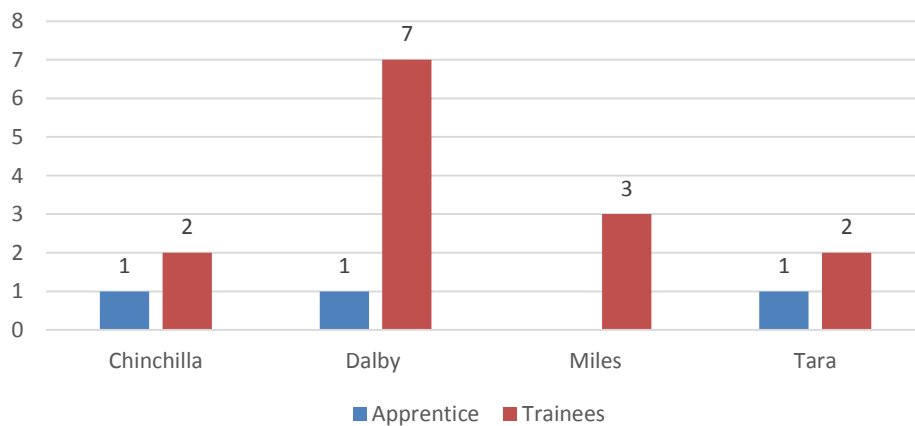
All high schools were visited by the Career Development Officer, with information provided directly to senior students; and with each school taking the opportunity to promote internally and through school networks.

Local employment agencies were provided information for them to promote and specialist employment agencies were contacted in promotion of the KickStart Disability Traineeship positions.

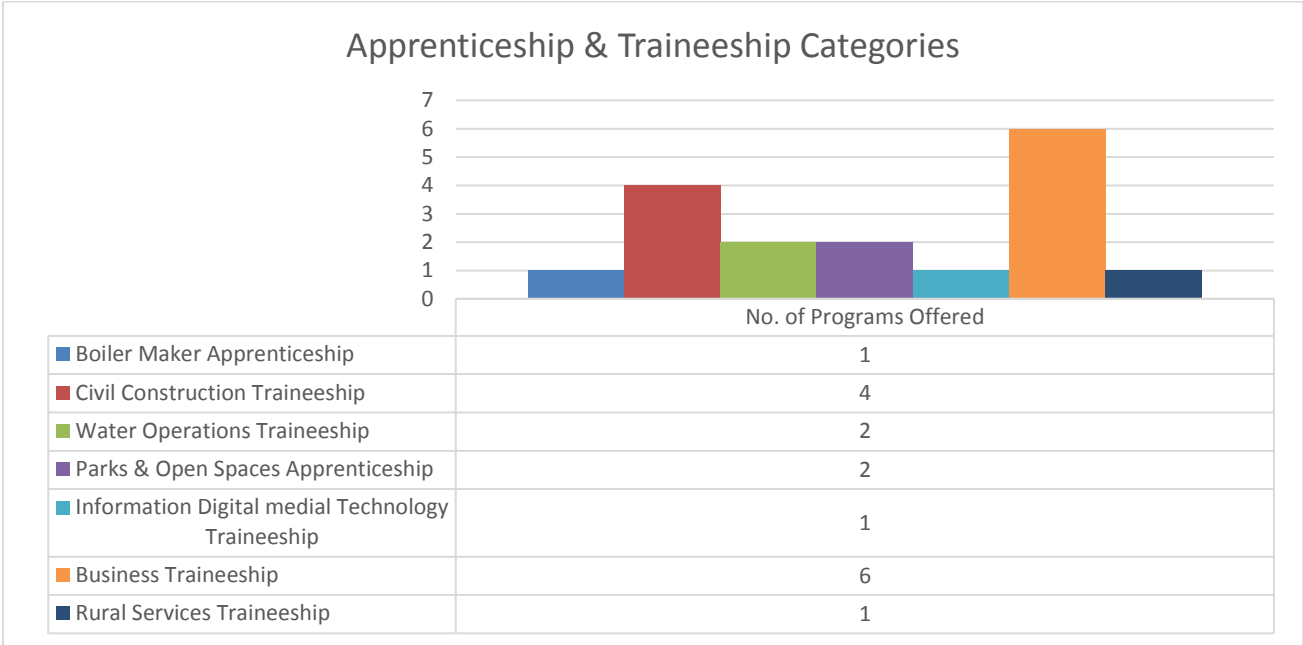
### 1. 2021 Apprentice and Trainee Intake and Placement

The 2021 regional Apprentices and Trainees have been placed as follows:

### 2021 Apprentice and Trainee Location



The 2021 early careers program provides a variety of categories as outlined below:





## 2. 2021 AFL SportsReady Business Trainees

In relation to the AFL SportsReady Indigenous Trainee, location and placement was based on both applications received and discussions held with Supervisors confirming their ability to support an additional trainee. Consultation was also held with AFL SportsReady regarding the appropriate alignment of roles, resulting in the AFL SportsReady Indigenous applicant being based within the Infrastructure Services Administration Team.

## 3. 2020 WDRC Community Spirit Bursaries

Seven regional graduating high school students were awarded the WDRC Community Spirit Bursary Award in 2020. Three of the graduating students have already taken the opportunity to complete paid work placement prior to commencing their university studies in 2021.

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

## 4. 2021 Kickstart Disability Trainees

This program was introduced to demonstrate WDRC's commitment to support a diverse, flexible and inclusive workforce and culture that empowers individuals of all backgrounds and abilities to reach their full potential.

The successful Kickstart Disability applicant for 2021 is undertaking a Traineeship in Rural Services. Placement for a second Kickstart Disability applicant is currently in progress.



Consultation (Internal/External)

Employees (Internal/External)  
Human Resources Department  
Communication and Marketing Team  
Executive Management  
Regional High Schools  
Employment Agencies

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**

Through its Early Career Program, Council has continued to support the growth and development of our region by embracing the diversity of its youth and disadvantaged job seekers. By continuing Council's Traineeship and Apprenticeship opportunities, and other Early Career initiatives, Council is safeguarding the future of our region, by ensuring that local youth are retained through local employment opportunities.

**Attachments**

Nil

**Authored by:** S. Budd, OD COORDINATOR

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

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**Date** 9 March 2021

**Responsible Manager** B. Barnett, SENIOR WORKS MANAGER

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## Summary

The purpose of this Report is to provide Council with a project update with regards to the Western Downs Regional Road and Transport Group Local Road of Regional Significance Network.

### Link to Corporate Plan

Strategic Priority: Financial Sustainability

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

Strategic Priority: Great Liveability

- A safe and well maintained road network connects our region.

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.

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That this report be received and noted.

### Background Information

#### ***Regional Roads Transport Group (RRTG)***

RRTGs are the foundation of the Alliance. RRTGs are formed through voluntary collaboration between Councils that align regionally and the local TMR District or Districts. RRTG members include local government elected representatives and TMR District Directors.

#### ***Transport Infrastructure Development Scheme (TIDS)***

RTA TIDS provides targeted investment in local government and Main Roads transport infrastructure.

#### ***Local Roads of Regional Significance (LRRS)***

LRRS are determined by the RRTG to focus TIDS investment on roads of strategic importance. Each RRTG must identify the transport infrastructure that is important for their region. LRRS consist of lower order State-controlled roads and higher order Local Government roads that perform a similar function.

### ***RRTG Works Program Funding***

- Higher-order local government roads included in the program require a minimum 50% contribution to the total project cost.
- Lower order state-controlled roads included in the program do not require the TIDS funding to be matched.
- TIDS funds not expended within a financial year are forfeited.

### ***History (RTA and RRTGs)***

The RTA was setup in 2002 to strategically manage the lower order State-controlled roads and the higher order Local Government-controlled roads. RRTGs were set up around the state to manage these roads in their area. These RRTGs determined their LRRS roads and the RRTG Works Program on these roads.

Western Downs Regional Council are part of the Western Downs Regional Road and Transport Group (RRTG) in conjunction with the Department of Transport and Main Roads. The Western Downs RRTG is a lone Council RRTG enabling 100% of the Western Downs RRTG TIDS funding to be spent on roads within the Western Downs Region, on either Council higher order roads or TMR's lower order roads.

### **Report**

Supporting Council's Economic Growth, Great Liveability and Financial Sustainability Strategic Priorities, Council has focussed to remove bottlenecks from our region's road network to improve access for high productivity vehicles to freight links, whilst ensuring a safe and well-maintained road network connects our region.

Due to Council's long-term asset management planning, incorporated into Council's 10 year capital works program an asset milestone has been reached in 2021. As part of Council's 2020/21 Capital Works Program the Arubial Road Ch 9.86 - 16.30 Upgrade Project was the last remaining gravel section of a 56 kilometre bitumen sealed route.

Council's higher order roads, Riverglen Road, Glenmorgan, Yulabilla Road, Yulabilla and Arubial Road, Condamine have been upgraded from an unsealed gravel pavement to a bitumen sealed standard over multiple years. These individual road projects have resulted in a collaborative project providing the local residents and community with a bitumen sealed route connecting Glenmorgan from the Surat Developmental Road through to the Roma-Condamine Road at Condamine at a combined total length of 56 kilometres.

This multi year project will enable safer and more cost-effective transport for the primary producers accessing the market as well as for the residents in these communities.

#### Consultation (Internal/External)

Nil

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

Nil

#### Budget/Financial Implications

Nil

### **Conclusion**

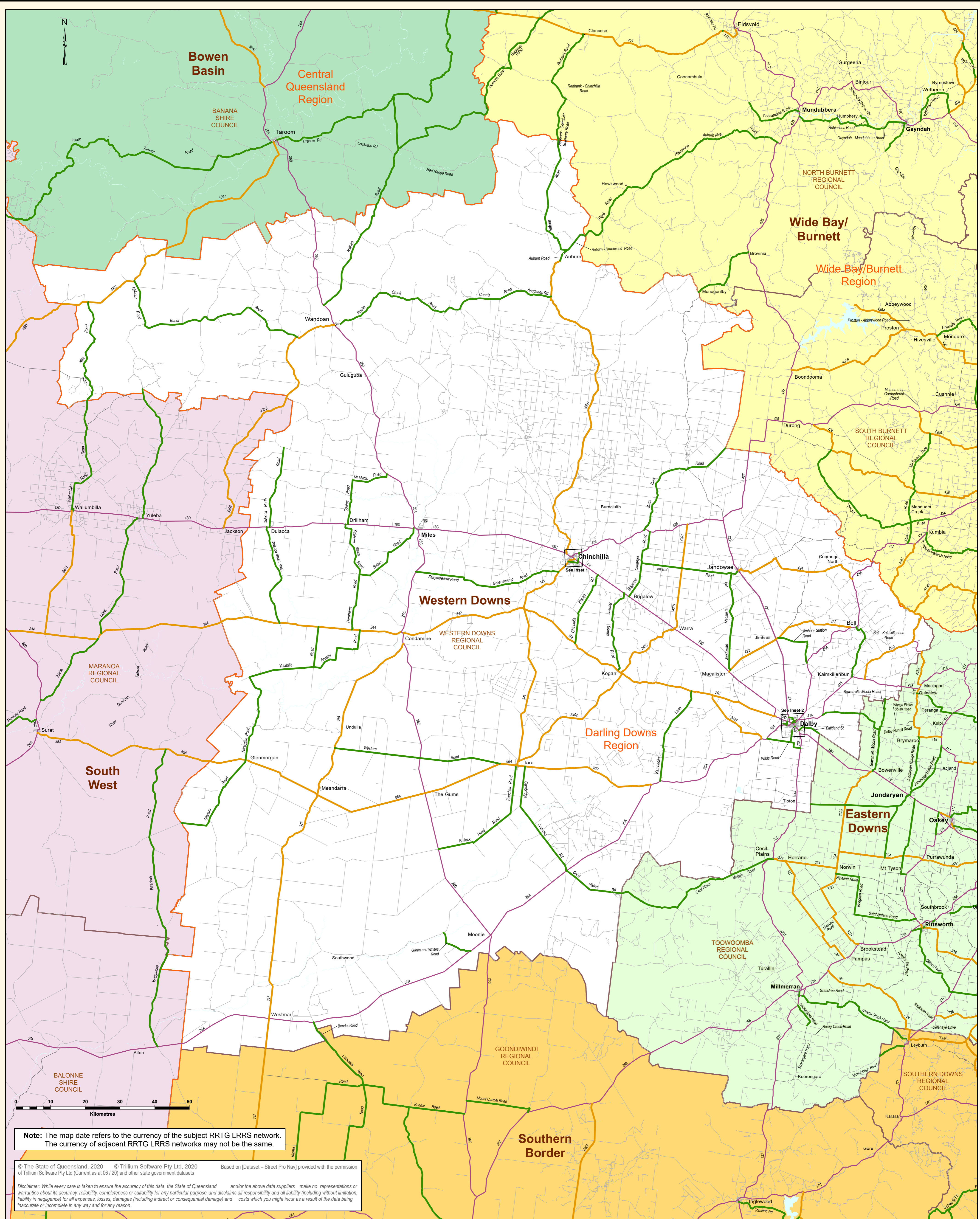
Following multi year road construction upgrade projects, Council have upgraded multiple sections of Riverglen Road, Glenmorgan, Yulabilla Road, Yulabilla and Arubial Road, Condamine from an unsealed gravel pavement

to a bitumen sealed standard joint funded by Western Downs Regional Road and Transport Group (RRTG) Transport Infrastructure Development Scheme (TIDS) funding and Western Downs Regional Council.

**Attachments**

1. Western Downs Regional Road and Transport Group Local Road of Regional Significance Network Map
2. Arubial Road Ch 9.86 - 16.3km Before and After Photos.

**Authored by:** Brianna Barnett, Senior Works Manager

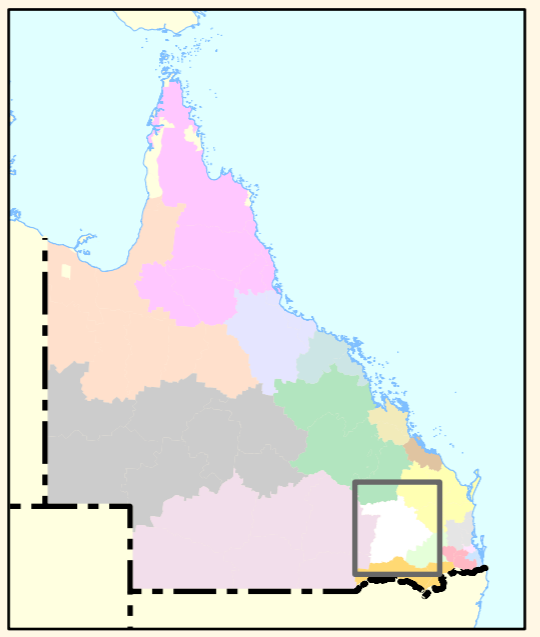


**Note:** The map date refers to the currency of the subject RRTG LRRS network. The currency of adjacent RRTG LRRS networks may not be the same.

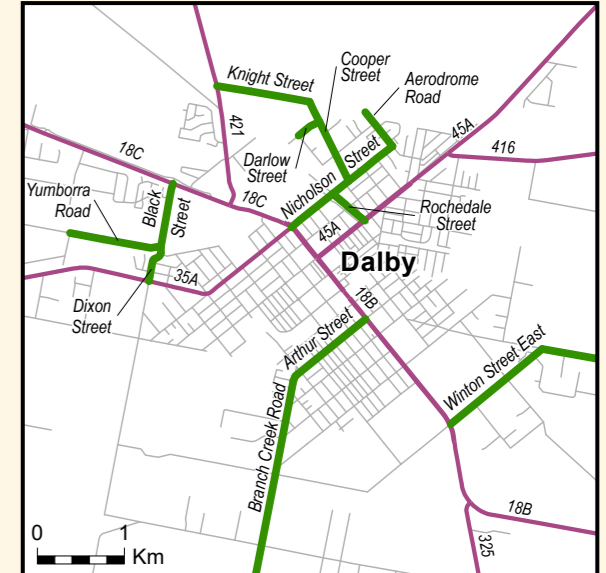
© The State of Queensland, 2020 © Trillium Software Pty Ltd, 2020  
 of Trillium Software Pty Ltd (Current as at 06 / 20) and other state government datasets  
 Based on [Dataset - Street Pro Nav] provided with the permission

Disclaimer: While every care is taken to ensure the accuracy of this data, the State of Queensland and/or the above data suppliers make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

- Legend:**
- State-controlled LRRS —
  - Local Govt LRRS —
  - Other State-controlled Road —
  - Other Local Govt Road —
  - RRTG Name —
  - District boundary —
  - Local Govt Boundary —
- Outback**  
— SOUTH WEST  
— BURKE



Region/District	Reg/Dist member	Office	Office number
CENTRAL QUEENSLAND	314	Rockhampton	285
CENTRAL WEST	401	Barrabool	201
FITZROY	404	Rockhampton	285
MACKEY/WHITSUNDAY	405	Mackay	207
METROPOLITAN	306	Brisbane	288
METROPOLITAN	406	Brisbane	208
NORTH COAST	307	Manooyehyde	216
NORTH COAST	407	Manooyehyde	216
NORTH QUEENSLAND	315	Townsville	212
FAIR NORTH	403	Cairns	204
NORTHERN	408	Townsville	212
NORTH WEST	409	Clonoury	213
SOUTH COAST	319	Nerang	214
SOUTH COAST	410	Nerang	214
SOUTHERN QUEENSLAND	316	Townsville	212
DARLING DOWNS	402	Townsville	202
SOUTH WEST	411	Roma	216
WIDE BAY/BURNETT	412	Bundaberg	217



**Western Downs Regional Roads and Transport Group Local Roads of Regional Significance (LRRS) at September 2020**

ARUBIAL ROAD BEFORE



ARUBIAL ROAD AFTER



**Title** **Infrastructure Services Report - Amend the standard of Victoria Park Road and Juandah Creek Road**

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**Date** 8 April 2021

**Responsible Manager** B. Barnett, SENIOR WORKS MANAGER

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### Summary

The purpose of this Report is to seek Council approval to change two local Council roads from a sealed standard to an unsealed standard.

### Link to Corporate Plan

Strategic Priority: Great Liveability

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

### Material Personal Interest/Conflict of Interest

Nil

### Officer's Recommendation

That the Report be received and that Council;

1. maintain Victoria Park Road as an unsealed road as the existing bitumen seal has reached the end of its useful life;
2. maintain Juandah Creek as an unsealed road as the existing bitumen seal has reached the end of its useful life;

### Background Information

Victoria Park Road and Juandah Creek Road were all previously sections of the Leichardt Highway. Following realignment of the Leichardt Highway, ownership of these former sections of the highway transferred to the Local Government Authority, being Taroom Shire Council and Murilla Shire Council at the time.

These roads consisted of a 5 to 5.5m wide pavement and 3.5m wide seal at the time they became Council assets. This configuration remains unchanged.

Due to the existing seal age and condition, these sites are being considered for bitumen reseal. However, a sprayed seal is not considered to be an appropriate level of service given the very low traffic volumes on these roads.

Bitumen seals require a moderate traffic volume to function as desired. Traffic will continuously work the bitumen binder, keeping it flexible and preventing early oxidation which will cause issues such as aggregate stripping or cracking as is currently the case on these roads. Jundah Creek Road and Victoria Park Road likely had enough volume to warrant a bitumen seal when part of the Leichardt Highway, but no longer see sufficient traffic to

warrant this treatment. A bitumen seal at these locations would not be consistent with other roads on Council's network of a similar hierarchy and would not provide a consistent level of service across Council's road network.

Traffic count data for each of these sites is presented in Table 1 below. Note all heavy vehicles recorded were Austroads Class 3 representing a typical body truck.

Site	Count Duration (Days)	Total Vehicles	Average Daily Vehicles	Percentage Heavy Vehicles
Victoria Park Road	40	17	0.43	0%
Juandah Creek Road	49	46	0.94	4.3%

*Table 1 - Traffic Count Data Summary for Victoria Park Road and Juandah Creek Road*

## Report

A summary of the two sites under consideration is presented below. At both sites, amending these assets to an unsealed standard provides cost savings to Council over the 20-year period assessed. This level of service is appropriate considering the number of customers serviced by these roads.

### Victoria Park Road

Victoria Park Road is a 1.035km long section of road with a 5.m pavement width and 3.5m seal width. The seal condition has been assessed as a 10, meaning complete end of life of the bitumen seal and pavement.

This road services no households, but provides access to 3 land parcels, all of which have other access via the Leichardt Highway or Old Cameby Road.

Due to the poor existing condition of this road, reconstruction would be required should Council wish to maintain this asset as a sealed road. The estimated cost to upkeep this road to a sealed standard is \$173,362.50 over a 20-year period. Alternatively, the cost to maintain this road to an unsealed standard is \$37,260.00.





*Figure 5 - Victoria Park Road (no households observed)*



*Figure 6 - Victoria Park Road RACAS Imagery (taken Sept 2017)*

### Juandah Creek Road

Juandah Creek Road is a 3.257km long section of road with a 5.5m pavement width and 3.5m seal width. The seal condition has been assessed as a 10, meaning complete end of life of the bitumen seal.

This road services one household located at 318 Juandah Creek road. An additional 3 land parcels are adjacent to this section of road, 2 of which have access via the Leichardt Highway.

Due to the poor existing condition of this road, reconstruction would be required should Council wish to maintain this asset as a sealed road. The estimated cost of upkeep should this road remain sealed is \$545,547.50 over a 20-year period. Alternatively, the cost to maintain this road to an unsealed standard is \$117,252.00.

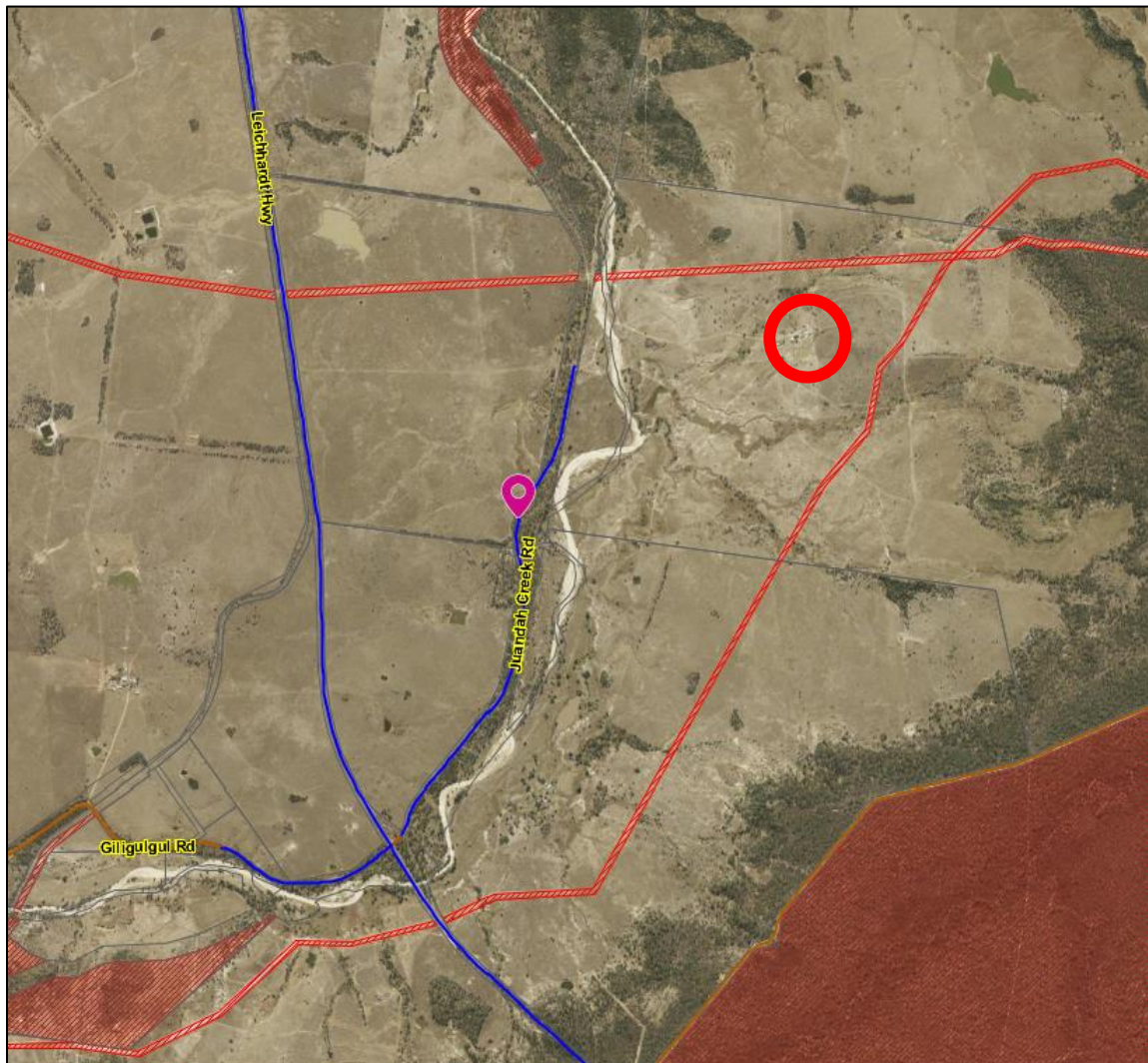


Figure 1 - Juandah Creek Road (household location circled in red)



*Figure 2 - Juandah Creek Road RACAS Imagery (taken Sept 2017)*

Consultation (Internal/External)

Surrounding landowners will be notified of Council's intention to reduce the standard of Victoria Park Road and Juandah Creek Road prior to the seal being removed.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

An estimated cost to maintain and renew these assets at a sealed and unsealed standard is shown in Table 2. These costs were estimated over a 20-year period, the renewal frequency for an unsealed surface.

	<b>Sealed Condition</b>	<b>Unsealed Condition</b>		
<b>Road Name</b>	<b>20-Year Upkeep Cost</b>	<b>20-Year Upkeep Cost</b>	<b>Estimated Saving</b>	<b>Comments</b>
Juandah Creek Road	\$ 545,547	\$ 117,252	\$ 428,295	Sealed condition assumes reconstruction and reseal within the 20-year period. Unsealed condition assumes a resheet once and maintenance grading yearly.
Victoria Park Road	\$ 173,362	\$ 37,260	\$ 136,102	Sealed condition assumes reconstruction and reseal within the 20-year period. Unsealed condition assumes a resheet once and maintenance grading yearly.
			<b>\$ 564,397</b>	Estimated 20-year savings

Table 2 - Estimated asset upkeep costs over a 20-year period

### Asset Management

Amendment of Victoria Park Road and Juandah Creek Road to unsealed from the current sealed standard would provide consistency for a Rural Access road hierarchy across the Western Downs road network and would provide an appropriate level of service. Both benefits are considered good practice in the management of road assets.

### 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

Amending the standard of Victoria Park Road and Juandah Creek Road from sealed to unsealed will provide a consistent level of service across Council's Rural Access standard roads. In addition, this would provide significant ongoing cost savings to Council for the remaining asset life

### Attachments

Nil

**Authored by:** Sam Fitzgerald, WORKS MANAGER MAINTENANCE

**Title** **Infrastructure Services Report Rainwater Tank Subsidy Scheme Update**

**Date** 7 April 2021

**Responsible Manager** L. Cook, UTILITIES MANAGER

### Summary

The purpose of this Report is to provide Council with an update of the Rainwater Tank Subsidy Scheme.

#### Link to Corporate Plan

Strategic Priority: Great Liveability

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

#### Material Personal Interest/Conflict of Interest

Nil

#### Officer's Recommendation

That this Report be received and noted.

#### Background Information

On 19 February 2020 at its Ordinary Meeting, Council resolved to implement a rainwater tank rebate incentive of a 3-tier rebate proposal based on the size of the tank:

Tank Size (Litres)	Rebate Value (\$)
>5,000 litres	\$ 500
>10,000 litres	\$ 750
>20,000 litres	\$ 1,000

The scheme was open to the public from 23 July 2020.

#### Report

Council implemented a Rainwater Tank Subsidy Scheme to assist the community to increase their drought resilience for urban and rural areas. The scheme has proven very successful with the number of projected applications exceeding the budget allocation within the first month of the scheme.

Currently there are 339 submitted grants totaling a value of \$305,250, with a further 106 applications started but not submitted. Within the available budget of \$150,000 for this financial year, a total of 192 applications have been processed, 80 have been paid, 85 are approved for acquittal and 27 have been declined or withdrawn. The rebate scheme has added an additional 3.3 million litres of rainwater tank storage to the community to date.

Four to six applications are processed every week to limit any market influence and keep the program active throughout the year. All installations are inspected by Council before final approval and payment.

Council has been monitoring the sale price of tanks from local suppliers since the scheme was implemented to avoid market saturation which may increase the cost to the consumer. Generally, the pricing has been consistent for the duration of the scheme.

The poly tank suppliers nominated between 3 - 5 weeks lead time from receipt of purchase when the WDRC Subsidy Scheme was initiated. All suppliers currently have no substantial delays for delivery with an estimate of 2.5 - 4 weeks.

There does not appear to be any significant impact to price or availability of tanks following implementation of the rainwater tank subsidy scheme.

There does not appear to be any adverse market impact or delivery delay from the local tank manufacturers as a result of the scheme. The market will be monitored regularly to ensure there continues to be no impact on pricing for the duration of the program.

#### Consultation (Internal/External)

WDRC Utilities Governance Committee

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

Nil

#### Budget/Financial Implications

There has been a total of \$150,000 allocated from the Utilities Operations and Maintenance 2020/21 Budget.

#### 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 Rainwater Tank Rebate Scheme has been very popular with the community to the extent that the scheme budget has been fully committed.

The scheme has been processing approximately four applications per week to allow the scheme to be open for majority of the 2020/21 financial period and not impact on suppliers.

#### **Attachments**

Nil

**Authored by:** Leigh Cook, UTILITIES MANAGER

**Title** **Community and Liveability Report Words Out West Writers Fest 2021**

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**Date** 13 April 2021

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

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### **Summary**

The purpose of this report is to provide Council with an overview of the success of the Words Out West Writers Fest held in March 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**

Following on from the breakout success of the inaugural Words Out West Writers Festival in 2020, the Western Downs Readers & Writers Fest returned in 2021 to deliver a novel approach to storytelling, with a buffet of activities for readers, writers and lovers of words.

The festival was led by the Western Downs Libraries team, and hosted primarily in Dalby, with satellite events in Chinchilla, Miles and Warra, as well as a writers' retreat at Jimbour House.

An online story writing competition formed part of the event, allowing aspirational writers to put their talent to test.

### **Report**

After the COVID-19 lockdown, during which the Western Downs communities saw most of its popular events cancelled, the Community and Liveability Division developed, planned and hosted its second Writer's Festival in March 2021.

Words Out West 2021 brought a new dimension to the festival by hosting fun-filled events in five local towns, covering a variety of literary genres.

Complementing the activities and events launched in 2020, *Schooners & Stories* were added to the menu. *Schooners & Stories* brought an evening with Shane Webcke as a series of relaxed pub events at the Hotel Australia in Miles and Warra Hotel on Friday 5 and Saturday 6 March respectively. *Schooners & Stories* was used as the 'trojan horse' of the festival, by getting typical non-libraries members excited about storytelling. It encouraged attendees to pull up a chair, have a cold beer and hear about the sport icon's journey from the bush to the Broncos and back again. Shane presented to a sold-out crowd at Warra while 76 locals and travelling visitors joined us in Miles.

Building on the whirlwind success of the Writer's Fest's Dalby School Day in 2020, we added a second school day, the Chinchilla School Day in 2021. The School Days, held on 11 and 12 March respectively, featured a stellar program of talent, including Play School's Jay Laga'aia; author and ambassador Anita Heiss; and young adult novelist Will Kostakis. Students from the Western Downs engaged with key literacy themes through a range of workshops, presentations and hands-on activities. They were also treated to home-grown literary talent, including videographer Geordie Lillis, author Kathleen Jennings and illustrator Ann-Marie Finn — sparking the imaginations of our youngest word-lovers.

The highlight of the Words Out West calendar, the Festival Day on Saturday 13 March, provided the best of local and national talent. The Festival Day was headlined by Frances Whiting, Nick Earls, Madonna King, and the hosts of Australian True Crime Podcast. Our attendees enjoyed keynote presentations, panels and workshops across popular and emergent genres.

As a substitute for last year's formal Gala Dinner, guests were invited to spend an evening between the bookshelves with a glass of champagne, some delectable canapes and mingle with their favourite authors at 'Library After Dark' immediately after the Festival Day. The winners of the short story writing competition were announced during Library After Dark. Our own Tara resident Ashley Collard's heartbreaking story "Peace in Endings" took the Third Place.

Capping off the Writers' Fest was the sold-out Writers Retreat on Sunday 14 March set against the backdrop of one of the country's grandest working homesteads, Jimbour House. Author and journalist Kristina Olsson lead a group of 21 emerging authors to discover the art of memoir and life writing in what was described as an 'engaging, insightful and innovative' half-day workshop.

## **The Success**

Words out West comprised of seven events held over six days in five of Western Downs' towns. Forty sessions, workshops and presentations were conducted by 21 presenters.

The festival would not have been possible without the support of internal Council staff and the 30 external collaborators (including volunteers, sponsors, schools and community groups) who planned, organised and delivered this successful event to 1,396 students and 324 adult attendees.

With Western Downs creating its own mark in the growing self-drive tourism market, it is notable that of the 67% of attendees from outside Western Downs, 35% were from Brisbane, 22% from Toowoomba, 8% from the Sunshine Coast, 5% from the Gold Coast, and 15% from elsewhere, including one visitor from the Northern Territory.

An 'after the event' email survey illustrated the success of 2021's Writers' Fest, with 92% of visitors indicating they would attend a future writers festival.

### Consultation (Internal/External)

Library Services Staff

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

NIL



### Budget/Financial Implications

The budget allocation for the 20/21 financial year for Words Out West Event was \$100,000.

The event was delivered as follows:

Income	\$23,282
Expenditure	\$96,812
Total Cost	\$73,530

### **Conclusion**

Words out West has established itself as prestigious regional literary event in Queensland. With 67% of the attendees visiting from outside the Western Downs, the Writers' Festival is becoming known as a destination event for the Western Downs.

### **Attachments**

1. 2021 Words Out West Writers Festival

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

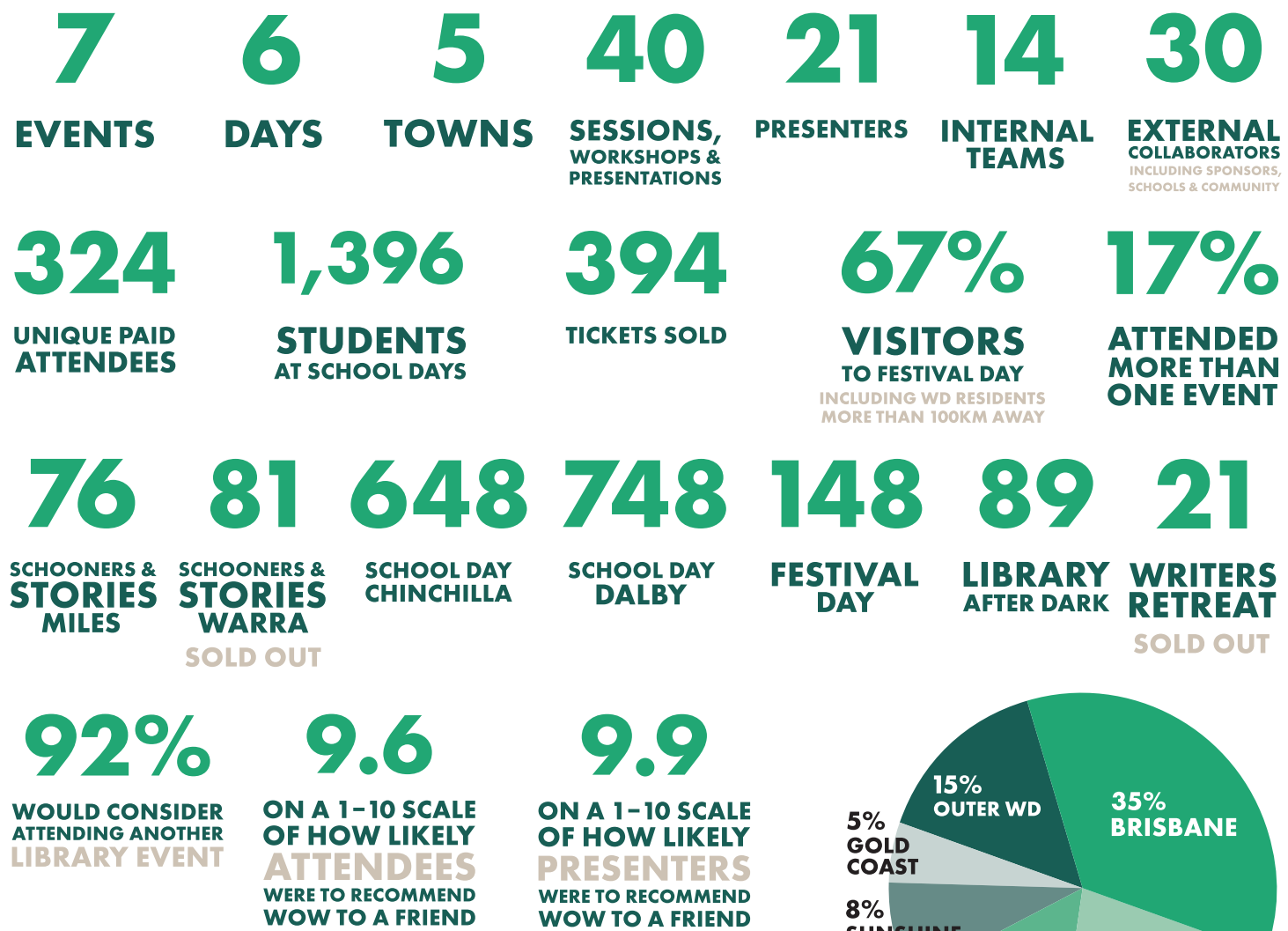


# Words Out West

WESTERN DOWNS READERS & WRITERS FEST



## IN NUMBERS



& IN PARTICULAR, MORE ON THE FESTIVAL DAY...





# Words Out West

WESTERN DOWNS READERS & WRITERS FEST

## IN IMAGES



SCHOOL DAY



SCHOONERS & STORIES



FESTIVAL DAY



LIBRARY AFTER DARK

## IN WORDS

**'THESE OPPORTUNITIES ARE FANTASTIC TO REALISE THERE IS VALUE IN LITERATURE AND WRITING.'**

**'WORDS OUT WEST: WHERE THE AUTHORS GET AS MUCH AS THE READERS FROM SHARING STORIES, IDEAS AND LITERARY DREAMS.'**

**'ENTERTAINING, INSIGHTFUL, ENGAGING AND ADDICTIVE.'**

**'IT IS ALWAYS VERY EXCITING AND REFRESHING WHEN CITY COMES TO COUNTRY IN THIS WAY'**

**'THE COORDINATION OF THE WHOLE EVENT WAS SEAMLESS, [I ALSO ENJOYED] THE LOCATION AND THE PROGRAM, THE RANGE OF SPEAKERS AND EVENTS, AND JUST THE OVERALL ATMOSPHERE — ALL VALUE FOR MONEY'**