

Ordinary Meeting of Council Agenda

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

On Wednesday, 17 November 2021

Commencing at 09:30 AM

**J. TAYLOR
ACTING CHIEF EXECUTIVE OFFICER**

17 November 2021

Ordinary Meeting of Council Agenda

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
3. **APOLOGIES**
4. **CONGRATULATIONS**
5. **CONFIRMATION OF MINUTES**
 - 5.1. **Adopt Ordinary Meeting of Council Minutes 20 October 2021** 1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 October 2021
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **DECLARATION OF CONFLICTS OF INTEREST**
8. **PRESENTATION OF PETITIONS BY COUNCILLORS**
9. **MAYORAL UPDATE**
 - 9.1. **Executive Services Mayoral Report October 2021** 53

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of October 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 MM02-21-22 Dalby Saleyards Canteen Lease
The purpose of this Report is to seek Council's approval to award Tender MM02-21-22 for Lease A of the Dalby Saleyards - Canteen Lease.

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 Department

10.4. INFRASTRUCTURE SERVICES

- 10.4.1. IS Confidential Report Vendor Panel Quote RFQ11-21-22 Mary Street Precinct, Dalby - Stormwater Project Stage 1
The purpose of this Report is to seek Council's approval to award Vendor panel Quote RFQ11-21-22 for the supply for stormwater components for the Dalby North Stormwater Project, Stage 1.

11. DEPUTATION

12. PLANNING

- 12.1. **(035.2021.695.001) Community and Liveability Report Development Application Reconfiguring a Lot (Boundary Realignment 2 Lots into 2 Lots) Lots 1 and 3 on RP893198 59 and 73 Dalby Street Jandowae Zeller** 55
The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots) on land described as Lots 1 and 3 on RP893198, situated at 59 and 73 Dalby Street, Jandowae.

13. EXECUTIVE SERVICES

- 13.1. **Executive Services Acting Chief Executive Officer Report October 2021** 70
The purpose of this Report is to provide Council with the significant meetings, forums and delegations attended by the Acting Chief Executive Officer during the month of October 2021.
- 13.2. **Executive Services Report Outstanding Actions October 2021** 73
The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 20 October 2021.

14. CORPORATE SERVICES

14.1.	Corporate Services Report Queensland Audit Office 2021 Final Management Letter	77
	The purpose of this Report is to provide Council with a copy of the Final Management Report issued by Queensland Audit Office for the audit of Council's 2020/21 financial statements.	
14.2.	Corporate Services Report Q1 2021-22 Enterprise Risk Management and Operational Plan Review	105
	The purpose of this Report is to provide Council with:	
	1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and	
	2. First quarter progress towards achieving the 2021-22 Operational Plan outcomes.	
14.3.	Corporate Services Financial Report October 2021	119
	The purpose of this Report is to provide Council with the Financial Report for the period ending 31 October 2021.	
14.4.	Corporate Services Quarterly Report July to September 2021	128
	The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the first quarter of the 2021-2022 financial year.	
14.5.	Corporate Services Report CSIA Australian Service Excellence Awards Customer Service Organisation of the Year Government/Not-for-Profit	135
	The purpose of this report is to advise that Council is a national award winner the Customer Service Institute of Australia's Australian Service Excellence Awards. Council has won the <i>Customer Service Organisation of the Year - Government/Not-for-Profit</i> .	
15.	INFRASTRUCTURE SERVICES	
15.1.	IS Report Wandoan And Westmar Camps Feasibility Review	138
	The purpose of this report is to seek Council's approval to decommission the Wandoan and Westmar Workers Camps and dispose of existing camp infrastructure.	
15.2.	Infrastructure Services Quarterly Report July to September 2021	147
	The purpose of this Report is to provide Council with a quarterly update in relation to the Infrastructure Services' Works, Utilities and Technical Services departments performance.	
16.	COMMUNITY AND LIVEABILITY	
16.1.	Community and Liveability Report Recycle Market Enviro Grants Program 2021	157
	The purpose of this report is to inform Council of the outcome of the funding round for the Recycle Market Enviro Grants Program funded by Iolar Operational Services which closed on 30 September 2021.	

16.2. Community and Liveability Report QICA Conference 2021

159

The purpose of this report is to provide Council with a summary of the Queensland Information Centres Association (QICA) conference held in Miles, Tuesday 12 October 2021 to Thursday 14 October 2021

17. NOTICES OF MOTION

17.1. CONSIDERATION OF NOTICES OF MOTION/BUSINESS

17.2. RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

18. URGENT GENERAL BUSINESS

19. MEETING CLOSURE

Title **Adopt Ordinary Meeting of Council Minutes 20 October 2021**

Date 9 November 2021

Responsible Manager J. Taylor, A/CHIEF EXECUTIVE OFFICER

Summary

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 October 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 20 October 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, 20 October 2021.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Date: Wednesday, 20 October 2021
Time: 9.30am
Location: Dalby Corporate Office
30 Marble Street,
Dalby Qld 4405

Councillors:

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

Officers:

- J. K. Taylor, Acting Chief Executive Officer
- S. M. Peut, General Manager (Corporate Services)
- G. K. Cook, General Manager (Infrastructure Services)
- A. Yardley, Acting General Manager (Community and Liveability)
- J. L. Weier, Senior Executive Officer
- A. G. Lyell, Executive Services Administration officer

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

Rob Rodgers from the Baptist Church, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

Nil

4. CONGRATULATIONS

Cr. K.M. Maguire requested that congratulations be extended to Donna Glass for being a finalist in the 2021 Queensland Regional Art Awards in the category of 'The Merv' Landscape Award.

Cr. K.M. Maguire requested that congratulations also be extended to Donna Glass and Helen Dennis as finalists in the Paint the Town 2021 Queensland Regional Arts Awards.

Cr. A.N. Smith requested that congratulations be extended to the Condamine Campdraft Committee for the successful Campdraft held in Condamine which not only brings tourism to the area but also provides a significant economic benefit to the region.

5. CONFIRMATION OF MINUTES

5.1 Adopt Minutes Ordinary Meeting of Council

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 22 September 2021.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 22 September 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. DECLARATION OF CONFLICT OF INTEREST

Corporate Services Confidential Report Land Appeal Court Orders

Cr. A. N. Smith

In accordance with Chapter 6, Part 2, Division 5B 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. He is currently a member of the 2021 Condamine Cods Committee.
2. He and the owner of the property were good friends.

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

Community and Liveability Confidential Report Health Services Governance Report

Cr. C. T. Tillman

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

1. She is on the board of Ningana.

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

Cr. P. T. Saxelby

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

1. He and his brother as Enduring Power of Attorney have applied for a bed for their mother at the Illoura Aged Care Facility in Chinchilla.

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

(030.2021.517.001) Community and Liveability Report Development Application Material Change of Use Food and Drink Outlet Lots 1-3 RP67391 at 24a Arthur Street and 84 and 86 Drayton Street Dalby Town Planning Alliance

GM Cook

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

1. the applicant is a relative.

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 September 2021

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

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That this Report be received and noted.

CARRIED

10. CONFIDENTIAL ITEMS

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

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

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

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

- (a) the appointment, discipline or dismissal of the chief executive officer;*
- (b) industrial matters affecting employees;*
- (c) the local government's budget;*
- (d) rating concessions;*
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;*
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;*
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;*
- (h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.*

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

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

- (a) state the matter mentioned in subsection (3) that is to be discussed; and*
- (b) include an overview of what is to be discussed while the meeting is closed.*

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

COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. M. J. James

That Council resolve to close the Meeting in accordance with Sections 254 (3) (b,e,g) of the *Local Government Regulation 2012* at 9:48am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Proposed Sale by Auction 96 Murilla Street Miles (g);
2. Corporate Services Confidential Report Land Appeal Court Orders (e);
3. Community and Liveability Confidential Report Health Services Governance Report (b).

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. M. J. James

Seconded By Cr. O. G. Moore

That Council resolve to reopen the Meeting at 10:30am

CARRIED

11. DEPUTATIONS

11.1 Douglas Browne

Douglas Browne addressed Council in regard to the danger of Grassdale and Springvale Road. He advised that due to the amount of traffic coming out of Grassdale it has become dangerous and road trains are unable to turn safely.

11.2 Celia Karp

Celia Karp addressed Council in regard to the loud traffic and heavy vehicles that travel along Springvale Road late at night. Celia requested that Western Downs Regional Council have a plan with Mort & Co Feedlot to solve these issues.

11.3 Cooper Tate

Cooper Tate requested that Council consider putting a footpath from Branch Creek Road to Cecil Plains Road so he and other families can enjoy walking or riding bikes along there safely. He believes there would be many benefits to the community if this footpath was built and many more kids from the area would walk or ride to school.

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. I. J. Rasmussen

That Council resolve to adjourn the Meeting.

CARRIED

The Meeting adjourned at 10:44am.

The Meeting resumed at 11:07am.

10. CONFIDENTIAL ITEMS

COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Bourne

That Council resolve to close the Meeting in accordance with Sections 254 (3) (b,e,g) of the *Local Government Regulation 2012* at 11:08am to discuss the following Confidential Reports:

1. Corporate Services Confidential Report Proposed Sale by Auction 96 Murilla Street Miles (g);
2. Corporate Services Confidential Report Land Appeal Court Orders (e);
3. Community and Liveability Confidential Report Health Services Governance Report (b).

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That Council resolve to reopen the Meeting at 11:13am.

CARRIED

10.1 EXECUTIVE SERVICES

Nil.

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Report Proposed Sale by Auction 96 Murilla Street Miles

The Purpose of this Report is to seek Council's direction regarding the proposed sale of 96 Murilla Street, Miles, being Lot 1 RP197995.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. C. T. Tillman

That this Report be received and that Council:

1. Approve the sale of 96 Murilla Street, Miles by auction (being Lot 1 on Registered Plan 197995);
2. Approve the appointment of an external Real Estate agent to conduct the auction;
3. Authorise the Chief Executive Officer to set the auction reserve price at a price to be determined, based on an "as is, where is" market valuation from a registered valuer; and
4. Authorise the Chief Executive Officer to prepare all documents necessary to offer 96 Murilla Street, Miles (being Lot 1 on Registered Plan 197995) for sale by auction and to affect the sale.

CARRIED

10.2.2 Corporate Services Confidential Report Land Appeal Court Orders

The purpose of this report is to seek Council's direction in relation the enforcing all or part of the Land Appeal Court Orders.

Conflict of Interest - Cr. A.N. Smith

In accordance with Chapter 6, Part 2, Division 5B 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. He is currently a member of the 2021 Condamine Cods Committee.*
- 2. He and the owner of the property were good friends.*

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 9:55am.

Cr. A. N. Smith re-joined the meeting at 10:29am.

Cr. A. N. Smith left the meeting during the vote at 11:17am.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received and that:

1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1:
 - a. to waive additional rates assessed in the amount of \$125,000 for the 2019/20 and 2020/21 rating period;
 - b. to seek payment for reimbursed rates in the amount of \$115,275; and
 - c. To seek reimbursement of Council's legal costs, either agreed or assessed.

FORESHADOWED MOTION

Cr. O. G. Moore foreshadowed that if the motion on the floor failed he would move:

That this Report be received and that:

1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1, to waive all aspects of the Order.

The **ORIGINAL MOTION** was **PUT** and **LOST (3 to 5)**

For: Cr. P. M. McVeigh, Cr. K. A. Maguire and Cr. I. J. Rasmussen

Against: Cr. K. A. Bourne, Cr. P. T. Saxelby, Cr. M. J. James,
Cr. O. G. Moore, Cr. C. T. Tillman

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

FORESHADOWED MOTION MOVED

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That this Report be received and that:

1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1, to waive enforcing the orders entirely with no further action to be taken.

FORESHADOWED MOTION

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

That this Report be received and that:

1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1:
 - a. to waive additional rates assessed in the amount of \$125,000 for the 2019/20 and 2020/21 rating period, and payment of reimbursed rates in the amount of \$115,275; and
 - b. To seek reimbursement of Council's legal costs, either agreed or assessed.

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

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

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

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

FORESHADOWED MOTION MOVED

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report be received and that:

1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1:
 - a. to waive additional rates assessed in the amount of \$125,000 for the 2019/20 and 2020/21 rating period, and payment of reimbursed rates in the amount of \$115,275; and
 - b. To seek reimbursement of Council's legal costs, either agreed or assessed.

PROCEDURAL MOTION

Cr. C. T. Tillman moved that the motion be Put.

The **PROCEDURAL MOTION** was **PUT** and **CARRIED (5 to 3)**

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

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

For: Cr. P. T. Saxelby, Cr. M. J. James, Cr. C. T. Tillman, Cr. K. A. Bourne,
Cr. P. M. McVeigh and Cr. O. G. Moore

Against: Cr. K. A. Maguire and Cr. I. J. Rasmussen

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

Cr. A. N. Smith re-joined the meeting 12:17am.

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

That Council resolve to adjourn the Meeting.

CARRIED

The Meeting adjourned at 12:17pm.

The Meeting resumed at 1:46pm.

Cr. C.T. Tillman was not in attendance at the recommencement of the meeting.

UNCONFIRMED

10.3 COMMUNITY AND LIVEABILITY

10.3.1 Community and Liveability Confidential Report Health Services Governance Report

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

Conflict of Interest - Cr. C. T. Tillman

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

1. *She is on the board of Ningana.*

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

Conflict of Interest - Cr. P. T. Saxelby

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

1. *He and his brother as Enduring Power of Attorney's have applied for a bed for their mother at the Illoura Aged Care Facility in Chinchilla.*

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

Cr. C. T. Tillman and Cr. P. T. Saxelby left the meeting during the discussion at 11:08am.

Cr. C. T. Tillman and Cr. P. T. Saxelby re-joined the meeting at 11:13am.

Cr. P. T. Saxelby left the meeting during the vote at 1:47Pm.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. I. J. Rasmussen

That this report be received and noted and:

1. That Council approves capital expenditure of \$129,101.20 as the purchase price for the freeholding of lots with respect to the Carinya facility and the Meandarra Community Care facility; and
2. That Council notes that this purchase price may be waived however the waiver may occur later than 3 November which is the date on which Council must pay the purchase price of the freeholding.

CARRIED

Absent Did Not Vote: Cr. P.T. Saxelby and Cr. C.T. Tillman

Cr. P. T. Saxelby re-joined the meeting at 1:49pm.

10.4 INFRASTRUCTURE SERVICES

Nil.

12. PLANNING

12.1 (030.2021.280.001) Community and Liveability Report Development Application Material Change of Use for Tourist Park at 88 Gaske Lane Aerodrome Road Lloyd Street Chinchilla Rubern Lagoons youcamp.com Grounds

The purpose of this Report is for Council to decide the development application for a Material Change of Use to establish a Tourist Park (24 Caravan Sites plus Bush Camping) on land described as Lots 1-3 on SP245399 and Lot 12 on L34142, located at Lloyd Street, Aerodrome Road and 88 Gaske Lane, Chinchilla.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. A. N. Smith

That this report be received and that:

1. The application for a Material Change of Use to establish a Tourist Park (24 Caravan Sites and Bush Camping) on land described as Lots 1-3 on SP245399 and Lot 12 on L34142 and situated at Lloyd Street, Aerodrome Road and 88 Gaske Lane, Chinchilla, be approved, subject to the following conditions:

APPROVED PLANS

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

Plan No:Plan 01

Description:Overall Site Plan, prepared by DM Callaghan

Plan No:Plan 02

Description:Tourist Park Layout Plan, prepared by DM Callaghan

Plan No:Plan 03

Description:Tourist Park Building Location Plan, prepared by DM Callaghan

Plan No.:Plan 04

Description:Amenities Building, prepared by DM Callaghan

Amendment:Plan title amended in red by Council dated 30/09/2021

Plan No.:Plan 05

Description:Office Building, prepared by DM Callaghan

Amendment:Plan title amended in red by Council dated 30/09/2021

Plan No.:Plan 06

Description:Office Building Elevation, prepared by DM Callaghan

Amendment:Plan title amended in red by Council dated 30/09/2021

Plan No.:Plan 07

Description:Amenities Building Elevation, prepared by DM Callaghan

Amendment: Plan title amended in red by Council dated 30/09/2021

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plans, the conditions of this development approval must prevail.
3. The following further Development Permits must be obtained prior to commencement of any work associated with the process:
 - 3.1. Building Work; and
 - 3.2. Plumbing Works.

APPROVED DEVELOPMENT

4. The approved development is a Material Change Use for a Tourist Park (24 Caravan Sites plus Bush Camping) as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

5. All conditions of the approval shall be complied with, within six (6) months of this approval taking effect and while the use continues, unless otherwise noted within these conditions.
6. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

FEES AND CHARGES

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

MAINTENANCE

8. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plans, subject to and modified by any conditions of this approval.
9. The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

INFRASTRUCTURE CHARGES

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

INDOOR AND OUTDOOR LIGHTING FOR SAFETY AND SECURITY

11. Lighting is to be provided throughout the car parking areas and along pedestrian access paths in compliance with *Australian Standard 11583.1 - Road Lighting - Pedestrian Area (Category P) Lighting - Performance and Installation Design Requirements*.
12. Lighting must be provided to the following areas on the site:
 - 12.1. entrances and exits of the approved buildings;
 - 12.2. pathways between the parking areas and the entrances/exits of the buildings;

12.3. throughout car parking areas; and

12.4. within internal stairwells.

OUTDOOR LIGHTING - IMPACT MITIGATION

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

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

13.2. installation of outdoor lighting that:

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

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

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

LANDSCAPING

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

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

FENCING

16. Any fencing that is installed is to be in keeping with the character of the surrounding area.

17. Boundary fences are not to be erected in a parallel arrangement with existing fences erected along the same boundary. That is, the existing fence shall be completely removed.

CLOTHES DRYING AREA

18. Clothes drying areas associated with the development must be screened from public view with a minimum of a 1.8 metre high solid screen fence.

VISUAL AND GENERAL AMENITY

19. Any graffiti on the buildings must be removed.

20. The buildings and the site must be maintained in a clean and tidy manner at all times.

21. All plant, air-conditioning equipment and the like shall be visually screened from the street.

REFUSE STORAGE AREAS

22. Refuse bin storage areas must be screened from public view. Where bin storage occurs outside any buildings, such storage areas shall be screened with a minimum 1.5 metre high solid screen fence or wall.

WASTE MANAGEMENT

23. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Waste Reduction and Recycling Act 2011*.
24. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

NOISE EMISSIONS

25. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Receptors" in accordance with the *Environmental Protection (Noise) Policy 2008*.
26. In the event that Council receives a bonafide noise complaint regarding noise emissions produced from the site, Council reserves the right to review the approved operating and loading/unloading hours and to require the applicant to re-assess site management procedures already in place. In this instance, the applicant may be required to undertake an assessment of noise impacts through a third party and implement any recommendations in relation to noise attenuation by a date agreed to by Council.

AIR EMISSIONS

27. Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2019*.

ENGINEERING WORKS

28. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
29. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.

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

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

STORMWATER MANAGEMENT

32. Provide overland flow paths that do not adversely alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
33. Ensure that works undertaken as a part of the development would not cause any actionable nuisance to all adjoining properties.
34. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

WATER SUPPLY

35. Provide a potable water supply for the development independent of Council's water reticulation system. Monitor water quality continuously to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and enHealth Guidance of Use of Standards for Potable Water.

WASTEWATER DISPOSAL

36. Upgrade the existing on-site wastewater disposal system/s, or replace the existing on-site effluent disposal system/s servicing the development, with on-site wastewater disposal systems that are in accordance with AS1547 and the Queensland Plumbing and Waste Water Code.
37. Apply for a Development Permit for Plumbing Work from Council, for the upgrade or replacement of each on-site sewerage treatment system servicing the development. Any upgrades for the on-site effluent system must be designed by a suitably qualified person.

Note: Any on-site effluent disposal system servicing more than 21 Equivalent Persons (EP) requires an Environmentally Relevant Activity (ERA) 63 which, depending on the treatment and discharge method, will require a separate Material Change of Use approval.

OR

38. Connect the development to Council's existing reticulated sewerage system via a single connection.

Note: Where an extension to the reticulated network is required to service the development, this must be completed at the developer's expense and will be subject to a further Operational Work Permit.

TRADE WASTE DISPOSAL (COMMERCIAL KITCHEN)

39. Connect the commercial kitchen to a suitably designed on-site waste water treatment system or Council's reticulated sewerage system as per the above. Obtain a Plumbing Approval from Council and the relevant inspections are to be undertaken prior to connection to the relevant system.
40. Do not release contaminants or contaminated water directly or indirectly from the premises or to the ground or groundwater at the premises, except for:
 - 40.1. uncontaminated overland stormwater flow;
 - 40.2. uncontaminated stormwater to the stormwater system;
 - 40.3. contaminants released to the sewer under and in accordance with a Trade Waste Permit granted by the Local Government under the *Sewerage and Water Supply Act 1949*; or

40.4. other water following treatment through an oil/silt interceptor trap or separator.

41. Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible grease, scum, litter or floating oil.

PARKING AND ACCESS - GENERAL

42. Design and construct all internal driveway and parking areas to provide a gravelled surface finish.

43. Provide a minimum of one (1) car parking space per site, plus a minimum of 5 spaces for staff and/or visitors.

44. Provide appropriate signage to identify the designated parking area.

45. Ensure access to car parking spaces and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

VEHICLE ACCESSES

46. Upgrade existing vehicle accesses in accordance with Council's Standard Drawing No. R-004.

ELECTRICITY

47. Connect the development to an electricity service.

EROSION AND SEDIMENT CONTROL - GENERAL

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

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

ENVIRONMENTAL HEALTH

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

50.1. do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;

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

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

51. Do not release contaminants or contaminated water directly or indirectly from the land subject to this approval, or to the ground or groundwater at the land subject to this approval, except for:

51.1. uncontaminated overland stormwater flow; and

51.2. uncontaminated stormwater to the stormwater system.

ADVISORY NOTES

NOTE 1 -Relevant Periods

Material Change of Use

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

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

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

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

NOTE 2 -Aboriginal Cultural Heritage

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

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

NOTE 3 -General Environmental Duty

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

NOTE 4 -General Safety of Public During Construction

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

NOTE 5 -Property Note (Audit of Conditions)

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

NOTE 6 -Duty to Notify of Environmental Harm

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

CARRIED

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

12.2 (030.2021.517.001) Community and Liveability Report Development Application Material Change of Use Food and Drink Outlet Lots 1-3 RP67391 at 24a Arthur Street and 84 and 86 Drayton Street Dalby Town Planning Alliance

The purpose of this Report is for Council to decide the development application for a Material Change of Use to establish a Food and Drink Outlet (Drive Through Restaurant) on land described as Lots 1-3 on RP67391, located at 24a Arthur Street and 84 and 86 Drayton Street, Dalby.

Conflict of Interest - GM Cook

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

- 1. the applicant is a relative.*

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

GM Cook left the meeting at 1:57pm.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. M. J. James

That this report be received and that:

- The application for a Material Change of Use to establish a Food and Drink Outlet (Drive Through Restaurant) on land described as Lots 1-3 on RP67391 and situated at 24a Arthur Street and 84 and 86 Drayton Street, Dalby, be approved, subject to the following conditions:

APPROVED PLANS AND DOCUMENTS

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

Plan Reference:	Project No. 210511, Plan A01, Rev A
Description:	Proposed Site Plan, prepared by Town Planning Alliance, dated 09.06.21

Plan Reference:	Project No. 210511, Plan A03, Rev A
Description:	Proposed Elevations 1, prepared by Town Planning Alliance, dated 09.06.21

Plan Reference:	Project No. 210511, Plan A04, Rev A
Description:	Proposed Elevations 2, prepared by Town Planning Alliance, dated 09.06.21

Document No:	21020238_R01_V01
Description:	Riverine Hydraulic Impact Assessment, Lots 1, 2, and 3 on RP67391, Warrego Highway and Arthur Street, Dalby, prepared by Water Technology Pty Ltd, dated 02/06/21

Document No: 2021245, Revision R01D
Description: Acoustic Report, prepared by Acoustic Works, dated 16/06/21

Document No: 8897, Issue A
Description: Stormwater Management Plan, prepared by MPN Consulting, dated 17/06/2021

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plans and Documents, the conditions of this development approval must prevail.
3. The following further Development Permits must be obtained prior to commencement of any work associated with the process:
 - 3.1 Building Work;
 - 3.2 Plumbing Work; and
 - 3.3 Operational Work.

APPROVED DEVELOPMENT

4. The approved development is Material Change of Use for a Food and Drink Outlet (Drive Through Restaurant) as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

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

INFRASTRUCTURE CHARGES

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

FEES AND CHARGES

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

MAINTENANCE

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

VISUAL AND GENERAL AMENITY

10. Any graffiti on the buildings must be removed immediately.

11. The buildings and the site must be maintained in a clean and tidy manner at all times.
12. All plant and air-conditioning equipment and the like must be visually screened from Drayton Street and Arthur Street.
13. All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development work and any ensuing defects liability period.

OPERATING HOURS

14. Unless otherwise approved in writing by Council, the approved use must only operate between the following hours:
Friday and Saturday: 24hours
Sunday to Thursday: 6:00am to 11:00pm

WASTE MANAGEMENT

15. All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Waste Reduction and Recycling Act 2011*.
16. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

FENCING

17. Fencing proposed along the frontages of Drayton Street and Arthur Street shall be compatible with that used within the locality.
18. Boundary fences are not to be erected in a parallel arrangement with existing fences erected along the same boundary. That is, any existing fence shall be completely removed.

REFUSE STORAGE AREA AND COLLECTION

19. Refuse bin storage areas must be provided on the premises within an enclosed structure so that they are screened from public view with a minimum 1.5 metre high solid fence or wall.
20. The developer must provide a sufficient number of general waste bins with a sufficient capacity throughout the development footprint for the disposal of waste and rubbish associated with the use.
21. The size and capacity of the refuse storage areas must be sufficient to accommodate the level of waste likely to be generated from the development having regard to the frequency of refuse collection.
22. Waste collection must be undertaken in a manner that complies with the following requirements:
 - 22.1 the bins must be located in a manner that allows the refuse vehicle to pick them up automatically without the driver or any other person having to relocate them;

- 22.2 the collection of putrescible waste arising from any activities undertaken on this development must be collected and removed at periods not exceeding seven days;
 - 22.3 the collection of waste must be undertaken so as to minimise, so far as reasonable and practical, excessive noise to neighbouring occupants;
 - 22.4 the collection method must ensure that waste is adequately managed to prevent escape of contamination; and
 - 22.5 waste removal is to be conducted between the hours of 7am and 6pm from Monday to Friday and between 8am and 6pm Saturdays and Sundays.
23. Refuse bin collection areas must be maintained in a manner that complies with the following requirements:
- 23.1 waste containers must be kept in a clean state and in good repair;
 - 23.2 waste containers are to be provided with tight-fitting lid assemblies designed to prevent ingress of pests and water;
 - 23.3 all waste containers supplied must be kept within the boundaries of the premises; and
 - 23.4 unobstructed access must be provided to all waste containers for the removal of waste.

AIR EMISSIONS

24. Air emissions (odour and dust) from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Land Uses" in accordance with the *Environmental Protection (Air) Policy 2019*.

NOISE EMISSIONS

25. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or "Sensitive Receptors" in accordance with the *Environmental Protection (Noise) Policy 2019*.

ACOUSTIC BARRIERS

26. Acoustic barriers are to be erected at the nominated heights and located in accordance with the recommendations within the Approved Noise Report.
27. For the boundary acoustic barriers, these must be:
- 27.1 of a nominated height relative to the finished pavement level of the site;
 - 27.2 constructed of an aesthetically pleasing and weather-resistant material such as earth mound, fibrous cement, painted or treated timber, brick or a combination thereof;
 - 27.3 continuous and gap free; and
 - 27.4 constructed of a material with a surface area density in accordance with the Approved Acoustic Report.
28. Acoustic fencing is to be installed by the developer at the developer's cost.
29. Fences must be maintained in a good state of repair and to ensure that privacy is maintained between the development and adjoining properties.

CERTIFICATION OF NOISE

- 30. Prior to commencement of the use, certification from a suitably qualified Acoustic Consultant is to be provided to Council's Planning and Environment Manager or an authorised delegate stating that:
 - 30.1 all acoustic barriers have been erected and that they comply with the conditions of this approval and the approved Acoustic Report; and
 - 30.2 that the drive through speakers and music generated from the property are compliant with the recommendations of the Approved Acoustic Report; and
 - 30.3 that the mechanical plant and equipment are adequately noise attenuated in accordance with the noise limits detailed within the Approved Noise Report.

Note: In the event that further sound proofing is required for mechanical plant and equipment based on the recommendation from the certification of the suitably qualified Acoustic Consultant, these works are to be completed prior to certification of the development and commencement of the use.

INDOOR AND OUTDOOR LIGHTING FOR SAFETY AND SECURITY

- 31. Outdoor security lighting must ensure safety of users of the development by:
 - 31.1 providing outdoor lighting in accordance with *Australian Standard 1158.3.1 – Road Lighting – Pedestrian Area (Category P) Lighting – Performance and Installation Design Requirements*; and
 - 31.2 the use of vandal-resistant lighting in public or publicly accessible areas.
- 32. Lighting is to be provided from adjacent the pedestrian entry and exit to the building and throughout the car parking areas and along pedestrian access paths.
- 33. Lighting must be provided to the following areas of the site:
 - 33.1 the entries and exits of the approved buildings;
 - 33.2 the pathways between the parking areas and the entrances/exits of the building/s; and
 - 33.3 throughout car parking areas.

OUTDOOR LIGHTING – IMPACT MITIGATION

- 34. Direct lighting or lighting must not exceed 8.0 lux at 1.5 metres beyond the boundary of the site.
- 35. Outdoor lighting of the development must mitigate adverse lighting and illumination impacts by:
 - 35.1 providing outdoor lighting that is designed, installed and regulated in accordance with the parameters outlined in *Australian Standard 1158.1.1 – Control of Obtrusive Effects of Outdoor Lighting*; and
 - 35.2 installation of outdoor lighting that:

- 35.2.1 provides graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land;
- 35.2.2 is directed onto the subject land and away from neighbouring properties; and
- 35.2.3 uses shrouding devices to preclude light overspill onto surrounding properties where necessary.

LANDSCAPING – GENERAL

- 36. The developer must submit to Council's Planning Manager or authorised delegate for endorsement, a Landscape Plan for all landscaping associated with the development. The plan must be prepared by a suitably qualified and experienced Landscape Architect, Horticulturalist, or other person experienced in landscape design and construction.
 - 37. The Landscape Plan must also detail:
 - 37.1 the typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on-site;
 - 37.2 the number, size of plants and the spacing of planting; and
 - 37.3 the typical planting detail including preparation, backfill, staking and mulching.
- Note:** It is advised that suitable plant species that may be considered in preparing the Landscaping Plan are listed in Planning Scheme Policy 1 of the Western Downs Planning Scheme 2017 incorporating Amendment 1.
- 38. Prior to commencement of the use, the developer must prepare and landscape the site in accordance with the Approved Landscape Plan. Any amendments approved by Council's Planning Manager or authorised delegate are taken to be a part of the Approved Landscape Plan.

ENGINEERING WORKS

- 39. Submit to Council, an Operational Work application for all civil works including earthworks, stormwater, access, and parking.
- 40. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
- 41. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.

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

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

REMOVAL OF EXISTING BUILDINGS

44. Remove all existing buildings located on the property prior to construction.
45. All waste material associated with demolition works must only be disposed of at a waste facility approved for the receipt of that waste.

CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

46. Prior to commencement of works, submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development work for the site. The Plan is to cover where applicable, the following:
 - air quality management;
 - noise and vibration management;
 - storm water quality management;
 - erosion and sediment management;
 - waste management;
 - complaint management;
 - community awareness;
 - preparation of site work plans;
 - workers' car parking arrangements; and
 - traffic control during works.
47. Implement the Approved Construction Management Plan at all times during construction of the development.
48. Ensure a legible copy of the Approved Construction Management Plan is available on-site at all times during construction and earthworks.

STORMWATER MANAGEMENT

49. Provide stormwater management generally in accordance with the Approved Stormwater Management Plan, prepared by MPN Consulting Pty Ltd, Reference No. 8897, Issue A, dated 17 June 2021, subject to detailed design and except as altered by conditions of this development approval.
50. Design and construct stormwater drainage to ensure that there is no nuisance or interference to the current use or potential future use of all downstream properties including road reserves and the like, for design storms of ARI 2, ARI 5, ARI 10, ARI 20 and ARI 50.

51. Discharge stormwater run-off from sealed areas and overflow pipes from the development to the existing underground stormwater system in Arthur Street via underground pipe(s).
52. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
53. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.
54. Design and construct stormwater drainage incorporating measures to prevent any solid matter or floatable oils being carried into the existing stormwater system.

WATER SUPPLY

55. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

56. Connect the development to Council's existing reticulated sewerage system via a single connection.
57. Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
58. Do not build work within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
59. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.
60. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site, is provided for future maintenance/upgrade purposes.
61. The above minimum clearances to Council's sewer infrastructure do not preclude the need for work to proposed structures to prevent loading to the sewer system.
62. All sewer connections servicing the existing residences shall be disconnected at the jump-up to the sewer and capped. This work shall be carried out under a Plumbing Permit.

REDUNDANT GAS CONNECTIONS

63. Remove all redundant gas infrastructure and reinstate the land.

TRADE WASTE DISPOSAL (COMMERCIAL KITCHEN)

64. Connect the commercial kitchen to Council's sewer reticulation. Obtain a Plumbing Approval from Council and the relevant inspections are to be undertaken prior to connection to the sewer.

- 65. Do not release contaminants or contaminated water directly or indirectly from the premises or to the ground or groundwater at the premises, except for:
 - 65.1 uncontaminated overland stormwater flow;
 - 65.2 uncontaminated stormwater to the stormwater system;
 - 65.3 contaminants released to the sewer under and in accordance with a Trade Waste Permit granted by the Local Government under the *Sewerage and Water Supply Act 1949*; or
 - 65.4 other water following treatment through an oil/silt interceptor trap or separator.
- 66. Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible grease, scum, litter or floating oil.

PARKING AND ACCESS - GENERAL

- 67. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- 68. Design and construct all car parking and heavy vehicle manoeuvring areas with concrete or asphalt.
- 69. Provide a minimum of 20 car parking spaces including a minimum of 1 person with disability (PWD) car parking spaces.
- 70. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- 71. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement, to enable all vehicles to enter and leave the site in a forward gear.
- 72. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

PARKING AND ACCESS - SERVICING

- 73. Provide loading bay facilities for a Medium Rigid Vehicle in the location generally shown on the Approved Plans of development that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.
- 74. Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements of a Medium Rigid Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.
- 75. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS

- 76. Construct a commercial crossover between the property boundary and the edge of the Arthur Street road pavement generally in the location shown on the Approved Plans of development, having a minimum width of 8.8 metres, generally in accordance with Council's Standard Drawing No. R-006, Revision A. Ensure that crossover splay is designed to accommodate turning movements of a Medium Rigid Vehicle.
- 77. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).
- 78. No access is permitted to or from Drayton Street at any time.

REDUNDANT CROSSEOVERS

- 79. Remove all redundant crossovers and reinstate the kerb and channel, road pavement, services, verge and any footpath to Council's standard along the frontage of the site.

ROADWORKS AND PEDESTRIAN SAFETY

- 80. Install signage for all work on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.
- 81. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the work.
- 82. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATIONS

- 83. Connect the development to an electricity service.
- 84. Remove all redundant telecommunication connections and reinstate the land.
- 85. Remove all redundant electrical connections and reinstate the land.

EARTHWORKS - GENERAL

- 86. Earthworks shall be carried out under an Operational Work Permit. Earthworks are limited to those modelled in the Approved Riverine Hydraulic Impact Assessment undertaken by Water Technology Pty Ltd, Reference No. 21020238_R01_V01, dated 2 June 2021.
- 87. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

ENVIRONMENTAL HEALTH

88. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
- 88.1 do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;
 - 88.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
 - 88.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).
89. Do not release contaminants or contaminated water directly or indirectly from the land subject to this approval, or to the ground or groundwater at the land subject to this approval, except for:
- 89.1 uncontaminated overland stormwater flow; and
 - 89.2 uncontaminated stormwater to the stormwater system.

REFERRAL AGENCY RESPONSE

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

ADVISORY NOTES

NOTE 1 - Flood Hazard

The property is identified as being located in the High and Extreme Flood Hazard Areas on the Flood Hazard Overlay Map in the Western Downs Planning Scheme 2017 incorporating Amendment 1. Where the floor level is not elevated above the defined flood level, the proposed building works may be subject to inundation during a flood event.

NOTE 2 - Currency Period

"A part of a development approval lapses at the end of the currency period. The standard currency period, as stated in Section 85 of the Planning Act 2016, applies to this approval as outlined below:

- *Material Change of Use (6 years after the approval starts to have effect)."*

NOTE 3 - Aboriginal Cultural Heritage

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

NOTE 4 - General Environmental Duty

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

NOTE 5 - General Safety of Public During Construction

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

NOTE 6 - Property Note (Audit of Conditions)

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

NOTE 7 - Duty to Notify of Environmental Harm

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

NOTE 8 - Referral Agency Response

The Referral Agency response is attached to the approval.

NOTE 9 - Infrastructure Charges

An Infrastructure Charges Notice is attached to this approval in accordance with the conditions of approval.

CARRIED (7 to 1)

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

GM Cook re-joined the meeting at 2:09pm.

12.3 (030.2021.571.001) Community and Liveability Report Development Application Material Change of Use for an Undefined Use (Data Services Facility) at Warrego Highway Columboola Genesis Data Pty Ltd

The purpose of this Report is for Council to decide the proposed development for a Material Change of Use to establish an Undefined Use (Data Services Facility) on land described as Lot 68 on BWR179 and Easement D on AP7606, situated at Warrego Highway, Columboola.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. P. T. Saxelby

That this report be received and that:

1. The application for a Material Change of Use to establish an Undefined Use (Data Services Facility) on land described as Lot 68 on BWR179 and Easement D on AP7606 and situated at Warrego Highway, Columboola be approved, subject to the following conditions:

APPROVED PLAN

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

Description: Genesis Data Site Plan and Layout

2. Where there is any conflict between the conditions of this development approval and the details shown on the Approved Plan, the conditions of this development approval must prevail.
3. The Approved Plan is to be amended in accordance with the conditions of this approval and as outlined below:
 - 3.1 provide details on all proposed buildings and structures to be retained on-site for the life of the project; Building Floor Plans and Elevations must also be provided; and
 - 3.2 update the Site Plan to illustrate the location of all proposed buildings and structures on the site.

Note: Infrastructure charges may be levied for the gross floor area of all administration and control buildings including storage sheds and site offices. Once detailed plans are provided, an Infrastructure Charges Notice may be issued.

4. The following further Development Permits must be obtained prior to commencement of any work associated with the approval:
 - 4.1 Building Works; and
 - 4.2 Operational Work.

APPROVED DEVELOPMENT

5. The approved development is a Material Change of Use for an Undefined Use (Data Services Facility) as shown on the Approved Plan.

COMPLIANCE, TIMING AND COSTS

6. All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.
7. All costs associated with compliance with these conditions shall be the responsibility of the developer unless otherwise noted.
8. The Data Services Facility use cannot commence until the following approved uses within the Development Permits below, have commenced:
030.2018.251.001 dated 25 October 2018 to establish a Renewable Energy Facility (100MW Solar Farm);
030.2021.388.001 dated 6 September 2021 to establish a Major Electricity Infrastructure (Battery Storage Facility);
030.2021.490.001 dated 6 September 2021 to establish a Major Electricity Infrastructure (Battery Storage Facility); and
030.2021.509.001 dated 6 September 2021 to establish a Major Electricity Infrastructure (33kV Substation and 275kV Underground Cable).

FEES AND CHARGES

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

MAINTENANCE

10. The development (including landscaping, parking, driveways and other external spaces) shall be maintained in accordance with the Approved Plan, subject to and modified by any conditions of this approval.
11. The site shall be maintained in a clean and orderly state at all times, to Council's satisfaction.

SETBACKS

12. All buildings, structures and Data Services Facility infrastructure must have a minimum setback of 30 metres from any side or rear boundary of the subject site, or a greater setback where an Emergency Response Plan provided in Condition 22 (specifically, 22.9 - Bushfire risk assessment, and tasks necessary to reduce the bushfire hazard risk on site) makes a recommendation for a setback in excess of 30 metres.

ACOUSTIC AMENITY - NOISE LIMITS

13. Noise from activity associated with the use of the site must not exceed the Acoustic Quality Objectives listed in the *Environmental Protection (Noise) Policy 2019* when measured at any sensitive place or commercial place.
14. In the event that Council receives a bona fide complaint in relation to noise emissions produced from the site, and the use is not being carried out in accordance with the conditions of this approval, Council reserves the right to require the applicant to re-assess site management procedures already in place. In this instance, the applicant may be required to undertake a further assessment of noise impacts through a third party, and implement any recommendations by a date agreed to by Council.

ACOUSTIC AMENITY - MECHANICAL PLANT

15. All regulated devices as defined by the *Environmental Protection Act 1994* must be installed, operated and maintained to comply with the noise limits as specified within the *Environmental Protection Act 1994*.

AIR QUALITY AND AMENITY - AIR RELEASE LIMITS

16. Odours or airborne contaminants which are noxious or offensive to public amenity or safety, likely to cause environmental harm or environmental nuisance or exceed the Air Quality Objectives listed in the *Environmental Protection Policy (Air) 2019* as measured at any sensitive place or commercial place, must not be released into the atmosphere.

OUTDOOR LIGHTING IMPACT MITIGATION

17. Outdoor lighting associated with the use must be designed, sited, installed and tested to comply with Tables 2.1 and 2.2 of Australian Standard 4282-1997 Control of the Obtrusive Effects of Outdoor Lighting Using a Control Level of 1.
18. All lighting must be of a type that gives no upward component of light when mounted horizontally (ie full cut-off luminaire).

VISUAL AND GENERAL AMENITY

19. Any graffiti on the buildings or structures must be immediately removed.
20. The buildings and the site must be maintained in a clean and tidy manner at all times.
21. The external finishes of the battery containers, inverters, control room and office building shall comprise neutral, low reflective colours consistent with the surrounding environment.

EMERGENCY RESPONSE PLAN

22. Submit to Council for endorsement, an Emergency Response Plan prepared by a suitably qualified person. The Plan must be specific to the site and include strategies for hazard management of a Data Services Facility. The Plan should include, but not be limited to the following matters:
 - 22.1 Handling, Use and Hazard Precautions
 - 22.2 Fire Fighting
 - 22.3 Emergency Evacuation and Shut Down Procedures
 - 22.4 First Aid
 - 22.5 Storage Precautions
 - 22.6 Damaged Products
 - 22.7 Disposal
 - 22.8 Maintenance
 - 22.9 Bushfire risk assessment, and tasks or separation distances between buildings and vegetation that is necessary to reduce the bushfire hazard risk on site.

WASTE MANAGEMENT

23. All waste generated from construction of the development must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
24. All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the *Waste Reduction and Recycling Act 2011*.

OPERATING HOURS - DURING CONSTRUCTION

25. Construction work shall occur only between the hours of 6:00am and 6:00pm Monday to Saturday.
26. Work on Sundays and Public Holidays shall be limited to safety inspections, testing, checks and environmental work involving a maximum of 10 workers on-site (unless approved otherwise by Council).

LANDSCAPING - MISCELLANEOUS

27. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any subsequent legislation.
28. Apart from declared weeds and pests, trees, shrubs and landscaped areas currently existing on the subject land must be retained where possible and action taken to minimise disturbance during construction work.

FIRE FIGHTING REQUIREMENTS

29. Fire fighting equipment and materials for electrical and electronic equipment fires must be installed at appropriate locations.
30. On-site bushfire equipment must include a minimum of a 5,000 litre water supply. If fire fighting supply is to be provided in a tank, the supply outlet is to be fitted with a 50mm male camlock fitting for rural fire fighting connections.

ENGINEERING WORKS

31. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, and relevant Australian Standards.
32. Be responsible for the full cost of any alterations necessary, to easements and/or other public utility installations in connection with the development.

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

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

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

STORMWATER MANAGEMENT

35. Provide Stormwater Management in accordance with the objectives specified in Council's Planning Scheme in Table 6.2.9.2 – Construction Phase – Stormwater Management Design Objectives.
36. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
37. Ensure that discharge of post-development stormwater will not cause any actionable nuisance to all adjoining properties.

WATER SUPPLY

38. Provide a potable water supply for the use of staff and visitors.

ON-SITE WASTEWATER DISPOSAL

39. Connect the staff amenities to an on-site wastewater disposal system, in accordance with AS1547 and the Queensland Plumbing and Waste Water Code.
40. Obtain a Development Permit for Plumbing Work for the on-site sewerage treatment system.

PARKING AND ACCESS - GENERAL

41. Access to the site shall be from Kerwick's Road via the existing access point for the approved Solar Farm (Council Reference 030.2018.251.001 dated 25 October 2018).
42. Provide adequate on-site parking for all vehicles including a minimum of one (1) space for persons with disability (PWD).
43. Provide signage that indicates the locations of parking and flow of traffic through the site.
44. Ensure loading and unloading operations are conducted wholly within the site.

APPROVED TRANSPORT ROUTE

45. The approved transport route to the site is from the Warrego Highway, north along Kerwick's Road to the existing access point.
46. Prior to commencement of construction, the applicant shall carry out a Pavement Condition Survey of Kerwick's Road, from the Warrego Highway to the site entrance. The Condition Survey shall be carried out by an RPEQ Engineer. If, during construction, the road is damaged as a result of development, the applicant shall carry out any necessary maintenance and repair at the applicant's expense.

ELECTRICITY

47. Connect the development to electricity services.

EARTHWORKS - GENERAL

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

EROSION AND SEDIMENT CONTROL - GENERAL

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

ENVIRONMENTAL HEALTH

50. Undertake operations and construction work associated with this development to the requirements of Council, including the following:
- 50.1 do not cause nuisance to adjoining residents by the way of smoke, dust, stormwater discharge or siltation of drains, at any time, including non-working hours;
 - 50.2 remove immediately, any material spilled or carried onto existing roads to avoid dust nuisance and ensure traffic safety; and
 - 50.3 do not carry out work on Sundays or Public Holidays (unless approved otherwise by Council).

WORKS-ON-COMPLETION INSPECTION

51. Upon completion of the work and prior to commencement of the use, submit to Council, a written request stating that all approved work has been completed and ready for Council inspection.
52. Prior to commencement of the use, undertake any rectification work as directed by Council's Officer further to the works-on-completion inspection.

REFERRAL AGENCY RESPONSES

1. The Department of State Development, Infrastructure, Local Government and Planning dated 22 July 2021.
2. Powerlink dated 23 July 2021.

ADVISORY NOTES

NOTE 1 - Relevant Period

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

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

NOTE 2 - Aboriginal Cultural Heritage

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

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

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

NOTE 6 - Duty to Notify of Environmental Harm

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

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

"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."

CARRIED

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

13. EXECUTIVE SERVICES

13.1 Executive Services Chief Executive Officer Report September 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 September 2021.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

That this Report be received and noted.

CARRIED

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

13.2 Executive Services Report Council Meeting Dates January 2022 to December 2022

The purpose of this Report is to provide for Council consideration and subsequent adoption proposed dates and times for the holding of Council Meetings in 2022.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report be received and that, in accordance with Section 175 of the *Local Government Act 2009* and Section 277 (1) of the *Local Government Regulation 2012*, Council adopts the following dates for the holding of Council Meetings in 2022:

Ordinary Meetings of Council

Date (2022)	Location	Commencement Time
Wednesday, 19 January	Chinchilla Customer Service Centre	9.30 a.m.
Wednesday, 16 February	Wandoan Customer Service Centre	9.30 a.m.
Wednesday, 16 March	Miles Customer Service Centre	9.30 a.m.
Wednesday, 13 April	Warra Memorial Hall	9.30 a.m.
Wednesday, 18 May	Tara Customer Service Centre	9.30 a.m.
Wednesday, 22 June	Dalby Corporate Office	9.30 a.m.
Wednesday, 20 July	Chinchilla Customer Service Centre	9.30 a.m.
Wednesday, 17 August	Wandoan Customer Service Centre	9.30 a.m.
Wednesday, 21 September	Miles Customer Service Centre	9.30 a.m.
Wednesday, 26 October	Jandowae Customer Service Centre	9.30 a.m.
Wednesday, 16 November	Tara Customer Service Centre	9.30 a.m.
Wednesday, 7 December	Dalby Corporate Office	9.30 a.m.

CARRIED

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

13.3 Executive Services Report Outstanding Actions September 2021

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 22 September 2021.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. A. N. Smith

That this Report be received and noted.

CARRIED

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

14. CORPORATE SERVICES

14.1 Corporate Services Report Permanent Road Closure Application Part Browne's Road, Springvale

To determine an application for the permanent road closure of part of Browne's Road that is an unformed road that runs adjacent to the western boundary of Lot 956 on DER3479 and the eastern boundary of Lot 57 on DY591, Springvale.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. A. N. Smith

That this Report be received and that:

1. Council advise the Department of Resources and the applicant that it objects to the permanent closure of the identified part of Browne's Road, that is adjacent to western boundary of Lot 956 on DER3479 and the eastern boundary of Lot 57 on DY591, Springvale.

CARRIED (7 to 1)

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

14.2 Corporate Services Report Permanent Road Closure Application Part Cody's Road, Kaimkillenbun

To determine an application for the permanent road closure of part of Cody's Road that is an unformed road that runs adjacent to the south eastern boundary of Lot 1 on RP105354 and the north western boundary of Lot 3 on RP105354 & Lot 113 on A341708, Kaimkillenbun.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. O. G. Moore

That this Report be received and that:

1. Council advise the Department of Resources and the applicant that it objects to the permanent closure of the identified part of Cody's Road, that is adjacent to the south eastern boundary of Lot 1 on RP105354 and the north western boundary of Lot 3 on RP105354 and Lot 113 on A341708, Kaimkillenbun.

CARRIED

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

14.3 Corporate Services Report Access Easement Lot 7 RP106718

The purpose of this Report is to consider a request to grant an access easement across WDRC land located on Bunya Mountains Road, at the Bunya Mountains.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. K. A. Bourne

That this Report be received and that Council:

1. Approve an access Easement as per the attached Proposed Easement Location and the terms and conditions of the attached Form 20 Schedule for access over Lot 7 RP106718 in favour of the owner of Lot 1 RP108360;
2. Delegate authority to the CEO to sign all documents necessary to finalise the Easement, including the Form 9, the Form 20 Schedule, and the Survey Plan depicting the Easement.

CARRIED

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

14.4 Corporate Services Report Acquisition of QR land at Royd St Wandoan

The purpose of this report is to seek Council's direction to purchase land owned by Queensland Rail Ltd at Royd St Wandoan (being Lot 263 on SP161830).

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. M. J. James

That this report be received and that:

1. Council purchase Lot 263 on SP161830 from Queensland Rail Limited for the price of \$6,000 (ex GST) plus Transfer Duty of \$24.00, and
2. Delegate authority to the CEO to sign all documents necessary to effect the purchase.

CARRIED

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

14.5 Corporate Services Report Contract for supply of retail electricity for large sites

The purpose of this Report is to delegate to the Chief Executive Officer the authority to make, amend or discharge a contract for the supply of retail electricity for its contestable large metered sites.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. A. N. Smith

That this Report be received and that:

1. Council resolves to enter into a large-size contractual arrangement for the supply of retail electricity at its contestable large metered sites with the vendor identified as most economically attractive under the closed tender conducted via Local Buy contract BUS 275 Retail Electricity For Large Sites, Small Sites & Unmetered Street Lights.
2. Council resolves to delegate authority to the Chief Executive Officer to negotiate, make, vary and discharge the contract associated with the closed tender.

CARRIED

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

14.6 Corporate Services Report Surrender Chinchilla Aerodrome Lease Rural Fire Brigade

The purpose of this report is to seek Council's direction regarding the request from the Rural Fire Brigade to surrender Lease "O" on Survey Plan 261624, on lot 185 CP LY920, at the Chinchilla Aerodrome.

Cr. C.T. Tillman rejoined the meeting at 2.32pm.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Maguire

That this Report be received and that Council:

1. Accept the Rural Fire Brigade's request to surrender Lease "O" on Survey Plan 261624, located within lot 185 CP LY920 at the Chinchilla Aerodrome.
2. Authorise the Chief Executive Officer to sign the surrender document and all necessary documents to effect the surrender of Lease "O".

CARRIED

14.7 Corporate Services Financial Report 2020-21 Review of Actual Against Budget

The purpose of this Report is to present Council with the final position for the 2020-21 financial year and seek approval to carry-over capital expenditure and capital revenue for projects that were either not commenced or not completed in 2020-21 and form part of the 2021-22 capital works program.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Maguire

That this Report be received and that:

1. Council notes the Financial Report 2020-21 Review of Actual Against Budget, and
2. Council resolves to approve the proposed adjustments to the 2021-22 capital works program, to carry-over \$22.471 million of capital expenditure and \$12.663 million of capital revenue to the 2021-22 Capital Works Program for either projects that were not commenced or not completed as detailed in Attachment 2.

CARRIED

14.8 Corporate Services Report Audit Committee Meeting 5 October 2021

The purpose of this Report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 5 October 2021.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. Council note the unconfirmed minutes of the Western Downs Regional Council Audit Committee Meeting held on 5 October 2021.

CARRIED

14.9 Corporate Services Financial Report September 2021

The purpose of this Report is to provide Council with the Financial Report for the period ending 30 September 2021.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. I. J. Rasmussen

That this Report be received and that:

1. Council notes the September 2021 Financial Report.

CARRIED

14.10 Corporate Services Report 2020/21 Annual Report

The purpose of this Report is to present the draft Western Downs Regional Council 2020/21 Annual Report (1 July 2020 to 30 June 2021) to Council.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. M. J. James

That this Report be received, and that:

1. Council adopt the Western Downs Regional Council 2020/21 Annual Report pursuant to section 182 of the *Local Government Regulation 2012*.

CARRIED

14.11 Corporate Services Report 10,000 Steps Success

The purpose of this Report is to provide Council with a summary of the 10,000 steps challenge held across the organisation.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. C. T. Tillman

That this Report be received and noted.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Report Permanent Closure Of Healys Crossing Road and Combens Road Bridges

The purpose of this report is to seek Council's approval to dispose of two timber bridge assets on Healys Crossing Road and Combens Road.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. C. T. Tillman

That this Report be received and Council:

1. Remove the timber bridge at chainage 7.46km on Healy's Crossing Road from Council's Asset Register; and
2. Remove the timber bridge at chainage 3.20km on Combens Road from Council's Asset Register

CARRIED

15.2 Infrastructure Services Report 2021/22 DTMR Roads Maintenance Performance Contract (RMPC) Risk Management and LGAQ Advocacy

The purpose of this report is to advise Council of the current condition of the state controlled road network, to enable Council to make an informed decision to execute the 2021/22 RMPC contract.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. P. T. Saxelby

That this Report be received and that Council:

1. Enter into the 2021/22 RMPC as provided from the Department of Transport and Main Roads;
2. Write to the Queensland Minister for State Development, Infrastructure, Local Government and Planning, and the Queensland Minister for Transport and Main Roads expressing concerns over the lack of funding to cover the significant number of unfunded defects that exist of the state-controlled network;
3. Request that DTMR work with LGAQ to amend the RMPC to ensure that the current conditional indemnities do not unfairly favour DTMR in circumstances where the widespread poor condition of DTMR Road Network prevents the RMPC Network Steward from fulfilling its roles within the limited resources of the RMPC.

CARRIED

15.3 Infrastructure Services Report Capital Works September 2021/2022 Progress Update

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2021/22 Capital Works Program for the month of September 2021.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. A. N. Smith

That this Report be received and noted.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Report Dalby Stock Horse Sale Grant

The purpose of this report is to seek a decision from Council regarding a request for sponsorship / grant for the for the Annual Stock Horse Sale (Darling Downs) to be held at the Dalby Showgrounds.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

That the Australian Stock Horse Society Darling Downs Branch be advised to apply for funding through the community grants scheme.

The **MOTION LAPSED** due to want of a **SECONDER**

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. K. A. Maguire

That this report be received, and Council advise whether they approve the request for financial support of \$5,000.00 in cash and \$4,000.00 in kind, per year over a three (3) year period to the Australian Stock Horse Society Darling Downs Branch for the Dalby Stock Horse Sales.

CARRIED (8 to 1)

16.2 Community and Liveability Report Waste Levy Arrangements and Facility Improvements

The purpose of this report is to update Council on actions taken to minimise the impact of some recent changes to the State waste levy arrangements, and the initiatives that have implemented to minimise operational impacts on Council and the community.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. I. J. Rasmussen

That this report be noted.

CARRIED

16.3 Community and Liveability Report Community Projects Program Round One 2021.2022

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 6 October 2021. This is in relation to the assessment and proposed adoption of Round One (1) of the 2021/2022 Community Projects Program.

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 6 October 2021.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 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 19 May 2021, copies of which have been circulated to Members, be taken as read and confirmed.

- b. That the applicants for Round One (1) of the 2021/2022 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	Jandowae Kindergarten Association	Community Connect & Group Learning Hub	\$4,991.80	\$0.00	\$4,991.80	\$3,000.00	Conditional upon no reduction to the scope of the project.	
						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	Inglestone Sports Club & Community Centre	Installation of a playground at Inglestone Sports Club and Community Centre	\$10,182.00	\$0.00	\$10,000.00	\$10,000.00	Conditional upon provision on an itemised quote.	Acknowledge that the value of the playground equipment is approx. \$11,000 - \$12,000.
						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:		
3	Dalby & District Swimming Club Inc	Electronic Scoreboard	\$24,051.50	\$14,051.50	\$10,000.00	\$10,000.00		
						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:		
4	Queensland Police Citizens Youth Welfare Association (QPCYW)	PCYC Dalby Youth Support Room	\$6,368.95	\$0.00	\$6,368.95	\$3,189.00	Conditional upon group contributing 50% towards the project with no reduction to the scope of the project.	
						FOR: Cr. K.A. Bourne, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: Cr. K.A. Maguire DID NOT VOTE:		
TOTAL FUNDED						\$26,189.00		

CARRIED (8 to 1)

16.4 Community and Liveability Report Local Events Program Round One 2021.2022

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 6 October 2021 in relation to the Assessment of Round One of the 2021/2022 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. P. T. Saxelby

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 2021.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 6 October 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 19 May 2021 copies of which have been circulated to Members, be taken as read and confirmed; and

- b. That the applicants for Round One of the 2021/2022 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 Community Commerce and Industry Inc	Chinchilla Town Christmas Party	\$13,000.00	\$3,000.00	\$3,000.00	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	Tara Pastoral Agricultural and Horticultural Show Society	Annual Tara Show 2022	\$31,500.00	\$10,000.00	\$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:	
3	Dalby & District Show Society	Dalby & District Agricultural Show	\$45,000.00	\$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:	
4	Wandoan Show Society	2022 Wandoan Show WAGS Marquee/ Grand Champion Beat of the Show	\$7,050.00	\$500.00	\$4,850.00	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:	
5	Bell Show Society	2022 Bell Show	\$100,000.00	\$89,000.00	\$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:	
6	Tara Futures Group	Tara Community Christmas Celebrations	\$9,216.00	\$1,250.00	\$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					\$27 850.00 cash plus \$0.00 In Kind Assistance		

CARRIED

16.5 Community and Liveability Report 2020 / 2021 Annual Report on Partnership between Western Downs Regional Council and Toowoomba Surat Basin Enterprise

To provide Council with the annual report outlining outcomes on the 2020 / 2021 partnership between the Western Downs Regional Council and Toowoomba Surat Basin Enterprise.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. C. T. Tillman

That this report be received and noted.

CARRIED

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

Nil.

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

Nil.

18. URGENT GENERAL BUSINESS

Nil.

19. MEETING CLOSURE

The Meeting concluded at 3:20pm.

UNCONFIRMED

Title **Executive Services Mayoral Report October 2021**

Date 9 November 2021

Responsible Manager J. Taylor, CHIEF EXECUTIVE OFFICER

Summary

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

5 th October 2021	<ul style="list-style-type: none"> • WDRC Audit Committee Meeting 	Phone
6 th October 2021	<ul style="list-style-type: none"> • Councillor Information Session 	Teams
8 th October 2021	<ul style="list-style-type: none"> • Meeting with New Wilkie Energy • Meeting with Ratepayer 	Teams Teams
12 th October 2021	<ul style="list-style-type: none"> • DAP Meeting • LGAQ and Facebook Training Session 	Teams Teams
13 th October 2021	<ul style="list-style-type: none"> • Myall 107 Media Opportunity • ABC Radio Interview - Myall 107 • WDRC and TSBE Meeting 	Dalby Phone Dalby
18 th October 2021	<ul style="list-style-type: none"> • Councillor Information Session • Premier teleconference with Queensland Mayors • Meeting of Stakeholders Tara Pool Redevelopment 	Dalby Teleconference Tara
19 th October 2021	<ul style="list-style-type: none"> • DAF Regional Directors Catch Up 	Phone
20 th October 2021	<ul style="list-style-type: none"> • Dalby Depot Breakfast • Ordinary Meeting of Council 	Dalby Dalby

24 th October 2021	<ul style="list-style-type: none"> Darling Downs and South West Queensland Council of Mayors Meeting LGAQ Policy Executive Meeting 	Mackay Mackay
25 th October 2021	<ul style="list-style-type: none"> LGAQ Annual Conference 	Mackay
26 th October 2021	<ul style="list-style-type: none"> LGAQ Annual Conference 	Mackay
27 th October 2021	<ul style="list-style-type: none"> LGAQ Annual Conference 	Mackay
28 th October 2021	<ul style="list-style-type: none"> WDRC and QTC Catch-Up WDRC and Senex Energy meeting Premier teleconference with Queensland Mayors WDRC and Mirabou Energy meeting WDRC and Origin Energy meeting 2021 Darling Downs Beef Battle 	Brisbane Brisbane Teleconference Brisbane Brisbane Toowoomba
29 th October 2021	<ul style="list-style-type: none"> WDRC and TSBE meeting WDRC and CS Energy 	Toowoomba Dalby

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: Hailey Wex, Executive Assistant

Title (035.2021.695.001) Community and Liveability Report Development Application Reconfiguring a Lot (Boundary Realignment 2 Lots into 2 Lots) Lots 1 and 3 on RP893198 59 and 73 Dalby Street Jandowae Zeller

Date 29 October 2021

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots) on land described as Lots 1 and 3 on RP893198, situated at 59 and 73 Dalby Street, Jandowae.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. The application for Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots) on land described as Lots 1 and 3 on RP893198 and situated at 59 and 73 Dalby Street, Jandowae be approved, subject to the following conditions:

APPROVED PLAN

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

Plan No: 14115-PRO-01, Rev A

Description: Proposed Reconfiguration Lots 1 & 3 on RP893198, prepared by DSQ Land Surveyors, dated 28.07.21

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

APPROVED DEVELOPMENT

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

COMPLIANCE, TIMING AND COSTS

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

FEES AND CHARGES

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

MAINTENANCE

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

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

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

LOT NUMBERING

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

LANDSCAPING

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

STORMWATER MANAGEMENT

14. Provide overland flow paths that do not alter the characteristics of existing overland flows or create an increase in flood damage on other properties.
15. Ensure that adjoining properties and roadways are protected from ponding as a result of any site works undertaken.

VEHICLE ACCESS

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

SERVICES - EXISTING CONNECTIONS

17. Ensure that all services provided to the proposed lots are wholly located within the lot(s) it serves.

ADVISORY NOTES

NOTE 1 - Relevant Period

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

NOTE 2 - Aboriginal Cultural Heritage

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

NOTE 3 - General Environmental Duty

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

NOTE 4 - General Safety of Public During Construction

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

NOTE 5 - Property Note (Audit of Conditions)

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

NOTE 6 - Duty to Notify of Environmental Harm

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

Background Information

The relevant background information to this application is as follows:

Application No: 035.2021.695.001	Assessment No: A40423 & A40621	Keywords Index: AD.6.6.2 & LG7.9.1
Assessing Officer:	Kate Swepson PLANNING OFFICER DEVELOPMENT ASSESSMENT	

PART 1: APPLICATION		
Applicant:	Mr Brett Zeller	
Owner:	Lot 1: HJ Turner Lot 3: B & NR Zeller	
Site Address:	59 & 73 Dalby Street, Jandowae	
Site Area:	Lot 1: 36,850m ² Lot 3: 4,000m ² TOTAL: 40,850m² (4.085ha)	
Real Property Description:	Lots 1 & 3 on RP893198	
Proposed Development:	Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots)	
Level of Assessment:	Impact	
Type of Application:	Reconfiguring a Lot	
Relevant Planning Scheme:	Western Downs Planning Scheme 2017 incorporating Amendment 1	
Zone:	Rural	
Precinct:	N/A	
Overlays:	<div><div><ul style="list-style-type: none">• Flood Hazard• Agricultural Land Classification• Stormwater Overland Flow</div><div><ul style="list-style-type: none">- Low, Medium, High & Extreme- Class B- Minor Flow Path</div></div>	
Pre-lodgement Meeting:	No	
Application Lodgement Date:	30 July 2020	
Properly Made Application:	Yes	Date: 17 August 2021
Confirmation Notice Issued:	Yes	Date: 17 August 2021
PART 4: PUBLIC NOTIFICATION		
Start Date:	Yes	Date: 20 September 2021
Notice of Compliance Received:	Yes	Date: 29 October 2021
Submissions:	Nil	
PART 5: DECISION PERIOD		
Date Commenced:	1 November 2021	
Decision Due Date:	17 December 2021	

Report

1. Site

The subject site is legally described as Lots 1 and 3 on RP893198 and is located at 59 & 73 Dalby Street, Jandowae. The subject site is located in the Rural Zone and has a total area of 4.085ha. The site is affected by the Flood Hazard, Natural Resources and Stormwater Overland Flow Path Overlay Codes.

The property at 59 Dalby Street is currently improved by an existing Dwelling House and Domestic Outbuilding. The property has frontages to Eva Street and Dalby Street, however, access is gained solely via Dalby Street. The section of Eva Street fronting the property is currently unconstructed.

The property at 73 Dalby Street is similarly improved by an existing Dwelling House and Domestic Outbuilding. The property has frontages to Dalby Street, Eva Street, Queen Street and Brigalow Street, however, access is only gained via Dalby Street. The section of Eva Street fronting the property is a bitumen access road, whereas, both Queen and Brigalow Streets are unconstructed along the property frontage.

Both lots are currently serviced by all available urban infrastructure including reticulated water and electricity networks.

2. Proposal

The proposed development is to realign the property boundaries between Lots 1 and 3 as outlined below:

Lot Number	Existing Area	Proposed Area
1	3.685ha	3.285ha
3	0.400ha	0.800ha

The proposed realignment will not result in any further changes to the use of or development on the subject site. Both lots currently contain Dwelling Houses and the location of all existing buildings, structures and accesses will not be affected by the realignment. Conditions will be applied to ensure that all infrastructure servicing the lots is wholly contained within the lot it serves.

3. Assessment

The following are the Assessment Benchmarks applying to this development:

ASSESSMENT MATTERS		
Assessment Benchmarks	<p>The development was assessed against the following Assessment Benchmarks:</p> <ul style="list-style-type: none"> ▪ Western Downs Planning Scheme 2017 incorporating Amendment 1 <ul style="list-style-type: none"> • Strategic Plan • Rural Zone Code • Reconfiguring a Lot Code • Flood Hazard Overlay Code • Natural Resources Overlay Code • Stormwater Overland Flow Path Overlay Code • Transport, Access and Parking Code 	
Reasons for Decision	<p>The development was assessed against all of the Assessment Benchmarks listed above and complies with all of these with the exceptions listed below.</p>	
	Assessment Benchmark	Response
	Strategic Plan	
	<p>Strategic Outcome 3.3.10 - Rural Land Use and Development</p> <p>3.3.10.1 Specific Outcomes</p> <p>(1) ALC Classes A and B land is protected from alienation, isolation, diminished productivity, fragmentation and encroachment by incompatible land use.</p>	<p>The subject site is identified as Class B Agricultural Land. The proposed development is not a subdivision and is therefore not considered to be fragmenting the Rural Zoned land.</p>
	<p>Strategic Outcome 3.3.11 - Rural Residential Land Use and Development</p> <p>3.3.11.1 Specific Outcomes</p> <p>(5) ALC Classes A and B land is 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.</p>	<p>Aerial imagery dating back to 1958 shows that the site has not been used for productive rural activities in recent history. Therefore, the proposed realignment to increase the size of Lot 3 is not considered to result in the diminished productivity of Proposed Lot 1.</p> <p>Notwithstanding, the proposed realignment would not prevent either of the lots being used for small scale rural production.</p>

	Rural Zone Code	
	AO3.1 Buildings and structures have a minimum setback of 20 metres from the primary road frontage.	Alternative Solution <p>Proposed Lot 1 contains an existing shed that is located approximately 14m from the Dalby Street frontage. The shed is existing and the proposed boundary realignment will not result in any impacts to this shed or the rural character of the area.</p> <p>The 14m setback is consistent with the primary road frontage setbacks of dwellings and outbuildings across Dalby Street.</p> <p>The proposed development is therefore considered to comply with the Performance Outcome.</p>
	Reconfiguring a Lot Code	
	AO1.1 The minimum lot area and street frontage dimensions are in accordance with Table 9.4.4.2 – Minimum lot size and frontages	Alternative Solution <p>The proposed lots do not comply with the minimum lot size or frontage requirements for Reconfiguring a Lot in the Rural Zone.</p> <p>It is considered that the proposed lots comply with the Performance Outcome, as the density is consistent with Acceptable Outcome 2.1 of the Rural Zone Code which states that residential density is to not exceed one Dwelling House per lot.</p> <p>Further, both lots are developed and therefore the proposed lot sizes are sufficient to provide an appropriate building envelope, private open space and landscaping areas.</p>
	Natural Resources Overlay Code	
	Where for Reconfiguring a Lot in the Rural Zone AO6.2 Reconfiguring a lot does not result in the creation of a lot with an area less than 500 hectares on land identified as ALC A and B Land on the Agricultural Land overlay maps (OM- 008).	Alternative Solution <p>The subject site has a total land area of 4.085ha. It is therefore not possible for the reconfiguration to create lots with areas greater than 500ha. The proposed development is not considered to result in the fragmentation of rural land, as the proposal is for a boundary realignment only, and does not create any new lots.</p> <p>As noted above, the site has not historically been used for agricultural production, however, the development does not prevent the sites being used for small scale rural production.</p>

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

Strategic Plan

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

"Strategic Outcome 3.3.1 Liveable Communities and Housing

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

Complies

While the subject site is located in the Rural Zone, the size and historic use of the lots are considered more reasonably identified as rural residential development. The lots have access to all available urban infrastructure. Due to the flood hazard affecting the site, the proposed realignment does not constrain the future expansion of Urban areas, as this would be better suited in other areas of Jandowae.

The proposed development is not a subdivision and therefore, is not considered to result in the further fragmentation of productive rural land.

"Strategic Element 3.3.7 - 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."*

Complies

The proposed development will not increase the number of lots or Dwellings at risk of inundation during a flood event. The development is for a boundary realignment only, and both existing lots contain a Dwelling House.

Rural Zone Code

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

The proposed development will retain a density of one Dwelling per lot, with each lot having a suitable area for private open space and landscaping.

Any future buildings on the proposed lots will be required to comply with all relevant Outcomes of the Zone Code including setbacks, site coverage and height requirements.

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

Flood Hazard Overlay Code

The subject site is mapped as being subject to Low, Medium, High and Extreme Flood Hazard areas.

The proposed development complies with the Overlay Code, as the proposal will not increase the number of lots in areas of Flood Hazard.

Further, both existing lots contain Dwelling Houses and the proposal will therefore not result in an increase in the number of people at risk during a flood event.

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

Natural Resources Overlay Code

The subject site is mapped as being Class B Agricultural Land.

As discussed above, the subject site is not of a size where the minimum lot size could be achieved.

Further, the application is for a boundary realignment only, and does not result in the further fragmentation of or encroachment to Rural Land.

The proposed development is considered to comply with the purpose of the Code.

Stormwater Overland Flow Path Overlay Code

Existing Lot 3 and part of Lot 1 are mapped as being part of a Minor Stormwater Overland Flow Path.

The proposed development complies with the Overlay Code, as the proposal will not increase the number of lots in a Minor Flow Path.

Further, both existing lots contain Dwelling Houses and the proposal will therefore not result in an increase in the number of people at risk during a flood event.

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

Reconfiguring a Lot Code

The proposed lots do not comply with the minimum lot size or frontage requirements for Reconfiguring a Lot in the Rural Zone. Both proposed lots have frontages less than 800m and areas less than 1,000ha required by the Reconfiguring a Lot Code. The non-compliance is addressed above.

The lots are generally regular in shape, no battle-axe lots are created, and there are existing street trees along Dalby Street.

Both lots have an existing residential standard access to Dalby Street, which is a formed bitumen road. Both houses are connected to all available reticulated services networks, including water, electricity and telecommunications but are located outside the Defined Sewerage Area.

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

Transport Access and Parking Code

Both proposed lots have an existing driveway crossover to Dalby Street. Conditions will be applied to ensure these accesses are maintained to an appropriate standard.

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

4. Other Matters

4.1 Public Notification

The application for Reconfiguring a Lot on land subject to High and Extreme Flood Hazards is Impact Assessable in the Western Downs Planning Scheme 2017 incorporating Amendment 1.

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

The applicant:

- published a notice in the Courier Mail on 1 October 2021;
- placed notices on the frontage of the land on 17 September 2021; and
- notified adjoining land owners.

No submissions were received in relation to the proposed development.

The Public Notification Period starts from the day after the last notification action is carried out. It is acknowledged that the applicant did not publish a notice in a newspaper until 1 October, which is only 5 business days from the end of the advertised period.

In accordance with Section 53(3) of the *Planning Act 2016*, the Assessment Manager may assess and decide a development application even if some of the requirements of the Development Assessment Rules about the Notice have not been complied with, if the Assessment Manager considers any non-compliance has not -

- "(a) *adversely affected the public's awareness of the existence and nature of the application; or*
- (b) *restricted the public's opportunity to make properly made submissions about the application.*"

In this instance, it is considered that the non-compliance did not adversely affect the public's awareness of the application, nor restrict the public's opportunity to make a properly made submission. No enquiries were received during the Public Notification Period and no submissions were received.

The proposed development is considered to be within the reasonable amenity expectations of the land owners and residents of properties within the vicinity of the subject site.

Consultation (Internal/External)

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

Legal/Policy Implications (Justification if applicable)

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

"Chapter 6 Dispute Resolution

Part 1 Appeal Rights

229 Appeals to Tribunal or P&E Court

- (1) *Schedule 1 states -*

- (a) *matters that may be appealed to -*
 - (i) *either a tribunal or the P&E Court; or*
 - (ii) *only a tribunal; or*
 - (iii) *only the P&E Court; and*
 - (b) *the person -*
 - (i) *who may appeal a matter (the **appellant**); and*
 - (ii) *who is a respondent in an appeal of the matter; and*
 - (iii) *who is a co-respondent in an appeal of the matter; and*
 - (iv) *who may elect to be a co-respondent in an appeal of the matter.*
- (2) *An appellant may start an appeal within the appeal period.*
- (3) *The **appeal period** is -*
- (a) *for an appeal by a building advisory agency - 10 business days after a Decision Notice for the decision is given to the Agency; or*
 - (b) *for an appeal against a deemed refusal - at any time after the deemed refusal happens; or*
 - (c) *for an appeal against a decision of the Minister, under Chapter 7, Part 4, to register premises or to renew the registration of premises - 20 business days after a Notice is published under Section 269(3)(a) or (4); or*
 - (d) *for an appeal against an Infrastructure Charges Notice - 20 business days after the Infrastructure Charges Notice is given to the person; or*
 - (e) *for an appeal about a deemed approval of a development application for which a Decision Notice has not been given - 30 business days after the applicant gives the Deemed Approval Notice to the Assessment Manager; or...*
 - ...(g) *for any other appeal - 20 business days after a Notice of the decision for the matter, including an Enforcement Notice, is given to the person.*

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

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this Report.

Conclusion

The proposal for Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots) on land described as Lots 1 and 3 on RP893198 has been assessed in accordance with the *Planning Act 2016* (the Act) and has satisfied the requirements of the Western Downs Planning Scheme 2017 incorporating Amendment 1. The application was Impact Assessable, as the lots are mapped as being subject to High and Extreme Flood Hazards.

It has been determined that the proposal complies with the purpose of the applicable Codes and the development has been conditioned in accordance with the Act.

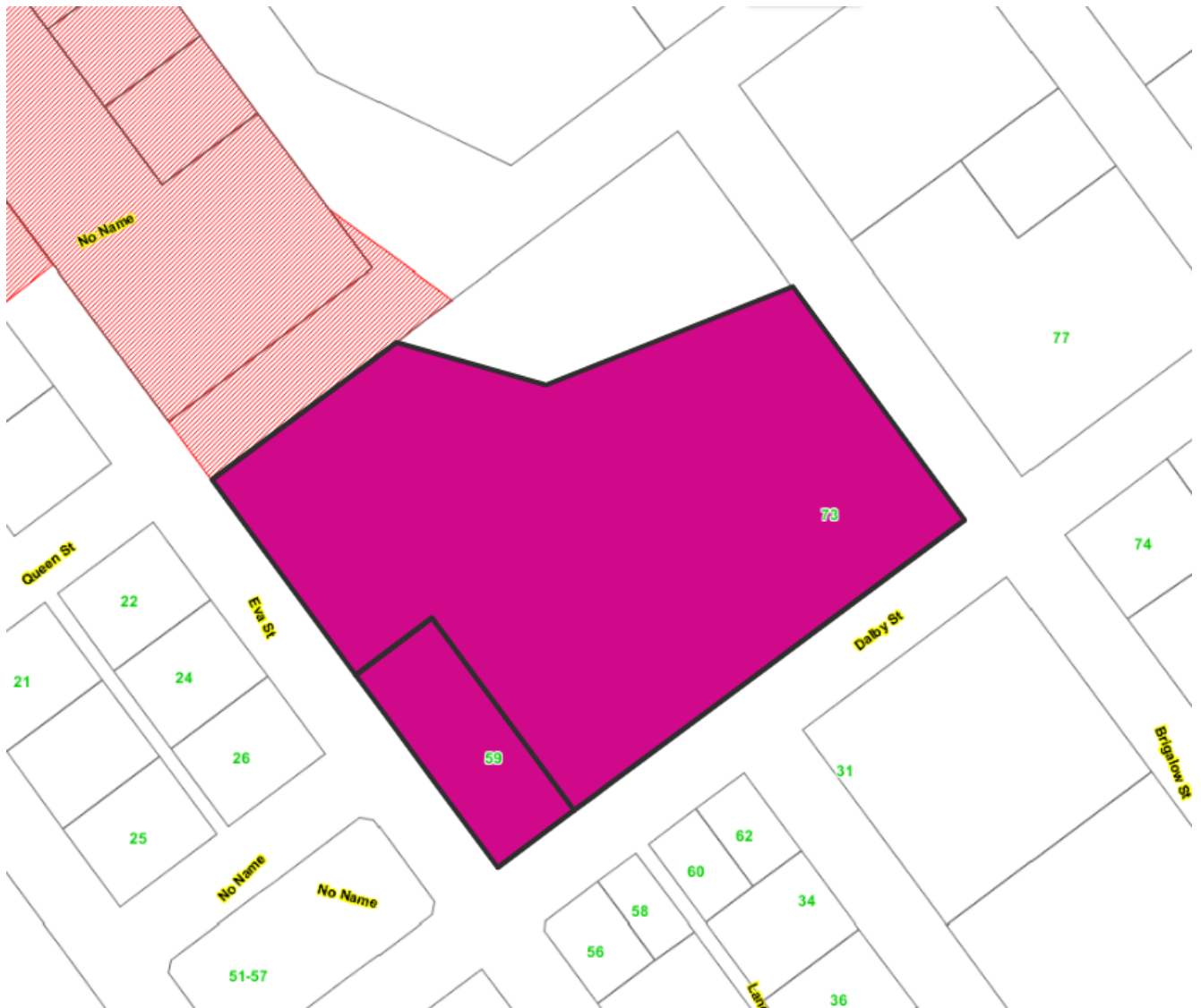
Attachments

1. Locality Plans
2. Proposal Plan

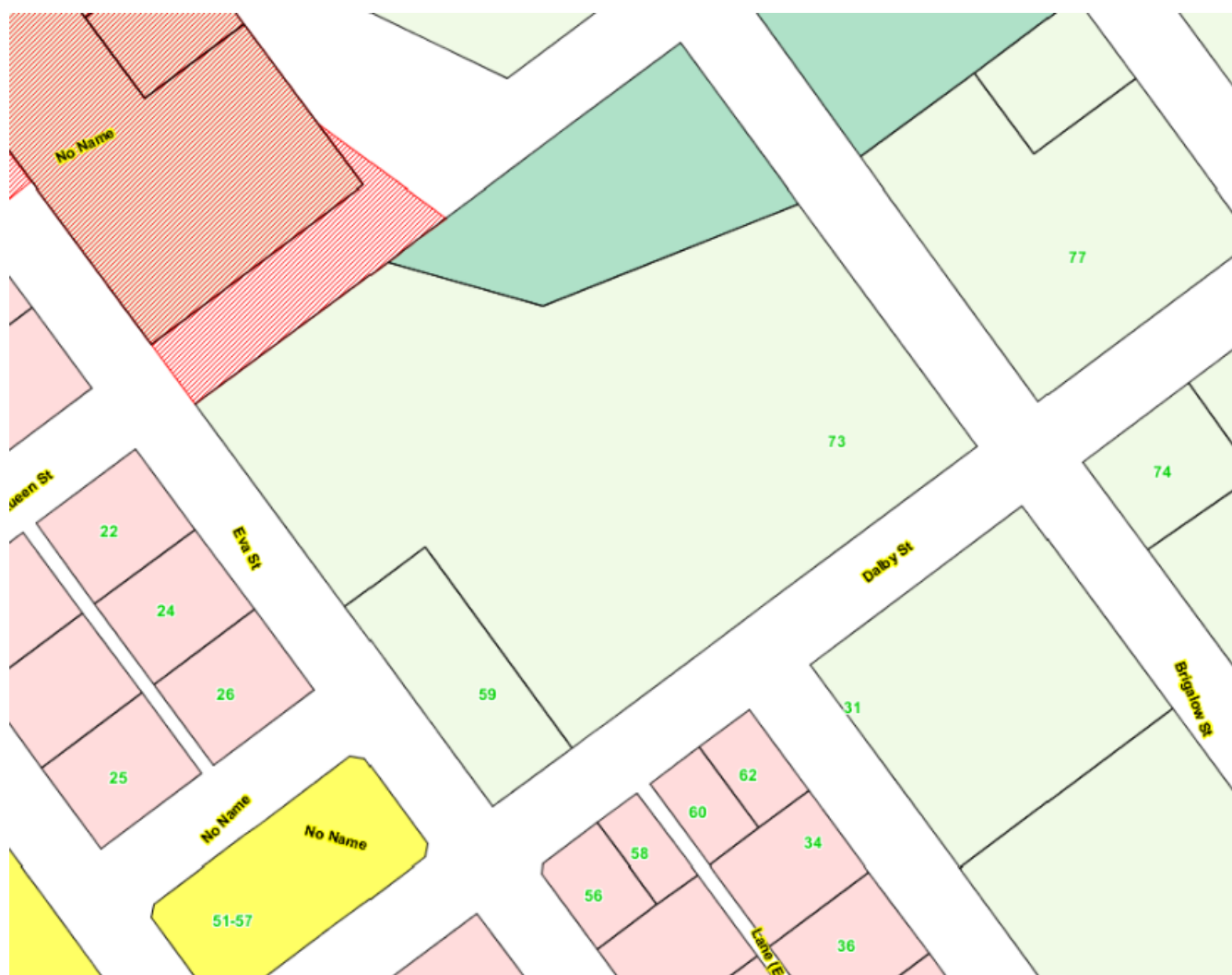
Authored by: Kate Swepson, PLANNING OFFICER DEVELOPMENT ASSESSMENT

Attachment 1 - Locality Plans

Cadastral Plans



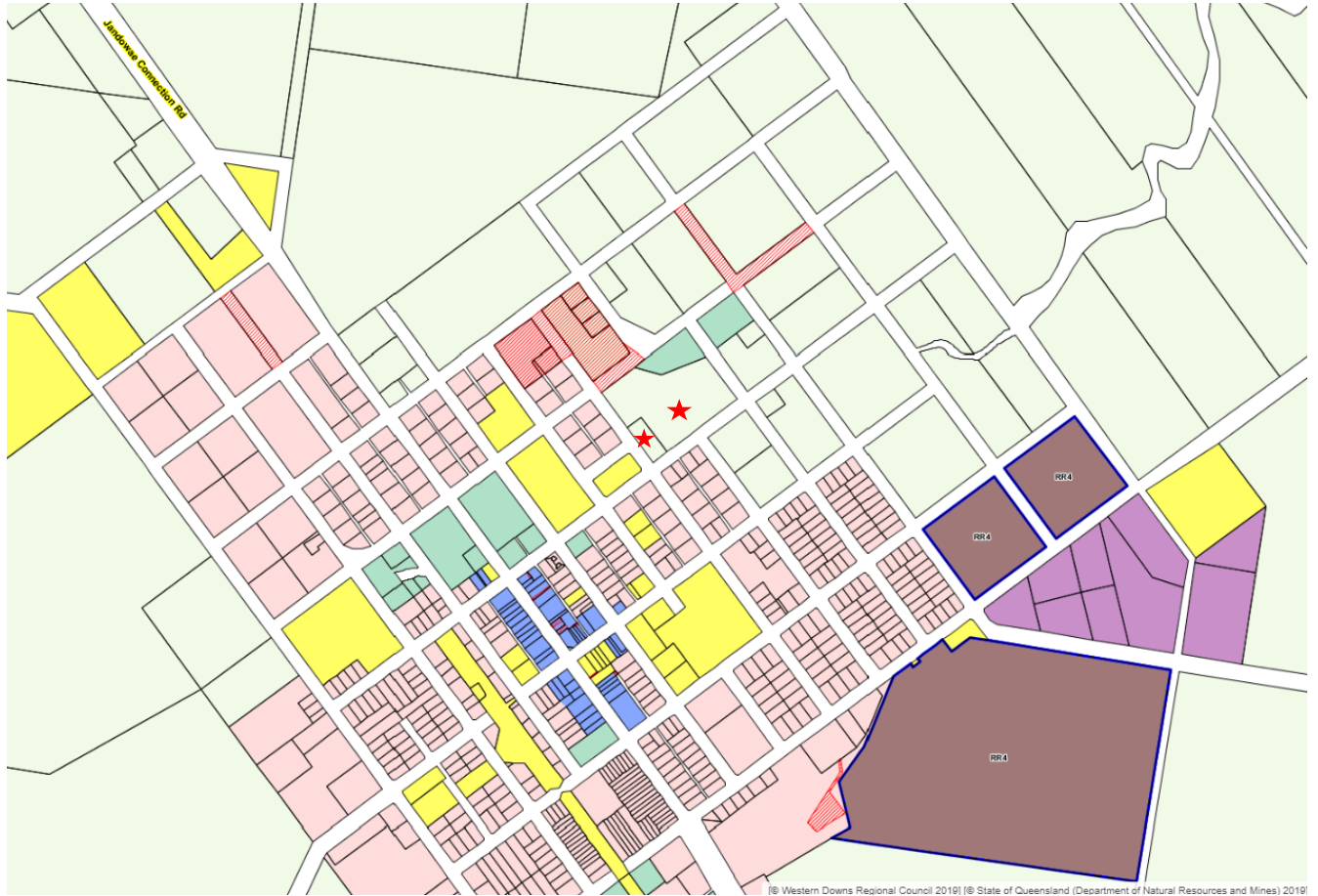
Zoning Map of Site

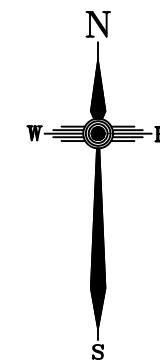
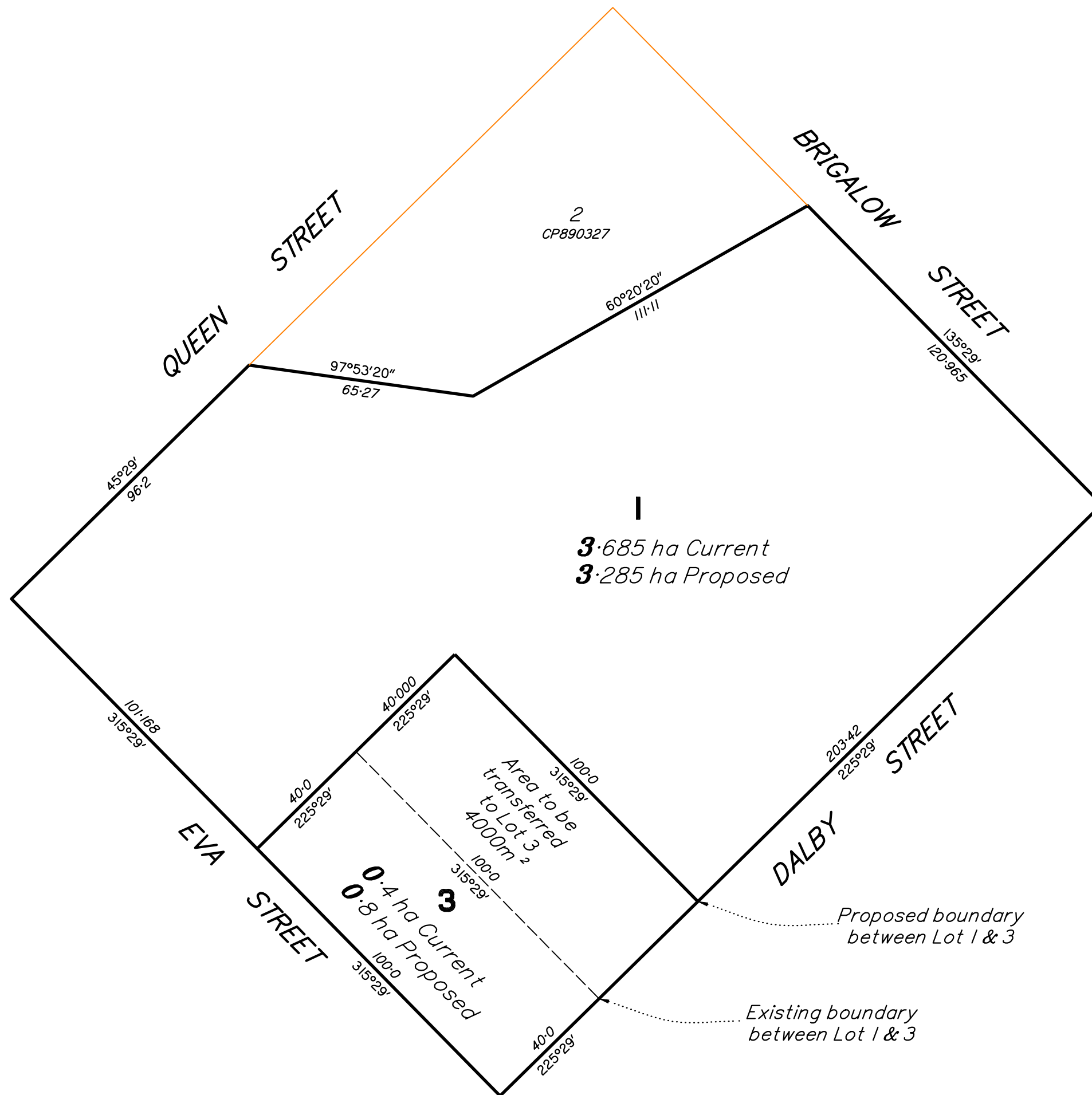


LEGEND

- Rural Zone
- Community Facilities Zone
- Recreation and Open Space Zone
- Rural Residential Zone / Rural Residential 4000 Precinct
- Low Density Residential Zone
- Township Zone
- Low Impact Industry Zone
- Medium Impact Industry Zone
- Local Centre Zone
- District Centre Zone
- Medium Density Residential Zone
- Low Density Residential Zone
- Major Centre Zone
- Township Zone / Mowbullan - Bunya Mountains Tourist Precinct
- Rural Zone / Rural 10 Precinct

Zoning Map of Locality





Brett Zeller

PROPOSED
RECONFIGURATION
LOTS 1 & 3
on RP893198

GENERAL NOTES:

1. THE AREAS AND DIMENSIONS SHOWN ON THIS PLAN ARE APPROXIMATE ONLY AND ARE SUBJECT TO FINAL SURVEY AND LOCAL AUTHORITY APPROVALS AND CONDITIONS.
2. BOUNDARIES HAVE NOT BEEN SURVEYED OR REINSTATED
3. BOUNDARIES SHOWN ARE COMPILED FROM PLAN & DCOB DATA.

LEGEND



Revisions	Surveyed	Drawn	Checked	Passed	Date
A ORIGINAL PLAN	-	DTK	DTK	-	28.07.21



SUNSHINE COAST
PO Box 1073, Buddina QLD 4575 Ph: (07) 5437 8555
mail@dsqsurvey.com ABN: 91 615 043 251
www.dsqsurvey.com ACN: 615 043 251
WESTERN DOWNS

Signed _____
Cadastral Surveyor/Director
Date _____

Horiz. Datum CADASTRAL	Vert. Datum AHD
Origin RP893198	Origin PSM 2613
	RL n/a

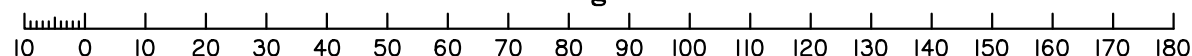
Locality: JANDOWAE
Local Government: Western Downs R. C.

SHEET 1 OF 1	Scale A3 1:1250
--------------	-----------------

FILE 14115 PRO 01.dwg	Date 28/07/21
-----------------------	---------------

DRAWING NUMBER 14115-PRO-01	REV. A
-----------------------------	--------

Scale 1:1250 - Lengths are in Metres.



Title **Executive Services Acting Chief Executive Officer Report October 2021**

Date 9 November 2021

Responsible Manager J. Taylor, A/CHIEF EXECUTIVE OFFICER

Summary

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

Below is an update on the meetings, delegations and forums attended by the Acting Chief Executive Officer during the month of October 2021:

Date	Who/Where	Details
1 October 2021	<ul style="list-style-type: none"> Toowoomba Surat Basin Enterprise Event 	Crows Nest
5 October 2021	<ul style="list-style-type: none"> WDRC Audit Committee Meeting Meeting with Prospective Business CEO Welcome - LGMA Rural Management Challenge 	Dalby Dalby Dalby
6 October 2021	<ul style="list-style-type: none"> Councillor Information Session Dalby Chamber of Commerce Business After Hours 	Dalby Dalby
7 October 2021	<ul style="list-style-type: none"> Local Government Managers Association Branch Forum Quarterly meeting with Toowoomba Surat Basin Enterprise Meeting with Business Development Opportunity Meeting with Wambo Community Benefit Fund Meeting with Regional Development Australia 	Dalby Teams Phone Teams Teams
8 October 2021	<ul style="list-style-type: none"> Meeting with New Wilkie Energy Toowoomba Surat Basin Enterprise Board Room Briefing 	Teams Toowoomba

11 October 2021	<ul style="list-style-type: none"> Meeting with Proposed Development 	Dalby
12 October 2021	<ul style="list-style-type: none"> Development Assessment Panel Meeting 	Dalby
13 October 2021	<ul style="list-style-type: none"> Meeting with Toowoomba Surat Basin Enterprise Dalby and District Show Society - The Hon David Littleproud MP Announcement 	Dalby Dalby
14 October 2021	<ul style="list-style-type: none"> QICA Awards Dinner 	Miles
18 October 2021	<ul style="list-style-type: none"> Planning & Pre Agenda Meeting Councillor Information Session Meeting with Stakeholders Tara Pool Redevelopment 	Dalby Dalby Tara
19 October 2021	<ul style="list-style-type: none"> Vision for Aged Care in the Western Downs Workshop 	Dalby
20 October 2021	<ul style="list-style-type: none"> Ordinary Meeting of Council Small Business Friendly Council Initiative Charter Signing 	Dalby Dalby
24 October 2021	<ul style="list-style-type: none"> Darling Downs & South West Qld Council of Mayors Meeting 	Mackay
25 October 2021	<ul style="list-style-type: none"> Local Government Association Queensland Conference 	Mackay
26 October 2021	<ul style="list-style-type: none"> Local Government Association Queensland Conference 	Mackay
27 October 2021	<ul style="list-style-type: none"> Meeting with Southern Queensland Country Tourism Local Government Association Queensland Conference 	Teams Mackay
28 October 2021	<ul style="list-style-type: none"> Meeting with Qld Treasury Corporation Meeting with Senex Energy Meeting with Mirabou Energy Meeting with Origin Toowoomba Surat Basin Enterprise Event 	Brisbane Brisbane Brisbane Brisbane Toowoomba
29 October 2021	<ul style="list-style-type: none"> Meeting with Toowoomba Surat Basin Enterprise Meeting with CS Energy 	Toowoomba Dalby

Consultation (Internal/External)

Acting 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 October 2021.

Attachments

Nil.

Authored by: A. Lyell, Executive Services Administration Officer

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

Date 10 November 2021

Responsible Manager J. Taylor, A/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 20 October 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 20 October 2021.

1. Outstanding Council Meeting Action List (As at 20 October 2021)

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
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
18/08/2021	Executive Services Report Communications and Engagement Strategy	AD6.6.2	Moved By: Cr. M.J. James Seconded by: Cr. K.A. Bourne That this report be received and that:	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			1. Council proceeds with region-wide engagement to inform a Communications and Community Engagement Strategy for Western Downs Regional Council. CARRIED	
02/09/2021	Community and Liveability Confidential Report Health Services Update	AD6.6.2	Moved by: Cr. K.A. Bourne Seconded by: Cr. P.M. McVeigh That this report be received and that Council resolves to: 1. Cease immediately all operational efforts to close the Tarcoola Aged Care Facility; 2. Apply the exemptions under s.235 (a) and (b) of the Local Government Regulation 2012 to appoint Southern Cross Care (Qld) Ltd to manage the Tarcoola Aged Care Facility without seeking tenders or quotations; 3. Appoint Southern Cross Care (Qld) Ltd to manage the Tarcoola Residential Aged Care Facility commencing 6 September 2021 in accordance with the terms of the Management Agreement as tabled within this Report; 4. Delegate authority to the Chief Executive Officer to negotiate and approve the proposed Memorandum of Understanding as tabled within this Report; 5. Delegate authority to the Chief Executive Officer to negotiate a contract for the transfer of Residential Aged Care, Community Care Services, Housing and associated assets to Southern Cross Care (Qld) Ltd, in line with the Memorandum of Understanding; 6. Delegate authority to the Chief Executive Officer to negotiate with the relevant Commonwealth and State Government Departments and Ministers to accommodate; <ol style="list-style-type: none"> A contract for the transfer of Residential Aged Care, Community Care Services, Housing and the assets associated with providing those services, and The transfer of allocated aged care places and the transfer of various contracts for the supply of Home Care and Home Support services to Southern Cross Care (Qld) Ltd; and 	Community and Liveability

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>7. A report be presented to Council for final approval of the contract terms and conditions for the transfer of residential aged care, community care services, housing and associated assets to Southern Cross Care (Qld) Ltd.</p> <p>CARRIED</p>	
20 October 2021	Corporate Services Confidential Report Proposed Sale by Auction 96 Murilla Street Miles	AD6.6.2	<p>Moved By: Cr. I.J. Rasmussen Seconded by: Cr. C.T. Tillman</p> <p>That this Report be received and that Council:</p> <ol style="list-style-type: none"> 1. Approve the sale of 96 Murilla Street, Miles by auction (being Lot 1 on Registered Plan 197995); 2. Approve the appointment of an external Real Estate agent to conduct the auction; 3. Authorise the Chief Executive Officer to set the auction reserve price at a price to be determined, based on an "as is, where is" market valuation from a registered valuer; and 4. Authorise the Chief Executive Officer to prepare all documents necessary to offer 96 Murilla Street, Miles (being Lot 1 on Registered Plan 197995) for sale by auction and to affect the sale. <p>CARRIED</p>	Corporate Services
20 October 2021	Corporate Services Confidential Report Land Appeal Court Orders	AD6.6.2	<p>Moved By: Cr. K.A. Bourne Seconded by: Cr. O.G. Moore</p> <p>That this Report be received and that:</p> <ol style="list-style-type: none"> 1. Council directs the CEO in relation to the Land Appeal Court Order dated 13 March 2020 on Lot 3 BWR1: <ol style="list-style-type: none"> a. to waive additional rates assessed in the amount of \$125,000 for the 2019/20 and 2020/21 rating period, and payment of reimbursed rates in the amount of \$115,275; and b. To seek reimbursement of Council's legal costs, either agreed or assessed as per legal advice. <p>CARRIED</p>	Corporate Services

Consultation (Internal/External)

Acting 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 Queensland Audit Office 2021 Final Management Letter

Date 5 November 2021

Responsible Manager T. Skillington, ACTING CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with a copy of the Final Management Report issued by Queensland Audit Office for the audit of Council's 2020/21 financial statements.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.

Material Personal Interest/Conflict of Interest

Nil.

Officer's Recommendation

That this report be received and noted by Council.

Background Information

Under s.213 of *Local Government Regulation 2012*, the auditor-general's observation report about an audit of a local government's financial statements may be given to the mayor of a local government. If so, the report must be presented at the next ordinary meeting of the local government.

Queensland Audit Office provided the Mayor with this report in the attached letter dated 28 October 2021.

Report

The audit of Council's 2020/21 financial statements was undertaken by Queensland Audit Office (QAO) representatives in September 2021. QAO issued their closing report on 29 September 2021 and final management letter on 28 October 2021. These documents are presented to Council in accordance with legislative requirement.

Consultation (Internal/External)

The Closing Report issued by QAO for the 2020/21 financial statements was presented at the Audit Committee Meeting held on 5 October 2021. The minutes of this meeting were tabled at the ordinary meeting of Council held on 20 October 2021.

Legal/Policy Implications (Justification if applicable)

The *Local Government Regulation 2012*, section 213 states:

(1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements.

(2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

(3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

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 and attachments are provided in accordance in the legislative requirement. The report and attachments are to be received and noted by Council.

Attachments

1. Final Management Letter dated 28 October 2021 from Queensland Audit Office to the Mayor
2. Queensland Audit Office 2021 Closing Report dated 29 September 2021

Authored by: T. Skillington, ACTING CHIEF FINANCIAL OFFICER

Your ref:
Our ref: VDW/JT

5 November 2021

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

Dear Cr McVeigh

Final Management Report for Western Downs Regional Council

We have completed our 2020 financial audit for Western Downs Regional Council ("the Council" or "Council"). The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to provide Council with details on audit matters and other important information related to the audited financial statements.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at the next ordinary meeting of the Council.

Reporting on issues

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter. Our rating definitions for internal control deficiencies and financial reporting issues are shown in Appendix B.

Report to parliament

Each year the Queensland Audit Office report the results of all financial audits and significant issues to parliament.

This year they intend to include the results of the audit of Western Downs Regional Council in their report to Parliament on the results of the Local Government sector. They will discuss the proposed content of their report with your Corporate Services General Manager and will continue to consult as they draft their report.

Formally, you and the Director-Organisational Services will have an opportunity to provide comments to be reflected their final report.

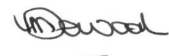
Audit fee

The final audit fee for this year is \$183,000 exclusive of GST (2020: \$180,000).

We would like to thank you and your staff for their engagement in the audit.

If you have any questions or would like to discuss the audit report, please contact me, on 07 3308 7114.

Yours sincerely,



Vanessa de Waal
Partner
Deloitte Touche Tohmatsu

CC: J Taylor, A/Chief Executive Officer & I Rasmussen, Audit Committee Chair

Appendix A

Issues formally reported to management

This table provides you with a summary of issues that we have formally reported to management.

New internal control deficiencies reported in the 2021 Final Report issued 29 September 2021

Area	Issue	Our recommendation	Status update from management
Other Matters Rating – Low	<p>[21CR] – Review of contracts – environmental restoration and rehabilitation obligations</p> <p>In the current year, Council has identified that it holds obligations for restoration and rehabilitation work to be performed on evaporation ponds at the Chinchilla and Dalby aerodrome facilities. These obligations were identified on review of the long-standing contracts for these sites in the current year, and should have been recognised in the financial statements in previous years.</p> <p>The evaporation pond restoration obligation is recognised at only two of Council's aerodrome facilities, due to the nature of the aircraft that use the facility and use of chemicals by the aircraft.</p> <p>Implication</p> <p>There is a risk that similar, potentially material, obligations exist across Council's other land assets held given the significant volume of contracts that Council has entered into previously, including lease agreements where Council is the lessor (in addition to the aerodrome facilities). Council's wide range of business functions also increases the potential complexity of the review of these contracts, given the various regulations and governing bodies covering each function.</p>	<p>In addition to the recommendations previously tabled to the Audit Committee around contract management (PCM 9, Contract Management (Report 10:2013-14), Council should ensure that all contracts are reviewed for the existence of any makegood obligation on closure, and assess whether there are any parties who may also be liable for these costs.</p> <p>In the absence of any noted makegood obligation within the contract, Council should consider current regulations governing the type of activity that the land is currently used for, and whether there is a risk that any changes in regulations in future may lead to a potential obligation.</p>	<p>Section 225 of the Local Government Regulation 2012, referencing to sound contracting principle includes environmental considerations. The Procurement - Council also refers to achieving environmental priorities.</p> <p>Management will review and improve where necessary compliance with these policies, and principles when entering contractual arrangements with customers and suppliers.</p> <p>Responsible officers:</p> <ul style="list-style-type: none"> Todd Summerville - Planning and Environmental Manager, John Craik - Technical Manager, Mandy Ritchie - Facilities Manager Jane Jackson - Health Services Manager <p>Status: Work in Progress Action date: 30 June 2022</p>

Previously reported internal control deficiencies – Interim Report issued 30 April 2021

Area	Issue	Our recommendation	Status update from management
Other Matters Rating – Low	<p>[IR-2021-1] - User Access Management – User Termination</p> <p>When an employee is terminated, the HR department submits a request to Information Technology to disable the user's account in a timely manner. The following weaknesses was identified during the external audit of the management of user access de-provisioning:</p> <p>Noted that 11 terminated user accounts are still active in WRDC network.</p> <ul style="list-style-type: none"> - 8 out of 11 user's termination were not reported to IT - 3 out of 11 user accounts are set to expire but the account status is still enabled <p>Out of 11 users we noted the following 2 users had access to Authority (CIVICA) and neither of them have logged in post termination date. Hence the risk of unauthorized access to system is mitigated.</p> <ul style="list-style-type: none"> - Jasmine Harding - Shannon Bender 	<ul style="list-style-type: none"> • All terminated users identified should be disabled on the Windows AD. • Management should perform periodic reviews of terminated users. • Management should continue to improve and enforce the user termination processes to ensure that all subsequent access of a terminated employees' account is appropriately removed in a timely manner to reduce the risk of inappropriate access. 	<p>ICT are reviewing the User Access Management Process; this includes user provision, termination, access rights and inactive user account activity.</p> <p>This process will include Authority to AD integration discrepancy reports and automation of expired users to disabled users. The integration discrepancy report will be used to prompt HR and other supervisors for more information about user employment status to keep User Access Management up to date.</p> <p>Responsible officer: Lucas Keating - ICT Infrastructure and Technical Services Team Leader</p> <p>Status: Work in Progress</p> <p>Action date: 31 Jan 2022</p>

Previously reported internal control deficiencies – Interim Report issued 12 June 2020

Area	Issue	Our recommendation	Status update from management
<p>Other Matters</p> <p>Rating – Low</p>	<p>Waste Levy Management</p> <p>On 1 July 2019 the Queensland Government introduced a new Waste Management Levy. Under this, landfill operators (local councils and private businesses) pay the levy to the Queensland Government based on the amount of waste disposed of to the landfill site(s). Households are not impacted by this levy due to Council receiving annual payments to offset the costs of the waste levy for households.</p> <p>Whilst we acknowledge that the waste management levy has only been recently implemented and management have implemented training and procedures, including ongoing management reviews, to respond to the new requirements, we noted the following:</p> <ul style="list-style-type: none"> Formal guidelines and procedures relating to waste management processes have not been documented. For example, there was no documented guidance on how to distinguish between commercial and domestic waste. We could not obtain a framework for continued training of waste management staff to ensure consistent implementation of procedures and controls 	<p>Due to the increased flow of receipts and payments relating to waste, management should formally document and review on an ongoing basis its current waste management processes relating, but not limited to:</p> <ul style="list-style-type: none"> appropriate once-off and continuous training of waste management staff; formal policies and procedures which outline Council's processes including documented guidance for the identification of commercial and household/domestic waste; and management review processes such as: <ul style="list-style-type: none"> review of monthly reports covering waste data, levies collected and charged to Council reconciliation of landfill weighbridge data against data uploaded into the QWDS landfill spot checks to ensure appropriate collection of waste and related levies review of waste levy rates uploaded into the waste management system. <p>We recommend the consideration and implementation of the above measures as part of Council's waste management processes</p>	<p>Closed.</p> <p>Our Consideration:</p> <p>Based on the review of the controls now implemented in relation to the waste levy management process, we are satisfied this matter is now addressed appropriately.</p>

Previously reported issues – interim report issued 30 April 2018 (updated in interim report issued 12 June 2020)

Area	Issue	Our recommendation	Status update from management
Control Environment Rating: Deficiency	<p>User access management – User Access Reviews</p> <p>The User Review Access Policy requires that access rights must be regularly reviewed by the responsible area. ICT is to initiate reviews by raising a helpdesk ticket for the system administrators/SME. Each review must be documented via the Helpdesk system via the administrator/SME. Detailed access reports have been developed for critical areas and these should be reviewed on a weekly basis by the business area. Noted that Authority modules are to be reviewed every 6 months by SMEs and ICT.</p> <p>The following weaknesses were identified during the external audit of the user access reviews:</p> <ol style="list-style-type: none"> 1) Insufficient evidence of IT team documentation of how management requests for user/profile/role have been actioned 2) A Segregation of Duty review is not performed 3) There is no tracking mechanism for the review status. This could potentially lead to certain users to be unreviewed. <p>Without a periodic re-validation of user access rights, there is an increased risk of users retaining inappropriate access rights or unauthorised access resulting in a compromise to the confidentiality, integrity and availability of key systems and data. The risk of unauthorised or fraudulent access to systems and data is increased when accounts have elevated privileges and access to powerful or sensitive functionality.</p>	<ol style="list-style-type: none"> 1) A tracking mechanism to ensure that all managers are reviewing user access and confirming any changes that should implemented 2) A confirmation from the IT team that the manager review/comments have been actioned in a timely manner 3) A segregation of duties review is performed as part of the user access review or in a separate review depending on business requirements 	<p>Closed.</p> <p>Our Consideration:</p> <p>Based on the review of the controls now implemented in relation to the user access review management process, we are satisfied this matter is now addressed appropriately.</p>

Previously reported financial reporting issues – Final Management Letter issued 31 October 2019

Area	Issue	Our recommendation	Status update from management
Property, plant and equipment Rating – Low	Materials and services costs treated as a loss on write-off As part of our testing of PPE in the current year we identified that under the current process an assessment of whether costs are capital or expenditure is only performed after CWIP is transferred to the respective asset class. In the current year this resulted in landscaping costs of approximately \$1.5m being identified and included as a write-off of assets rather than being expensed out of CWIP and treated as a materials and services cost.	We recommend that an assessment of whether costs can be transferred from CWIP to respective asset classes occurs before costs are transferred.	In progress. Agreed. Management will be able to transfer to Materials and Services from CWIP when the costs are transacted in the same financial year. If the costs and the transfer date are different financial years, then due to ERP constraints, the existing process of capitalising, and then fully depreciating the asset within the one year will continue. Status: Work in Progress Responsible Officer: Acting Chief Financial Officer Action date : 31 Dec 2021

Appendix B

Our rating definitions for internal control deficiencies

We assess internal control deficiencies on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
Significant deficiency	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none">• the risk of material misstatement in the financial statements• the risk to reputation• the significance of non-compliance with policies and applicable laws and regulations• the potential to cause financial loss including fraud, or• where management has not taken appropriate timely action to resolve the deficiency.	<p>This requires immediate management action to resolve.</p>
Deficiency	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Our risk rating definitions for financial reporting issues

We assess financial reporting issues on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
High	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
Medium	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements	We expect management action will be taken in a timely manner to resolve deficiencies.
Low	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	Our recommendation may be implemented at management's discretion.



Western Downs Regional Council

2021 Closing report

29 September 2021

Our ref: VdW/JT

SENSITIVE

29 September 2021

Mrs Jodie Taylor, A/Chief Executive Officer
Western Downs Regional Council
30 Marble Street
Dalby, QLD, 4405

Dear Jodie

2021 Closing report

We present to you our closing report for Western Downs Regional Council ("WDRC" or "Council") for the financial year ended 30 June 2021. It includes the results of our audit, identified audit misstatements and other matters.

Our audit was conducted in accordance with our external audit plan issued on 16 March 2021. We confirm that up to the date of this report we have maintained our independence obligations in relation to our conduct of this audit.


Based on the information that has been assessed as part of our audit, we expect that an unmodified audit opinion will be issued by the Queensland Audit Office ("QAO").

The QAO will also be issuing a report to parliament incorporating the results of our audit of WDRC's financial statements. This report will also include comments on performance and sustainability matters, significant internal control issues, major transactions and events and the overall results of the Local Government sector. This report is prepared in accordance with the *Auditor-General Act 2009*.

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

If you have any questions or would like to discuss the audit report, please contact me on 07 3308 7114 or Justin Tait on 07 3308 7239.

Yours sincerely



Vanessa de Waal
Partner
Deloitte Touche Tohmatsu

cc. Cr Paul McVeigh, Mayor

Cr Ian Rasmussen, Chair of the Audit Committee






1. Summary



This closing report documents our audit of WDRC's financial statements for the year ended 30 June 2021, including how we responded to significant financial reporting risks.

The final audit opinion is subject to the completion of the financial statement audit process. Key aspects still to be finalised are included below. An update on these matters will be communicated at the Audit and Risk Committee meeting.

Highlights

 Expected audit opinion We expect to issue an unmodified opinion on the financial statements.	
 Financial statement preparation maturity ● Established and integrated Refer to Section 5 Audit assessments for further details.	 Internal control environment ● Effective Refer to Section 4 Audit issues for further details.
 Materiality \$1.5M No change to planning materiality.	 Estimated final fees \$183,000

Outstanding audit matters

Item	Responsibility
Financial statements review—quality check over final version and minor adjustments to financial statements communicated as part of closing procedures.	Management and Audit
Finalisation of quality review processes	Audit
Subsequent events update—review of transactions to date of signing	Management and Audit
Management representation letter—to be signed with the financial statements	Management
Financial report certification—signing of the financial statements by management following adoption by the Audit and Risk Committee	Management and Audit
Any additional matters to be discussed by / amendments arising from the forthcoming Audit and Risk Committee meeting	Management and Audit



2. Financial sustainability assessment



The table below details our assessment of your financial sustainability ratios that WDRC is required to report under the *Local Government Regulations*. Our assessment of WDRC's overall financial sustainability risk is **Lower Risk**. Refer to Appendix C for guidance on how these ratios are calculated and our financial sustainability risk rating definitions.

<h3>Operating surplus ratio</h3> <div><p>Operating surplus ratio - Council compared to the average for the segment</p><table><thead><tr><th>Fiscal Year</th><th>Council (%)</th><th>Segment Average (%)</th></tr></thead><tbody><tr><td>FY17</td><td>10.5</td><td>5.0</td></tr><tr><td>FY18</td><td>9.5</td><td>-10.0</td></tr><tr><td>FY19</td><td>10.5</td><td>-5.0</td></tr><tr><td>FY20</td><td>5.5</td><td>-10.0</td></tr><tr><td>FY21</td><td>8.5</td><td>-5.0</td></tr></tbody></table></div>	Fiscal Year	Council (%)	Segment Average (%)	FY17	10.5	5.0	FY18	9.5	-10.0	FY19	10.5	-5.0	FY20	5.5	-10.0	FY21	8.5	-5.0	<h3>Commentary</h3> <p>Council's operating surplus ratio is 8.1%, which is within the target range (0-10%), and has increased on the prior year (4.7%). Council has also recorded a 5-year average operating surplus of 8.8%.</p> <p>The average operating surplus ratio indicates that Council has a healthy operating surplus ratio and can generate reasonable levels of funding from its own source revenue, that it can fund ongoing operations as well as capital projects with some level of debt funding.</p>
Fiscal Year	Council (%)	Segment Average (%)																	
FY17	10.5	5.0																	
FY18	9.5	-10.0																	
FY19	10.5	-5.0																	
FY20	5.5	-10.0																	
FY21	8.5	-5.0																	
<h3>Net financial liabilities ratio</h3> <div><p>Net financial liabilities ratio - Council compared to the average for the segment</p><table><thead><tr><th>Fiscal Year</th><th>Council (%)</th><th>Segment Average (%)</th></tr></thead><tbody><tr><td>FY17</td><td>-50.0</td><td>-50.0</td></tr><tr><td>FY18</td><td>-60.0</td><td>-60.0</td></tr><tr><td>FY19</td><td>-70.0</td><td>-60.0</td></tr><tr><td>FY20</td><td>-100.0</td><td>-50.0</td></tr><tr><td>FY21</td><td>-117.5</td><td>-50.0</td></tr></tbody></table></div>	Fiscal Year	Council (%)	Segment Average (%)	FY17	-50.0	-50.0	FY18	-60.0	-60.0	FY19	-70.0	-60.0	FY20	-100.0	-50.0	FY21	-117.5	-50.0	<h3>Commentary</h3> <p>WDRC's net financial liabilities ratio is negative 117.5% (2020: negative 105.7%). This is below the target of not greater than 60%.</p> <p>The net financial liabilities ratio indicates that Council's capital structure is robust as Council's current assets significantly exceeds its liabilities, resulting in the negative ratio. This is primarily due to the Council's working capital position, driven by significant cash holdings. This, combined with an average operating surplus ratio over the last 5 years of 8.8% per the above means Council could service borrowings if needed for future capital projects.</p>
Fiscal Year	Council (%)	Segment Average (%)																	
FY17	-50.0	-50.0																	
FY18	-60.0	-60.0																	
FY19	-70.0	-60.0																	
FY20	-100.0	-50.0																	
FY21	-117.5	-50.0																	
<h3>Asset sustainability ratio</h3> <div><p>Asset sustainability ratio - Council compared to the average for the segment</p><table><thead><tr><th>Fiscal Year</th><th>Council (%)</th><th>Segment Average (%)</th></tr></thead><tbody><tr><td>FY17</td><td>100.0</td><td>130.0</td></tr><tr><td>FY18</td><td>70.0</td><td>130.0</td></tr><tr><td>FY19</td><td>80.0</td><td>120.0</td></tr><tr><td>FY20</td><td>65.0</td><td>120.0</td></tr><tr><td>FY21</td><td>88.7</td><td>120.0</td></tr></tbody></table></div>	Fiscal Year	Council (%)	Segment Average (%)	FY17	100.0	130.0	FY18	70.0	130.0	FY19	80.0	120.0	FY20	65.0	120.0	FY21	88.7	120.0	<h3>Commentary</h3> <p>Council's 5-year average asset sustainability ratio is 80.3%, outside the target range of 90% or greater. The current year ratio has increased from the PY from 65.0% to 88.7%.</p> <p>A ratio under 90% indicates either</p> <ul style="list-style-type: none">• Council may not be in a position to replace its assets as they near the end of their useful life; or• As is the case for WDRC, the capital replacement program over the previous 7 years, results in the target ratio range not being achieved as Council's assets are relatively new and do not require significant replacement spend in the early years of the assets useful life. This is expected to remain consistent with trends in future years, driven by the current Council initiatives such as Masterplan upgrades to major facilities across the region.
Fiscal Year	Council (%)	Segment Average (%)																	
FY17	100.0	130.0																	
FY18	70.0	130.0																	
FY19	80.0	120.0																	
FY20	65.0	120.0																	
FY21	88.7	120.0																	

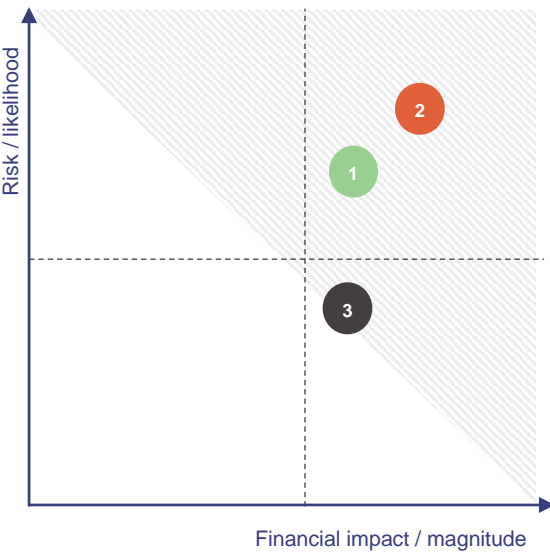


3. Audit conclusions



Areas of audit focus

We identified the areas of your financial report that we considered to be at a significant or higher risk of material misstatement or error. The risk map below sets out the identified areas of audit focus identified during planning.



- 1** **Risk 1** – Occurrence and accuracy of revenue
- 2** **Risk 2** – Valuation of Property, plant and equipment (PPE)
- 3** **Risk 3** – Occurrence and appropriateness of probity, propriety and compliance (“PPC”) of council expenditure and management override of controls

Our overall conclusions on these areas of audit focus are outlined in the table on the following page.



3. Audit conclusions (continued)



Risk	Description	Audit Conclusions
1	Revenue recognition	<p>Our procedures included:</p> <ul style="list-style-type: none"> • Challenging management's position on how Council has continued to comply with the Australian Accounting Standards and pronouncements; • Performing data analytics to perform substantive analytical procedures relating to revenue using disaggregated data. • Detailed testing on a sample of contributed assets with a focus on timely recognition; and <p>Based on our evaluation of design and implementation of relevant controls and substantive testing performed, which also included evaluation of manual journal entries posted to revenue accounts, we obtained sufficient appropriate evidence to obtain reasonable assurance and conclude that revenue is not materially misstated. Further, we did not identify any indication or instances of fraud, or an increased risk associated with fraud or error.</p>
2	Property, plant and equipment (PPE) valuations	<p>In the current year, management undertook the following in relation to asset valuations:</p> <ul style="list-style-type: none"> • a full revaluation of roads, bridges and footpath network assets. • indexation assessments for remaining classes <p>The comprehensive valuation resulted in a fair value decrease of approximately 1% in the road, bridge and footpath network primarily due to reduced materials costings.</p> <p>All other asset classes had minor (<2%) indexation increases applied, excluding Category 2 land which had a 5.95% decrease year on year that was applied. We challenged management on whether this would trigger a comprehensive valuation as it was above the 5% threshold since the previous valuation was performed. However, we understand that this is to be considered across the full class of assets, which also includes Category 1 land which had a 1.96% increase.</p> <p>Our key audit procedures performed include:</p> <ul style="list-style-type: none"> • Challenging management's position papers regarding compliance with AASB 116 and AASB 13 and ensuring that detailed workings supporting position papers are prepared by management to address the findings relating to historic issues identified. • For comprehensive valuations and index reviews: considering scope of work; assessing the model, assumptions and competence and objectivity of the valuation experts (AssetVal and Australis) providing the estimation of fair value; • Challenging management's depreciation and residual value policies; • Reviewing Council's alignment of asset management plans and data used for financial reporting and revaluation considerations; and • Reviewing and concluding on the appropriate capitalisation of costs to capital work in progress (CWIP) and reviewing the timely capitalisation of CWIP into the FAR. <p>Based on our evaluation of design and implementation of relevant controls and substantive testing performed, we obtained sufficient appropriate evidence to obtain reasonable assurance and conclude that the PPE valuations are not materially misstated.</p>
3	Probity, propriety and compliance and management override of controls	<p>Based on inquiries with management, and the results of our procedures, which included but were not limited to:</p> <ul style="list-style-type: none"> > Our evaluation of design and implementation of relevant controls and review of procurement and purchasing processes; > Our detailed testing performed over related party transactions, as well as Councillor expenditure; > Our analysis and testing of journal entries, with particular focus on fraud risk factors; > Our audit and challenge of management estimates, particularly for evidence of management bias; and > Detailed procedures over significant and/ unusual transactions. <p>We did not identify any indication or instances of fraud, or an increased risk associated with fraud or error.</p>



3. Audit conclusions (continued)



Other audit opinions

The QAO will issue an audit opinion on a special purpose financial report prepared for the Roads to Recovery grant acquittal. This special purpose financial report is yet to be issued by Council at the date of this report but is due by 31 October 2021.

Under the Act and the Local Government Regulation, local governments are required to calculate and disclose relevant financial sustainability measures in budget documents, long-term financial forecasts and annual reports. As such, as part of the 30 June 2021 audit we have been asked to perform an audit of the current financial sustainability ratios which are disclosed within the financial statements. Based on the information that has been assessed as part of our audit, we expect the QAO will issue an unmodified audit opinion.

Materiality

Our audit materiality thresholds have been reassessed based on the WDRC year-end financial statement balances and have not changed since we communicated those in the external audit plan.

We used the following threshold in assessing misstatements (which remains unchanged from what was communicated within the external audit plan).

 Overall materiality	 Performance materiality	 Clearly trivial threshold
\$1.5m (2020 - \$2.8m)	\$1.2m (2020 - \$2.2m)	\$0.075m (2020 - \$ 0.14m)
 Specific – Property, Plant & Equipment		
\$85m (2020 - \$ 71m)		

Evaluation of misstatements

Details of the misstatements identified as at the date of this report are included in Appendix B.

Evaluation of disclosure misstatements

No disclosure misstatements were noted in the current financial year.



4. Audit issues



Internal controls

This table summarises our reporting on significant deficiencies / deficiencies in internal controls. See Appendix A for details.

	Number of significant deficiencies		Number of deficiencies		Rating
	Current year	Prior year unresolved	Current year	Prior year unresolved	
Control environment <i>Structures, policies, attitudes and values that influence daily operations</i>	-	-	-	-	●
Risk assessment <i>Processes for identifying, assessing and managing risk</i>	-	-	-	-	●
Control activities <i>Implementation of policies and procedures to prevent or detect errors and safeguard assets</i>	-	-	1	1	●
Information and communication <i>Systems to capture and communicate information to achieve reliable financial reporting</i>	-	-	-	-	●
Monitoring activities <i>Oversight of internal controls for existence and effectiveness</i>	-	-	-	-	●



Effective

No significant deficiencies identified



Partially effective

One significant deficiency



Ineffective

More than one significant deficiency

Financial reporting issues and other matters

This table summarises our financial reporting and other issues raised in the current year and those carried forward from prior years. See Appendix A for details.

	Financial reporting issues—risk ratings			Other matters*
	High	Moderate	Low	
Current year				
Unresolved	-	-	-	1
Resolved	-	-	-	1
Prior year				
Unresolved	-	1	-	-
Resolved	-	-	-	-

* We only track resolution of other matters where management has committed to address the item raised.



5. Audit assessments



Financial statement preparation maturity assessment

The QAO have developed a financial statement preparation maturity model. During our interim visit, we worked with management as they self-assessed their financial statement preparation processes.

Examples of better practice noted by the QAO include:

- Some level of automation in reconciliations during month end processes to facilitate a more timely close.
- Management having a project timetable in place for the financial statement process, which is reviewed regularly and adjusted year on year, with the Audit and Risk Committee providing oversight.
- Clearly defined roles and responsibilities within finance teams.
- Proforma financial statements are prepared and approved by the Audit and Risk Committee before year end.
- New accounting issues are identified early and comprehensive assessments undertaken to identify all accounting issues in a timely manner.

Based on the assessment for WDRC below, we note that the financial statement preparation processes across WDRC are established and integrated.

Component	Result Range			
	Developing	Established	Integrated	Optimised
Quality month end processes		←-----→		
Early financial statement close process			←-----→	
Skilled financial statement preparation and use of technology		←-----→		
Resolution of financial reporting matters				←-----→

Assessment against better practices

For WDRC, the month end and financial statement close processes in relation to reconciliations are performed across all major accounts. Policies are regularly reviewed and communicated across staff. Variance analysis performed does include cause and nature elements, but does not yet incorporate corrective action. On balance, these have resulted in WDRC having a rating of between established and optimised for this category.

The financial statement preparation rating is driven by the use of LG Solutions, an external provider, who are upgrading systems to be cloud-based to allow for more timely interaction and updating with WDRC. Staff receive up to date training and conduct regular reviews of Tropical financial statements. There are ongoing, timely reviews across all required levels of the financial statements at both an interim and final period. On balance, these responses have resulted in WDRC having a rating between established and optimised for this category.

The timely identification of accounting issues and preparation of accounting position papers in advance of year end, including ongoing reporting to the Audit Committee, has resulted in WDRC having a rating of optimised for this category.

In future years, we will continue to revisit the self-assessment with management and consider the results of our audit work in comparison to this assessment. Where relevant, we will identify further strengths and areas for improvement within these dimensions in our reporting.



6. Other required information



We are required to report certain matters to those charged with governance. The table below provides a summary of these matters.

Matters to consider	How these were addressed
Disagreements with management	During our audit, we received full co-operation from management and had no unresolved disagreements over the application of accounting principles or the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties in completing the audit. Site tours of various facilities were conducted and discussions held with various operational and finance personnel were completed in a timely manner.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations that may have a material effect on the financial report.
Matters significant to related parties	We did not note any significant matters in relation to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	We did not note any significant matters in relation to the financial reporting process during the audit.
Fraud and illegal acts	<p>We have made enquiries of management regarding:</p> <ul style="list-style-type: none">• knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report; and• knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>We did not become aware of any fraud or illegal acts during our audit.</p>
Other information in the entity's annual report	We will undertake audit procedures to verify other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review examines whether annual report financial information and non-financial information is not inconsistent with the financial report.





Deficiencies

21CR – Review of contracts – environmental restoration and rehabilitation obligations

Observation

In the current year, Council has identified that it holds obligations for restoration and rehabilitation work to be performed on evaporation ponds at the Chinchilla and Dalby aerodrome facilities. These obligations were identified on review of the long-standing contracts for these sites in the current year, and should have been recognised in the financial statements in previous years. Refer to Appendix B for related current year misstatement identified. The evaporation pond restoration obligation is recognised at only two of Council's aerodrome facilities, due to the nature of the aircraft that use the facility and use of chemicals by the aircraft.

Implication

There is a risk that similar, potentially material, obligations exist across Council's other land assets held given the significant volume of contracts that Council has entered into previously, including lease agreements where Council is the lessor (in addition to the aerodrome facilities). Council's wide range of business functions also increases the potential complexity of the review of these contracts, given the various regulations and governing bodies covering each function.

Recommendation

In addition to the recommendations previously tabled to the Audit Committee around contract management (PCM 9, Contract Management (Report 10:2013-14), Council should ensure that all contracts are reviewed for the existence of any makegood obligation on closure, and assess whether there are any parties who may also be liable for these costs. In the absence of any noted makegood obligation within the contract, Council should consider current regulations governing the type of activity that the land is currently used for, and whether there is a risk that any changes in regulations in future may lead to a potential obligation.

Management response

Section 225 of the Local Government Regulation 2012, referencing to sound contracting principle includes environmental considerations. The Procurement - Council also refers to achieving environmental priorities. Management will review and improve where necessary compliance with these policies, and principles when entering contractual arrangements with customers and suppliers.

Responsible officers:

- Todd Summerville - Planning and Environmental Manager,
- John Craik - Technical Manager,
- Mandy Ritchie - Facilities Manager
- Jane Jackson - Health Services Manager

Status: Work in Progress




Action date: 30 June 2022



Appendix A2—Matters previously reported



The following table summarises all control deficiencies, financial reporting issues and other matters that we have previously raised but are not yet resolved.

Reference	Issue	Status/Comment action date
 Significant deficiencies		
None noted		
 Deficiencies		
Final report 2018	User Access Management - User Access Reviews. Council should improve the periodic re-validation of user access to the network and Civica system.	Resolved
Financial reporting issues		
Final report 2019	Materials and services costs treated as a loss on write-off	Work in progress. Action date: 31 Dec 2021
 Other matters		
Interim report 2020	Waste Levy Management – formal procedures for management processes have not been documented and no training framework for staff has been implemented to ensure consistent procedures and controls.	Resolved
Interim report 2021	User Access Management – User Termination. Council should continue to improve and enforce the user termination processes to ensure adequate periodic reviews of terminated users and removal of access.	Work in progress. Action date: 31 Jan 2022





Internal controls rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	<p>This requires immediate management action to resolve.</p>
Deficiency 	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter 	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

Financial reporting issues rating definitions

	Potential effect on the financial statements	Prioritisation of remedial action
High 	<p>We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.</p>	<p>This requires immediate management action to resolve.</p>
Medium 	<p>We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We expect management action will be taken in a timely manner.</p>
Low 	<p>We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.</p>	<p>We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.</p>





What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



Appendix B—Misstatements



Summary of uncorrected misstatements

#	Details	Profit or loss	Assets	Liabilities	Community Equity
		Dr/(Cr)	Dr/(Cr)	Dr/(Cr)	Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Identification of rehabilitation obligation Rehabilitation costs relating to two of Council's evaporation ponds at its aerodrome facilities were identified in the current period that should have been recognised previously.	(645)		-	645
2	Contributed assets identified during the year that related to previous years	425			(425)
Total		(220)	-	-	220

Summary of corrected / uncorrected disclosure misstatements

None noted.



Appendix C—Assessment of Financial Sustainability



Assessment of financial sustainability

Section 169(5) of the *Local Government Regulation 2012* outlines the following relevant measures of financial sustainability for all Queensland local governments must report on:

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The Operating Surplus Ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The Net Financial Liabilities Ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities – current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The Asset Sustainability Ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.




Risk rating measure for Individual Ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	<p>Less than negative 10% (i.e. losses)</p> <p>Insufficient revenue is being generated to fund operations and asset renewal</p>	<p>More than 80%</p> <p>Potential long term concern over ability to repay debt levels from operating revenue</p>	<p>Less than 50%</p> <p>Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers</p>
Moderate	<p>Negative 10% to zero</p> <p>A risk of long term reduction in cash reserves and inability to fund asset renewals</p>	<p>60% to 80%</p> <p>Some concerns over the ability to repay debt from operating revenue</p>	<p>50% to 90%</p> <p>Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work</p>
Lower	<p>More than zero (i.e. surpluses)</p> <p>Well positioned to fund operations and asset renewals</p>	<p>Less than 60%</p> <p>No concern over the ability to repay debt from operating revenue</p>	<p>More than 90%</p> <p>Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives</p>



Appendix C—Assessment of Financial Sustainability (continued)



Our assessment of financial sustainability risk factors does not take into account Council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk 	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk 	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none">• current net financial liabilities more than 80 per cent of operating revenue or• average asset sustainability ratio over the last 5 years is less than 50 per cent or• average operating deficits (losses) over the last five years of between two and 10 per cent of operating revenue or• realising two or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk 	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



qao.qld.gov.au



[Suggest a performance audit topic](#)

[Contribute to a performance audit in progress](#)

[Subscribe to news](#)

[Connect with QAO on LinkedIn](#)

Michael Keane
T: 07 3149 6077
E: michael.keane@qao.qld.gov.au

T: 07 3149 6000
M: qao@qao.qld.gov.au
W: qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002



Title	Corporate Services Report Q1 2021-22 Enterprise Risk Management and Operational Plan Review
--------------	--

Date	28 October 2021
-------------	-----------------

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

Summary

The purpose of this Report is to provide Council with:

1. The status of the strategic risks which Council manages under its Enterprise Risk Management Framework; and
2. First quarter progress towards achieving the 2021-22 Operational Plan outcomes.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

This Report be received and noted, and Council approve the following amendment to the 2021/22 Operational Plan.

1. Amend the financial period to 2022/2023 for the Action "Adoption of 2021/2022 Budgeted within statutory timeframes" and the corresponding Measure, which is under Strategic Priority 'Sustainable Organisation' - Success Driver 'We are recognised as a financially intelligent and responsible Council'.

Background Information

1. Review of Enterprise Risk

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

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

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

Council's Risk Appetite Statement is as follows:

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

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

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

2. Review of Annual Operational Plan

Pursuant to the *Local Government Regulation 2012*, Section 174(3).

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

Report

1. Corporate Quarterly Review of Enterprise Risk

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

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

The register is reviewed as part of the corporate quarterly review process. As at the end of Q1, all risks identified in the Enterprise Risk Register are deemed manageable and/or acceptable, within normal day-to-day management capacity.

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

To assist senior management in complying with their responsibility in relation to risk management, managers are required to complete an Annual Risk Statement. The purpose of the statement is to ensure that managers are thinking about risks specific to their strategic objectives, day-to-day operations and projects / events.

Managers hold responsibility around ensuring risks are being identified, included in the relevant register and appropriate controls are in place to mitigate the risks. The annual statement also includes confirmation that projects and events have processes in place to manage risk.

All managers completed their Annual Risk Statement for the 2020-21 period.

2. Corporate Quarterly Review of Operational Plan

This is the first Operational Plan delivering the Strategic Priorities and Success Drivers of the new Corporate Plan 2021 - 2026.

Review of the 2021-22 Operational Plan against the 'quarter progress', 'overall progress' and 'measure of success' are identified against each of the plan's success drivers, is attached.

The status and success indicators for the specific drivers in the Operational Plan clearly show Council has made progress on the delivery of its commitments during the first quarter.

An error has been detected in the item "Adoption of 2021/2022 Budgeted within statutory timeframes" and the corresponding Measure, which is under Strategic Priority 'Sustainable Organisation' - Success Driver 'We are recognised as a financially intelligent and responsible Council'. The financial year should read "2022/2023", not "2021/2022". It is recommended that Council adopt an amendment to the Operational Plan to correct this error.

Consultation (Internal/External)

The quarterly review of the Enterprise Risk Register, Fraud Risk Register and the 2021-22 Operational Plan is built from information supplied by each responsible manager.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

The review of the Operational Plan outcomes shows Council is progressing toward its commitments in the 2021-22 financial year.

Attachments

1. Q1 2021-22 Enterprise Risk and Operational Plan Review

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



Q1 2021 2022

WESTERN DOWNS REGIONAL COUNCIL

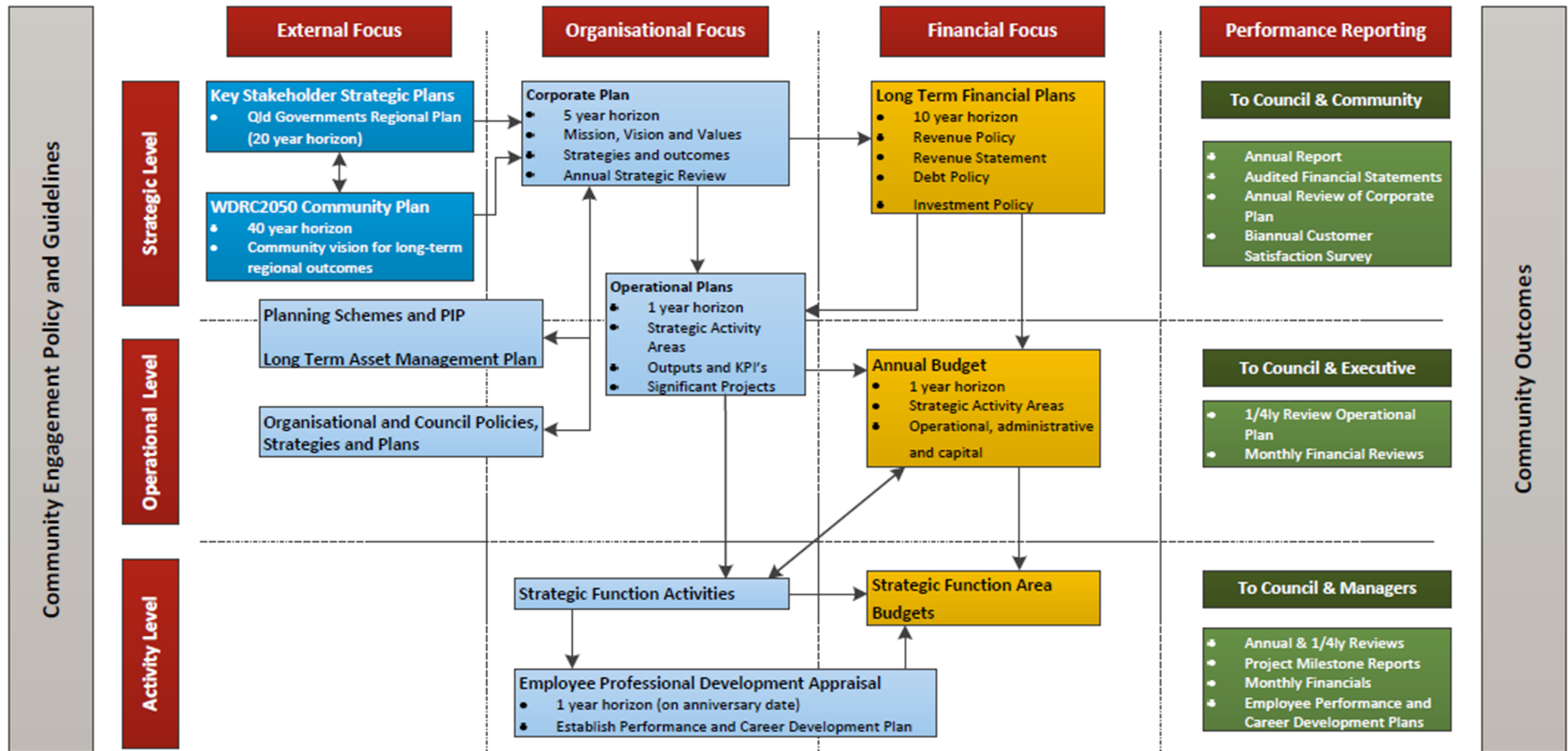
ENTERPRISE RISK & OPERATIONAL PLAN REVIEW

1 July 2021-30 September 2021

A DIVERSE REGION AT THE FOREFRONT OF THE CHANGING WORLD



WDRC Strategic Planning and Performance Management Framework



WDRC RISK APPETITE STATEMENT

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

ENTERPRISE RISK MANAGEMENT

QTR 1 - 2021 / 22

STRATEGIC RISKS :

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

Area of Risk	The Risk	Inherent Risk - Consequence	Inherent Risk - Likelihood	Inherent Risk - Impact	Mitigation / Control Measures currently in place	Residual Consequence	Residual Likelihood	Residual Consequence	Effectiveness of Current Measures	Treatment for Residual Risk level	Responsible Officer?
FINANCE Low Risk Appetite	Council's long term financial sustainability being impacted by long term operating deficits.	Major	Almost Certain	Extreme	<ul style="list-style-type: none">Established and well understood budgetary process (proactive)Financial Management Strategy is in place which details financial sustainability indicators and for which there is strong commitment (proactive)Forward planning & budgeting (10 yr Financial Plan) is undertaken (proactive) which includes scenario analysisIncome & expenditure modelling is undertaken including using conservative population growth forecasts (proactive)Strategic asset management planning, linking into Capital & Maintenance Works Programs (10 Yr) & debt/funding needs in long term financial forecasting is undertaken (proactive)Complex issues are presented in detailed workshops with elected members & key staff (proactive)Revenue Statement is reviewed for potential drafting weaknesses by external legal advice and internal General Counsel (proactive)Monitoring of progress against budget undertaken monthly including half year budget review (reactive)Operations staff understand financial aspects relevant to roles i.e. delegations and procurement practice (proactive & reactive)Workforce planning considers affordability of positions (proactive)Local Government Legislation provides a sound regulatory background environment (proactive)Bank reconciliations are undertaken daily (reactive)Sound procurement practice which is delivering real savings (proactive)Insurance policies are regularly reviewed (proactive)Queensland Audit Office has a significant focus on financial sustainability and compiles an annual report to Parliament on sustainability of local government and other factors (reactive)One of the four pillars of the Corporate Plan for 2017-22 is Financial Sustainability (proactive)	Minor	Unlikely	Low	Good	RETAIN the Risk	Chief Financial Officer
TECHNOLOGY Low Risk Appetite	Loss of system and data impacting on operations	Catastrophic	Almost Certain	Extreme	<ul style="list-style-type: none">Backup to new cloud backup infrastructure (Proactive)Virtualised server environment (Proactive)Tapes are no longer required due to cloud based system.Change Management practices in place (Proactive)Monthly security patching (Proactive)Infrastructure Systems Monitoring for availability - Solarwinds (Proactive)Daily audit reports available for Civica Authority (Reactive)Continual improvement of Standard Work Practices (Proactive)Response plans - Business Continuity Plan (Proactive)Mobile device/storage encryption (Proactive)Staff awareness program on cyber security (Proactive)Investment in edge security & endpoint security platforms (Proactive)Ongoing security/penetration testing (Proactive)Biannual Testing of Disaster Recovery (Proactive)Implementation of an IT Management Information System - improved knowledge, problem, change and asset management (Proactive)Up to date policies for Cyber Security (Proactive)Use of recognised Project Management methodology (Proactive)Cyber security insurance (Reactive)Identity and user access control - ensuring effective role-based security (Proactive)	Moderate	Possible	Low	Good	RETAIN the Risk	Chief Information Officer
BUSINESS CONTINUITY Low Risk Appetite	Council unable to continue to deliver critical business functions and services in a disruptive event.	Major	Almost Certain	Extreme	<ul style="list-style-type: none">Business Continuity Policy, and Business Continuity Framework reviewed and endorsed by Executive Management Team (Proactive)Business Impact Analysis (BIA's) conducted to identify critical business functions/services required to operate during a disruptive event (Proactive)BIA's reviewed and endorsed by Executive Management Team (Proactive)Business Continuity Plans (BCP's) developed and stored in the cloud for all critical functions/services identified by BIA's (Proactive)BCP's endorsed by Executive Management Team (Proactive)BCP Policy, Framework, BIA's and BCP's independently reviewed (Proactive)BCP Desktop Test Exercise conducted in 2020 (Proactive)Data backup and disaster recovery cloud based enabling access during a disruptive event	Moderate	Unlikely	Low	Good	RETAIN the Risk	General Manager Corporate Services
DISASTER RESILIENCE Low Risk Appetite	Business and community unable to effectively respond in the event of a disaster	Major	Likely	Significant	<ul style="list-style-type: none">Effective contract management (Proactive)Safety systems (Proactive)Effective procurement policies/management (Proactive)Effective management of Disaster Management Plan (Proactive)Other providers available to do the work if the core supplier fails (in some instances) (Reactive)Preferred Supplier Arrangements in place (Proactive)IT Disaster Recovery (Reactive)Coordinated internal and external corporate communications (Reactive)Monitoring of weather forecasts (including flood alerts) (Proactive)QERMF Risk Assessments on Natural Hazards (Proactive)WDRC Guardian IMS and Disaster Dashboard live 2021	Major	Possible	Significant	Fair	RETAIN the Risk	General Manager Infrastructure Services

STRATEGIC ENTERPRISE RISKS - Continued

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

Operational Plan 2021 / 2022



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

A DIVERSE REGION AT THE FOREFRONT OF THE CHANGING WORLD

Advocacy - A Regional Voice

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

Managing Operational Risks

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

Risk Appetite Statement


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


Review and Reporting


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

MEANINGFUL COMMUNICATIONS & COMMUNITY ENGAGEMENT


Operational Plan Strategies, are reported herewith.

<div> <div>STRONG DIVERSE ECONOMY</div>  </div>							
Actions toward meting success drivers	Accountability	Expected Completion Date	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter?
We aggressively attract business and investment opportunities							
Identify and enable opportunities that facilitate new investment to the region.	Economic Development Manager	30.06.22	●	25%		Complete a review of Council owned land and identify opportunities for investment attraction. A minimum of 10 quality leads per annum are obtained to attract new investment to the region.	Review of Council owned land is currently with the Legal Team. During this quarter, 3 quality leads have been followed up by the Economic Development Team. Quality leads were mostly sourced through inbound enquires and via the Procurement Roadshow.
Identify and enable activities that facilitate the development of local business and business leaders, both new and existing.	Economic Development Manager	30.06.22	●	25%		2 activities are completed, under partnership agreements with regional chambers, that are designed to develop and strengthen local businesses. 1 activity is delivered, under partnership agreements with regional chambers, to develop youth leaders.	Western Downs Regional Council has partnered with locally based marketing company WIP Creatives to deliver a FREE Business Coaching Program to local businesses. The program included 4 workshops in August and September in Chinchilla, Miles, Dalby and Jandowae. Workshops focused on helping businesses to stand out from the crowd and present themselves effectively and strategically online through simple and cost-effective marketing tools. Businesses were encouraged to sign up to the Buy Western Downs website. A total of 26 businesses participated in the workshops, after which 17 businesses took up the opportunity of a free one-on-one consultation with WIP Creatives to implement some of the learnings in their business. The workshops were extremely well received, with participants rating them with an average score of 9.4 out of 10.
We will have meaningful engagement with the development industry to seek feedback and encourage quality development outcomes.	Planning & Environment Manager	30.06.22	●	25%		10 targeted liaison and feedback meetings held with developers per annum.	3 targeted consultations have been undertaken, with 1 formal response received with constructive feedback about planning scheme arrangements, and 2 informal responses received with generally positive comments.
Review Dalby CBD Major Centre Zone.	Planning & Environment Manager	31.03.22	●	0%		Develop a visionary concept plan to transform the Dalby CBD into a high value and regionally significant centre.	Initial steps for this project have commenced. Effort is being made to ensure that the brief for quotation is well drafted. In particular, that the request for quotation properly addresses the visionary aspect of the operation plan item and is drafted in a way that will actually result in a deliverable that is valuable and worthwhile. This will then be sent to market for suitable consultants to provide a quotation.
Our development assessment timeframes will be amongst the best in the state.	Planning & Environment Manager	30.06.22	●	25%		>90% of development applications are decided within allocated timeframes. Code assessable development applications are completed in under 15 business days on average (compared to statutory timeframe of 70 business days)	Efforts are being made to maintain assessment timelines within the approved KPI . With the completion of the 'free fees' under the COVID-19 Stimulus Package, a significant increase in applications were received prior to 30 June 2021 (up by approx. 250% when compared to June 2020). This volume of applications impacted on the assessment timeframes during the quarter, the average assessment period was 17.7 days, which is still significantly under the statutory timeframe.
Our region is a recognised leader in agribusiness, energy and manufacturing							
Improve access to Council's road network for Higher Productivity Vehicles (HPV) to benefit local businesses.	Technical Services Manager	30.06.22	●	25%		There is a continued increase in the number of pre-approved National Heavy Vehicle Regulator (NHVR) transport routes across the region to provide local businesses access to the Main Roads network.	Construction has been completed on Wilds Road including intersection with Moonie Highway, and Sherwood Road including intersection with Kogan Condamine Road.
Identify and enable opportunities that facilitate industry leading trials or activity in the region.	Economic Development Manager	31.03.22	●	25%		An innovative trial is established and promoted, under partnership, in the region.	Initial conversation was held with TSBE during quarterly meeting about potential industry leading trials and these options will be further explored.
We deliver water security to enable future economic growth							
Augment available water supply through the development of treated water capacity.	Utilities Manager	30.06.22	●	25%		Maintain water security through construction of a Hutton GAB bore supply as outlined in the Dalby Water Supply Upgrade Program. Increase the capacity of the Dalby evaporative ponds to maintain desalination process capacity. Complete Dalby Low Level Reservoir siting study to maintain appropriate treated water storage levels.	Project manager has been engaged and progressing options and tender development for identified projects. A constraint has been identified for the Hutton bore, restricting a water licence transfer, which is in negotiation with the regulator.
Support community drought resilience through promotion of Council's Rainwater Tank Incentive Program.	Utilities Manager	30.03.22	●	25%		100% of allocated rainwater tank rebates are committed by March 2022. 100% of payment requests following rainwater tank installation are inspected and paid within 4 weeks of submission.	79 rebates were allocated during Q1 with a total expenditure of \$70,500. 100% of payment requests paid within 4 weeks of submission.
We proactively advance our region as a tourism destination							
Value-add to and enable the growth and development of tourist markets to increase visitor nigh stay in the region.	Economic Development Manager	31.12.21	●	25%		Deliver a campaign to actively target the various camping markets and showcase the upgraded camping, caravanning and recreation sites. Leverage existing events to extend visitor night stay in the region.	Delivery and completion of the upgraded camping sites has certainly increased the overnight stays within region. Social media campaign "Family Escape" targeting families travelling during school holidays. Total reach of 87,233 and click links 4,168 to our website. Changes to our website based on user experience data to better showcase our accommodation providers.
Value-add to and enable the growth and development of the region's destination events through strategic stakeholder engagement and tourism marketing.	Economic Development Manager	30.06.22	●	25%		10% increase in attendance at Council's recognised destination events measure by data collection from event committees and ticketing platforms.	Targeted social media campaign to drive traffic to Back to the Bush (BTTB) Festival and Dalby Delicious & DeLIGHTful (DD&D) websites. BTTB - Social media reach 146,521 people, clicks to website 6,009 DD&D - Social media reach 126,304 people, clicks to website 2,556 DD&D was cancelled 14 days out. BTTB was held in September with a strong SEQ attendance.
Enable increased capacity within our tourism product across our region.	Economic Development Manager	30.06.22	●	25%		Deliver a program through partnership, to develop a minimum of 2 market ready and packaged local products that can be sold through distribution channels.	Via our network, the VIC network, our social media and our website westerndownsqueensland.com.au and partnerships with Drive Inland, SQCT and Adventure Way, we promote our regional experiences such as tours at Jimbour House and online bookings for Miles Historical Village Museum.
Attract new destination events to be held in the region.	Communities Manager	31.03.22	●	50%		Marketing of Council's destination event funding program attracts a minimum of 1 new destination event held in the region.	While we have promoted the opportunity (grants) through the networks we have not received any applications. Together with Economic Development we are now approaching individual Chambers of Commerce's and festival committees to push for new events. There is still hesitancy around COVID.

STRONG DIVERSE ECONOMY  (con't)							
Actions toward meting success drivers	Accountability	Expected Completion Date	Quarter Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter?
Our business and industry actively live and buy local							
Identify opportunities that attract and retain skilled workers and their families to our region's towns.	Economic Development Manager	31.03.22	<div></div>	25%		<div>Through partnership, host a targeted Intensive Ag Skills Expo in the region.</div> <div>Develop targeted initiatives following the completion of the skills gap analysis for the region.</div> <div>Leverage the new brand 'It's the people that make it' to deliver a campaign targeted to attract people to Western Downs in identified skill gap areas.</div>	<div>The Protein Jobs Fair was held in September 2021 in collaboration with TSBE, delivering both a school program and a public program, incorporating the new brand 'It's the people that make it". The Protein Job Fair connected jobseekers with potential employers and promoted career pathways for senior and college students to the Intensive Agriculture Industry.</div> <div>The Protein Jobs Fair was attended by 79 school students, 47 jobseekers and 18 stallholders. 4 Western Downs schools participated in the day (Dalby State High School, Our Lady of the Southern Cross College, Tara Shire State Collage and Chinchilla State High School) as well as St Saviours from Toowoomba and Faith Lutheran College from Plainlands.</div> <div>Stallholders rated their attendance ranging from very beneficial to beneficial. 1 business has already reported to have filled a position, whilst 4 businesses have reported to be in conversations with jobseekers.</div> <div>Both participating schools and students have also provided positive feedback. Dalby State High School reported that 4 Grade 12 students have secured part-time employment, with the intent of becoming full-time after graduation, as a result of the Protein Jobs Fair.</div> <div>Flaglines, a Brisbane based organisation that assists newly arrived migrants and international students to settle in South East Queensland, expressed their interest to visit Dalby with a small group (8 persons) to attend the Protein Jobs Fair in the afternoon from 3 - 5pm.</div> <div>Council's Economic Development Team arranged a welcome at the Council office providing an overview of working and living in the region.</div> <div>The HR department joined and provided an overview of current vacancies at WDRC.</div> <div>After the welcome at the Council office, the group visited Grassdale Feedlot for a site tour, and then joined the public program of the Protein Jobs Fair from 3 - 5pm.</div> <div>The visit to Dalby was very well received both participants in the group as well as employers at the Protein Jobs Fair.</div>
Residential and community based health services buy local where possible; recruit and encourage staff to live local and support local communities.	Health Services Manager	30.06.22	<div></div>	50%		<div>The current ratio (7:3) of local to non-local suppliers is retained or increased.</div> <div>>75% of vacant Health Services roles will be filled by candidates living locally or prepared to permanently relocate.</div>	<div>The current ratio (7:3) of local suppliers is being maintained.</div> <div>Health Services are trying to recruit permanent candidates however are still having to rely heavily on agency staff at times.</div>
Enable businesses and industry to live local and buy local.	Economic Development Manager	30.06.22	<div></div>	25%		<div>1 initiative is delivered, under partnership agreement with regional chambers, designed to promote 'live local and buy local'.</div>	<div>The 2021 Procurement Roadshow was held on 13 and 14 August in Chinchilla and Dalby. The sessions planned for Miles and Tara were cancelled due to insufficient number of event registrations, with the events delivered to the Miles Chamber of Commerce and individual businesses as requested.</div> <div>A total of 96 people received the Procurement Roadshow presentation across a broad range of industries. Economic Development staff were proactive in assisting eligible businesses to sign up to the Local Supplier Database as well as the Buy Western Downs website and networking with businesses showing interest in moving their business to Western Downs.</div>
Major projects drive economic growth, sustainability and local spend.	Facilities Manager	30.06.22	<div></div>	25%		<div>100% of major project tenders are assessed on potential local content.</div>	<div>One new major project contract executed, with 30% of suppliers sourced locally.</div>
Commit where possible within the value for money philosophy that spend is local.	Chief Executive Officer	30.06.22	<div></div>	25%		<div>60% of Council spend is within businesses within the region.</div>	<div>51.08% local spend (12-month rolling average). Large payments to non-local contractors for stimulus projects is expected to keep this figure below 60% target for the foreseeable future.</div>

ACTIVE VIBRANT COMMUNITY 							
Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Quarterly Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We are a happy, inclusive community, proud of where we live							
Our team will continue to work with the community to improve attitudes towards responsible pet ownership and to imp	Planning & Environment Manager	30.06.22	<div></div>	25%		<p>Council initiatives result in increasing numbers of desexed animals in the community.</p> <p>Customer service surveys of animal management activities achieve a high ranking result.</p>	<p>Animal management desexing and rehousing programs continued in the period.</p> <p>The Customer Service Survey was not due to be undertaken during this quarter.</p>
Deliver a campaign to educate the local community on what to explore and experience within the Western Downs region.	Economic Development Manager	30.06.22	<div></div>	25%		<p>Number of local businesses promoting the new brand campaign "Experience Western Downs - It's the people that make it" through various channels (i.e. advertising; marketing brochure content; merchandise etc.).</p> <p>Engagement undertaken with all schools across the region to encourage study of 'local heroes' and to encourage local families to explore our region.</p>	<p>Street banners in all towns include the branding. Businesses have received window stickers "Experience"</p> <p>Initiative to deliver presentation to new starters at WDRC via corporate induction - this will commence mid-October.</p> <p>Tourism staff uniforms to have new branding included.</p> <p>Family campaign was promoted through Comms & Marketing - locally, in particular Family Tourism video and target digital billboards.</p>
Strong community relationships, genuine community engagement and effective communications are at the centre of our decision making.	Communication & Marketing Manager	30.06.22	<div></div>	25%		Prepare a communication and community engagement strategy in consultation with Councillors.	Works have commenced on a Communications and Marketing Strategy. An update was provided to full Council in August and a scoping document for a community engagement consultant has been initiated. The next step will involve engaging the consultant to deliver the engagement exercise before findings are provided to formulate the broader strategy.
Actively demonstrate meaningful communication by ensuring residents have access to the latest Council news and information.	Communication & Marketing Manager	30.06.22	<div></div>	25%		Council's communications channels are regularly promoted in the community with platforms advertised at least once per month.	This is being delivered via several methods. Comms and Marketing is taking a more proactive approach to promoting Council's communications channels via means such as targeted social media advertising, flyers, signage, print advertising and e-News.
Environmental health programs focus on improving community health, safety and amenity outcomes.	Planning & Environment Manager	30.06.22	<div></div>	0%		<p>100% of food premises are inspected annually.</p> <p>Customer service surveys of environmental health programs achieve a high ranking result.</p>	<p>Annual food premises inspection were unable to commenced in the quarter due to vacancies within the Environmental Health section. These are due to recommence in November 2021.</p> <p>Customer service surveys were not conducted during this quarter.</p>
Our people of diverse backgrounds and ages are united by social, cultural and sporting activities							
The Western Downs is recognised as a region that is culturally thriving and active.	Communities Manager	30.06.22	<div></div>	25%		<p>Promote Western Downs Arts website as a showcase of local artists, art collections and initiatives including the annual Regional Artist Exhibition.</p> <p>Libraries host a storytelling and short story competition to encourage local literary talent.</p> <p>Develop and deliver a range of arts and cultural initiatives, exhibitions, programs, and partnerships to improve creative industries and networks within the region.</p>	<p>The Western Downs Arts website is updated and actively used.</p> <p>Words out West 2022 is hosting a story telling and writing competition.</p> <p>Arts and Culture is delivering a variety of exhibitions throughout the year, including a new "Spirits of the Night" to be hosted in our older cemeteries.</p>
In partnership with community support; deliver events that encourage social connection.	Communities Manager	30.06.22	<div></div>	25%		<p>Our community is actively engaged through the delivery of themed monthly events across the region.</p> <p>The 'MyWesternDowns' community and events portal is actively promoted with a 15% increase in visitation and use of the portal by local community groups and residents.</p>	<p>Hosted Youth Month with a hugely successful Fun Run Day in Chinchilla.</p> <p>'Groovin from the Garage' competition was launched with 22 entries received. The public will now vote on the winners.</p> <p>Planning commenced for Not Just for Laughs in November.</p> <p>Installed local student, Gabrielle Hick's art in the Chinchilla Cinema Foyer as part of our public art program.</p> <p>30.83% increase (compared to the previous quarter) in visitation to the 'MyWesternDowns' portal, Community Activation Officers actively promote through email newsletter and engaging face to face with community groups.</p>
Our parks, open spaces, and community facilities are alive with activities and connect our communities							
Major community venue use is optimised and strategically marketed to attract events and activities.	Facilities Manager	30.06.22	<div></div>	25%		20% increase in booking rates of major community venues.	Significant increase in bookings for major venues - Dalby Showgrounds saw a 23% increase compared to same period 2020 and Dalby Events Centre saw a 75% increase (21 bookings in 2021, 12 bookings in 2020).
Maximise opportunities for community groups to be actively involved in our community facilities, build capacity and self-reliance.	Facilities Manager	30.06.22	<div></div>	25%		100% of works by community groups at Council facilities are completed under an agreement.	Significant inroads made, agreement implementation planning underway.
We are a strong sustainable community supported by volunteers							
Health Services staff acknowledge the contribution of volunteers that enhances the consumer experience and actively seek to welcome new volunteers into its services.	Health Services Manager	30.06.22	<div></div>	25%		There is a 10% increase in Health Services volunteer numbers.	Due to COVID-19 it has been considerably difficult to attract volunteers as the majority of volunteers fall into the over 70 year bracket. As COVID-19 restrictions ease and vaccinations increase volunteer numbers should increase.
Active volunteer involvement and engagement promotes enduring social, cultural and economic value to Council, the community and visitors to the region.	Communities Manager	30.06.22	<div></div>	25%		<p>Trial a new volunteering initiative that build skilled capacity across the region.</p> <p>Volunteers supporting the delivery of Council services, receive recognition and are provided with upskilling opportunities.</p> <p>Volunteering opportunities are promoted throughout the region.</p>	Finalised a Volunteering Strategy, a Volunteering Framework and busy drafting a Volunteering Pilot Project with Tara Festival Of Culture and Camel Races.
We empower communities to develop local initiatives and events							
Our communities have access to appropriate grants and funding.	Communities Manager	30.06.22	<div></div>	25%		<p>Deliver grant workshops and provide online support to community groups to build capacity and gain greater success in obtaining funding and access to programs.</p> <p>Community groups are linked to free support services available within the region such as grant writers, business navigators etc.</p>	<p>Grants Muster planned for 26 October. Grants workshops to be delivered in Q3 & Q4.</p> <p>The first competitive round of grants closed and was funding approved. In August we allocated/paid out \$16,864 to our local community groups.</p> <p>The grants team provide ongoing support to link community groups to available services.</p>
Our community events are well promoted.	Communication & Marketing Manager	30.06.22	<div></div>	25%		100% of community events have access to Council communication platforms.	Comms and Marketing is taking a proactive approach to supporting community events and initiatives by promoting the channels available to groups via several means including: empowering teams across Council to communicate opportunities with community groups, proactively promoting opportunities via billboards, social media, website content.

<div> <div>QUALITY LIFESTYLE</div>  </div>							
Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Quarterly Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
Our residents are provided with modern infrastructure and quality essential services across our region							
Improve and maintain the reliability of water supply and sewerage networks regionally.	Utilities Manager	30.06.22	●	25%		Achieve <25 water main breaks/100km of water mains regionally. Achieve <40 sewer main breaks/100km of sewer mains regionally. Achieve >90% compliance with customer service standard average response time for water incidents (breaks and leaks) annually.	6 water main breaks/100kms of water mains this quarter. 1 sewer main break/100km of sewer mains this quarter. 79% of water breaks met the average response time this quarter.
A well connected and maintained footpath network, links our residents to key community facilities and CBD.	Senior Works Manager	30.06.22	●	25%		The footpath network is inspected and maintained as per the Transport Asset Maintenance Management Plan (TAMMP). Footpath renewals and upgrades are reported quarterly.	All footpaths due for inspection in Q1 have been completed on time and comply with the TAMMP inspection frequencies. This is an ongoing operational activity. Footpath renewal and upgrades included in the first quarterly report.
Modern utilities assets reduce maintenance expenditure and provide reliable customer service.	Utilities Manager	30.06.22	●	0%		Complete design and tender documentation for the Jandowae Spillway Upgrade.	This project is scheduled to commence next quarter.
An up-to-date 10 year Capital Works Program is in place.	Utilities Manager	31.03.22	●	25%		The 10 year Capital Works Program is developed and integrates with our asset management systems.	The capital program is routinely updated at the Utilities Projects meeting.
Health Services staff advocate for a suite of regional health services providing the community with 'whole of life' care; target State, Federal government and private investment in health services in the Western Downs region and promote regional interagency collaboration.	Health Services Manager	30.06.22	●	0%		Identification of a minimum of 2 leads to attract investment in additional health services to the Western Downs region.	HSM commenced 6 weeks ago and networking opportunities have been limited in this time. HSM to meet with Economic Development Officer and a representative from Darling Downs Health 15/10/21.
Western Downs Regional Council will deliver safe, inclusive, quality care and services throughout its aged care services. In collaboration with the organisations governing body, services will be delivered to the community under a strong organisational and clinical governance framework, demonstrated by ongoing compliance with the <i>Aged Care Act 1997</i> , the <i>National Disability Insurance Scheme (NDIS) Act 2013</i> and other relevant legislation.	Health Services Manager	30.06.22	●	25%		Audits undertaken by internal and external parties such as the Aged Care Quality & Safety Commission and the NDIS Quality & Safeguard Commissions etc., will demonstrate compliance and a commitment to the deliver of quality and safe services.	Third party food safety audit conducted 29/9 - Jandowae - Compliant. Nil other audits conducted during the first quarter.
We will continue to deliver better compliance outcomes and on ground improvement at our waste facilities, and we will continue to focus on reducing the impact of the waste levy legislation.	Planning & Environment Manager	30.06.22	●	50%		Contractors engaged for supervised sites will achieve their contract performance indicators. The conversation of small landfill sites to waste transfer facilities reduces the waste levy payable to the State Government.	There has been significant progress on this matter. All of Council's small landfills have been converted to low cost transfer stations and front of house transfer stations have been completed at Tara and Wandoan, which have successfully resolved many waste levy administrative issues. All waste contractors are being monitored and are achieving performance indicators.
Our recreational spaces and community facilities are attractive, safe and accessible							
A network of valued playground and open spaces are provided which are safe and well maintained.	Facilities Manager	30.06.22	●	25%		100% of playgrounds are safety compliant.	Greater focus on playground safety compliance. Regular audit activity, reviewing playgroup equipment safety compliance. Addressed 100% of safety concerns identified.
Our residents have an awareness of the high quality recreational spaces offered in the region.	Communication & Marketing Manager	30.06.22	●	25%		Develop and deliver a communication strategy for outdoor recreation spaces.	Strategy is in development, with some outcomes already delivered including the promotion of completed landscaping projects via traditional media, social media, website, E-News. The next phase will involve a tourism-focused campaign.
Raise Council's profile and capability to offer high quality facilities and event spaces.	Communication & Marketing Manager	30.06.22	●	25%		Deliver a targeted marketing strategy for Council facilities and event spaces.	Work has commenced on a broad strategy for Facilities starting with a stocktake of current communications mechanisms and content.
Deliver quality public Wi-Fi significant community places.	Chief Information Officer	30.06.22	●	25%		There is a >95% availability of public access Wi-Fi during operating hours.	There is 99.57% availability for public access to Wi-Fi during operating hours.
Maintain a reliable CCTV network that enhances public safety in our major town centres.	Chief Information Officer	30.06.22	●	25%		Maintenance inspections and cleaning is carried out at least once per year. Work with the Police to action urgent CCTV footage requests within 24 hours.	Maintenance inspections and cleaning are scheduled in the next quarter. No urgent CCTV footage request received this quarter.
We invest in safe, well maintained road networks to connect our region and support economic activities							
An up-to-date 10 year Capital Works Program is in place.	Senior Works Manager	31.03.22	●	25%		The 10 year Capital Works Program is developed and integrates with our asset management systems.	The 10 year Capital Works Program is developed and integrates with our asset management system - including recently completed road condition survey data.
Our Transport Asset Capital Works Program is delivered on time and on budget.	Works Manager - Construction	30.06.22	●	25%		Transport Asset Capital Works Program is 90% complete at end of financial year. Transport Asset Capital Works Program delivered within budget.	Works program progressing on track. Q1 progress reporting completed at program level.
Our transport assets are well maintained and our systems for maintenance are appropriate.	Works Manager - Maintenance	30.06.22	●	25%		The Transport Asset Maintenance Management Plan is implemented and reviewed annually to evaluate compliance and suitability. Overdue safety defects are regularly reported to the Executive Team, as detailed in the TAMMP	Implementation of the Stormwater Module for the TAMMP continues. The remainder of the TAMMP is implemented and operational. Overdue safety defects are reported to the GMIS monthly and the CEO quarterly as per TAMMP requirements.
Our design program is aligned to enable capital works programs to be delivered.	Technical Services Manager	31.12.21	●	75%		95% of design program for the 2021/22 Capital Works Program is completed by December 2021.	38 of the 52 projects have been issued for construction, with remaining projects progressing well.
Our quarry material production is to be well planned and aligned to works programs.	Technical Services Manager	30.06.22	●	25%		Quarry materials are available 8 weeks prior to planned project commencement date.	Materials are available for construction projects as planned.
We will continue to implement systems to improve road safety across the region through Traffic Advisory Committee (TAC) to maintain safe road network.	Technical Services Manager	30.06.22	●	25%		TAC to meet quarterly with agreed safety improvements to be actioned.	September meeting rescheduled for 13 October. Action register is updated accordingly. From previous actions a red light camera is to be considered by DTMR in 2022-23 red light camera program for Dalby. Approach speed on western approach to Chinchilla through commercial area west of Charlie's Creek has been reduced from 80kmh to 70 kmh.
We attract families to live, work, prosper and play in our region							
The Western Downs is recognised as a region that is culturally inclusive, and welcomes new residents.	Communities Manager	30.06.22	●	25%		Our major towns Welcome Guides are updated, promoted and distributed in printed and electronic formats. Our region's industries and businesses actively utilise our town's Welcome Guides as part of their recruitment processes.	The review project has commenced in conjunction with Economic Development. We are changing the look and feel, and bringing in new residents to the updated documents.
We enhance the region's character, local identity, and liveability through strategic placemaking, and the activation and revitalisation of public space.	Communities Manager	30.06.22	●	0%		Placemaking projects are identified with developed concept designs to source appropriate funding for implementation.	Jandowae Timbertown Festival Tree installation completed (FY 2020/21). New project identification has not yet been finalised.
We take pride in our natural assets, environment and heritage							
We will continue to seek external funding for Rural Services programs that assist landholders to address priority weeds and agricultural productivity improvements.	Planning & Environment Manager	30.06.22	●	25%		Pest management works will be completed in compliance with pest management plans. Pest monitoring data supports and is regularly shared with landholders.	Council's pest management activities are being conducted. Additionally, a significant grant program continues to be delivered with funding obtained by Council under the Federal Government's Communities Combatting Pest grants.
We will advocate to ensure our environment is protected during resource and energy sector operational and post closure phases.	Planning & Environment Manager	30.06.22	●	0%		Six monthly reports are received from CSG Regulator regarding the environmental outcomes for the resource sector operating within the Western Downs region.	No half yearly report are yet to be received. This will be addressed in Q2 and Q4.
We will investigate innovative approaches to landfill rehabilitation at some of Council's small landfill sites.	Planning & Environment Manager	30.06.22	●	50%		Bura Burri approved for alternative phytocapping methodology and established as a small evaluation site.	The construction of phytocapping type rehabilitation system has been completed at the former Burra Burri landfill site as an evaluation site. The performance of this system will be monitored and will be used for proof of concept with the Queensland Government.
Our natural assets within the urban amenity and iconic open spaces across the region are preserved, protected and enhanced now and for the future.	Facilities Manager	30.06.22	●	25%		100% of our maintenance and upgrades are assessed against established principles aimed at preserving and enhancing our natural assets. 95% of trees planted through the Adopt A Street Tree Program on Council land are established successfully.	Review of asset strategy is progressively conducted, and 100% of projects assessed against intervention levels in Asset Management Plan. Target achieved - 95% of trees planted are established.

Sustainable Organisation 							
Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Quarterly Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We are recognised as a financially intelligent and responsible Council							
Effective contract management mitigates risk and achieves value for money.	Facilities Manager	30.06.22	●	25%		100% of service contracts are reviewed to identify savings and efficiencies.	158 contracts have been reviewed with \$55,908 identified savings.
Drive business improvement through a collaborative, risk based, internal audit function.	Customer Support & Governance Manager	30.06.22	●	25%		Internal audits delivered in accordance with the Internal Audit Plan. Internal Audit Plan is proactively managed and reviewed at each Audit Committee meeting. Statutory requirements around internal audit and Audit Committee function are met.	Internal audit plan on track with plan being actively managed and reported up to Audit Committee. Statutory requirements around Audit Committee and internal audit are being met.
Maintain a robust Enterprise Risk Management Framework.	Customer Support & Governance Manager	30.06.22	●	25%		The Enterprise Risk Management Framework is reviewed annually. 100% of risks are reviewed and updated by responsible managers on a quarterly basis. Business Continuity Plans are reviewed by responsible managers annually.	Enterprise Risk Framework currently under review. Risks are being managed by responsible managers on a quarterly basis. Business Continuity Plans are scheduled for update in the first quarter of the 2022 calendar year.
Fraud and corruption control measures are actively supported and promoted.	Customer Support & Governance Manager	31.03.22	●	25%		The Fraud and Corruption Control Plan is reviewed in consultation with Council's contract internal auditor. Organisation wide training around fraud and corruption awareness is conducted. Annual fraud risk statements are completed by managers.	Fraud and Corruption Control Plan has been reviewed and approved by the Executive Management Team. Annual Risk Statements for the 2020-21 financial year have been completed. The conduct of fraud and corruption awareness training is in the planning stage.
Effective management of safety standards to meet statutory obligations.	Chief Human Resource Officer	30.06.22	●	25%		100% of building emergency and fire compliance requirements meet statutory timeframes and mitigate fines or penalties.	Servicing of extinguishers, hydrants, hose reels and emergency lights 100% complete. Warden and evacuation training has begun.
Ensure employee payroll system and processes are compliant.	Chief Human Resource Officer	30.06.22	●	25%		Payroll audits do not identify any fraudulent employee records. 100% of employee bank detail changes are verbally confirmed. Payments are made in accordance with applicable industrial instruments. Conduct quarterly audits on timesheets and allowances.	Payroll error rates currently at 0.001% for the financial year. 100% of bank detail changes have been confirmed. There have been no phishing attempts this quarter. No issues were identified during the Deloitte external audit. Audit has been performed on wage and allowance rates after the release of the 2021 State Wage Case review.
Effective payroll management of workers compensation claims.	Chief Human Resource Officer	30.06.22	●	25%		Payroll are notified of 100% of unsupported claims.	Payroll is notified of all changes in payment rates of workers compensation claims.
Submission and publishing of Annual Financial Statements.	Chief Financial Officer	30.06.22	●	75%		Signed Annual Financial Statements published on Council's website, and submitted to QAO with no audit qualifications and within statutory timeframes.	Audited financial statements are complete with an unmodified audit opinion issued within statutory timeframes. Publication on website will occur upon adoption of the Annual Report by Council.
Adoption of 2022/2023 Budget within statutory timeframes.	Chief Financial Officer	30.06.22	●	0%		2022/23 Budget adopted by Council within statutory timeframes and also demonstrating that the long-term financial sustainability ratios are sound.	To commence in November 2021 with preparation of 10 year Capital Works Program.
Active monitoring of financial progress versus budget across the year.	Chief Financial Officer	30.06.22	●	25%		Revenue and expenditure items are in line with budget, and 100% of material variations are reported to Council on a monthly basis.	Revenue for the quarter behind budget due to delay in issuing first half rates levy. Monthly financial reporting to Council is occurring.
Oversee implementation of the Fleet Risk Management Plan.	Customer Support & Governance Manager	30.06.22	●	25%		100% of actions identified in the Fleet Management Plan are actively managed through to completion.	Monthly review meetings being conducted to oversee completion of actions.
Assess the budget against Council's long-term financial forecast.	Chief Financial Officer	30.06.22	●	0%		100% of material variances are assessed against long-term financial forecast.	To commence with budget review in November 2021.
Council owned and operated Health Services deliver financially responsible models to our local communities.	Health Services Manager	30.06.22	●	50%		Average AFCI (Aged Care Fund Instrument) income is sustained over \$130/resident/day. Home Care Package unspent funds are reduced by 10%.	Carinya ACFI \$181/resident/day Tarcoola ACFI \$141/resident/day HSM recommends even though Tarcoola is meeting set measure that extensive work needs to undertaken increase ACFI. Continuing to actively reduce home care unspent funds.
Our people are skilled and values-driven to make a real difference							
Promote Council as a strong employer of choice in the Western Downs.	Communication & Marketing Manager	30.06.22	●	25%		100% of externally advertised jobs are actively promoted locally.	This is being achieved through the regular promotion of jobs via social media and e-News. The C&M team has also commenced the development of a marketing strategy for recruitment which will focus on staff attraction and retention. More outcomes will be formulated as part of this strategy.
Continue to increase capacity of in-house legal team to handle a greater volume and complexity of matters.	General Counsel	30.06.22	●	25%		Compulsory continuing professional development program for the Legal Services team. 10% reduction in legal spend on external legal services	Increase in volume of complex legal matters.
Raise the profile of Health and Safety as a primary consideration across the organisation.	Chief Human Resource Officer	30.06.22	●	25%		A minimum of 10 safety walks occur annually attended by Workplace Health and Safety (WHS), Health and Safety Representatives (HSRs) and management. HSRs organise and are included in at least one hazard inspection every quarter.	3 rounds of safety walks completed - Chinchilla, Wandoan and Miles. Attended by management and WHS representatives. 7 HSRs have attended hazard inspections.
Embed proactive safety indicators within the operational processes of the organisation.	Chief Human Resource Officer	30.06.22	●	25%		The hazard and incident reporting training program is developed and incorporated into the corporate training calendar. Hazard reporting is increased by 25% from previous year. 100% of incidents that are reported through the hazard and incident reporting system are within the required timeframe.	Hazard and incident introductory training incorporated in corporate training, via inductions. 28% increase to date in hazard reporting. Reports occurring through hazard inspections and Beakon. 95% of incidents are reported within the required timeframe. Refresher training initiated for staff reporting outside the timeframe.
Promote 'Safety First' as a driver for innovative, safe and effective operations of the organisation.	Chief Human Resource Officer	30.06.22	●	25%		Increased utilisation of 25% in the safety section of Council's intranet. WHS team members attend 10 toolbox meetings per year. The Lost Time Injury Frequency Rates (LTIFR), duration and incident rate align with the benchmark for Councils in Category D of the LGW Workcare Scheme	Decreased utilisation of 27.9% with >4,500 views. WHS team have attended 5 toolbox talks. LTIFR is 6.1, which is below the 13.16 LGW Scheme for Category D Councils.
Employee attendance indicates strong participation in the operations of the organisation.	Chief Human Resource Officer	30.06.22	●	25%		Unscheduled absenteeism rates are <8 days.	Absenteeism for the quarter is 11.23 days (average per employee - scheduled and unscheduled personal leave).
Offer attractive and effective 'career starting' training and development programs within the local region.	Chief Human Resource Officer	30.06.22	●	25%		80% of approved traineeship, apprenticeship and bursary places are filled. 80% of trainees/apprentices secure permanent employment.	The 2022 Kickstart Your Career Program is currently in the recruitment phase. Award nights are held in November where bursary recipients will be announced. 5 of trainees/apprentices have secured roles within Council.
Managers are regularly updated in trending people management methods and technologies and supported in adopting new forward facing, innovative strategies.	Chief Human Resource Officer	30.06.22	●	25%		Staff are provided with and supported in opportunities to develop and enact staff driven initiatives for positive change in their areas. Measured and reflected in performance reviews. 80% of externally advertised positions are filled.	Training and Development needs are identified during the Performance Appraisals for employees who are then provided opportunities to further develop by attending training courses, study assistance, and undertaking mentoring/coaching. 99% of externally advertised positions were filled. Saleyards Business Officer was not filled.
Continuous learning and development programs promote an engaged, capable, accountable and innovative workforce.	Chief Human Resource Officer	30.06.22	●	25%		Training satisfaction evaluation score is above 80%. 95% of people confirmed enrolled in internal training courses attend.	Training satisfaction 88.52%. 97.2% of people confirmed enrolled in internal training courses attended.
Employees are skilled, innovative and accountable.	Chief Human Resource Officer	30.06.22	●	25%		90% of staff have performance development plans in place.	90% of performance development plans remain in place.

SUSTAINABLE ORGANISATION (continued)							
Actions undertaken toward meeting success drivers	Accountability	Expected Completion Date	Quarterly Progress Status	Overall Progress	Amended Completion Date	Measure of Success - a measurable outcome as a direct result of this Action	How successful has this outcome been achieved for this Quarter
We focus on proactive, sustainable planning for the future							
A strategic approach will be taken for development compliance programs, with a focus on programmed audit projects.	Planning & Environment Manager	30.06.22	●	25%		Compliance audits will be undertaken in accordance with approved audit plans. Results of audits will be communicated and actioned with relevant functional areas.	Routine audits have been undertaken during the quarter in line with the schedule. Particular effort has been made to accelerate the Compliance Backlog Audit with the no further reviews of 'large scale' developments yet to be commenced in the audit.
Robust management ensures the future viability of the saleyards.	Facilities Manager	30.06.22	●	25%		A business review will be undertaken to inform the long-term plan for the saleyards.	Initial business review underway.
Continuously developing and improving Asset Management Plans, and long-term financial forecasts to ensure that Council is sustainable for the long-term.	Chief Financial Officer	30.06.22	●	0%		Capital work programs exceeding \$100k are assessed using the whole of life costing model as a part of the budgeting process.	100% of projects over \$100k are assessed using the tool.
Our agile and responsive business model enables us to align our capacity with service delivery							
Our preventative maintenance program provides a reliable and safe natural gas network.	Utilities Manager	30.06.22	●	25%		Achieve <15% unaccounted for gas in the distribution network.	The target of less than 15% for unaccounted gas in the network was meet this quarter at 14% noting the September was not available at this date.
Our fleet is utilised effectively and efficiently.	Senior Works Manager	30.06.22	●	25%		Actual utilisation rates of fleet reviewed quarterly and target utilisation rates adjusted accordingly in line with industry benchmarks and actual WDRC utilisation rates.	Fleet utilisation reviews completed quarterly.
We will maximise opportunities to collaborate with neighbouring local governments on shared delivery projects.	Planning & Environment Manager	30.06.22	●	50%		Discussions are to continue with neighbouring Councils regarding joint procurement opportunities, including waste collection services. A joint service agreement is established for Council's Building Certification Services.	This item is progressing well. The drafting of a Building Certification MOU has progressed after some delays were experienced from partner organisations. Additionally, the Garbage and Recycling joint procurement project has now received ACCC authorisation, and is progressing on schedule (with draft contract specifications being prepared).
A robust asset maintenance program delivers safe, fit for purpose facilities.	Facilities Manager	30.06.22	●	25%		95% of CRMs are completed within established service level timeframes.	Q1 - 77% requests complete on time - results affected resourcing issues (maintenance staff recruitment processes), compounded by 11% increase in CRM volume, compared to same time last year.
Customer feedback is utilised to drive high satisfaction in users of our major venues.	Facilities Manager	30.06.22	●	25%		Customer satisfaction rates >75% are achieved.	Event staff are progressing the development of formal feedback processes.
Promote Council as an essential and accountable service provider in the community.	Communication & Marketing Manager	30.06.22	●	25%		Grow Council's corporate weekly email newsletter subscribers by 1,000 (currently at 1,011 - March 2021)	Currently sitting at 1,344 subscribers as at end of September 2021. Since September 2020 subscribers have grown by 54%.
We deliver high quality customer service outcomes that meet the expectations of our community.	Customer Support & Governance Manager	30.06.22	●	25%		Deliver an effective Business Partnering Program that meets with key business units on a monthly basis providing reports on customer request performance, ECM tasking and call handling performance. Discuss customer feedback from Customer Experience Surveys within a month a completion of survey in order to drive business improvement. >90% of calls resolved on first point of contact. <5% call abandonment rate. 80% of Administrative Actions Complaints handled within response/negotiated timeframes.	Regular Business Partnering Program meetings are being conducted with business units across the organisation. 92.3% of calls resolved on first point of contact. 13% call abandonment rate. High due to adoption of new phone system and other system changes. Abandonment rate is trending downwards. Customer Experience Survey outcomes are actively managed with stakeholder business units. 96% of Administrative Action Complaints have been handled within response/negotiated timeframes.
Integrate the 2021 - 2026 Corporate Plan across the organisation.	Customer Support & Governance Manager	30.06.22	●	25%		Corporate Plan promotional material is produced and distributed. 'Strategic Priorities' and 'Measure of Success' are integrated into corporate documents (plans, policies, templates, website etc.).	Promotional material produced and distributed. Review of corporate document linkages is underway.
Core corporate systems and network is available to support delivery of Council services.	Chief Information Officer	30.06.22	●	25%		There is a >98% uptime for corporate application - Authority and ECM. Network availability is at >99%.	There is 99.96% uptime for Authority, ECM, email and internet. Network availability is at 99.40%.
Enable efficiencies via mobilisation and collaboration, through the provision and management of devices and connectivity.	Chief Information Officer	30.06.22	●	25%		Faulty or damaged devices are replaced within 2 working days. Staff Wi-Fi availability in main administration buildings is >98%.	3 devices faulty or damaged devices this quarter, all of these met the SLA of being replaced within 2 days. Staff Wi-Fi availability in administration buildings is 99.43%
Ensure tools and processes are in place to protect Council's information assets.	Chief Information Officer	30.06.22	●	25%		Annual penetration testing of our systems is conducted. Annual security awareness training is made available to all staff.	Annual penetration testing is scheduled in Q4. Security awareness training has been rolled out and was available to all staff, further training will be deployed throughout the year.
Our effective asset management ensure that we responsibly maintain our community assets							
Measurement of current transport asset renewal and upgrade unit rates is completed to enable sound financial planning and management of Council's Transport Capital Works Program.	Works Manager - Construction	30.06.22	●	25%		Unit rates of completed projects reviewed quarterly against established benchmarks and shared across strategic planning for inclusion into the 10 year Capital Works Program.	Q1 unit rates reviewed for all projects and communicated.
Council's transport infrastructure maintenance practices enable sound financial management of maintenance budgets and operating funds.	Works Manager - Maintenance	30.06.22	●	25%		A program of maintenance works is developed and maintained to ensure opportunities to minimise waste or gain efficiencies are identified. Annual reseal programs reviewed against the 10 year Capital Works Program to minimise maintenance expenditure ahead of planned reconstruction works.	The maintenance program is operational and reviewed regularly as intended. The annual reseal program is in delivery and has been checked against the 10 year Capital Works Program to avoid any overlapping sites.
Work with Asset Management Plan, owners to action AMP improvements plans to ensure effective asset management is maintained.	Technical Services Manager	30.06.22	●	25%		90% of Asset Management Improvement Plan actions are actioned by due date.	Asset Management Improvement Plan Program has been prepared and will be driven for completion with the respective asset managers.
Our fleet is agile and reflective of business requirements.	Senior Works Manager	30.06.22	●	25%		The fleet will be adjusted accordingly to fulfil operational requirements, with any under utilised / non required assets either moved to other areas or disposed of.	Fleet utilisation reviews completed quarterly with relevant departments.
Facility projects are delivered to meet the expectations of stakeholders.	Facilities Manager	30.06.22	●	25%		95% of facility capital projects are delivered on time and budget.	Approved schedule and cost targets have been achieved.
Council sustainably develop and maintain facilities that respond to changing community needs.	Facilities Manager	30.06.22	●	25%		Utilisation statistics are collected for appropriate venues and facilities to guide asset development and maintenance. A strategy is developed to determine the long-term viability of community facilities.	Continued to be collected. Facilities Asset Management Update presented to Council in October 2021.
We have a mature asset management model and comprehensive processes which ensure our infrastructure is delivered in accordance with the Facilities Asset Management Plan.	Facilities Manager	30.06.22	●	25%		80% of approved projects align with the renewal strategy contained within the Facilities Asset Management Plan.	Council's endorsement of the approach for Facilities Asset Management has enabled progress with renewal strategy.
Effectively manage property assets to maximise value to Council and the community.	General Counsel	30.06.22	●	25%		100% of new leases and property transactions comply with statutory requirements.	100% of new leases and property transactions in Q1 comply with statutory requirements. Auction sales also compliant.

Title	Corporate Services Financial Report October 2021
--------------	---

Date	2 November 2021
-------------	-----------------

Responsible Manager	T. Skillington, ACTING CHIEF FINANCIAL OFFICER
----------------------------	--

Summary

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

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- We focus on proactive, sustainable planning for the future.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

1. Council notes the October 2021 Financial Report, and
2. Resolves to approve \$1.165 million in capital expenditure and \$0.730 million in capital revenue being added to Council's 2021-22 capital works program.

Background Information

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

Report

1. Operating Result

As at 31 October 2021, Council is making a \$22.264 million profit which is \$13.438 million greater than budget when compared to the expected budgeted profit of \$8.826 million. This favourable position is mainly due to Rates and Utility Charges being ahead of budget (\$6.480 million) and Materials and Services being (\$5.789 million) under budget.

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

Council Consolidated	Original Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Revenue					
Rates and Utility Charges	(96,237,784)	(48,106,374)	(52,768,194)	(4,661,820)	Rates and Utility Charges is ahead of budget \$4.662 million. This better than budgeted position is due to: > \$3.011 million phasing issue with the budget being split evenly over the 2 rating cycles. It is expected that the 2nd half year rates will be behind budget due to the finalisation of the amalgamations and the continued sale of resource sector properties back to rural owners. > \$1.651 million to be paid for the Fire Levy payment (will reduce income).
Volumetric	(6,344,978)	-	9,744	9,744	Volumetric income has a debit value due to some minor adjustments.
Less: Discounts & Pensioner Remissions	5,236,660	2,581,961	753,573	(1,828,388)	Discounts & Pensioner Remissions are behind budget \$1.828 million due to the first half year rates being levied in October but being budgeted in August (timing issue). Most of this expense will occur in November when rates are due. Actuals to date relate to the State and Council Pension subsidy (\$0.439 million) and some discounts granted (\$0.314 million) for early payment of rates.
Net Rates and Utility Charges	(97,346,102)	(45,524,413)	(52,004,877)	(6,480,464)	
Fees and Charges	(6,248,579)	(2,321,126)	(2,677,501)	(356,375)	Fees and Charges income is ahead of budget \$0.356 million mainly due to: > \$0.156 million ahead in town planning and building application fees due to low interest rates coupled with a tight rental market and a boom in the building market. > \$0.136 million ahead in fines and penalties due to Council focusing more on enforcement and community behaviour. > \$0.049 million ahead in Washdown Bay fees due to higher patronage.
Rental and Levies	(1,652,968)	(545,326)	(590,278)	(44,952)	Rental and Levies income is in line with budget.
Sales of Major Services	(24,659,198)	(6,728,146)	(6,263,183)	464,963	Sales of Major Services is under budget \$0.465 million mainly due to Quarry sales being behind budget \$0.495 million. Production is on schedule at the Quarry with booking out to jobs behind budget. This lag in booking to jobs is due to the wet weather and projects being pushed out to the 2nd half of the year.

Council Consolidated	Original Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Operating Grants, Subsidies and Contributions	(21,648,998)	(4,055,641)	(4,700,772)	(645,131)	Operating Grants, Subsidies and Contributions is over budget \$0.645 million mainly due to: > \$0.500 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. There is also \$0.120 million of income relating to 2020-21 in the 2021-22 year. It is expected that income for Health Services will come over budget for the year as the budget did not include the additional funding or COVID-19 payments. > \$0.150 million additional income received for the Financial Assistance Grant. It is expected that we will come over budget for the year by around \$0.300 million. Each year this grant decreases, however it did not decrease as much as anticipated.
Interest Revenue	(1,374,442)	(458,148)	(381,120)	77,028	Interest Revenue is under budget \$0.077 million due to interest rates being budgeted at 1% and on average receiving 0.73%. Interest rates increased in September to 0.90% and have continued in October.
Other Income	(1,001,376)	(183,652)	(340,488)	(156,836)	Other income is ahead of budget \$0.157 million mainly due to: > \$0.082 million reimbursements for employees on Workers Compensation. > \$0.035 million ahead for Cinema Revenue being ahead of budget. > \$0.022 million ahead in revenue for the Visitor Information Centres, Tourism Events and Cultural Services. > \$0.010 million received for Insurance Revenue relating to Councils fleet.
TOTAL OPERATING REVENUES	(153,931,663)	(59,816,452)	(66,958,219)	(7,141,767)	
Expenses					
Employee Benefits	56,773,001	18,896,830	18,640,351	(256,479)	Employee Benefits are under budget \$0.256 million mainly due to Workers Compensation coming under budget \$0.222 million.
Less Capitalised Employee Benefits	(6,814,413)	(1,682,916)	(1,998,599)	(315,683)	Capitalised Employee Benefits are ahead of budget with a greater allocation of staff working on capital works opposed to operational works (phasing issue).
Net Employee Benefits	49,958,588	17,213,914	16,641,752	(572,162)	

Council Consolidated	Original Budget \$	YTD Budget \$	YTD Actuals \$	Variance \$	Comments
Materials and Services	54,489,395	18,831,700	13,042,375	(5,789,325)	Materials and Services are under budget \$5.789 million mainly due to: > Outstanding invoices not being accrued at the end of the current month (October). Large accounts outstanding are Works maintenance & repairs (\$1.183 million), the waste accounts (\$0.831 million), Commercial Works expenditure (\$0.685 million), Internal Council Rates (\$0.408 million) and \$0.336 million in Electricity costs. > \$0.656 million higher capitalisation for council owned plant being used on capital projects (the same as capitalised employee benefits).
Depreciation and Amortisation	44,708,456	14,902,828	14,902,828	-	Depreciation and Amortisation costs are in line with budget.
Finance Costs	376,841	41,700	107,349	65,649	Finance Costs are over budget \$0.066 million due to the write-off of 2020-21 bad debts. There should be enough in the provision to cover this expenditure as well as the 2021-22 bad debts write off.
Corporate Overhead	-	-	-	-	
TOTAL OPERATING EXPENSES	149,533,280	50,990,142	44,694,304	(6,295,838)	
Operating (surplus)/deficit	(4,398,383)	(8,826,310)	(22,263,915)	(13,437,605)	

2. Capital Revenue and Expenditure

Capital Revenue

Capital Revenue is \$0.005 million behind budget as at the end of October. All capital revenue is tracking slightly ahead of budget expect for disposal of non-current assets which is \$0.121 million behind budget. This is a phasing issue and will correct over the year.

Capital Expenditure

Capital Expenditure is \$11.869 million behind budget as at the end of October. There will always be a lag in capital expenditure with works complete and payment for those works.

Major projects behind budget are Miles CBD Streetscape, Russell Park Mountain Bike Trails, Regional Flood Projects, Halliford Road and Myall 107 Cultural Precinct. These projects are behind budget due to a delay in finalising design, awarding tenders or awaiting QRA (Queensland Reconstruction Authority) approval. All projects are on schedule to have their allocated budget spent this financial year.

Projects to the value of \$1.165 million in expenditure and \$0.730 million in revenue have been added to the 2021-22 capital works program. As per the Budget Policy, the projects have been approved by either Council, the Chief Executive Officer or, in some cases, the general managers. The projects are listed in the table below.

Project Name	Expenditure Budget	Income Budget	Comment
Regional - Flood Reconstruction	\$785,328	(\$549,730)	Approved by CEO (Ross Musgrove).
Kleinschmidts Road Creek Crossing (QRRRF)	\$325,000	(\$165,000)	Approved by CEO (Ross Musgrove).
Concrete the two remaining bays in the stable complex at Tara Showgrounds	\$21,171	-	Approved by General Manager (Scott Peut). Funded from annual Showground capital allocation.
Replace Existing Faulty Power Bollards at Wandoan Showgrounds	\$20,324	-	Approved by General Manager (Scott Peut). Funded from annual Showground capital allocation.
Ducklo-Gulera Road Construction	\$13,063	(\$15,022)	Approved by Acting CEO (Jodie Taylor).
Total Capital Additions	\$1,164,886	(\$729,752)	

3. Cash and Investments

Council's Cash and Investments as at 31 October 2021 totalled \$185.120 million which represents 14.86 months of operating expenses including depreciation. The balance as at 30 June 2021 was \$201.035 million. The balance will increase as of November with the first half year rates being received.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Council adopted the FY2022 Original Budget on 23 June 2021. The attached one-page report details the progress made against Year-To-Date (YTD) budget for the period ending 31 October 2021. Current concerns for the budget are the amalgamations of QGC properties and their timing. This issue is currently being assessed by the Department of Resources. Until any decisions are made, any impact will be unknown. The other concern is the sale of resource sector properties back to rural owners. This was included in the budget and an estimated phasing was completed over a four-year period. However, this phasing estimate may be different to actuals.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

As at the end of October, the budget is on track except for the budget concerns mentioned above. The budget will continue to be closely monitored. In addition, there are capital projects totalling \$1.165 million in expenditure and \$0.730 million in revenue which needs to be approved so that Council's capital works program can be adjusted accordingly.

Attachments

1. One Page Report October 2021

Authored by: C. Prain, MANAGEMENT ACCOUNTANT



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

	Council Consolidated				Council Net				Commercial Works			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue												
Rates and Utility Charges	(96,237,784)	(48,106,374)	(52,768,194)	(4,661,820)	(74,892,215)	(37,433,588)	(42,004,685)	(4,571,097)	-	-	-	-
Volumetric	(6,344,978)	-	9,744	9,744	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,236,660	2,581,961	753,573	(1,828,388)	3,950,046	2,200,023	615,207	(1,584,816)	-	-	-	-
Net Rates and Utility Charges	(97,346,102)	(45,524,413)	(52,004,877)	(6,480,464)	(70,942,169)	(35,233,565)	(41,389,478)	(6,155,913)	-	-	-	-
Fees and Charges	(6,248,579)	(2,321,126)	(2,677,501)	(356,375)	(2,873,943)	(1,196,946)	(1,555,235)	(358,289)	-	-	-	-
Rental and Levies	(1,652,968)	(545,326)	(590,278)	(44,952)	(1,587,968)	(529,326)	(570,726)	(41,400)	-	-	-	-
Sales of Major Services	(24,659,198)	(6,728,146)	(6,263,183)	464,963	-	-	-	-	(12,017,500)	(1,673,124)	(1,393,796)	279,328
Operating Grants & Subsidies	(21,648,998)	(4,055,641)	(4,700,772)	(645,131)	(21,648,998)	(4,055,641)	(4,700,772)	(645,131)	-	-	-	-
Interest	(1,374,442)	(458,148)	(381,120)	77,028	(1,337,442)	(445,812)	(349,113)	96,699	-	-	-	-
Other Income	(1,001,376)	(183,652)	(340,488)	(156,836)	(941,376)	(163,652)	(315,201)	(151,549)	-	-	-	-
Total Operating Revenue	(153,931,663)	(59,816,452)	(66,958,219)	(7,141,767)	(99,331,896)	(41,624,942)	(48,880,525)	(7,255,583)	(12,017,500)	(1,673,124)	(1,393,796)	279,328
Operating Expenses												
Employee Benefits	56,773,001	18,896,830	18,640,351	(256,479)	47,080,037	15,628,531	15,330,383	(298,148)	2,146,710	724,215	601,488	(122,727)
Less Capitalised Employee Benefits	(6,814,413)	(1,682,916)	(1,998,599)	(315,683)	(6,392,288)	(1,542,222)	(1,675,564)	(133,342)	-	-	-	-
Net Employee Benefits	49,958,588	17,213,914	16,641,752	(572,162)	40,687,749	14,086,309	13,654,819	(431,490)	2,146,710	724,215	601,488	(122,727)
Materials and Services	54,489,395	18,831,700	13,042,375	(5,789,325)	25,441,001	9,701,277	6,072,706	(3,628,571)	8,069,856	2,620,538	1,935,417	(685,121)
Depreciation and Amortisation	44,708,456	14,902,828	14,902,828	-	36,277,815	12,092,612	12,092,612	-	-	-	-	-
Finance Costs	376,841	41,700	107,349	65,649	292,095	41,700	107,349	65,649	-	-	-	-
Corporate Overhead	-	-	-	-	(3,914,600)	(1,304,864)	(1,304,864)	-	435,173	145,056	145,056	-
Total Operating Expenses	149,533,280	50,990,142	44,694,304	(6,295,838)	98,784,060	34,617,034	30,622,622	(3,994,412)	10,651,739	3,489,809	2,681,961	(807,848)
Operating (surplus)/deficit	(4,398,383)	(8,826,310)	(22,263,915)	(13,437,605)	(547,836)	(7,007,908)	(18,257,903)	(11,249,995)	(1,365,761)	1,816,685	1,288,165	(528,520)
Capital Revenue												
Capital Grants & Subsidies	(25,160,174)	(6,359,088)	(6,376,484)	(17,396)	(24,957,194)	(6,156,108)	(6,035,280)	120,828	-	-	-	-
Contributions	(1,390,473)	(453,491)	(545,841)	(92,350)	(1,360,473)	(453,491)	(545,841)	(92,350)	-	-	-	-
Contributions - Contributed Assets	(250,000)	-	-	-	(250,000)	-	-	-	-	-	-	-
Contributions from Developers - Cash	(250,000)	-	(6,205)	(6,205)	(250,000)	-	(2,979)	(2,979)	-	-	-	-
Disposal of Non-Current Assets	(1,480,000)	(370,000)	(248,930)	121,070	(1,480,000)	(370,000)	(248,930)	121,070	-	-	-	-
Total Capital Revenue	(28,530,647)	(7,182,579)	(7,177,460)	5,119	(28,297,667)	(6,979,599)	(6,833,030)	146,569	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	16,762	16,762	-	-	-	-	-	-	-	-
Capital Expense Write-Off	8,200,000	576,923	506,476	(70,447)	7,500,000	576,923	484,521	(92,402)	-	-	-	-
Total Capital Expenses	8,200,000	576,923	523,238	(53,685)	7,500,000	576,923	484,521	(92,402)	-	-	-	-
Net Result (surplus)/deficit	(24,729,030)	(15,431,966)	(28,918,137)	(13,486,171)	(21,345,503)	(13,410,584)	(24,606,412)	(11,195,828)	(1,365,761)	1,816,685	1,288,165	(528,520)
Capital Funding Applications												
Capital Expenditure - New Assets	23,671,967	8,306,662	4,552,415	(3,754,247)	21,760,384	7,764,622	4,125,769	(3,638,853)	-	-	-	-
Capital Expenditure - Upgrade Assets	13,390,272	3,090,605	1,044,656	(2,045,949)	11,740,176	3,003,596	1,001,228	(2,002,368)	-	-	-	-
Capital Expenditure - Replacement Assets	57,637,333	14,444,473	8,375,301	(6,069,172)	51,067,019	12,932,617	7,824,504	(5,108,113)	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	94,699,571	25,841,740	13,972,372	(11,869,368)	84,567,579	23,700,835	12,951,502	(10,749,333)	-	-	-	-



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

	Gas				Water				Sewerage			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue												
Rates and Utility Charges	-	-	-	-	(6,180,459)	(3,090,230)	(3,084,109)	6,121	(9,393,219)	(4,696,610)	(4,769,072)	(72,462)
Volumetric	-	-	-	-	(6,344,978)	-	9,744	9,744	-	-	-	-
Less: Discounts & Pensioner Remissions	-	25,000	26,218	1,218	581,928	4,595	15,306	10,711	436,506	218,253	60,869	(157,384)
Net Rates and Utility Charges	-	25,000	26,218	1,218	(11,943,509)	(3,085,635)	(3,059,059)	26,576	(8,956,713)	(4,478,357)	(4,708,203)	(229,846)
Fees and Charges	(31,000)	(10,300)	(17,416)	(7,116)	(770,000)	(256,000)	(280,749)	(24,749)	-	-	(1,524)	(1,524)
Rental and Levies	-	-	-	-	(65,000)	(16,000)	(19,552)	(3,552)	-	-	-	-
Sales of Major Services	(2,924,488)	(1,137,157)	(1,122,960)	14,197	(12,070)	(4,070)	(18,572)	(14,502)	(12,500)	(3,300)	(1,092)	2,208
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(20,000)	(6,668)	(14,989)	(8,321)	(12,000)	(4,000)	(11,533)	(7,533)
Other Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Revenue	(2,955,488)	(1,122,457)	(1,114,158)	8,299	(12,810,579)	(3,368,373)	(3,392,921)	(24,548)	(8,981,213)	(4,485,657)	(4,722,352)	(236,695)
Operating Expenses												
Employee Benefits	291,903	98,476	104,612	6,136	3,850,200	1,298,890	1,319,023	20,133	1,383,177	466,636	491,314	24,678
Less Capitalised Employee Benefits	-	-	-	-	-	-	(53,310)	(53,310)	-	-	(311)	(311)
Net Employee Benefits	291,903	98,476	104,612	6,136	3,850,200	1,298,890	1,265,713	(33,177)	1,383,177	466,636	491,003	24,367
Materials and Services	1,074,712	343,916	283,526	(60,390)	4,321,922	1,413,963	1,222,464	(191,499)	1,540,734	486,825	445,561	(41,264)
Depreciation and Amortisation	280,351	93,452	93,452	-	4,666,386	1,555,460	1,555,460	-	2,565,082	855,028	855,028	-
Finance Costs	49,467	-	-	-	6,075	-	-	-	-	-	-	-
Corporate Overhead	244,237	81,412	81,412	-	1,380,218	460,072	460,072	-	840,977	280,324	280,324	-
Total Operating Expenses	1,940,670	617,256	563,002	(54,254)	14,224,801	4,728,385	4,503,709	(224,676)	6,329,970	2,088,813	2,071,916	(16,897)
Operating (surplus)/deficit	(1,014,818)	(505,201)	(551,156)	(45,955)	1,414,222	1,360,012	1,110,788	(249,224)	(2,651,243)	(2,396,844)	(2,650,436)	(253,592)
Capital Revenue												
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	(30,000)	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(1,613)	(1,613)	-	-	(1,613)	(1,613)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	(1,613)	(1,613)	(30,000)	-	(1,613)	(1,613)
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	500,000	-	4,541	4,541	100,000	-	-	-
Total Capital Expenses	-	-	-	-	500,000	-	4,541	4,541	100,000	-	-	-
Net Result (surplus)/deficit	(1,014,818)	(505,201)	(551,156)	(45,955)	1,914,222	1,360,012	1,113,716	(246,296)	(2,581,243)	(2,396,844)	(2,652,049)	(255,205)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	1,100,000	67,500	4,204	(63,296)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	1,637,112	87,009	43,428	(43,581)	12,984	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	3,192,371	963,037	446,640	(516,397)	2,896,597	424,581	103,253	(321,328)
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	5,929,483	1,117,546	494,273	(623,273)	2,909,581	424,581	103,253	(321,328)



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

	Quarry				Waste				Saleyards				Washdown Bays			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue																
Rates and Utility Charges	-	-	-	-	(5,771,891)	(2,885,946)	(2,910,328)	(24,382)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	268,180	134,090	35,973	(98,117)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,503,711)	(2,751,856)	(2,874,355)	(122,499)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(2,008,989)	(669,664)	(585,012)	84,652	-	-	-	-	(564,647)	(188,216)	(237,565)	(49,349)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(7,452,640)	(3,163,828)	(2,668,586)	495,242	-	-	-	-	(2,240,000)	(746,667)	(1,058,177)	(311,510)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(5,000)	(1,668)	(5,485)	(3,817)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(60,000)	(20,000)	(25,287)	(5,287)	-	-	-	-	-	-	-	-
Total Operating Revenue	(7,452,640)	(3,163,828)	(2,668,586)	495,242	(7,577,700)	(3,443,188)	(3,490,139)	(46,951)	(2,240,000)	(746,667)	(1,058,177)	(311,510)	(564,647)	(188,216)	(237,565)	(49,349)
Operating Expenses																
Employee Benefits	1,142,950	383,872	400,183	16,311	397,258	134,020	247,129	113,109	382,163	128,924	100,499	(28,425)	98,603	33,266	45,720	12,454
Less Capitalised Employee Benefits	(422,125)	(140,694)	(169,248)	(28,554)	-	-	(99,258)	(99,258)	-	-	(908)	(908)	-	-	-	-
Net Employee Benefits	720,825	243,178	230,935	(12,243)	397,258	134,020	147,871	13,851	382,163	128,924	99,591	(29,333)	98,603	33,266	45,720	12,454
Materials and Services	4,522,304	1,354,822	1,289,069	(65,753)	7,872,602	2,383,929	1,333,228	(1,050,701)	1,305,264	423,891	352,486	(71,405)	341,000	102,539	107,918	5,379
Depreciation and Amortisation	21,842	7,280	7,280	-	441,702	147,236	147,236	-	424,174	141,392	141,392	-	31,104	10,368	10,368	-
Finance Costs	-	-	-	-	24,844	-	-	-	1,120	-	-	-	3,240	-	-	-
Corporate Overhead	316,671	105,556	105,556	-	461,927	153,976	153,976	-	180,702	60,236	60,236	-	54,695	18,232	18,232	-
Total Operating Expenses	5,581,642	1,710,836	1,632,840	(77,996)	9,198,333	2,819,161	1,782,311	(1,036,850)	2,293,423	754,443	653,705	(100,738)	528,642	164,405	182,238	17,833
Operating (surplus)/deficit	(1,870,998)	(1,452,992)	(1,035,746)	417,246	1,620,633	(624,027)	(1,707,828)	(1,083,801)	53,423	7,776	(404,472)	(412,248)	(36,005)	(23,811)	(55,327)	(31,516)
Capital Revenue																
Capital Grants & Subsidies	-	-	-	-	(202,980)	(202,980)	(341,204)	(138,224)	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	(202,980)	(202,980)	(341,204)	(138,224)	-	-	-	-	-	-	-	-
Capital Expenses																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	16,762	16,762	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	17,414	17,414	-	-	-	-	100,000	-	-	-	-	-	-	-
Total Capital Expenses	-	-	17,414	17,414	-	-	16,762	16,762	100,000	-	-	-	-	-	-	-
Net Result (surplus)/deficit	(1,870,998)	(1,452,992)	(1,018,332)	434,660	1,417,653	(827,007)	(2,032,270)	(1,205,263)	153,423	7,776	(404,472)	(412,248)	(36,005)	(23,811)	(55,327)	(31,516)
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	803,083	466,040	422,441	(43,599)	-	-	-	-	8,500	8,500	-	(8,500)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	64,500	22,000	-	(22,000)	416,845	102,238	904	(101,334)	-	-	-	-
Loan Principal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Land Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funding Applications	-	-	-	-	867,583	488,040	422,441	(65,599)	416,845	102,238	904	(101,334)	8,500	8,500	-	(8,500)

Title **Corporate Services Quarterly Report July to September 2021**

Date 1 November 2021

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

Summary

The purpose of this Report is to provide Council with an update in relation to the Corporate Services Departments during the first quarter of the 2021-2022 financial year.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- Our parks, open spaces, and community facilities are alive with activities and connect our communities.
- We are a strong sustainable community supported by volunteers.

Strategic Priority: Quality Lifestyle

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

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

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

Report

This Report lists the activities for the first quarter of the 2021-2022 financial year from the Facilities, Human Resources, Information Technology and Customer Support and Governance departments. The Finance department provide a separate monthly report to Council.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

It is recommended that Council receive and note this Report.

Attachments

1. Corporate Services Quarterly Report July to September 2021

Authored by: K. Sutton, EXECUTIVE OFFICER

CORPORATE SERVICES

Quarterly Report



July to September

Page 130 of 173

2021

Highlights

10 Safety Walks were conducted across Chinchilla, Wandoan and Miles

Council received a partial scholarship for 6 emerging leaders to participate in the **Women in Leadership Australia Program** which commenced in late August

The **Online Mobile Gravel Pit Induction** went live with 34 employees completing the induction that provided an innovative training solution as well as a valuable reporting tool

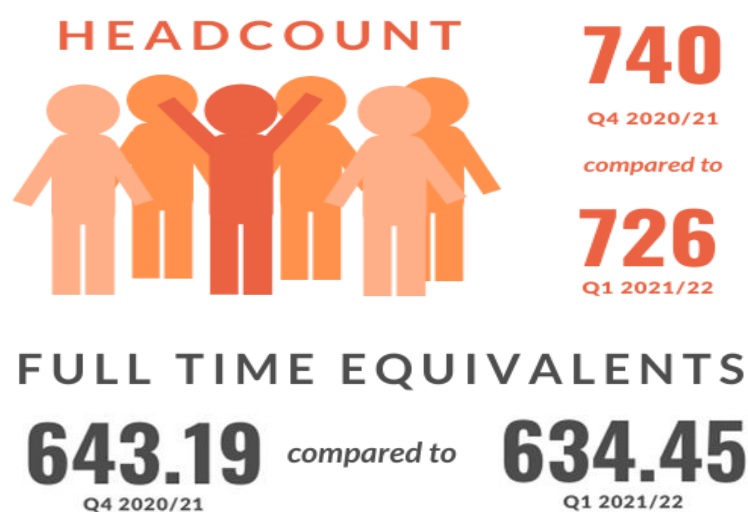
HR collaborated with the Economic Development department to deliver a **career information session** to Flaglines (Regional Placement Agency) in conjunction with the Protein Job Fair

The **Mines and Quarry Safety Reset** was conducted at the Jimbour Quarry, Merkers Pit and Horse Creek Pit with the aim of enhancing the safety culture in these high risk areas

The 2022 Kick Start your Career campaign launched with **24 Traineeship & Apprenticeships** approved including 2 School Based Traineeships and 2 Kickstart Disability Traineeships

Our safety section assisted with the facilitation of the **mandatory COVID vaccination** for Health Services staff

Payroll transitioned to the **LGIA Superannuation Clearing House** for all contributions as an innovative solution to save processing time for superannuation payments



Coming Soon

WHS is working with ICT on the development of a **Beakon App for mobile devices**, this app will enable staff and Safety Advisors to log and manage incidents across all locations of the Western Downs

167 
employees

participated in the 10,000 steps challenge with over 56 million steps logged



In Progress

Employee kiosk mobile app project commenced that will allow employees to access pay & leave information from their mobiles

A **Supervisor Handbook** is being developed & currently out for consultation, this handbook will provide a guide for those who are in supervisory positions

Our Organisational Development section is collaborating with Governance to create an **online driver safety awareness module**, with an aim to implement this by the end of the year

WHS is currently drafting an implementation plan to transition **WDRC's work health & safety management system** from AS/NZS 4801 to the International Standard ISO 45001 to ensure alignment with current legislation

Achievements

Cloud Based Contact Centre & Unified Comms Phase 2

Web chat is now available on Council's corporate website and eServices site. This provides another avenue for customers to seek assistance from Council's Contact Centre Staff. Customer Contact Centre Staff now also have the ability to assist customers in navigating through our website and eServices. This will be done via co-browsing when the Customer grants access.

Online Property Report

A new property reporting tool has been implemented which provides staff the ability to generate and print reports/maps displaying property and asset data. This will be made available to the community in October.

Online Infringements

The online infringement solution has been expanded to include Waste and Parking, creating efficiencies through integration and onsite printing.

ECM upgraded

ECM has successfully been upgraded to a new version which provides new functionality such as the ability to save searches across all indexes, and better searching/audit functionalities.

Community Care Mobility

Community Care staff have received additional mobile devices which enables them to have access to data in the field.

Security Awareness

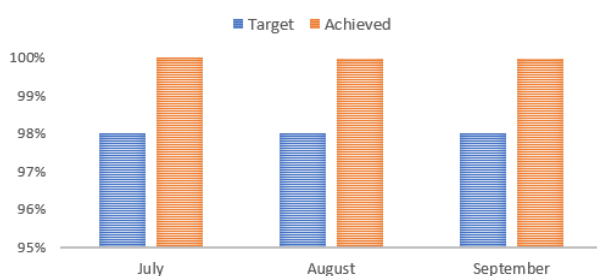
Mandatory annual Security Awareness training rolled out to staff.

Award Winners

The Cloud Based Contact Centre and Unified Communication project were awarded with the 2021 Future Fit Project at the Council "We Are WDRC" awards night. The project was a collaboration between ICT and Customer Contact. It was a great example of cross collaboration and team work.



CORPORATE APPLICATION UPTIME



In Progress

Procure to Pay

Online invoice processing resulting in efficiencies through integration and automatic invoice matching.

Employee Kiosk

Application for the requesting of leave, approvals and pay details from anywhere, anytime, on any device.

Corporate Wi-Fi Points

Additional Wi-fi points installed in various meeting rooms and depots across the region to improve connectivity.

Nab Link

Automated secure file transfer channel enabling connectivity between NAB and Authority.

Corporate Website Replacement

The replacement of Council's current corporate website resulting in a contemporary, user friendly and supported platform. This project will go to tender in October.

Coming Soon

Beakon App

A mobile app for staff and Safety Officers to log and manage incidents while out in the field.

CCTV Replacement

Annual review and replacement of Corporate CCTV across the region.

Forms and automation

Transition of internal, paper-based forms to online, automated forms and the rationalisation of various online forms located on the website.

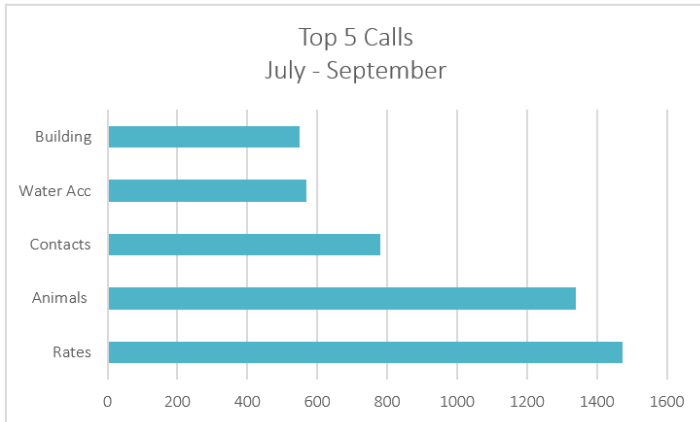
Facilities Online Booking System

An online system for customers to book various Council facilities such as campgrounds and event centres.

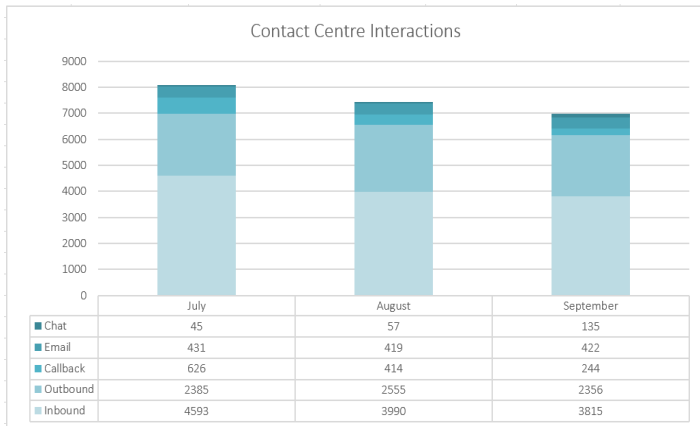
Network Connectivity Upgrade

Upgrade of switches and routers across the region to ensure continued network reliability and performance for staff accessing Council's systems.

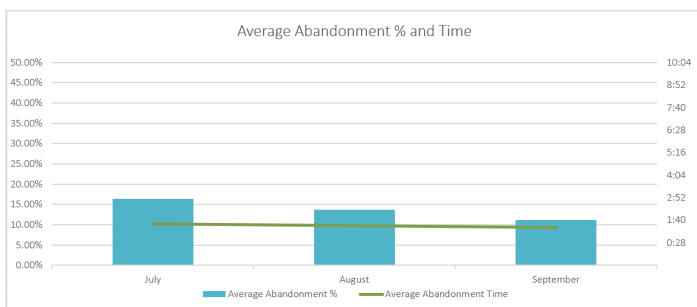
Top 5 Calls



Call Volume



Call Abandonment



4:21
minute
call resolution time

94.69%
of calls resolved
on first point of contact

Achievements

Internal Audits - Cyber Security and Procurement and Contract Management completed

Renewal of Appointments & Authorisations for Authorised Persons and Local Government Workers completed

Ci Anywhere Upgrade completed

New animal registration eServices now online

Successful implementation and launch of WebChat functionality on Council website with a 300% increase in customer use during the month of September

In Progress

Preparation of the 2020/21 Annual Report for adoption by Council

Accounts Payable & Accounts Receivable Internal Audits

Testing mobility Actus App for Customer Requests from Authority

CSIA Awards Night, WDRC Finalists in Customer Service Organisation of the Year—Government/Non-for Profit

Fraud and Corruption Control Plan review and update.

Enterprise Risk Management Framework review

Phase 2 Cloud Contact System Project

Fleet Management Action Plan in progress to control fleet related risks.

Coming Soon

Fleet Management Internal Audit is in the scoping stage.

Development of new online learning module "Driving a Vehicle for Work"

Corporate Card Internal Audit to test controls over credit card and fuel card systems.

Audit Committee Self Assessment tool to be released to gauge opinions on committee functioning and improvement.

Facilities.

PMO

5 projects completed

- Wandoan 13 Waterloo Street House Restumping
- Tara Showgrounds Founders Pavilion Roof and Wall Relining
- Tara Showgrounds Grandstand Resheeting Replacement
- Lake Broadwater Amenities Refurbishment
- Tara Showgrounds Supply Power Ticket Box

Masterplan update

MyALL107 Cultural Precinct - FKG awarded construction contract and works to commence end of October

Tara Lagoon Parklands Redevelopment - to be completed end of November 2021

120 Cunningham Street Masterplan - tender scheduled to go to market mid-November

Thomas Jack Park - engaged Griffith University to undertake Community Consultation for the Masterplan

Facilities spent \$5.8m Jul-Sep, of which 75% was spent locally

Saleyards



Saleyards throughput for **21/22 of 48,722** has remained relatively unchanged compared to Q1 20/21

MLA National Livestock Reporting Service figures indicate a dollar value rise of 35% per head for yearling steers

20/21 - \$1,246 per head
21/22 - \$1,677 per head

Efficiency measures



Solar productions increased by 4% compared to the same time last year, the equivalent of an **air conditioner** running for **150 days**



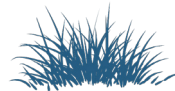
\$35k in reduced costs this quarter for service delivery contracts including savings of:

- \$22k from streamlined security procedures; and
- \$13k by implementing best practice for septic services



11 contracts awarded

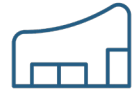
Operations



new naturestrip mowing standards



minimal negative customer feedback received



75%

increase in bookings at the Dalby Events Centre from 20/21 Quarter 1
26 bookings for Quarter

Q1 WD Cinema Chinchilla

Total

income 21/22 Sales **\$36k**

Total ticket sold 3,437

Candybar items sold 5,501

Sales **\$29.5k**

Data for Q1 20/21 cannot be compared due to COVID19 restrictions and limitations

Q1 Pool Attendance



Chinchilla 20/21 - 6,017 21/22 - 7,668 +27%

Dalby 20/21 - 11,519 21/22 - 12,276 +7%

Four additional pools across the region are seasonal and do not open until mid-September

Aerodromes



Total recorded landings

20/21 - 2,216 21/22 - 2,053

Total revenue generated

20/21 - \$195k 21/22 - \$198k



MyALL107 Sod Turn



Thomas Jack Park

Title	Corporate Services Report CSIA Australian Service Excellence Awards Customer Service Organisation of the Year Government/Not-for-Profit
--------------	--

Date	1 November 2021
-------------	-----------------

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

Summary

The purpose of this report is to advise that Council is a national award winner the Customer Service Institute of Australia's Australian Service Excellence Awards. Council has won the *Customer Service Organisation of the Year - Government/Not-for-Profit*.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted.

Background Information

Council submitted a nomination in the Customer Service Institute of Australia's (CSIA) Australian Service Excellence Awards for 2021. This is Australia's premier customer service awards program covering all sectors of industry across Australia.

Report

On 18 June 2021 Council was advised that it was a finalist in the Customer Service Institute of Australia's (CSIA) Australian Service Excellence Awards. Council had nominated in the category of *Customer Service Organisation of the Year - Government/Not-for-Profit*.

The awards focus on customer service performance and culture across four core standards:

- Learning and Growth Perspective
- Operational Perspective
- Service Perspective
- Financial Perspective

The awards received in excess of 270 nominations over 14 categories with a judging panel of approximately 32 industry experts.

As a finalist, the Customer Contact Centre Team made a presentation to the judging panel in support of its nomination on Thursday the 26th of August 2021. This presentation was completed via video conference with the Customer Contact Team, Smart Team and various other stakeholder staff participating. We related our customer service journey from amalgamation in 2008 through to where we are now. We also focused on how we met the core standards (listed above) by addressing responses to the judging panel against the following criteria:

- Culture - How do you create a culture of customer service and what do you put into it?
- Consistency - how do you ensure consistency in the delivery of customer service?
- Quality - how do you deliver a high quality of customer service in your organisation?
- Performance - how does customer service impact business performance?

The judging ceremony for CSIA Australian Service Excellence Awards was held via video conference across Australia on Thursday the 28th of October 2021. Council was successful in taking out the award for *Customer Service Organisation of the Year - Government/Not-for-Profit*. Other finalists in the category were the City of Casey and WorkCover Queensland.



To receive this kind of recognition in a national award is a fabulous achievement for our Council!

Council is now automatically eligible to proceed as a finalist in the 2021 International Service Excellence Awards (ISEA) facilitated by the Customer Service Institute of America. We will be able to complete our nomination for the international award in February 2022.

Consultation (Internal/External)

Nil.

Legal/Policy Implications (Justification if applicable)

Nil.

Budget/Financial Implications

Nil.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

This report is to provide information on Council's success in the CSIA Australian Service Excellence Awards, with Council taking out the award for *Customer Service Organisation of the Year - Government/Not-for-Profit*.

Attachments

Nil

Authored by: P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Title	IS Report Wandoan And Westmar Camps Feasibility Review
--------------	---

Date	9 November 2021
-------------	-----------------

Responsible Manager	S. Fitzgerald, WORKS MANAGER MAINTENANCE
----------------------------	--

Summary

The purpose of this report is to seek Council's approval to decommission the Wandoan and Westmar Workers Camps and dispose of existing camp infrastructure.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Strategic Priority: Quality Lifestyle

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and Council

1. Decommission the Council Westmar Workers Camp and dispose of the 5 demountable buildings;
2. Decommission the Council Wandoan Workers Camp and dispose of the 3 demountable buildings.

Background Information

Council currently owns, but does not operate, two camps for worker accommodation required as part of Council's regular operations. These camps are located at 1 Moore Street, Wandoan and Lot 291CP892802 at the intersection of the Meandarra-Talwood Road and Moonie Highway, Westmar.

These camps have previously been used as accommodation for Council staff operating away from their regular place of employment but are no longer in use due to the poor condition of this infrastructure and the availability of commercial accommodation in these areas.

A summary of the current infrastructure at each location is below.

WANDOAN CAMP

The Wandoan Camp consists of three demountable buildings, one accommodation block with 4 rooms, one ablution block and one kitchen block.

The accommodation and ablution block demountable buildings are significantly aged, estimated at 35+ years old and are considered unsuitable for use as accommodation due to poor condition, including a lack of fire safety

infrastructure and the poor condition plumbing and electrical within the facility. Note that the kitchen demountable appears to be more recent and would require improvement to be operational.

To restore these buildings to a habitable condition would require new electrical boards and wiring, new furnishings, replacement of flooring in some areas, replacement of electrical appliances including air conditioning and replacement of the ablution block entirely.

Should Council wish to retain this installation as a Camp, it is expected that replacement of all buildings except the kitchen block would be a more cost-effective option. Due to the age of these existing structures, it is expected that replacement would be required within 5 years. The estimate value of this is \$120,000.



Figure 1 -Wandoan Accommodation Block (Rear)



Figure 2 - Wandoan Ablution Block



Figure 3 - Wandoan Kitchen Block



Figure 4 - Wandoan Accommodation Block (Interior)

Westmar Camp

The Westmar Camp consists of 5 demountable buildings: 3 accommodation blocks, 1 office/recreational block and one ablution block. These buildings are estimated to be approximately 20 years old, having been constructed by the Tara Shire Council during upgrade of the Moonie Highway in the late 1990s.

The camp has been unused since 2014 due to health concerns due to birds roosting in the unlined shed roof above the buildings when the camp is not in use. The camp was also considered unsafe as existing electrical infrastructure was no longer to standard and had degraded to an unsafe condition.

The camp was inspected in May 2019 and found to be in very poor condition. Birds roosting in the unlined portal frame shed had fouled the area and made the accommodation unsafe for use. There was also signs of trespass and large amounts of litter. A general tidy of the area was performed in June 2019 to restore the facility to a presentable standard considering the location next to the free camping area in Westmar.

Photos of the camp following the June 2019 maintenance are shown below.



Figure 1 - Westmar Camp viewed from South West



Figure 2 - Westmar Camp Accommodation and Amenities



Figure 3 - View of Shade Structure over demountable buildings

Works required to restore the camp to a habitable standard include replacement of electrical infrastructure, installation of bird netting on the shade structure, replacement of damaged furnishings, minor plumbing maintenance and provision of smoke alarms and fire extinguishers.

The camp buildings are estimated to have a remaining useful life of 30 years.

Report

This report has considered the costs and benefits of improving these assets to restore functionality and provided recommendations. These considerations have included financial benefit to Council operationally, asset management implications and the benefits to the local community by sourcing accommodation commercially in these areas.

WANDOAN CAMP

The expected demand for camp accommodation in the Wandoan area is approximately 4 weeks per year for a 7-person major maintenance crew and 1 week per year for a 2 person PaveLine, or street sweeper crew.

Presently all staff are accommodated at commercial accommodation in Wandoan for these average periods.

The Works department have considered two options for this site: restoration of the camp and use as accommodation by WDRC staff, and disposal of the camp infrastructure from the site and continued accommodation via commercial sources.

Both options were analysed over a 30 year period and the assumed remaining life of the camp buildings. Details are shown below.

Option 1 - Retain and Operate the Wandoan Workers Camp.

Substantial upgrade works are required to be completed to the Wandoan Camp to comply with current standard. These are outlined below, at an estimated cost of \$150,000 - \$175,000.

- Replacement of the electrical board and wiring to the buildings;
- Replacement of all furnishings;
- Provision of smoke alarms and fire extinguishers; and
- Replacement of accommodation and ablution blocks, and desirably, replacement of the kitchen block.

Description	Cost	Recurrences during asset life	WoL Cost	Comments
Replace electrical infrastructure	\$25,000.00	1	\$25,000.00	Replacement of meter box and mains to demountables
Replace furnishings	\$10,000.00	1	\$10,000.00	Replacement of mattresses, appliances, linen etc.
Minor Plumbing Maintenance	\$1,000.00	6	\$6,000.00	Minor leaks and reconnections requiring repair prior to use as accommodation
Provision of smoke alarms and fire extinguishers	\$4,000.00	1	\$4,000.00	Not currently installed
Facility Cleaning	\$400.00	360	\$144,000.00	1 month frequency
Facility Cleaning (whilst occupied)	\$500	120	\$60,000	Weekly clean & linens (4 wks/annum)
Mowing/Slashing	\$500.00	360	180,000.00	1 month frequency
Electricity	\$500.00	120	\$60,000.00	Quarterly cost
Testing of electrical appliances and fire extinguishers	\$300.00	10	\$3,000.00	
Camp allowance	\$4,516.66	30	\$135,499.80	
Depreciation	\$3,375.09	10	\$33,750.9	
TOTAL			\$661,250.70	

Option 2 - Disposal of the Camp Demountable Buildings & Utilise Local Commercial Accommodation

Council's Works crews when camped in Wandoan utilise local commercial accommodation. This option provide flexible accommodate to suit the required staffing numbers (paveline crew of 2ppl, 1 works crew of 6-7ppl or multiple works crews) on an ad-hoc basis.

Commercial Accommodation Costs for crew utilisation as outlined in Option 1 is estimated at \$19,080 per year or \$572,400 over a 30 year period.

Initial works require to decommission the camp would include - electrical disconnection and some site clean up once the demountable buildings are sold and removed from site. These costs are estimated at approximately \$15,000.

The demountable buildings could be sold via auction, and currently a residual value of \$33,750.

Option 2 will also provide increased useable space on the Council owned Lots at 1 and 3 Moore Street Wandoan, allowing expansion of the Parks and Open Spaces use of this lot to stockpile plants and materials.

Summary

Comparison of the two options presented result in a \$73,850.70 financial variance between option 1 and 2 over a 30 year period with Option 2 as the financial favourable option. This option also enables improved utilisation and optimisation of the existing Depot blocks by the Works and Facilities (Parks and Open Spaces) departments and supports local businesses in the Wandoan township.

WESTMAR CAMP

Expected demand for camp accommodation in the Westmar area is approximately 4 weeks per year for a 7-person major maintenance crew and 2 weeks per year for a 4 person traffic maintenance crew.

Presently, staff are accommodated at commercial accommodation in Westmar, as well as Meandarra when Westmar accommodation is not available.

The Works Department have considered two options for this site: restoration of the camp and use as accommodation by WDRC staff, and disposal of the camp infrastructure from the site and continued accommodation via commercial sources.

Both options were analysed over a 30 year period and the assumed remaining life of the camp buildings. Details are shown below.

Option 1 - Retain and Operate the Westmar Workers Camp.

Substantial upgrade works are required to be completed to the Westmar Camp to comply with current standard These are outlined below, at an estimated cost of \$70,000 - \$100,000

- Installation of bird netting beneath the shade structure;
- Replacement of the electrical board and wiring to the buildings;
- Replacement of all furnishings
- Provision of smoke alarms and fire extinguishers.

Description	Cost	Recurrences during asset life	WoL Cost	Comments
Install bird netting	\$15,596.54	2	\$31,193.08	15 year useful life
Replace electrical infrastructure	\$25,000.00	1	\$25,000.00	Replacement of meter box and mains to demountables
Replace furnishings	\$10,000.00	1	\$10,000.00	Replacement of mattresses, appliances, linen etc.
Minor Plumbing Maintenance	\$1,000.00	6	\$6,000.00	Minor leaks and reconnections requiring repair prior to use as accommodation
Provision of smoke alarms and fire extinguishers	\$4,000.00	1	\$4,000.00	Not currently installed
Facility Cleaning	\$400.00	360	\$144,000.00	1 month frequency
Facility Cleaning (whilst occupied)	\$500	120	\$60,000.00	Weekly clean & linens (4 wks/annum)
Mowing/Slashing	\$500.00	360	\$180,000.00	1 month frequency
Electricity	\$500.00	120	\$60,000.00	Quarterly cost
Testing of electrical appliances and fire extinguishers	\$300.00	10	\$3,000.00	
Camp allowance	\$4,857.54	30	\$145,726.20	
Depreciation	\$7,313.15	16.5	\$120,666.07	
TOTAL			\$789,585.15	

Option 2 - Disposal of the Camp Demountable Buildings & Utilise Local Commercial Accommodation

Council's Works crews when camped in Westmar utilise local commercial accommodation. This option provide flexible accommodate to suit the required staffing numbers (traffic crew of 4ppl, 1 works crew of 6-7ppl) on an ad-hoc basis.

Commercial Accommodation Costs for crew utilisation as outlined in Option 1 is estimated at \$23,907.94 per year or \$717,238.13 over a 30 year period.

Initial works require to decommission the camp would include - electrical disconnection, some site clean up once the demountable buildings are sold and removed from site and the installation of bird netting to the shed structure. These costs are estimated at approximately \$30,000.

The demountable buildings could be sold via auction, and currently a residual value of \$120,666.07.

This option also provides a covered hardstand area which will allow the economic storage of emulsion, aggregate and coldmix asphalt. This would provide increased economy for crews requiring these materials in this remote area. The cost savings represented by these operational savings have not been quantified.

Summary

Comparison of the two options presented result in a \$42,347.02 financial variance between option 1 and 2 over a 30 year period with Option 2 as the financial favourable option. This option also enables improved utilisation and optimisation of the existing Depot blocks by the Works department and supports a local business in the Westmar and Meandarra townships.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Should Council resolve to dispose of the demountable buildings at these sites, sale will be via auction as per Council's usual fleet sale practices.

Budget/Financial Implications

As detailed above.

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 and right to health services. It is considered that in observing and applying the law prescribed in the Human Rights Act 2019, Council will be respecting and acting compatibly with these rights and others prescribed in the Human Rights Act.

Asset Management

The 8 buildings at these camps are registered as Council assets and so depreciation of these assets is included in Council's budgets. Disposal of these assets would reduce Council's annual depreciation.

Conclusion

The Wandoan and Westmar Camps were originally constructed to provide regional accommodation for the Council's works crews whilst working away from their normal depots. Both towns now have commercial accommodation available, and due to the low utilisation of these assets it is recommended to decommissioning the Wandoan and Westmar Workers' Camps and dispose of the 8 modular buildings at these sites.

Attachments

NIL

Authored by: Sam Fitzgerald, WORKS MANAGER MAINTENANCE

Title	Infrastructure Services Quarterly Report July to September 2021
--------------	--

Date	1 November 2021
-------------	-----------------

Responsible Manager	G. Cook, GENERAL MANAGER (INFRASTRUCTURE SERVICES)
----------------------------	--

Summary

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

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Strategic Priority: Active Vibrant Community

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

Strategic Priority: Quality Lifestyle

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

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

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

Report

This Report lists the significant activities for the first quarter from July to September 2021 for the Infrastructure Services' Works, Utilities and Technical Services teams.

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

This Report is prepared for Council to receive and note.

Attachments

1. Infrastructure Services Quarterly Report July to September 2021 Q1

Authored by: B. Harper, INFRASTRUCTURE SERVICES ADMINISTRATION OFFICER

Infrastructure Services

Quarterly Report

July to September **2021**

WORKS CONSTRUCTION

Achievements

- Upgrade of two water transfer stations on behalf of Waste Department (Bell and Ducklo).
- First stage of Waterloo Plains Environmental Park Revitalisation Project.



Waterloo Plains Environmental Park Upgrade

Works Complete

- Leahys Road, Dalby Gravel Resheet.
- Nauschutz Road, Brigalow Gravel Resheet.
- Jones Road, Brigalow Gravel Resheet.
- Ensor Street, Bell Intersection Realignment Project.
- Archers Crossing Road Gravel Resheet and Bitumen Dust Suppression.
- The Peak Road, Chinchilla Dust Suppression.
- Wintons Road, Chinchilla Dust Suppression.
- Slessars Lane, Miles, Reconstruction Project.
- Q Road, Wandoan Gravel Resheet.
- Grosmont Road, Grosmont Gravel Resheet and Flood Damage Restoration Package.
- Chances Plains Road, Chances Plains Reconstruction.
- Marks and Longs Lane Dalby Reconstruction Projects (2020/2021 Capital Works Project).
- Grassdale Road, Grassdale, Gravel Resheet Project.
- Wilds Road Dalby Upgrade Project; This project was carried over in multiple years.



7.74kms Of the regions roads
upgraded or reconstructed

48kms Of the regional gravel
resheets completed

Wilds Road, Dalby



Marks Lane, Dalby

In Progress

- Sherwood Road intersection with Kogan Condamine Road, Condamine, Intersection Upgrade Project.
- Moores-Bice Road, Drillham Gravel Resheet and Bitumen Dust Suppression.
- Schultz Road, Ducklo - Gravel Resheet Project.
- Hayward Street, Warra Upgrade to gravel.
- Homebush Street, Dalby Reconstruction including kerb and channel upgrade Project.
- Miles CBD commencing works.
- Bunya Mountains—Russell Mountain Bike Project about to start on construction phase.

What's Next

- First footpath packages to commence funded by W4Q.
- Ordering of the Mary St, Dalby stormwater upgrade—procurement of stormwater components.
- Morris Street, Dalby Upgrade to kerb and channel.

Ducklo Waste Transfer Station



WORKS MAINTENANCE

Achievements

- Tender awarded for Transport and Main Roads Flood Repairs within the Western Downs—\$approx. \$1.2M contract.
- Tender submitted for reseal prior works on DTMR network—\$4.4M contract.
- WDRC reseal program developed and ready to release to PA07 contractors for quoting.
- Stormwater database inspections 55% complete of approximately 4,500 individual structures.

Works Complete

- Local Roads pavement repair package complete, including works on Springvale Road, Grassdale Road, Cedarvale Road, and Sandalwood Avenue.
- Roma Condamine Road Shoulder Resheeting.
- Fairymeadow Road Shoulder Resheeting.
- Bundi Road Pavement Repairs and Shoulder Resheeting.
- Rural bus stop construction on Chinchilla Kogan Road.
- Chinchilla Wondai Rd Shoulder Resheeting.
- Dalby Cooyar Road Rehabilitation Stage 1.

436 Local unsealed roads graded

502 Signs and guideposts replaced or repaired

666 Individual inspections undertaken

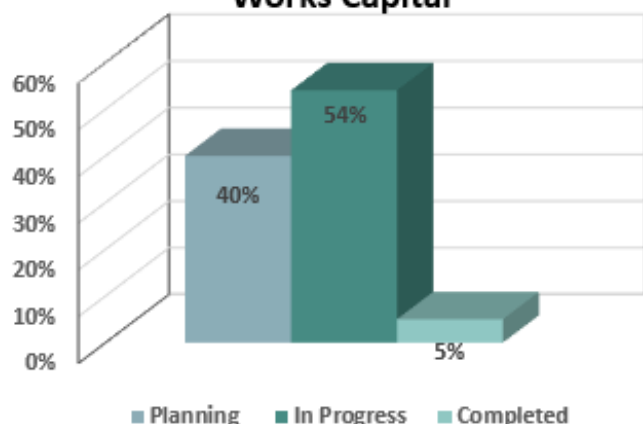
In Progress

- Annual reseal program being packaged for delivery with the first of two packages to be released the week of 11th October
- Quotes have been requested for:
 - ◇ Replacement of Miles Works Depot Amenities Block
 - ◇ Demolition and replacement of Wandoan Works Depot Shed
 - ◇ Construction of Wandoan Workshop skillion extension

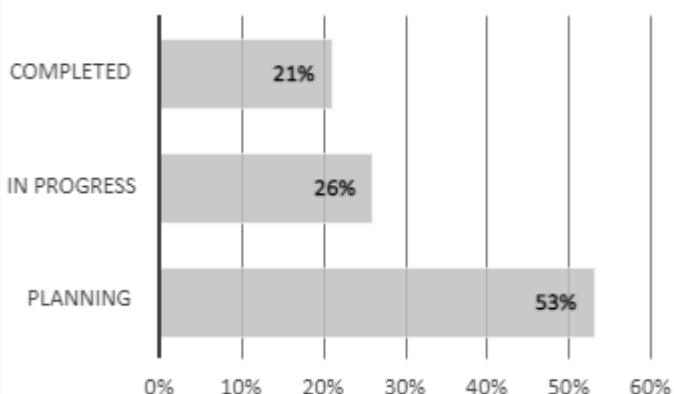
What's Next

- Dalby Cooyar Rehabilitation Stage 2
- DTMR Flood Damage Contract—\$1.2M
- DTMR Reseal Prior Works Contract—\$4.4M
- WDRC Reseal Program Stage 1
- WDRC Reseal Prior Works Program

Works Capital



Commercial Works



TECHNICAL SERVICES

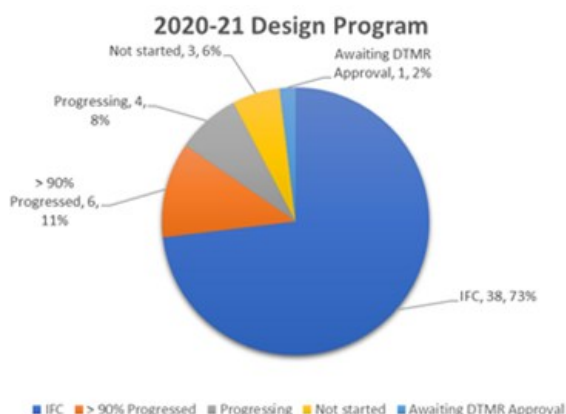
Design

Achievements

- Miles CBD Streetscape—Civil and Landscape Design completed and delivered to Works for construction.
- Bunya Mountains—MBT trail and trailheads –Design completed and delivered to Works for construction.
- 74% (38/52) 2021-22 Issue For Construction (IFC), 6 >90% completed.
- 12 of 14 footpath plans IFC.
- 31 additional miscellaneous projects.
- Mary Street - Precinct drainage –Design completed.

What's Next

- Continue delivery of the remainder of the 2021-22 Design Program (14 road projects and 2 footpath projects).



In Progress

- Glenern Road, Glenmorgan (Ch. 7750-13750) and Bundi Road, Wandoan (Ch. 33760-39220), widening, reconstruction and upgrade.
- Chinchilla VIC— RV parking adjacent to Warrego Highway.
- Coxen Street, Condamine, (Ch.0-450).
- Macalister - Bell Road (TMR Road).



Jimbour Quarry—Drone Image

GIS & Asset Management

In Progress

- Capitalisation of projects continuing.
- Annual Grid Inspections 249 *completed* of 502.
- *Progressing* Asset Management Improvement plans.

Completed Projects

- Asset Management Plans (AMP's) rewrite has been adopted by council.
- Spectrum Spatial Analyst—Planning Platform—True view is available ON Internal GIS.
- Road Asset Condition Assessment System (RACAS) review has been undertaken across the road and footpath network across WDRC. Approximately 7,500km of road and 240km of footpath. 800,000 photo images were assessed with a resultant condition rating for each segment and preparation of a 3 year forward program drafted.

What's Next

- Progressing Asset Management improvement plans.
- Complete annual grid condition inspections.
- Drone stockpile survey of Mobile Pits.

TECHNICAL SERVICES

Quarry & Mobile Pits

In Progress

- Gravel production—Jimbour Quarry—road base and aggregates, with gravel production continuing at mobile pits for 2021-22 program.
- Preparation for next series of blasts.

Achievements

2021-22

Sales Quarry

- * 33,175t
- * 3,464t aggregate
- * 25,345t gravel
- * 4,366t inc. scalps, dust)

Sales Mobile Pit

- * 112,813t crushed gravel

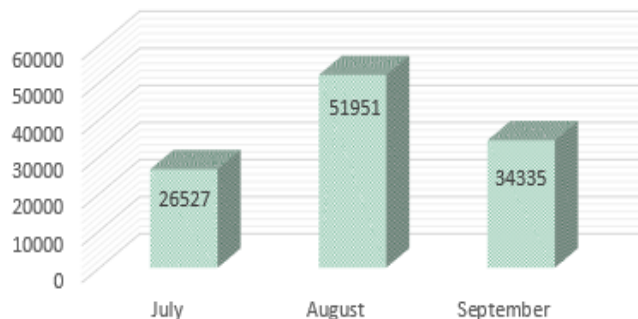
Production Quarry

- * 28,569t
- * 4,436t aggregate
- * 20,867t RB Gravel
- * 3,266t inc. scalps and dust

Production Mobile Pits

- * 94,239t (inhouse)
- No Safety incidents
- Completed Mines Directorate 2021 Mandatory Safety Reset

Mobile Quarry Material Issued



Corridor Management

In Progress

- Arrow Energy undertaking road upgrades - Ducklo School Road, Leahy's Road, near completion - Daandine-Nandi Road/Moonie Highway intersection, Broadwater Road/Moonie Highway intersection, Daandine Road/Dalby Kogan Road Intersection, under construction—Daandine-Nandi Road sections upgrade due early 2022, Dalby Kogan Road/Leahy's Road intersection due end 2021.
- Road Infrastructure Agreements - Reviewing Arrow Energy, Wambo Wind Farm.
- Ongoing inspections of roads impacted by resource Sector.

Achievements

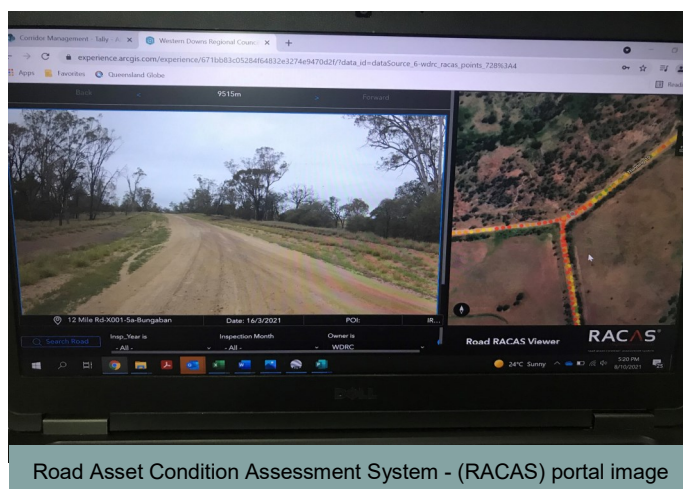
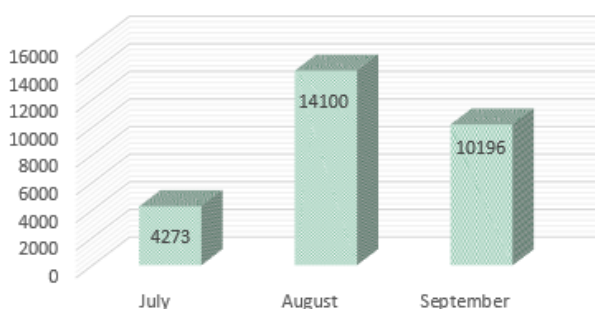
- Approved 4164 permits Jan– Sept (25% increase on previous year).
- Dulacca Wind Farm Road Infrastructure Agreement (RIA) approved by council.
- Origin Road Infrastructure Agreement (RIA) approved by council.

262 Resource Permits

267 Corridor Permits

1061 NHVR Permits

Jimbour Quarry Production





UTILITIES

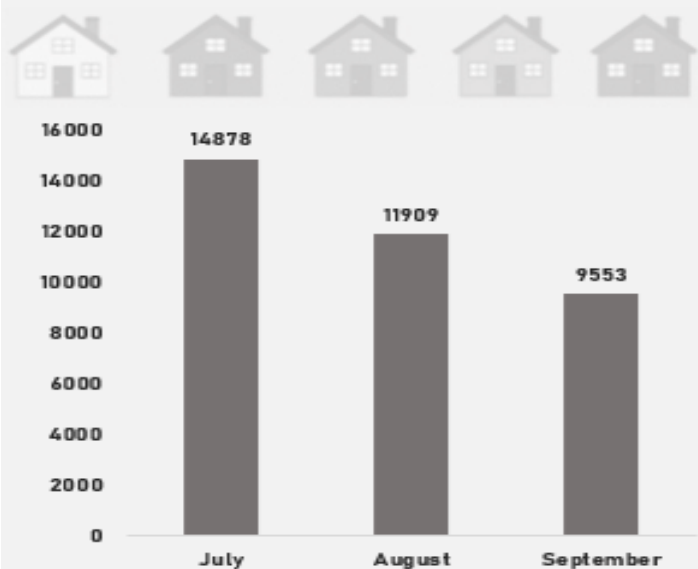
Completed Projects

- Warra Water Main replacement.
- Process engineer contract awarded.
- Relining of Lagoon No.4 at Chinchilla WTP.
- Reservoir and Tower inspections/cleaning—Completed regionally.
- Condamine Storage Tanks, Chlorine Monitor & Pipework Project.
- Sewer Relining 2021/2022 Contract Awarded to Abergeldie Rehabilitation.



New hand rails installed at Miles WTP

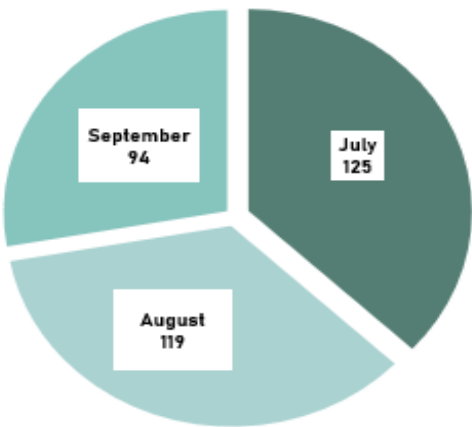
Dalby Natural Gas Consumption
Volume (Gj)



Achievements

- Utilities won the Safety First and WDRC Champion Awards.
- Miles SPS 1 Vacuum clean and blockage clearing.

CRM's Received



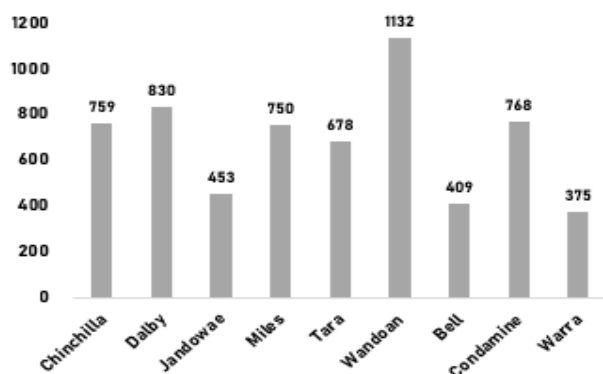
The Utilities West Network team were able to react to a major sewer sewage blockage that required provision for temporary pumping into an adjacent sewer line. A professional contractor was mobilised to unblock the sewer with a high pressure combination Jetter / Vacuum Truck. Utilities used this as a chance to use this contractor to also clean out the SPS 1 in Miles that has been causing rag to build up in the trunk network and to clear root intrusions in various sewer mains around Miles increasing town sewer reliability and reducing future potential costs of repairs to the sewer network.

UTILITIES

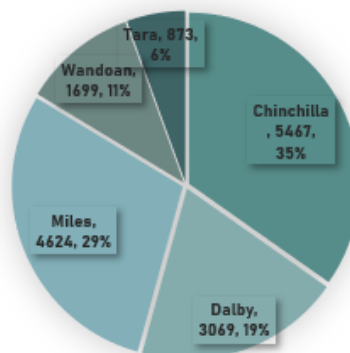
In Progress

- Boyd Street SPS 1 tender out.
- Bell Reservoir Refurbishment quote out to market.
- Operational Technology and Systems Integration Maintenance Contract out to tender.
- Chinchilla high service pump replacement.
- Jandowae high service pump replacement.
- Water meter replacement program—regionally.
- Water tank grants—regionally.
- Regional sewer relining.
- Regional Air Compressor and Receiver/Drier Serving.
- Hatch Sealing and Replacement.

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



Standpipe Consumption (kL)



What's Next

- Dalby Corporate Officer Solar Carpark Project.
- Dulacca Bore Pump replacement.
- Middle Street Chinchilla water main upgrade to 518mm.
- Dalby Hutton Bore 1 D&C.
- Tara WTP Mower Shed Concrete Slab.
- Meandarra Bore blockage.
- Jandowae WTP Clarifier Platform & Stairs.
- Chinchilla CBD Water Main Tender—Heeney, Theatre First & Middle Streets.
- Wallace Street water main replacement.



Utilities take out Safety First and WDRC Champion Awards. A number of nominees represented Utilities for the We Are WDRC Awards night over a considerable range of award categories. Special mention to Utilities award winners Safety First Award - Big 4 Training Package, recognising a Utilities initiative and making safety a priority. WDRC Champion Award to Michael Krause on his achievement within Utilities.

DISASTER MANAGEMENT

Achievements

- GREAT Day Netball Tournament 12 September 2021.
- The Disaster Management (DM) Team brushed up on their knowledge with 2 days of Community Engagement and Emergency Risk Management training in Miles on 10 & 11 August 2021.
- Staff attended the DD Regional and Local Resilience Workshops in Toowoomba 21 July 2021 and Miles 31 August 2021.
- The DM team and LDMG Executives built stronger networks and swapped ideas at the 2021 QLD Disaster Management Forum.
- The new Bunya Mountains DM Sub Group held their first normal meeting and QDMA training 1 September 2021.
- WDRC provided SES with 2 new operational utes.
- Jandowae Dam EAP and LDMP amended.
- Exercise 'Hot Scrub' (Tara Bushfire).



Darling Downs Regional Resilience Workshop held in Toowoomba 21 July 2021

In Progress

- Vaccination Clinics:
 - ⇒ Dalby, Chinchilla, Tara, Miles, Wandoan.
- Vaccination Van:
 - ⇒ Kaimkillenbun, Brigalow, Warra, Kogan, Condamine.
- Chinchilla SES shed renovation.
- Jandowae SES shed renovation.
- Exercise Hot Scrub After Action Report.
- DM presentations to other WDRC departments—spread awareness.
- Contributing to Grain Harvest Taskforce.
- Re-write Disaster Management Plan.



Emergency Services Netball Great Day held on the 12 September 2021



Community Engagement and Emergency Risk Management training held in Miles 10-11 August 2021

What's Next

- Evacuation Centre Updates (plans and resources).
- SES Funding submissions for further upgrades.
- Disaster Management Plan Review—IGEM.

497 new Guardian IMS users

5,872

Guardian IMS pageviews

Title	Community and Liveability Report Recycle Market Enviro Grants Program 2021
--------------	---

Date	2 November 2021
-------------	-----------------

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

Summary

The purpose of this report is to inform Council of the outcome of the funding round for the Recycle Market Enviro Grants Program funded by Iolar Operational Services which closed on 30 September 2021.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted.

Background Information

Under the contract between Council and Iolar Operational Services (Iolar), who operate the Dalby, Chinchilla and Miles Waste & Recycling Centres on behalf of the Council, Iolar operates the "Tip Shops" at each site. Items of value (either general donations or diverted from landfill disposal) are sold to the public from these shops. A fixed percentage (40%) of the sale proceeds must be retained by the Contractor for the Enviro Grants program.

Report

This report relates to the latest funding round of Recycle Market Enviro Grants Program which closed on 30 September 2021. Five (5) applications have been assessed and the table below summarises the projects funded.

Applicant	Project	Decision
Chinchilla District Landcare Group Inc	Using Citizen Science to tackle Mother of Millions in the Stockyard Creek/Rocky Creek Catchment, Chinchilla	\$19,500.00
Jandowae Primary P&C Association	Shade Sail for Prep and Grade 1	\$1,663.68
Meandarra Bowls Club Inc	Reduce Our Footprint with Solar Panels	\$11,000.00
Moonie State School Parents and Citizens' Association	Moonie Community Garden Stage 1	\$20,000.00
Myall Park Botanic Garden Limited	Solar Panels on Gallery Roof	\$9,987.00
		\$62,150.68

Consultation (Internal/External)

Internal

Waste Coordinator

External

Managing Director Iolar Operational Services

Legal/Policy Implications (Justification if applicable)

The Community Grants – Council Policy references partnering agreements to ensure all granting activities are undertaken in accordance with the governance model implemented under this Policy. Iolar Operational Services deliver this funding under their policy POL860 which outlines the objectives and guidelines for the Recycle Market Enviro Grants Program.

Budget/Financial Implications

Iolar Operational Services fully fund this program and handles payment from its own resources.

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 applicants as above have been advised of the outcome of their applications.

Attachments

Nil

Authored by: K. Wood, Community Grants Officer

Title	Community and Liveability Report QICA Conference 2021
--------------	--

Date	22 October 2021
-------------	-----------------

Responsible Manager	Nicole Franklin , Acting ECONOMIC DEVELOPMENT MANAGER
----------------------------	--

Summary

The purpose of this report is to provide Council with a summary of the Queensland Information Centres Association (QICA) conference held in Miles, Tuesday 12 October 2021 to Thursday 14 October 2021

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.
- We proactively advance our region as a tourism destination.
- Our business and industry actively live and buy local.

Strategic Priority: Active Vibrant Community

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

Strategic Priority: Quality Lifestyle

- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We attract families to live, work, prosper, and play in our region.
- We take pride in our natural assets, environment, and heritage.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted

Background Information

Queensland Information Centres Association (QICA) is the key industry body for Visitor and Tourist Information Centres in Queensland. QICA is a membership-based organisation consisting of approximately 100 accredited and non-accredited centres throughout Queensland. Each year QICA co-ordinates an annual conference for the Visitor Information Centres (VIC) network, connecting staff and volunteers, encouraging the sharing of achievements, challenges, and learnings.

In 2018, Western Downs Regional Council ('Council') submitted a bid to be considered as host of the 2019 QICA conference, proposed to be held in Miles. Council's submission was successful, and the event was scheduled to take place in 2019. The 2019 QICA conference was postponed due to COVID-19 and the event was successfully delivered from Tuesday 12 October to Thursday 14 October 2021.

Report

"It's the people that make it" QICA 2021 conference was held in Miles from Tuesday 12 October to Thursday 14 October 2021. The event aimed to bring people from across Queensland to the Western Downs to explore the value of tourism in regional Queensland and explore new opportunities for the sector. Council actively advances the Western Downs as a tourist destination and aimed to showcase unique offerings of the region to QICA delegates and industry stakeholders.

The conference was attended by 52 delegates from Visitor Information Centres around Queensland and 8 keynote speakers. These included people from Mareeba, Malanda, Townsville, Mackay, Bowen, Hughenden, Longreach, Quilpie, Roma, Brisbane, St George, Kingaroy, Canungra, Beaudesert, Cunnamulla, Goondiwindi, Noosa, Caloundra, Bundaberg, Agnes Waters, Gladstone, and the Western Downs.

The program included the following guest speakers.

- Nicole Franklin, Acting Economic Development Manager - MC
- Cr Kylie Bourne, Official Welcome and Tour guide
- Robyn Derksen - Welcome to Country
- Therese Philips - Tourism and Events Queensland (TEQ)
- Wayne Clift - Visit Queensland
- Liz Rivers - Grey Nomads Awards
- Cr Andrew Smith - Tour of Condamine and surrounds
- Krista Hauritz and Joe Abbott - Sunset Way, creation of a new highway
- Peter Homan - Southern Queensland Country Tourism
- Robbie Dalton - Neural Digital
- Jenny Gailey - Drought Angels

Afternoon sessions were spent exploring the Western Downs, providing a great opportunity to demonstrate Councils support of tourism and focus on liveability. Delegates were given the opportunity to walk around Chinaman's Lagoon with one of the VIC volunteers, take a tour of the Miles Historical Village Museum and visit the Chinchilla Botanic Parklands. The program included breaks to allow delegates time to visit local shops, motels, and other businesses. Night time events were also organised, including a trip to the Dulacca Pub.

All attendees were welcomed by one of our Tourism team, received a conference pack, including our regional Tourism brochure, Taste magazine, and some other small giveaways from QICA and Miles Historical Village Museum, each also received a lanyard branded "It's the people that make it" and their name and VIC.

Please refer to the attached Conference Program to see the full overview of the program.

Sponsorship

"It's the people that make it" QICA Conference 2021 received the following sponsorships, with Western Downs Regional Council receiving Naming right for the conference.

Naming rights - Western Downs Regional Council
Platinum - Southern Queensland Country Tourism
Gold - Link Logic, Bookeasy, TEQ
Silver - HEMA maps, Visit Queensland

Dependent on the level of their sponsorship, these businesses were entitled to send delegates to the conference, have the opportunity to be guest speakers, to provide collateral to attendees, and networking opportunities (building business relationships)

Economic Benefit

All event expenditure supported local businesses in the accommodation, hospitality, retail and transport industries.

Based on the data of Tourism Research Australia (TRA), a domestic visitor spends an average of \$108 during the day, and \$147 per night for commercial accommodation. It is therefore estimated that each visitor spends \$255 per day and night. As the conference attracted 52 visitors for 3 nights, it is estimated that the conference inserted **\$39,780** directly into the local economy through visitor spend.

Consultation (Internal/External)

External

- QICA committee
- Southern Qld Country Tourism (Letter of support to host)
- Miles & District Chamber of Commerce (Letter of support to host)

Internal

- General Manager (Community and Liveability)
- Communications and Marketing
- Facilities
- Parks and Gardens
- IT
- Economic Development
- Tourism

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

As part of Council Sponsorship, \$5,000 was contributed to the delivery of the QICA conference.

Fundraising - Drought Angels \$1465, Miles Regional Arts Council \$430 and McGrath Foundation \$476

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 conference successfully showcased Miles and the Western Downs to people from other Queensland regions. Local businesses in the region benefitted through catering, entertainment, retail and accommodation.

Council was complimented on the delivery of this event on behalf of QICA. Many times, the tagline "It's the people that make it" was reiterated around the room. Feedback via our survey also conveys the overall sentiment.

" Everything - found very informative, welcoming, and great team. I'm in awe of the support this region obviously gets from Council and money well spent on areas which support both community and tourism - brilliant!!"

"I enjoyed the way the programme was set up - information sessions and them touring around the area. The information we received from all above was very interesting. It was great to meet other volunteers and learn about their setup"

"Just a big thank you for a well-run event. I know a massive effort goes into organising something like this and WD did it so well and impressed with professionalism and dedicated tourism staff, Ambassadors and councillor"

Attachments

1. QICA Conference Event Program 2021
2. Images of QICA Conference 2021

Karen Williams, Acting Senior Tourism Officer

Experience Western Downs

It's the
people that
make it.

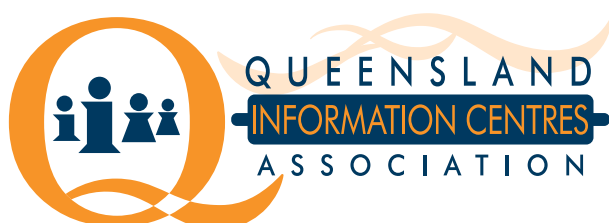
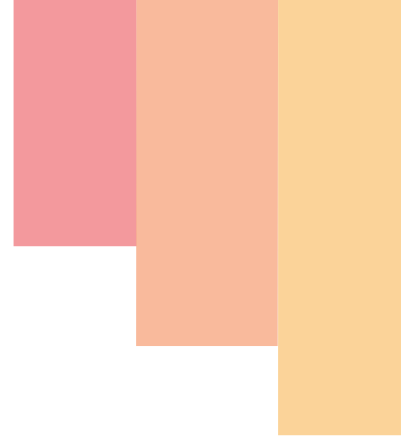
QICA 2021



QUEENSLAND INFORMATION CENTRES ASSOCIATION

CONFERENCE PROGRAM

12–14 October 2021
Miles, Western Downs
Queensland





MAYOR'S FOREWORD

On behalf of Western Downs Regional Council, I welcome you to the annual Queensland Information Centres Association Conference.

We are thrilled to be hosting this event in Miles, bringing like-minded people from across Queensland to our region to explore the value of tourism in regional Queensland and new opportunities for the sector.

By welcoming you to this wonderful part of the world we call home, we hope that in addition to hearing from industry leaders in the field and exploring tourism, you will embrace the unique opportunity to experience the best our region has to offer, ensuring you get the most out of your time here.

Council actively advances the Western Downs as a tourist destination and I encourage you to experience our unique offerings. Enjoy our locally-grown produce, spectacular sunsets, history and our heritage and unique landmarks as well as meet a number of our local characters, showcasing the spectacular people that make this beautiful part of our region so great.

I have no doubt you will thoroughly enjoy the conference and even discover something new about our unique, diverse community.



Mayor Paul McVeigh

Western Downs Regional Council



ABOUT MILES

The 2021 conference will be held in Miles at the Leichhardt Centre in Dawson Street, a theatre style venue which has hosted many events over the years. The 2021 VIC of the Year Award ceremony will be held at the award-winning Miles Historical Village Museum, where history and country hospitality will take you back in time.

MILES

The charming town of Miles sits at the T-junction of the Warrego and Leichhardt Highways. It's home to one of Australia's finest historical museums, a vibrant arts community and the bi-annual Back to the Bush Festival, held when the first wildflowers appear in Spring.

Originally named Dogwood Crossing in 1844 by explorer Ludwig Leichhardt, after the endemic Dogwood shrub tree in the area, Miles was later named in honour of William Miles, Minister for the Railways and local member of Parliament.

Its wide streets are a legacy of the times when bullock wagons turned here at the teamster's camp.

For more information on the region and to book your accommodation, please head to www.westerndownsqqueensland.com.au





ABOUT WESTERN DOWNS

With the now completed Toowoomba Second-Range Crossing, the Western Downs is a comfortable three hour drive from Brisbane. The Warrego Highway traverses the region, an area which covers some 38,000 sq. km and is considered the Energy Capital of Queensland with major resource stakeholders operating in gas, coal, solar and wind energy. The region's stability is backed by a well-rounded and diverse economy in intensive agriculture, broad-acre farming and manufacturing industries.

This region has positioned itself as a destination for visitor's seeking authentic experiences. Our iconic attractions include historic Jimbour House, the Condamine Bell, Possum Park and the Meandarra Anzac Museum.

Visitors to the region enjoy exploring the great open spaces, big blue skies, vivid sunsets and wonderful starry nights.

Those seeking adventure can enjoy a water ski on the long meandering Caliguel Lagoon or take a drive to the Bunya Mountains and marvel at the ancient Bunya Pine trees which tower in the mist above the many hiking trails.

Enjoy great hospitality and local characters at one of the many country pubs in the region, picnic in the new Chinchilla Botanic Parkland and capture your memories with a photograph in front of the one and only Big Melon slice.

Miles, in the heart of the Western Downs is the perfect venue for the 2021 QICA Conference.



MAP OF WESTERN DOWNS REGION



DAY OF ARRIVAL

TUESDAY 12 OCTOBER

Time	Activity	Location
Delegates arrive throughout the day & free time		
Feel free to head to the Miles Visitor Information Centre and Historical Village Museum to say hi to the team. Perhaps get a sneaky peak at the Museum or get the good oil on all there is to do in Miles.		
5.45pm	Meet and Greet Welcome Function Tour of the John Mullins Memorial Art Gallery and display	Dogwood Crossing Leichhardt Hwy
8pm	Close	

SPEND YOUR FREE TIME SEEING THE SIGHTS OF THE WESTERN DOWNS NEARBY LOCALITIES



DRILLHAM

Twenty kilometres west of Miles and once a thriving settlement, Drillham's railway weir on the creek provided water for steam locomotives. Reminders of these times can still be seen by the creek and roadside.



DULACCA

A further 22km west along the Warrego Highway, Dulacca was established in 1879 with the coming of the railway. Discover the town's history and wartime contribution at the Roy Henderson Park. Enjoy a cold drink at the Waterhole on the Hill, dating from 1908.



WANDOAN

A town jam-packed with history - take yourself on a self-guided heritage trail tour, see Mick the lifesaving dog's statue, reminisce down the Soldier Settler's Avenue of Honour and experience the original site of the European settlement – the Juandah Head Station.



DAY TWO

WEDNESDAY 13 OCTOBER

Time	Activity	Location
7am	Optional activity Dogwood Walk to Chinaman's Lagoon	Chinaman's Lagoon
8.30am	Registration desk opens	
9am	Welcome and Conference Commencement Housekeeping, Appointment of Local Charity and Welcome to Country	
9.30am	Official Welcome Western Downs Regional Council Representative	Leichhardt Centre Dawson St, Miles
9.45am	Regional introductions and what's new	
10am	Tourism and Events Queensland Update	
10.30am	Morning tea	
11am	Queensland Explore Centres Update Wayne Clift, Visit QLD	
11.30am	Guest Speaker Liz Rivers and Kim Morgan, Grey Nomads Awards <i>Supporting Regional Experiences</i>	Leichhardt Centre Dawson St, Miles
12pm	Mini Break - Comfort Stop	
12.30pm	Travel to Condamine	
1pm	Lunch - Condamine Pub	
2pm	Walk around Condamine Flood Marker/Bell	Condamine
3.30pm	Bus to Chinchilla via Caliguel Lagoon, Chinchilla Botanic Parkland and Chinchilla VIC	Chinchilla
5.30pm	Return to Miles - Get ready for evening	
6pm	Sunset Drinks Bus will pick up delegates from accommodation	
7pm	Dinner Theme Country Hat Competition	Dulacca



DAY THREE

THURSDAY 14 OCTOBER

Time	Activity	Location
7.30am	Optional activity Water Aerobics Class	
8.30am	Housekeeping and messages	
8.45am	QICA AGM and Feedback session	Leichhardt Centre Dawson St, Miles
9.15am	Guest speakers Krista Hauritz and Joe Abbott, Sunset Way <i>Creating a new highway</i>	
10.15am	Morning tea	
10.30am	Guest Speaker Chris Parsons <i>Travel experiences from a TV presenter Point of View</i>	Leichhardt Centre Dawson St, Miles
11am	Guest speaker Peter Homan, Southern Queensland Country	
11.30am	Guest speaker Robbie Dalton, Neural Digital	
12pm	Lunch	Anzac Park
12.30pm	Retail Therapy	
1.30pm	Head to 'The Village' and explore	Miles Historical Village Museum
2.30pm	Afternoon tea	
3pm	Travel to Possum Park	
5pm	Close of Day	
6pm	Bus pick up commences	
6.30pm	QICA 2021 VIC of the Year Awards Including 2022 Host Presentation	Miles Historical Village Museum
	Guest speaker Tash Johnston, Drought Angels	



SPONSORS

Thank you to all our valued sponsors for making this conference possible.



Thank you to the team
at Western Downs
Regional Council for
hosting the 2021
QICA Conference.

WESTERN DOWNS REGIONAL COUNCIL

Experience Western Downs

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



Find out all there is to experience in the Western Downs at
www.westerndownsqueensland.com.au

Images of QICA Conference 2021

