

Ordinary Meeting of Council

***Held at Western Downs Regional Council's
Wandoan Cultural Centre***

On Thursday, 15 February 2024

Commencing at 9:30am

B. Bacon
ACTING CHIEF EXECUTIVE OFFICER

15 February 2024

Ordinary Meeting of Council Agenda

Location: Wandoan Cultural Centre
 6 Henderson Street
 Wandoan QLD 4419

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 18 January 2024**

1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 18 January 2024

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

7. **DECLARATIONS OF CONFLICTS OF INTEREST**

8. **PRESENTATION OF PETITIONS BY COUNCILLORS**

9. **MAYORAL UPDATE**

9.1 **Executive Services Mayoral Report January 2024**

23

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of January 2024.

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.

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10.4	INFRASTRUCTURE SERVICES	
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13.	EXECUTIVE SERVICES	
13.1	Executive Services Report - Expression of Interest - Disposal of parcels of land at Myall Street, Dalby	25
	The purpose of this Report is to seek Council's approval to consider disposing of land at Myall Street, Dalby, by inviting expressions of interest before considering whether to call for written tenders.	
13.2	Executive Services Report - Expression of Interest to Dispose of 107 Drayton Street, Dalby - Housing	31
	The purpose of this Report is to seek Council approval to invite Expressions of Interest before considering whether to call for written tenders for the disposal of 107 Drayton Street Dalby.	
13.3	Executive Services Report - Leases P and JD Chinchilla Aerodrome - Surrender and Execution of Leases	60
	The purpose of this report is to seek Council direction regarding the request from Western Downs Civil Pty Ltd to surrender a lease (known as "Lease P") and enter in a new lease (known as "Lease JD") at the Chinchilla Aerodrome.	
13.4	Executive Services Chief Executive Officer Report January 2024	102
	The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Chief Executive Officer and Acting Chief Executive Officer during the month of January 2024.	
13.5	Executive Services Report Outstanding Actions January 2024	104
	The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 18 January 2024.	
13.6	Executive Services Quarterly Report October to December 2023	112
	The purpose of this Report is to provide Council with a summary of the Executive Services Division's strategic and operational activities for the second quarter of the 2023-2024 financial year.	
14.	CORPORATE SERVICES	

14.1	Corporate Services Report Quarter Two 2023-24 Operational Plan and Enterprise Risk Management	119
	The purpose of this report is to provide Council with the second quarter progress in achieving the actions outlined in the <i>2023-24 Operational Plan</i> and the status of the strategic risks which Council manages under the <i>Enterprise Risk Management Framework</i> .	
14.2	Corporate Services Financial Report January 2024	132
	The purpose of this Report is to provide Council with the Financial Report for the period ending 31 January 2024.	
14.3	Corporate Services Report Write Off Outstanding Unrecoverable Liquified Petroleum Gas Accounts 2023	144
	The purpose of this report is to seek Council's approval to write off the attached outstanding Liquified Petroleum Gas Accounts in relation to a cessation of business operation of LPG supply services. These write-offs will have a minimal effect on the financial outcome for the 2023-2024 year.	
14.4	Corporate Services Quarterly Report October to December 2023	147
	The purpose of this Report is to provide Council with a summary of the Corporate Services Division's strategic and operational activities for the second quarter of the 2023 -2024 financial year.	
15.	INFRASTRUCTURE SERVICES	
15.1	Infrastructure Services Report 2021-22 Flood Damage Restoration Program Progress Update and Sealed Road Damage Escalation	155
	This report provides a progress update in regard to Council's Restoration of Essential Public Assets program through the Queensland Reconstruction Authority's (QRA) Disaster Recovery Funding Arrangements Program following the 2021/22 Riverine Flooding Events, including the escalation of damage on the sealed road network.	
	This report provides a progress update in regard to Council's Restoration of Essential Public Assets program through the Queensland Reconstruction Authority's (QRA) Disaster Recovery Funding Arrangements Program	
15.2	Infrastructure Services Quarterly Report October to December 2023	160
	The purpose of this Report is to provide Council with a quarterly update in relation to the Infrastructure Services' Works, Utilities, Technical Services and Disaster Management departments performance.	
16.	COMMUNITY AND LIVEABILITY	
16.1	Community and Liveability Report Local Housing Action Plan	172
	The purpose of this report is to introduce the Western Downs Local Housing Action Plan (LHAP) and to seek Council's endorsement of this plan.	

16.2	Community and Liveability Report Wild Dog Barrier Fence Review	212
	The purpose of this Report is to provide Council with a draft submission on the operational plan provided for the Wild Dog Barrier Fence (WDBF) for comment and endorsement.	
16.3	Community and Liveability Report Community Grants Policy	248
	The purpose of this report is to seek Council endorsement of the Community Grants Policy (Statutory).	
16.4	Community & Liveability Report Communities Partnering Framework	302
	The purpose of this Report is to present Council with the newly developed Communities Partnering Framework and to seek adoption of this Framework.	
16.5	Community and Liveability Quarterly Report October to December 2023	313
	The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division's strategic and operational activities for the second quarter of the 2023/2024 Financial Year.	

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 18 January 2024**

Date 5 February 2024

Responsible Manager J. Taylor, CHIEF EXECUTIVE OFFICER

Summary

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 18 January 2024

Link to Corporate Plan

Nil

Material Personal Interest/Conflict of Interest

There are no declarations of material personal interest/conflicts of interest.

Officer's Recommendation

That this Report be received and that:

1. The Unconfirmed Minutes of the Ordinary Meeting of Council held on 18 January 2024, 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 Thursday, 18 January 2024.

Authored by: A. Lyell EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Date: Thursday, 18 January 2024
Time: 9:30am
Location: WDRC - Chinchilla Cultural Centre

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

Officers: B. Bacon, Acting Chief Executive Officer
T. Skillington, Acting General Manager (Corporate Services Services)
G. Cook, General Manager (Infrastructure Services)
D. Fletcher, General Manager (Community & Liveability)
B. Donald, Senior Executive Officer
A. Lyell, Executive Services Administration Officer
E. Kendall, Communication and Marketing Manager

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

Paster Sam Herd from the Chinchilla Presbyterian Church, delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. O. G. Moore

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

CARRIED

4. CONGRATULATIONS

Cr. P. T. Saxelby requested that congratulations be extended to Grace Radke who played for Queensland U16 Girls Softball Team that were undefeated at the Australian National Softball Competition.

Cr. K. A. Maguire requested that congratulations be extended to Bell Races Committee for a very successful Centenary Race Club meeting.

Cr. K. A. Maguire requested that congratulations be extended to Julie Mutch and Charmaine Nixon playing for Queensland in the Seniors Tennis Team.

Cr A. N. Smith requested that congratulations be extended to Tahlia Morgan for being invited to train with the New South Wales Waratahs Super W Women's Squad.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 6 December 2023

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Wednesday, 6 December 2023

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 6 December 2023, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There was no business arising from the previous minutes.

7. DECLARATIONS OF CONFLICTS OF INTEREST

10.1.1 - Executive Services Confidential Report - Lot 1 SP173901 Dalby-Apunyal Road DALBY

Cr. P. M. McVeigh

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

1. Due to Arrow Energy operating on his family properties.

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

Cr. M. J. James

In accordance with Chapter 5B of the *Local Government Act 2009*, Cr. M. J. James informed the meeting of a declared conflict of interest in respect to this matter due to:

1. Her parents and brother owning property in the Arrow Surat Gas Project footprint.

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

14.1 - Corporate Services Report Proposed Transfer of Council's Community Housing Portfolio to a Registered Community Housing Organisation

Cr. K. A. Maguire

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

1. She is on the Board of the Waminda Disability Service.

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

8. PRESENTATION OF PETITIONS BY COUNCILLORS

There was no presentations of petitions by councillors.

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report December 2023

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of December 2023.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. C. T. Tillman

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:

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

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(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.

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(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.

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COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That Council resolve to close the Meeting in accordance with Sections 254J (e,g) of the *Local Government Regulation 2012* at 9:47am to discuss the following Confidential Reports:

1. Executive Services Confidential Report - Lot 1 SP173901 Dalby-Apunyal Road DALBY
2. Executive Services Confidential Report - Winfields Road Landfill Cell 1B Project Update
3. Corporate Services Confidential Summary Report Quarterly Liability Update as at 31 December 2023

CARRIED

Cr. P. M. McVeigh, Cr. M. J. James, and General Manager G Cook left the meeting during the discussion at 9.48am.

Cr. A. N. Smith assumed The Chair.

Cr. P. M. McVeigh, Cr. M. J. James, and General Manager G Cook rejoined the meeting at 9.57am.

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Bourne

That Council resolve to reopen the Meeting at 10.00am.

CARRIED

10.1 EXECUTIVE SERVICES

10.1.1 Executive Services Confidential Report - Lot 1 SP173901 Dalby-Apunyal Road DALBY

The purpose of this Report is to seek Council approval to negotiate the purchase of Lot 1 SP173901 at Dalby-Apunyal Road, Dalby.

Cr. P. M. McVeigh

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

- a) Due to Arrow Energy operating on his family properties.

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

Cr. M. J. James

In accordance with Chapter 5B of the *Local Government Act 2009*, Cr. M.J. James informed the meeting of a declared conflict of interest in respect to this matter due to:

- a) Her parents and brother owning property in the Arrow Surat Gas Project footprint.

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. M. McVeigh, Cr. M. J. James, and General Manager G Cook left the meeting during the vote at 10.00am.

Cr. A. N. Smith assumed The Chair.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. C. T. Tillman

That Council resolves to:

1. purchase Lot 1 on SP173901 at Dalby-Apunyal Road, Dalby ("Land"), for the purchase price as determined by the Herron Todd White Valuation Report dated 12 December 2023; and
2. Delegate authority to the Chief Executive Officer to negotiate, finalise, and execute all documents necessary for the purchase of the Land.

CARRIED (5 to 1)

Cr. P. M. McVeigh, Cr. M. J. James, and General Manager G Cook rejoined the meeting at 10.06am.

10.1.2 Executive Services Confidential Report - Winfields Road Landfill Cell 1B Project Update

The purpose of this report is to provide an update on the Winfield Road Landfill Cell1B Project and approval of budget increase.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That Council resolves to approve an increase in budget allocation for the Winfields Road Cell 1b project to the total project budget allocation of \$2,298,293.24 (including goods and services tax).

CARRIED

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Summary Report Quarterly Liability Update as at 31 December 2023

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 December 2023.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. A. N. Smith

That Council resolves to receive the *Corporate Services Confidential Summary Report Quarterly Liability Update, as at 31 December 2023*.

CARRIED

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

There were no deputations.

12. PLANNING

12.1 (035.2023.420.001) Community and Liveability Report Development Application Reconfiguring a Lot (Boundary Realignment) of Lot 62 on LY134 and Lot 76 on LY1031 168 Clark's Road and Clark's Road Baking Board Stella Investments (QLD) Pty Ltd C/- Danya Cook T

The purpose of this Report is for Council to decide the proposed development for Reconfiguring a Lot (Boundary Realignment) of land described as Lot 62 on LY134 and Lot 76 on LY1031 and situated at 168 Clark's Road and Clark's Road, Baking Board.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1. The application for Reconfiguring a Lot (Boundary Realignment) on land described as Lot 62 on LY134 and Lot 76 on LY1031 and situated at 168 Clark's Road and Clark's Road, Baking Board 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.	Title and Details	Dated
Job No. 2023-60	Plan of Development, prepared by Danya Cook Town Planning	25/07/2023
Job No. 2023-60	Plan of Development (Aerial Image), prepared by Danya Cook Town Planning	25/07/2023

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

APPROVED DEVELOPMENT

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

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 the compliance with these conditions shall be the responsibility of the developer unless otherwise noted.

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

FEES AND CHARGES

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

LOT/STREET NUMBERING

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

LANDSCAPING – MISCELLANEOUS

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

ENGINEERING WORKS

11. Complete all works approved and works required by conditions of this development approval at no cost to Council, prior to Council's endorsement of the Survey Plan Form 18B unless stated otherwise.
12. Undertake Engineering designs and construction in accordance with Council's Planning Scheme, Development Manual and Standard Drawings, relevant Australian Standards, Codes of Practice, EDROC Regional Standards Manual and relevant Design Manuals.
13. Be responsible for any alteration necessary, to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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.

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

16. 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.

17. 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.

SERVICES

18. Ensure that all services provided to the existing Dwelling on Proposed Lot 76 are wholly located within the lot it serves.

VEHICLE ACCESS

19. Ensure the existing vehicular property access to proposed Lot 62 and Lot 76 are maintained in accordance with Council's Planning Scheme and the latest revision of Council's Standard Drawing R-004.
20. The existing access to the Dwelling which is located on Lot 62 on LY134 (to be contained within proposed Lot 76) from Warrego Highway via adjoining Lot 63 on LY134 shall be formalised by an Access Easement.

Note: The creation of an Access Easement will require a separate Reconfiguring a Lot approval from Council.

OR

Access to the existing Dwelling on proposed Lot 76 shall be wholly contained within the allotment and via Clark's Road. Ensure the vehicular property access to proposed Lot 76 is provided in accordance with Council's Planning Scheme and the latest revision of Council's Standard Drawing R-004.

EROSION AND SEDIMENT CONTROL - GENERAL

21. 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.
22. Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining streets or stormwater systems, at no cost to Council.

ADVISORY NOTES

NOTE 1 - Flood Hazard

Proposed Lot 62 is located within the Low, Medium, 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 development 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 following period (the **currency period**)—*

- (a) *for any part of the development approval relating to **reconfiguring a lot** - if a plan for the reconfiguration that, under the Land Title Act, is required to be given to the local government within -*

- (i) the period stated for that part of the approval; or
(ii) if no period is stated - 4 years after the approval starts to have effect."

NOTE 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 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 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.

FORESHADOWED MOTION

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

The application for Reconfiguring a Lot (Boundary Realignment - 2 lots into 2 lots) on land described as Lot 62 on LY134 and Lot 76 on LY1031, located at 168 Clark's Road and Clark's Road, Baking Board, be refused, for the following reasons:

- a) The development conflicts with Strategic Element 3.5.3 (Agriculture) and Strategic Element (Rural Land Use and Development) of the Strategic Plan as the development will not protect rural land that is identified as Class A Agricultural Land from further fragmentation and alienation.
- b) The development conflict with Overall Outcome 2 of the Rural Zone Code, as it will result in the fragmentation and alienation of land within the Rural Zone.
- c) The development is inconsistent with Overall Outcome 1 of the Reconfiguring a Lot Code, as the development is inconsistent with the Overall Outcomes in the Rural Zone Code.
- d) The development does not comply with Overall Outcome 2(b) of the Reconfiguring a Lot Code, as the development results in rural lots of a size or configuration that are not viable for productive rural activities.
- e) The development does not comply with Overall Outcome 2(f) of the Reconfiguring a Lot Code as the development results in the fragmentation of ALC Class A Land and creates uneconomical rural lot sizes.
- f) The development is inconsistent with Acceptable Outcomes 1.1 and 1.3 of the Reconfiguring a Lot Code, as the development will result in lots that are significantly smaller than the minimum lot size for the Rural Zone and a lot that does not comply with the minimum frontage requirements in the Rural Zone.
- g) The proposed development does not satisfy Performance Outcome 14 of the Reconfiguring a Lot Code, as the applicant has not justified that the development meets a demonstrated planning need for the further fragmentation of an already undersized rural lot within the Rural Zone.
- h) The development does not comply with Overall Outcome 2(d) of the Natural Resources Overlay Code, as the development will result in the further fragmentation of ALC Class A Land and does not demonstrate that an overriding need exists for the development in terms of a public benefit.
 - i. The development results in lots that are inconsistent with the minimum lot size of 500ha for Class A Agricultural Land within the Rural Zone and does not comply with Acceptable Outcome 6.2 of the Natural Resources Overlay Code.
 - ii. The development could not be conditioned to comply with the relevant Codes of the Western Downs Planning Scheme 2017 incorporating Amendment 1, as the proposed design and lot layout of the development are inconsistent with the Overall and Performance Outcomes of the relevant Codes.

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

12.2 (050.2023.373.001) Community and Liveability Report Development Application Other Change to Existing Material Change of Use Approval for Undefined Use (Micro Brewery) and Extension to Tourist Park) Lot 3 on SP227690 1 Braithwaite Street Chinchilla JFW Ent

The purpose of this Report is for Council to decide an Other Change Application for an existing Development Approval for a Material Change of Use to establish an Undefined Use (Micro Brewery) and Extension to Tourist Park (10 Cabins) on land described as Lot 3 on SP227690, located at 1 Braithwaite Street, Chinchilla.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. O. G. Moore

That this Report be received and that:

1. The Other Change Application seeking to change the existing Material Change of Use approval for an Undefined Use (Micro Brewery) and Extension to Tourist Park (10 Cabins) on land described as Lot 3 **on SP227690 and situated at 1 Braithwaite Street, Chinchilla**, be approved, subject to the following amendments to the conditions of approval:

- (a) Condition 1 is amended as follows:

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: 6/9

Description: Charley's Creek Net Zero Brewery, Elevations, dated 15/11/22

Plan No: 7/9

Description: Charley's Creek Net Zero Brewery, Isometric Plan, dated 15/11/22

Plan No: 8/9

Description: Charley's Creek Net Zero Brewery, Sections, dated 15/11/22

Plan No: 9/9

Description: Charley's Creek Net Zero Brewery, Isometric Plan, dated 15/11/22

Plan No: AES-01, Sheet 2 of 2

Description: Floor Plans & Elevations, prepared by O'Donohue Hanna & Associates Pty Ltd, dated 31st August 2021 and as amended in red by Council on 20/12/2022

Plan No: -

Description: Development - Site Plan - Approved / Amended, prepared by the applicant, dated 15/11/22 and as amended in red by Council on 19 July 2023

Plan No: DA-0A, Issue A

Description: Brewery Site Plan, prepared by Rohan Little Design & Development Consultant, dated 17/07/2023

~~1.1 Submit to Council for review and endorsement, a final Site Plan. The revised Site Plan shall be generally in accordance with the suite of drawings provided to Council with the Change Application. The revised Site Plan shall be in accordance with the conditions of approval and demonstrate compliance with Condition 58 which requires the provision of 40 on-site car parking spaces for customers and guests.~~

(b) Condition 13 is amended as follows:

HOURS OF OPERATION – STAGES 1 AND 2

13. Unless otherwise approved in writing by Council, the Micro Brewery, Food Outlet (Tourist Tasting Facility) and associated activities must only operate during the following hours:

~~Monday to Thursday: 12:00pm to 7:00pm~~

~~Friday: 12:00pm to 7:00pm~~

~~Saturday and Sunday: 9:00am to 6:00pm~~

13.1 Food Outlet (Tourist Tasting Facility)

06:00am to 10:00pm 7 days a week

13.2 Micro Brewery

10:00am to 10:00pm Sunday to Thursday

10:00am to midnight Friday and Saturday

13.3 Amplified music is limited to the indoor area of the Micro Brewery as shown on the Approved Plans and no amplified music is permitted after 10:00pm. Functions held at the Micro Brewery are permitted to have a maximum capacity of 100 people on-site at any one time.

OR

13.4 Prior to Council permitting functions held at the Micro Brewery to exceed a capacity of over 100 people and a maximum of 200 people on-site at any one time, the applicant is to submit a Noise Impact Assessment prepared by a suitably qualified and experienced Acoustic Consultant which provides recommendations as to how to manage the noise impacts of the development.

13.5 Prior to Council permitting the capacity of functions at the Micro Brewery to exceed a 100 people and a maximum of 200 people, the developer is to implement all recommendations specified by the

Approved Noise Impact Assessment and is to provide Council with written confirmation from the Acoustic Consultant that the recommendations of the Approved Noise Impact Assessment have been met.

13.6 Loading and unloading shall occur only between the hours of:

8:00am and 6:00pm Monday to Friday

8:00am and 12:00pm (noon) Saturdays

13.7 No loading or unloading shall occur on Sundays or Public Holidays.

(c) All other conditions remain unchanged.

CARRIED

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10.51am.

The Meeting resumed at 11.05am.

CARRIED

13. EXECUTIVE SERVICES

13.1 Executive Services Chief Executive Officer Report December 2023

The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Chief Executive Officer during the month of December 2023.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. O. G. Moore

That this Report be received.

CARRIED

13.2 Executive Services Report Outstanding Actions December 2023

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 6 December 2023.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report be received.

CARRIED

14. CORPORATE SERVICES

14.1 Corporate Services Report Proposed Transfer of Council's Community Housing Portfolio to a Registered Community Housing Organisation

The purpose of this report is to seek approval from Council for a preferred tenderer with respect to the proposed transfer of community housing to a registered community housing organisation.

Cr. K. A. Maguire

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

- a) She is on the Board of the Waminda Disability Service.

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

Cr. K. A. Maguire left the meeting at 11.11am.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. C. T. Tillman

That in respect to the transfer of Council's community housing portfolio to a registered community housing organisation, Council resolves to:

1. approve Community Housing (Qld) Limited as the preferred tenderer, subject to the Director-General, Department of Housing, Local Government, Planning and Public Works' final approval;
2. approve the transfer of the community housing portfolio for the sum of zero dollars; and
3. delegate to the Chief Executive Officer to negotiate, finalise, and execute all documents necessary for the transfer of Council's community housing portfolio to Community Housing (Qld) Limited.

CARRIED

Cr. K. A. Maguire re-joined the meeting at 11.15am.

14.2 Corporate Services Report Chinchilla Aquatic Site Selection and Inclusions Report

The purpose of this Report is to seek Council's endorsement of the site selection and inclusions recommendations to progress the replacement of the Chinchilla Aquatic Centre and establish a Stakeholder Steering Committee.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

That Council resolves to:

1. proceed with concept planning (within existing approved budgets) for the replacement of the Chinchilla Aquatic Centre at the former Cypress Pines Caravan Park site: 35-41 Villiers Street, Chinchilla. Lot 168 Survey Plan 172881;
2. include for consideration in the concept plan an indoor aquatic hall with a learn-to-swim and separate toddler's pool, an outdoor/indoor fifty (50) metre eight (8) lane pool, aquatic support areas, health and fitness areas, front of house areas including cafe, amenities and change areas, multi-purpose areas, outdoor precinct areas and multi-purpose centre;
3. establish a steering committee for the Chinchilla Aquatic Precinct Project concept planning as a forum for consideration of input from stakeholders and to provide advice to Council; and
4. commence application processes for suitable grant and project funding opportunities.

CARRIED

14.3 Corporate Services Financial Report December 2023

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 December 2023.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

That Council resolve to receive the December 2023 Financial Report and note the amendments to the 2023-24 Capital Works Programme as listed in section three of this report, with additional expenditure of \$33,919 (exclusive of goods and services tax) being added to the programme.

CARRIED

14.4 Corporate Services Report Annual Review of Council to Chief Executive Officer Delegations November 2023

The purpose of this Report is to conduct an annual review of delegations by Council to the Chief Executive Officer pursuant to section 257(5) of the *Local Government Act 2009*.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. A. N. Smith

That Council resolves to:

1. note that an annual review of delegations to the Chief Executive Officer has been conducted in accordance with section 257(5) of the *Local Government Act 2009*; and
2. pursuant to section 257(1) of the *Local Government Act 2009*:
 - a. revoke the delegations as detailed in the attached '*Annual Review of Register of Delegations Council to Chief Executive Officer November 2023*'; and
 - b. delegate the new and amended powers as detailed in the attached '*Annual Review of Delegations Council to Chief Executive Officer November 2023*' to the Chief Executive Officer.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Works December 2023/24 Capital Works Progress Update

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2023/24 Capital Works Program for the month of December 2023.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. P. T. Saxelby

That this Report be received and noted.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Big Skies Festival 2023

The purpose of this report is to provide Council with a summary of the key outcomes and statistics from the delivery of Big Skies Festival 2023 and endorse the proposed dates for Big Skies 2024 to enable planning and coordinating to continue.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Bourne

That this report be received, and that Council endorse the proposed dates for Big Skies Festival 2024 being held over the October long weekend, Thursday 3 October to Monday 7 October 2024.

CARRIED (7 to 1)

16.2 Community and Liveability Report Campervan Motorhome Club of Australia National Rally 2023

The purpose of this report is to provide Council with a summary of the key outcomes and statistics associated with the 36th National Campervan Motorhome Club of Australia (CMCA) Rally.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. M. J. James

That this report be received and noted.

CARRIED

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

There were no Notices of Motion/Business for consideration.

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

There were no Notices of Motion for the next meeting.

18. URGENT GENERAL BUSINESS

There was no Urgent General Business.

19. MEETING CLOSURE

The Meeting concluded at 11:46am.

Title **Executive Services Mayoral Report December 2023**

Date 5 February 2024

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 January 2024.

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 January 2024:

Date	Who/Where	Details
15 January 2024	<ul style="list-style-type: none"> • Councillor Information Sessions • South Western Region Thankyou BBQ - 2023 Bushfires • Development Assessment Pannel meeting 	Dalby Dalby Dalby
16 January 2024	<ul style="list-style-type: none"> • Councillor Information Sessions • Planning and Pre-Agenda Meeting 	Dalby Dalby
17 January 2024	<ul style="list-style-type: none"> • Connect with Council BBQ 	Chinchilla
18 January 2024	<ul style="list-style-type: none"> • Depot Breakfast BBQ • Ordinary Meeting of Council • Councillor Information Sessions 	Chinchilla Chinchilla Chinchilla
25 January 2024	<ul style="list-style-type: none"> • Southern and Darling Downs Regional Water Assessment - Stakeholder Advisory Group Meeting • Citizenship Ceremony 	Toowoomba Dalby
26 January 2024	<ul style="list-style-type: none"> • Australia Day Ceremony 	Wandoan
29 January 2024	<ul style="list-style-type: none"> • Department of Agriculture and Fisheries Regional Director Monthly Catch Up • Meeting with Ratepayer 	Phone Dalby

	<ul style="list-style-type: none"> Business Case meeting - Emergency Service Hub 	Dalby
30 January 2024	<ul style="list-style-type: none"> Western Downs Local Disaster Management meeting Radio Interview with Triple M Radio Interview with ABC Southern Queensland Radio Interview with ABC National Television Interview with Channel 7 Toowoomba Television Interview with Nine News Brisbane 	Dalby Phone Phone Phone Dalby Dalby
31 January 2024	<ul style="list-style-type: none"> Western Downs Local Disaster Management meeting Development Assessment Panel meeting Radio interview with Triple M Radio Interview with ABC Southern Queensland Radio Interview with ABC National Television Interview with Channel 7 Toowoomba Television Interview with WIN News Toowoomba Newspaper Interview with Toowoomba Chronicle 	Phone Dalby Phone Phone Phone Zoom Zoom Phone

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 January 2024.

Attachments

Nil

Authored by: Hailey Wex, Executive Officer to the Mayor

Title **Executive Services Report - Expression of Interest - Disposal of parcels of land at Myall Street, Dalby**

Date 5 February 2024

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

The purpose of this Report is to seek Council's approval to consider disposing of land at Myall Street, Dalby, by inviting expressions of interest before considering whether to call for written tenders.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- We focus on proactive, sustainable planning for the future.

Council focuses on proactive, sustainable planning for the future. By offering opportunities of land for tourism development, Council is attracting business and economic growth opportunities.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that Council resolves that:

1. It is in the public interest, pursuant to section 228(3)(a) and (b) *Local Government Regulation 2012* (Qld) to invite Expressions of Interest ("EOI") to dispose of the following:
 - Part of Lot 10 on RP75401
 - Lots 7 - 9 on RP 75401
 - Part of Lot 2 on RP186292

Located at Myall Street, Dalby, ("Land") noting that:

a. Disposing of the Land zoned as Recreation and Open Space Zone through a Lease is expected to result in the Land reaching its full potential by offering tourists a destination from which to explore the surrounds of Dalby and the wider region.

b. An EOI will allow all interested parties to express their interest in acquiring the Land through a Lease. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant.

Background Information

The subject Land is Council owned, Freehold Land zoned as Recreation and Open Space (refer **Attachment 3** - Zoning Overlay of Lot) with no infrastructure on it. It consists of multiple lots with a combined area of 1.535 hectares. Footpaths surround the proposed area and are heavily used by the public. As such, the proposed area has excluded all footpaths, as well as the portion of the Myall Creek which falls within Lot 10 on RP75401 (see **Attachment 2** - Suitable Portion of Lot for Disposal).

Council has been separately approached by interested parties to utilise this Land (refer to **Attachment 1** - Aerial Views). Enquiries have included development for tourism offering. It has been deemed appropriate to dispose of this Land by way of Lease rather than Sale.

Report

The following outlines the process to dispose of the Land via Lease by first calling expressions of interest before inviting written tenders.

Contracting is dealt with under Chapter 6 (sections 216 to 238) of the *Local Government Regulation 2012* (LGR). This Chapter deals with not only the purchase of goods and/or services but also the disposal of valuable non-current assets. Land is defined as a valuable non-current asset under section 224(7)(a) LGR. Leasing all or part of the Land is deemed to be a disposal.

Section 227 LGR requires a valuable non-current asset to be disposed of by written tender or auction.

It is proposed to call an Expression of Interest ("EOI") and then conduct a short-listed Tender process pursuant to the LGR provisions.

Under section 228(2) LGR Council may invite EOI. As a minimum, the invite for EOI must be published on Council's website and the QTenders website at least 21 days prior to closing (section 228(5) to (6) LGR). Council would also conduct specific market advertising to ensure a wider public and industry awareness.

If the EOI achieved a suitable response, Council would then short-list candidates. If Council wishes to proceed it would then request a written tender from those short-listed candidates (section 228(7) LGR). However, before inviting EOI, Council must resolve that it is in the public interest to invite EOI and the reasons for the EOI must be recorded (section 228(3)). Council is able to justify an EOI is in the public interest, prior to short-listing of preferred candidates on the following grounds:

- a. Disposing of the Land zoned as Recreation and Open Space, is expected to result in the Land reaching its full potential by offering further tourism opportunities, and
- b. An EOI will allow all interested parties to express their interest in acquiring the Land. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant.

The outcome of the EOI will be back before Council for determination.

It has been preferable to dispose of the Land via Lease rather than Sale due to the increased level of control over the Land's specified use. Likewise, the Land has an extreme flood hazard value 4, also limiting the use of the Land.

The Lease term will be subject to the Expression of Interest requirements. The disposal of the Land will be via tender or auction and will require a Lease Survey Plan. The Lease would only be for the green area specified in **Attachment 2** - Suitable Portion of Lot for Disposal (or less), as this area is suitable to the use and ensures public use along the creek footpath is maintained.

Consultation (Internal/External)

Planning and Environment Manager
Principal Planner
Economic Development Manager

Any issues or concerns were addressed and there were no outstanding issues.

The matter was presented to a Councillor Information Session on 16 January 2024.

Legal/Policy Implications (Justification if applicable)

Legal Implications have been addressed above. There are no Policy Implications.

Budget/Financial Implications

The disposal of the Land via Lease is likely to receive a financial return by way of rent and introduce a new rate payer. This is dependent on the successful tender being a commercial operator or a community organisation.

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

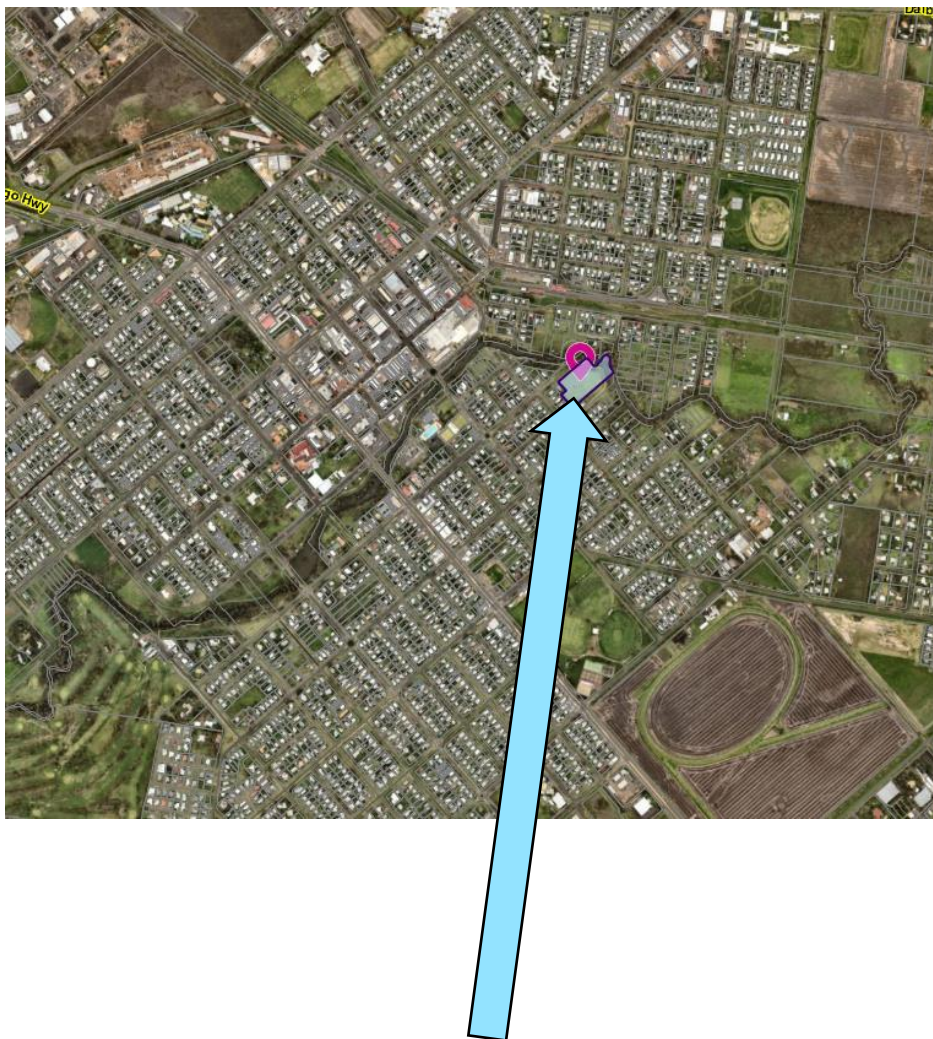
The zoning of the Land offers a unique opportunity for expansion of services and development within Dalby. Disposing of the asset by first calling an Expression of Interest allows all interested parties a pathway to acquire, otherwise under-utilised land and realise the Land's full potential.

Attachments

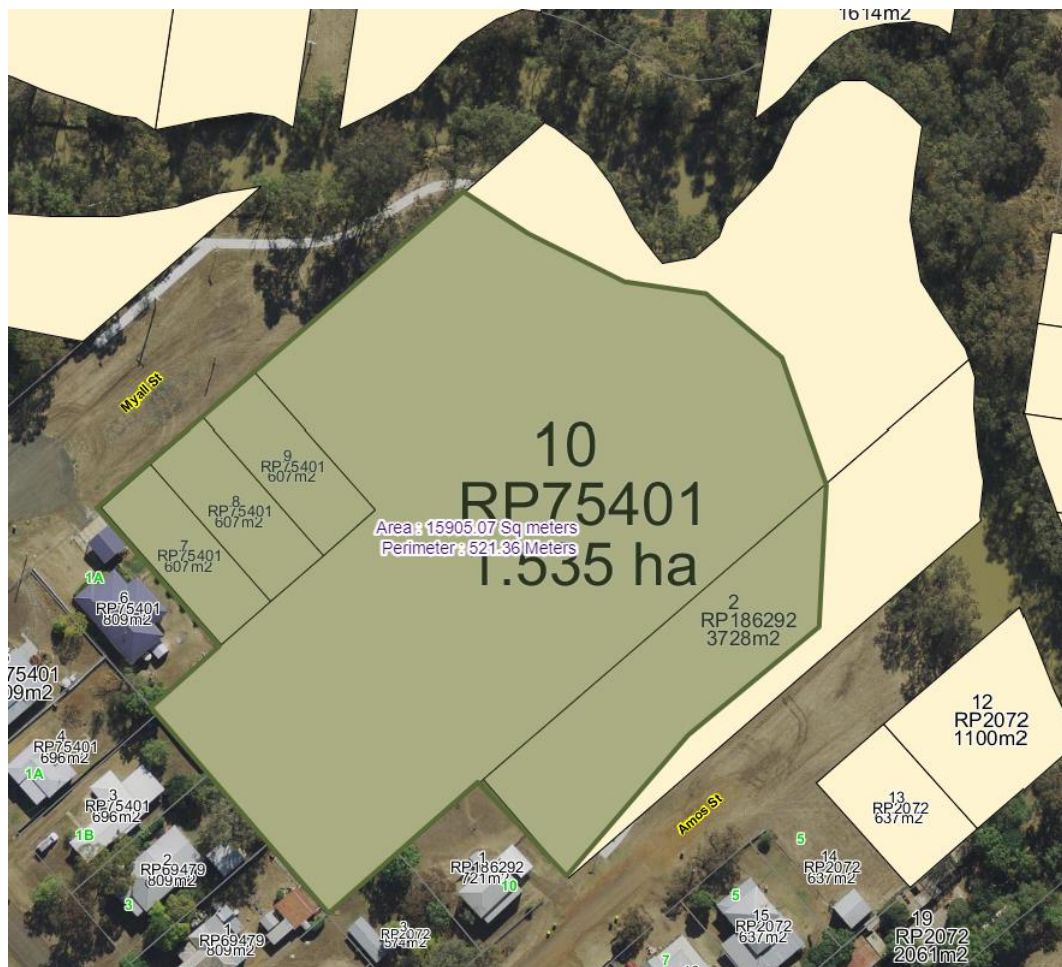
1. Attachment 1 - Aerial Views
2. Attachment 2 - Suitable Portion of Lot for Disposal
3. Attachment 3 - Zoning Overlay of Lot

Authored by: Scott Thompson, GENERAL COUNSEL

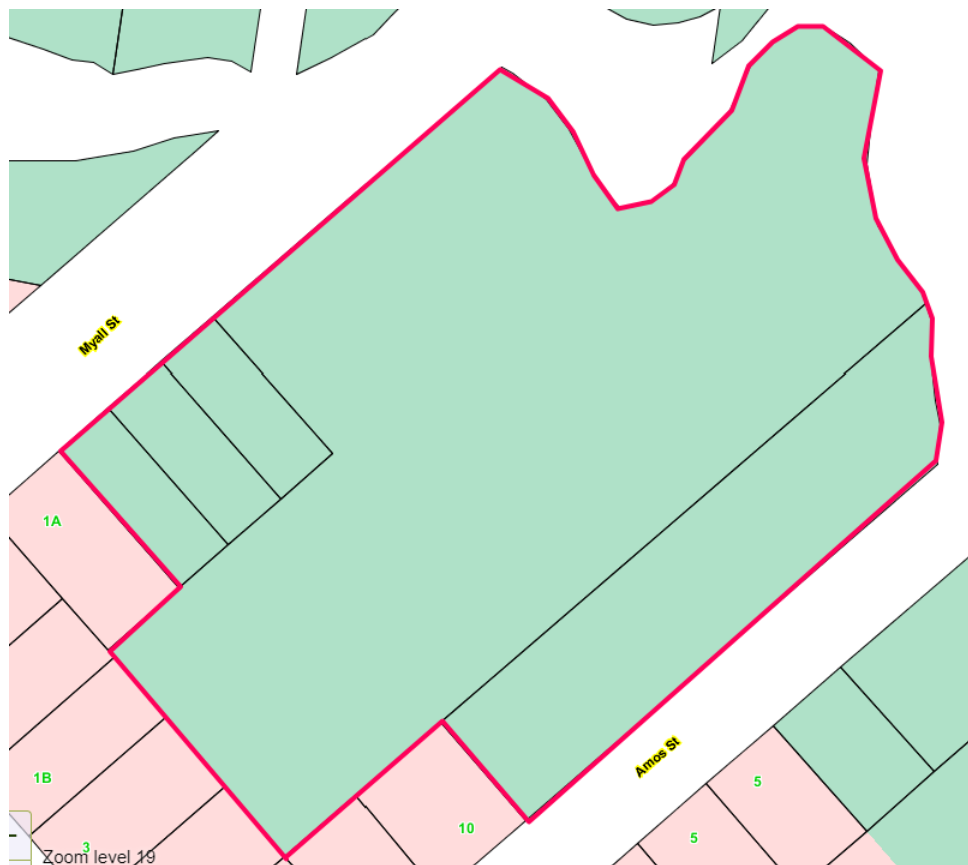
Attachment 1 - Aerial View



Attachment 2 - Suitable Portion of Lot for Disposal



Attachment 3 - Zoning Overlay of Lot



Title **Executive Services Report - Expression of Interest to Dispose of 107 Drayton Street, Dalby - Housing**

Date 5 February 2024

Responsible Manager S. Thompson, GENERAL COUNSEL

Summary

The purpose of this Report is to seek Council approval to invite Expressions of Interest before considering whether to call for written tenders for the disposal of 107 Drayton Street Dalby.

Link to Corporate Plan

Council focuses on proactive, sustainable planning for the future. By offering opportunities of land for potential development, Council is attracting business and investment opportunities.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received, and Council resolves:

1. To repeal resolution 16.7 point 1 from Ordinary Meeting of Council 6 December 2023.
2. That it is in the public interest, pursuant to section 228(3)(a) and (b) *Local Government Regulation 2012* (Qld) to invite Expressions of Interest ("EOI") to dispose of 107 Drayton St Dalby for housing, which includes Lot 1 on RP199335, Lots 1-3 RP94461 and Lot 2 on RP62125 ("Land"), noting that:
 - a. Disposing of the Land, zoned as Community Facilities Zone, is expected to result in the Land reaching its full potential by offering land for development in Dalby for housing, and
 - b. An EOI will allow all interested parties to express their interest in utilising the Land. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant.

Background Information

The Land, which comprises of five lots of land, is freehold and owned by Council and totals 12,140m² (Refer to **Attachment 1** - 107 Drayton Street Aerial). The MyALL107 building was previously located on this Land, including Gallery 107, the Dalby Library, Cinema and the DDD Community Radio Station.

After commencing redevelopment of the site, in partnership with the Federal Government, the project had to be abandoned upon discovering significant structural failings throughout the existing building.

The Report to Council for the 6 December 2023 OMC is attached (Refer to **Attachment 2** - Community Liveability Report Considering Future Uses for 107 Drayton Street Dalby).

At the 6 December 2023 OMC, Council resolved at Item 16.7:

1. Approves to proceed with an Expression of Interest process from interested parties related to the future use of 107 Drayton Street, Dalby.

This February 2024 report seeks to resolve that it is in the public interest to invite expressions of interest to satisfy statutory requirements under the *Local Government Regulation 2012* (Qld).

Report

At the Councillor Information Session on 1 February 2024, the presentation to Councillors included discussing:

- The current housing situation, including data for the region.
- The Housing and Land Incentive Policy.
- The Local Housing Action Plan
- The 107 Drayton Street EOI.

Councillors agreed and supported that the 107 Drayton Street EOI should be tailored to be specifically geared towards housing development, townhouses, or apartments.

Should Council resolve to invite Expressions of Interest for the disposal of 107 Drayton Street Dalby for housing, it is the intention of Economic Development and Legal Services to work with Councillors to ensure the EOI is clearly targeted towards housing development, townhouses, or apartments, to ensure the best outcome for the region, including visual amenity, noise, and other considerations.

Consultation (Internal/External)

General Counsel
Economic Development Manager

Legal/Policy Implications (Justification if applicable)

The *Local Government Regulation 2012* (Qld) ("LGR") section 262 provides for a resolution of a local government to be repealed only if notice of intention to propose the amendment is given to each Councillor at least 5 days before the meeting at which the proposal is to be made.

The following outlines the process to dispose of the Land by first calling an EOI before inviting written tenders.

Contracting is dealt with under Chapter 6 (sections 216 to 238) of the LGR. This Chapter deals with not only the purchase of goods and/ or services but also the disposal of valuable non-current assets. Land is defined as a valuable non-current asset under section 224(7)(a) LGR.

Section 227 LGR requires a valuable non-current asset to be disposed by written tender or auction.

It is proposed to call an EOI and then conduct a short-listed Tender process pursuant to the LGR provisions.

Under section 228(2) LGR Council may invite EOI. As a minimum, the invite for EOI must be published on Council's website and the QTenders website at least 21 days prior to closing (section 228(5) to (6) LGR). Council would also conduct specific market advertising to ensure a wider public and industry awareness.

If the EOI achieved a suitable response, Council would then short-list candidates. If Council wishes to proceed it would then request a written tender from those short-listed candidates (section 228(7) LGR). However, before inviting EOI, Council must resolve that it is in the public interest to invite EOI and the reasons for the EOI must be recorded (section 228(3)). Council is able to justify an EOI is in the public interest, prior to short-listing of preferred candidates on the following grounds:

- a. Disposing of the Land, zoned as Community Facilities Zone, is expected to result in the Land reaching its full potential by offering land for development in Dalby for housing, and
- b. An EOI will allow all interested parties to express their interest in acquiring the Land. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant.

Tenders received will be presented to Council for further consideration and resolution to approve the successful tender.

Budget/Financial Implications

The disposal of the Land is likely to realise proceeds of sale and introduce a new rate payer. Any proposed subdivision or community titles scheme may result in multiple ratepayers.

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 Council resolve that it is in the public interest to call for Expressions of Interest before seeking written tenders to dispose of the Land, known as 107 Drayton Street Dalby, for housing.

Attachments

1. Attachment 1 - 107 Drayton Street Aerial
2. Attachment 2 - Community Liveability Report Considering Future Uses for 107 Drayton Street Dalby
3. Attachment 3 - Drayton 107 Site Financial Assessment - Delos Delta

Authored by: S Thompson, GENERAL COUNSEL

Attachment 1 - 107 Drayton Street Aerial



Title	Attachment 2 - Community Liveability Report Considering Future Uses for 107 Drayton 107 Drayton Street Dalby.docx
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Date	18 October 2023
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Responsible Manager	L. Koene, ECONOMIC DEVELOPMENT MANAGER
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Summary

The purpose of this report is to provide options for council's consideration of future possible uses at 107 Drayton Street, Dalby ("the site") and to seek support to progress preliminary development work for mixed-use commercial and residential development.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.

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.

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 that Council:

1. Approves to proceed with an Expression of Interest process from interested parties related to the future use of 107 Drayton Street, Dalby.

Background Information

The former Myall 107 Cultural Centre was located at the site on a property that comprised of five (5) lots of land, being Lot 1 on RP199335, Lots 1, 2, 3 on RP94461, and Lot 2 on RP62125. The land is within the Community Facility Zone and owned by the Western Downs Regional Council.

The Myall 107 building was built in 1984/85 by Ron Davy, and its original purpose was as the Dalby Indoor Sports & Recreation Centre hosting indoor cricket, squash, sauna, aerobics, and gymnasium. Overall, the facility

was underutilised and was not financially self-sufficient, and the Dalby Town Council argued at the time it would need a population of 30,000 to continue operating as a sports centre. The building had changed hands multiple times in its short lifetime and had been offered for sale by the 'Mortgagee in possession' prompting Council to act, and in 1990 the building was converted to the Dalby Town Council's Administrative and Cultural Centre. Myall 107 Cultural Centre comprised of Gallery 107, the Dalby Library, the DDD Community Radio station.

In 2021, Western Downs Regional Council in partnership with the Federal Government progressed work to transform the Myall 107 Cultural Centre into a vibrant cultural precinct. The total project cost was \$14 million and Western Downs Regional Council would contribute \$7 million under its \$50 million Covid Recovery Package.

Following commencement of the construction in October 2021, Council was left with the difficult choice in February 2022 to cancel the planned MyALL 107 redevelopment after an investigation found significant structural failings throughout the existing building. Extensive community consultation has since been undertaken and Council engaged an external facilitator and established a Community Advisory Panel to gather the community's interests and needs for the future Dalby Cultural Centre.

During its Ordinary Meeting in September 2023, Council, under Resolution 16.1 decided that the preferred location for the future Dalby Cultural Centre will be incorporated within Thomas Jack Park and have engaged three groups of architects and urban designers to develop concept designs for the proposed development. Consideration to the proposed concept plans and the amenity of the remaining parklands area is still to be considered by Council. The current project timeline intends for construction of the Dalby Cultural Centre to commence in late 2024.

The purpose of this report is to consider options for possible future uses at the site.



Report

Introduction

The site is 12,141 square metres, is considered favourably located off the Warrego Highway, and has street frontage and access to both Drayton Street and Orpen Street. With the future Dalby Cultural Centre to be located within Thomas Jack Park, the land offers ample future development opportunity to the Western Downs Regional Council. In this investigative report several options, including commercial, residential, mixed-use, and recreational as potential future uses are considered.

Economic and Market Analysis

The Western Downs region has a strong and diverse economy underpinned by agriculture, intensive agriculture, energy, and manufacturing industries. Whilst primary industries have traditionally led growth in the economy, other services industries like retail, health care and social assistance, and education have entered recently the top five of largest employers. This is a testament to the Western Downs' growing population and diversification of the economy¹.

Further to the above, there is significant interest from developers across industries to base their operations in the Western Downs. This is evident from the total of \$6.58 billion in the project pipeline, as identified in the June 2022 Western Downs Development Status Report.

The Estimated Resident Population in the Western Downs was 34,542 in 2022². The Queensland Government Statistician's Office projects this to increase to 36,371 in 2046 (medium range) or 38,251 (high range)³. According to the Census, the population in Dalby was 12,751 in 2021. ID Consulting estimate the current (2023) population in Dalby to be 13,291 and project a further 12.74% increase to 14,903 in 2046.⁴

Despite the growing nature of the population in the Western Downs, and Dalby in specific, development of housing hasn't increased at the same pace. Housing approvals have been well below a 50 per year since 2016 with a lagging completion rate.⁵

Whilst market conditions weren't favourably to develop due to the high vacancy rates (approximately 12% in 2010-11 and 8% in 2015-16, Dalby), vacancy rates have significantly reduced since 2019, and according to SQM Research, the current vacancy rate in Dalby is 0.1%⁶. Note that the Real Estate Institute of Queensland considers a rental vacancy rate healthy between 2.5 and 3.5%.

As a result of market conditions and high demand versus low supply of housing, both rental and house prices have steadily increased over the past two years. ID consulting estimates the median house price \$270,000 in the Western Downs region (December 2022), which is an 8% increase over the past year. The median unit price is \$242,500, which is an increase of 35.5%. The median rent is estimated at \$350 a week and increased by 16.7% in the same period⁷.

Whilst still significantly more affordably than the Queensland average, increased housing prices have resulted in increased rental and mortgage stress across the region. 6.5% of the population in the 'Wambo' district experiences mortgage stress, whereas 21.3% of the same area experiences rental stress. An individual or household is considered to experience housing stress when they spend more than 30% of their income to their rent or mortgage.⁸

In addition to the increased housing demand, there is a further growing housing demand for medium and high-density dwelling types. The lack of supply results in a higher percentage across all housing types living in separate homes in the Western Downs.

Investigation of Potential Development Options

The site is proposed to be rezoned from Community Facilities zone to Major Centre Zone as part of a major amendment to the Western Downs Planning Scheme. This amendment is currently at its first state interest

¹ National Institute of Economic and Industry Research (NIEIR), accessed via: <https://economy.id.com.au/western-downs/employment-by-industry>

² Australian Bureau of Statistics, Regional Population Growth, accessed via: <https://economy.id.com.au/western-downs/population>

³ Queensland Government Population Projections, accessed via: <https://www.qgso.qld.gov.au/statistics/theme/population/population-projections/regions>

⁴ Idem to Reference 5

⁵ Australian Bureau of Statistics, Building Approvals, accessed via: <https://housing.id.com.au/western-downs>

⁶ SQM Research, Vacancy Rates, accessed via: https://sqmresearch.com.au/graph_vacancy.php

⁷ ID Consulting, Housing Prices, accessed via: <https://housing.id.com.au/western-downs/prices-incomes#how-do-housing-prices-compare>

⁸ ID Consulting, Housing Stress, accessed via: <https://housing.id.com.au/western-downs/stress-and-need#>

check. The purpose of this amendment, in addition to maintaining consistency with adjoining sites, is to create additional development opportunities that the Community Facilities zone does not offer.

The following uses are consistent with Western Downs Regional Council Planning Scheme's Major Centre Zone development. [Part 6 - Zones - 6.2.1 Major Centre \(wdrc.qld.gov.au\)](#)

Other uses may be permitted, if overriding community need can be demonstrated, in conjunction with a valid planning justification as to why the proposed development cannot be reasonably established in a more appropriate zone.

An important consideration for any development is the flood hazard overlay under the Western Downs Planning Scheme. The property is covered by the Flood hazard overlay, with some sections within the low, medium, high and extreme flood hazard area. Any development on the site would need to be carefully considered to avoid the worsening of flood impacts on the community, but of more relevance, any residential development would need to maintain a high level of protection from damage during flood events for people and property.

1. Residential Development

Under the proposed Council Planning Scheme's Major Centre Zone, the site could be developed for residential purposes.

Residential development consistent with the Council Planning Scheme's Major Centre Zone includes single-family homes, townhouses, and apartments. The minimum residential density in the Council Planning Scheme's Major Centre Zone is one dwelling per 250sqm of the total site area, regardless of the size of each dwelling (i.e. typical townhouse lot and apartment floor size will be less than 250sqm). Multi-storey dwellings are limited to a maximum building height of 20m above ground level, and no more than 6 storeys. This allows for the following number of dwellings to be constructed the site.

The Planning scheme nominates that a new, detached dwelling is not a preferred use in Major Centre Zone, and requires impact assessment. This scenario has therefore been excluded for further consideration.

Scenario 1A : Townhouses

Scenario Pros	Scenario Cons
Contributes 45 extra dwellings in tight housing market High financial returns (although not the highest) Positive impact on local jobs during construction Good alignment with intent/vision for Major Centre Zoning Ability to phase development Adds to local housing diversity Medium stream of rates revenue for Council Relatively low/moderate risk	Ability of local market to absorb 45 new townhouses No retail/commercial dimensions Design/construction challenges of high site utilisation – very limited space for public space/amenity Sales risk (price and timing)

Scenario 1B : Apartments

Scenario Pros	Scenario Cons
Contributes 108 extra dwellings in tight housing market Very high financial returns (although not the highest) Large positive impact on local jobs during construction Good alignment with intent/vision for Major Centre Zoning Demonstration of Dalby CBD Development Investment Prospectus	Ability of local market to absorb 108 new apartments High investment costs and financial exposure Change in general development type for Dalby, and possible negative community sentiment No retail/commercial dimensions Sales risk (price and timing) Overall, moderate to higher risk profile

Residual space on site to include public space/amenity Adds to local housing diversity Large stream of rates revenue for Council Ability to phase development over time	
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2. Commercial Development

Under the proposed Council Planning Scheme's Major Centre Zone, the site can be developed for commercial purposes. The maximum commercial lot size is 8203.5sqm, 90% of the total site area. The maximum gross floor area is 13,672.5sqm, 150% of the total site area. There is no minimum commercial density stipulated in the Zone Code for the Council Planning Scheme's Major Centre Zone.

Accommodation density in the Council Planning Scheme's Major Centre Zone is a minimum of one accommodation unit per 100sqm of the total site area, regardless of the floorspace size of each unit.

It is feasible to develop a commercial site at the site. Being located on a highway, there are already a number of commercial sites in close proximity including sites with multiple retail outlets, showrooms and big box retail sites. Therefore, a commercial site could be integrated into the existing surrounding area.

Scenario 2A : Commercial Sites

Scenario Pros	Scenario Cons
Opportunity to attract big retail names to Dalby Familiar type of development for the region Reasonable alignment with intent/vision for Major Centre Zoning Job creation during construction, and ongoing operation of the stores Medium to large stream of rates revenue for Council	Does not address current housing priority (availability and affordability) Low site utilisation, leading to the lowest estimated financial returns Difficulty to house new employees without increased housing stock Does not demonstrate the Dalby CBD Development Investment Prospectus Generally lower ability to integrate public space/amenity into this type of development Sales risk (price and timing) Overall, high risk profile

3. Mixed-Use Development

Under the proposed Council Planning Scheme's Major Centre Zone, the site can be developed for mixed-use purposes. This may be a combination of commercial, residential, recreational or community uses.

A mixed-use development retains a minimum residential density of one dwelling per 250sqm of total site area. Commercial sites retain a maximum lot size of 8203.5sqm with no stipulated minimum commercial density site. Accommodation units are limited to a maximum density of one per 100sqm of total site area. No more than 90% of the total site area may be developed (8203.5sqm) and the maximum gross floor area is 150% of the total site area (13,672.5sqm).

Additional requirements for mixed use developments incorporating both commercial and residential parts include dwellings are located in a storey above any ground level storey; separate entry points for residential and commercial areas with secure entry for residential sites; provision of safe and secure parking for residential sites; mitigation of adverse visual, noise and odour impacts to streets, open spaces and residential sites.

It is feasible for a mixed-use development at the site. The area surrounding the site is already a mix of residential, recreation/sport and commercial. Therefore, a mixed-use development could be integrated into the existing

surrounding area. The site is subject to an Extreme Flooding Overlay, and requirement for residential dwellings to be located above ground storey level is preferred in this location to reduce flooding risks.

Scenario 3A : Commercial + Residential

Scenario Pros	Scenario Cons
Contributes 108 extra dwellings in tight housing market Highest financial returns of all scenarios Highest positive impact on local jobs Good alignment with intent/vision for Major Centre Zoning Strong demonstration of Dalby CBD Development Investment Prospectus Residual space on site to include public space/amenity Commercial and community synergies of col-located residential, commercial, and public space Adds to local housing diversity Large stream of rates revenue for Council Ability to phase development over time	Ability of local market to absorb 108 new apartments Highest investment costs and financial exposure Change in general development type for Dalby, and possible negative community sentiment Sales risk (price and timing) Overall, moderate to higher risk profile

4. Open Space and Recreational Use

Under the proposed Council Planning Scheme's Major Centre Zone, the site be developed for open space and recreational purposes. However, to establish a new use would trigger Impact Assessment. The maximum area of the site which can be developed for open space and recreational use is 8203.5sqm, 90% of the total site area.

An open space and recreational development could be suitable at the site however care must be taken to ensure that community needs are being met and amenities are not being duplicated, and that such a use would be the best use of the property.

Please note that consultation undertaken for the draft Parks and Recreation Strategy does not include community interest for new recreational spaces, but rather to revamp, upgrade and activate existing parks and underutilised public areas in Dalby.

Scenario 4A : Community Recreational Facility

Scenario Pros	Scenario Cons
Investment in a new community facility with an ongoing stream of community and economic benefits Creates local jobs during construction, and during operation Plenty of residual land area for additional public space / amenity WDRC retains land ownership for sale or alternative use in the future	Low intensity site utilisation Worst financial outcomes for WDRC Council forgoes revenue from land sales, development profit, and rates (per other scenarios) Ongoing cost to WDRC to operate and maintain the facility Low alignment with intent/vision for Major Centre Zoning Low alignment with Dalby CBD Development Investment Prospectus

Indicative Financial Costs and Benefits

To support this assessment and inform early strategic planning, Council engaged Delos Delta to prepare a preliminary, high-level assessment of various land-use scenarios and development options, with a focus on indicative financial implications for WDRC. Information included in Attachment 1 is prepared and provided by Delos Delta and their report is included in the attachment.

Accordingly, the analysis is preliminary and indicative, aiming to illuminate the general magnitude and relativities of each development scenario, particularly relating to the financial dimensions. Figures in this Report should not be taken as predications or forecasts of financial outcomes (and used to drive investment decisions), but rather as indications of prospective/relative financial costs and benefits (and used to shape more detailed investigations).

Mixed-use development is the recommended option considering it provides the highest financial returns of all scenarios and has a high alignment with Council's Corporate Plan and Economic Development Strategy, addressing a direct need for further commercial and residential spa.

Indicative financial impacts of this scenario for WDRC, across three basic development options, are noted in the table below.

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$2.2 m	\$3.3 m	-	-	\$2.2 m	\$3.3 m
50:50 JV	\$2.2 m	\$3.3 m	\$1.38 m	\$2.76 m	\$3.58 m	\$6.06 m
WDRC as Developer	\$2.2 m	\$3.3 m	\$1.93 m	\$3.86 m	\$4.13 m	\$7.16 m

* Please refer to Appendix I of the attached report for further detail on development costs.

Risk Assessment and Mitigation Strategies

This Report confirms that WDRC can increase the overall financial return to Council by also acting as a developer, either solely or as part of a Joint Venture (JV) with a private developer. For example, the estimated range of financial returns to WDRC of selling this block for a mixed-use development is between \$2.2 m and \$3.3 m, which is much less than the range of estimated financial returns for entering a JV to develop the site (\$3.58m to \$6.06 m).

However, there are material risks to any local government acting as a developer – commercial, financial, reputational, and capability risks being most pertinent. So, while the expected/estimated financial returns will necessarily be higher when acting as a developer (solely or as JV), decision-makers must also consider the overall risk profile, which might include circumstances of much lower returns (or even losses). At a very basic level, local governments, because they lack the experience and expertise of private sector developers, are very unlikely to realise the same level of developer profit (accounted for in this analysis, by a 30% reduction in project profit, where council acts as the sole developer).

Timeline and Implementation Plan

It is expected that community consultation in relation to the proposed zoning change will be undertaken early 2024 and is likely to be finalised within FY23/24.

With support from Council, it is suggested to utilise this time to undertake a detailed financial analysis of mixed-use development and to undertake further concept design.

This will guide an Expression of Interest process that can commence in FY24/25.

Consultation (Internal/External)

Externally, with the Dalby community, Council conducted extensive community consultation in regard to the Dalby Cultural Centre. Any future land use for the Myall 107 land will require an impact assessable town planning application, which must be publicly notified. This is a formal, legislated form of consultation on the specific land-use proposed.

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

A mid-year review budget request will be completed to undertake the detailed financial analysis and concept design.

Human Rights Considerations

There are no human rights implications associated with this report.

Conclusion

The indicative financial analysis has indicated that mixed-use development would provide the highest financial return to Council and would provide a large stream of rates revenue to Council.

Mixed-use development is strongly aligned with the Economic Development Strategy and would provide a significant social benefit by providing apartment style houses, both contributing to the volume as well as diversity of stock and contributing to Dalby and the wider region being 'future fit'.

As indicated, a further detailed financial analysis and concept design is required and it is recommended to finalise this by the end of 23/24 to progress with EOIs, if supported, in 24/25.

Attachments

1. Indicative Financial Analysis of Development Options at Drayton 107, Dalby - Delos Delta

Authored by: L. Koene, Economic Development Manager



107 Drayton Street Assessment

Western Downs Regional Council

October 2023



107 Drayton Street Assessment

Western Downs Regional Council

October 2023

Acknowledgement of Country

Delos Delta would like to acknowledge the Ngunnawal, Boon Wurrung and Wurundjeri Peoples who are the traditional custodians of the land on which we work. We would like to express our respect for their Elders past and present.



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Western Downs Regional Council (Council) is assessing land use options for 107 Drayton Street, Dalby, (Property Number 1274, 1RP199335), with a total land area of 9,115 square metres.

To support this work, and inform early strategic planning, Council engaged Delos Delta to prepare a preliminary, high-level assessment of various land-use scenarios and development options, with a focus on indicative financial implications for Council.

The Site

107 Drayton Street is favourably located off the Warrego Highway, with significant highway frontage and access via both Drayton Street and Orpen Street.

Delos Delta notes that the L-shape configuration of this block, while not adverse by any means, is less than optimal for development, and is likely to constrain land use options and commercial outcomes accordingly.

Understanding that the Western Downs Regional Council (Council) also owns the four corner blocks – 111 and 113 Drayton Street, as well as 40 and 40A Orpen Street – which have a combined land area of approximately 3,200 square metres, Delos Delta suggests that Council also assess the option of consolidating all five blocks into a single allotment.

However, this option was outside the scope of this Report, and as such, all subsequent analysis contained within is solely based on the current configuration of 107 Drayton Street.

Land-Use Scenarios and Development Options

There are a multitude of land-use options for 107 Drayton Street given the favourable location and zoning. For this Report, development options have been grouped into six broad land-use scenarios:

- ▶ Detached houses
- ▶ Townhouses
- ▶ Apartments
- ▶ Commercial
- ▶ Mixed-use, representing a combination of apartments and commercial
- ▶ Community recreation facility

In addition, for each scenario, this Report includes three basic development options for Council:

- ▶ The sale of land to a private developer
- ▶ A 50:50 Joint Venture (JV) (with a private developer)
- ▶ Council as developer

It is worth noting that the development of a community recreation facility is not deemed commercially viable, and therefore Council acting as the developer/owner is the only relevant development option for this scenario.

Analysis Objectives and Limitations

This Report was prepared to inform the early strategic considerations for land-use and development options for 107 Drayton Street, Dalby.

Accordingly, the analysis is preliminary and indicative, aiming to illuminate the general magnitude and relativities of each development scenario, particularly relating to the financial dimensions.

Figures in this Report should not be taken as predications or forecasts of financial outcomes (and hence should not be used to drive investment decisions). Instead, figures should be understood as indications of prospective/relative financial costs and benefits (and used to inform more detailed future investigations).

Construction Costs

Determining the appropriate construction cost rates per square metre is always the most challenging element of financial analysis for development projects, particularly at the early stages. There are multiple sources and rate cards used by industry, with varying development categories and definitions. Furthermore, these rates are subject to variation by geography, as well as rapid escalation due to inflation and industry vicissitudes (especially at present).

For consistency and easy reference, Delos Delta has based construction cost rates on Napier Blakeley's July 2023 Construction Cost Rate Card for South East Queensland¹. Our analysis has generally used the mid-point of relevant rates.

Delos Delta appreciates that the construction cost rates noted in this Report may be at the lower end of rates for Dalby. However, the analysis is still reasonable, noting that as construction costs increase, other cost and revenue elements will be decreased, increased, or substituted. This will ensure that the overall project remains viable and sale prices are aligned with local market conditions.

Moreover, higher construction costs will impact all land-use scenarios, if not equally then certainly proportionally, such that a change is not likely to impact the overall rankings and relativities noted in this Report.

¹ Napier Blakeley (2023) *Construction Costs: South East Queensland July 2023*, accessed 11 October 2023.
<https://napierblakeley.com/overview/datacards/48/south-east-queensland-construction-costs>

Summary of Insights and Conclusions



Focusing on general financial/economic implications, this Report indicates the following scenario ranking (all numbers reflect the low estimated return to Council of a 50:50 joint venture):

1. Mixed use – apartments and commercial (\$3.58 million)
2. Apartments (\$3.3 million)
3. Townhouses (\$1.93 million)
4. Detached houses (\$1.27 million)
5. Commercial (\$1.15 million)
6. Community Recreation Reserve (-\$2.7 million)

This ranking is unsurprising and broadly reflects the intensity of site utilisation. The rank positively correlates with the proposed number of levels/floors/storeys of development on the site, which in turn drives up the value of the land and the possible development profit.

In the case of the Western Downs, this ranking, which elevates scenarios with the highest number of new dwellings, also accords with the broader economic/social imperative of alleviating pressure on the local housing market.

This Report also confirms that Council can increase its overall financial return by also acting as a developer, either solely or as part of a Joint Venture (JV) with a private developer. For example, Council's estimated range of financial returns associated with selling this block for a mixed-use development is between \$2.2 million and \$3.3 million. This is much less than the range of estimated financial returns for entering a JV to develop the site (\$3.58 million to \$6.06 million).

There are material risks to any local government acting as a developer – be they commercial, financial, or reputational. However, the risk of incapability is perhaps the most pertinent. So, while the expected/estimated financial returns will necessarily be higher when acting as a developer (either solely or as JV), decision-makers must also consider the overall risk profile, which might include circumstances of much lower returns (or even losses).

At a very basic level, because local governments often lack the experience and expertise of private sector developers, they are unlikely to realise the same profit as that of a private developer. This has been accounted for in this analysis by a 30% reduction in project profit where Council acts as the sole developer.

For these reasons, if Council is considering acting as a developer, Delos Delta suggests a JV is given priority consideration unless there are clear and compelling reasons to act otherwise. Analysis in this Report is based

on a 50:50 JV, but Council may wish to increase or reduce their stake depending on strategic priorities and risk appetite (noting of course that these stakes are ultimately subject to negotiation).

The value of a JV goes beyond the possible financial benefits, also enhancing Council's ability and obligation to direct and shape the development. This is particularly important given Council's current focus on catalysing new types of developments – medium and higher density residential and mixed-use development – in the Dalby CBD. Leading by example is often the most effective way to promote such an evolution.

While this Report assesses and ranks the most obvious land-use scenarios and development options, it invites further investigation of more complex land-use scenarios which address the full breadth of Council's development objectives (once identified and confirmed). For example, further investigation might include assessing mixed-used developments which combine residential, commercial, and public recreation facilities, or JVs which might support the development of this site (as residential/commercial mixed use) alongside the parallel development of a new community recreation facility on another site.

Finally, as stated above, this Report does not represent a detailed or comprehensive assessment of likely financial impacts and development models, instead providing an indication of general financial magnitudes and relativities to inform early strategic planning stages. Council may wish to advance this work in collaboration with a suitable commercial/development advisor as part of the forthcoming phases of planning and business case preparation.

Scenario 1: Detached Housing



Key elements and assumptions of Scenario 1 include:

- ▶ 30% site allocation for setbacks, roads, etc.
- ▶ 22 three-bedroom houses – compact houses (145m²) on compact blocks (average of 290m²)
- ▶ Construction costs of \$1,500 per square meter, which estimate the average costs for single project home up to 250m² (medium standard, brick veneer, with normal site costs for a flat site)
- ▶ Sales range: \$365,000 - \$400,000
- ▶ Total development costs accounting for land, construction, infrastructure, compliance, government charges, sales and marketing, and other costs (per general relativities in Australia)

Indicative financial impacts of Scenario 1 for Council, across three basic development options, are noted below.

TABLE 1. SCENARIO 1 – FINANCIAL IMPACTS

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$1.0m	\$1.5m	-	-	\$1.0m	\$1.5m
50:50 Joint Venture	\$1.0m	\$1.5m	\$0.27m	\$0.54m	\$1.27m	\$2.04m
Council as Developer	\$1.0m	\$1.5m	\$0.38m	\$0.77m	\$1.38m	\$2.27m

A brief qualitative assessment of the pros and cons of Scenario 1 is presented in the table below, considering economic, financial, community and risk dimensions.

TABLE 2. SCENARIO 1 – PROS AND CONS

Scenario 1 Pros	Scenario 1 Cons
<ul style="list-style-type: none"> ▶ Contributes 22 extra dwellings in tight housing market ▶ Positive impact on local jobs during construction ▶ Consistent with local market orientation towards detached dwellings ▶ Medium stream of rates revenue for Council ▶ Relatively low risk 	<ul style="list-style-type: none"> ▶ Does not achieve the highest financial return on the site ▶ No retail/commercial dimensions ▶ Less construction activity (and jobs) compared to other scenarios ▶ Detached houses not the most obvious intent/vision for a Major Centre Zone (especially over the long-term) ▶ Design/construction challenges of high site utilisation – very limited space for public space/amenity ▶ Sales risk (price and timing)

Scenario 2: Townhouses



Key elements and assumptions of Scenario 2 include:

- ▶ 30% site allocation for setbacks, roads, etc.
- ▶ 45 two-storey, three-bedroom townhouses
- ▶ Average dwelling size of 120m² and average block size of 142m²
- ▶ Construction costs of \$1,858 per square meter, taking the average cost for a two-storey townhouse (medium standard)
- ▶ Sales range: \$340,000 to \$375,000
- ▶ Total development costs accounting for land, construction, infrastructure, compliance, government charges, sales and marketing, and other costs (per general relativities in Australia)

Indicative financial impacts of Scenario 2 for Council, across three basic development options, are noted below.

TABLE 3. SCENARIO 2 – FINANCIAL IMPACTS

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$1.4 m	\$2.1 m	-	-	\$1.4 m	\$2.1 m
50:50 Joint Venture	\$1.4 m	\$2.1 m	\$0.53 m	\$1.06 m	\$1.93 m	\$3.16 m
Council as Developer	\$1.4 m	\$2.1 m	\$0.74 m	\$1.48 m	\$2.14 m	\$3.58 m

A brief qualitative assessment of the pros and cons of this scenario is presented in the table below, considering economic, financial, community and risk dimensions.

TABLE 4. SCENARIO 2 – PROS AND CONS

Scenario 2 Pros	Scenario 2 Cons
<ul style="list-style-type: none"> ▶ Contributes 45 extra dwellings in tight housing market ▶ High financial returns (although not the highest) ▶ Positive impact on local jobs during construction ▶ Good alignment with intent/vision for Major Centre Zoning ▶ Ability to phase development ▶ Adds to local housing diversity ▶ Medium stream of rates revenue for Council ▶ Relatively low/moderate risk 	<ul style="list-style-type: none"> ▶ Ability of local market to absorb 45 new townhouses ▶ No retail/commercial dimensions ▶ Design/construction challenges of high site utilisation – very limited space for public space/amenity ▶ Sales risk (price and timing)

Scenario 3: Apartments



Key elements and assumptions of Scenario 3 include:

- ▶ 30% site allocation for setbacks, roads, etc.
- ▶ 108 apartments (mostly two bedroom and three bedroom)
- ▶ Three three-level apartment blocks, with twelve apartments on each level (i.e., ground floor, first floor, and second floor) and an average apartment size of 90m²
- ▶ Construction costs of \$2,275 per square metre (medium standard, no lifts)
- ▶ Sales range: \$300,000 to \$345,000
- ▶ Total development costs accounting for land, construction, infrastructure, compliance, government charges, sales and marketing, and other costs (per general relativities in Australia)

Indicative financial impacts of Scenario 3 for Council, across three basic development options, are noted below.

TABLE 5. SCENARIO 3 – FINANCIAL IMPACTS

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$2.1m	\$3.15m	-	-	\$2.1m	\$3.15m
50:50 Joint Venture	\$2.1m	\$3.15m	\$1.2m	\$2.4m	\$3.3m	\$5.55m
Council as Developer	\$2.1m	\$3.15m	\$1.68m	\$3.36m	\$3.78m	\$6.51m

A brief qualitative assessment of the pros and cons of this scenario is presented below, considering economic, financial, community and risk dimensions.

TABLE 6. SCENARIO 3 – PROS AND CONS

Scenario 3 Pros	Scenario 3 Cons
<ul style="list-style-type: none"> ▶ Contributes 108 extra dwellings in tight housing market ▶ Very high financial returns (although not the highest) ▶ Large positive impact on local jobs during construction ▶ Good alignment with intent for Major Centre Zoning ▶ Demonstration of Dalby CBD Development Investment Prospectus ▶ Residual space on site to include public space/amenity ▶ Adds to local housing diversity ▶ Large stream of rates revenue for Council ▶ Ability to phase development over time 	<ul style="list-style-type: none"> ▶ Ability of local market to absorb 108 new apartments ▶ High investment costs and financial exposure ▶ Change in general development type for Dalby, and possible negative community sentiment ▶ No retail/commercial dimensions ▶ Sales risk (price and timing) ▶ Overall, moderate to higher risk profile

Scenario 4: Mixed Use – Apartments + Commercial



Key elements and assumptions of Scenario 4 include:

- ▶ Same as Scenario 3, except the three apartment blocks are increased from three to four levels, with the ground level allocated to commercial activity (retail, offices, hospitality)
- ▶ 15 commercial spaces (5 per apartment block) with an average size of 193 square metres
- ▶ Sales range: \$250,000 to \$295,000
- ▶ Construction costs of \$1,325 per square metre (suburban specialty shops, no fit out)

Indicative financial impacts of Scenario 4 for Council, across three basic development options, are noted below.

TABLE 7. SCENARIO 4 – FINANCIAL IMPACTS

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$2.2m	\$3.3m	-	-	\$2.2m	\$3.3m
50:50 Joint Venture	\$2.2m	\$3.3m	\$1.38m	\$2.76m	\$3.58m	\$6.06m
Council as Developer	\$2.2m	\$3.3m	\$1.93m	\$3.86m	\$4.13m	\$7.16m

A brief qualitative assessment of the pros and cons of Scenario 4 is presented in the table below, considering economic, financial, community and risk dimensions.

TABLE 8. SCENARIO 4 – PROS AND CONS

Scenario 4 Pros	Scenario 4 Cons
<ul style="list-style-type: none"> ▶ Contributes 108 extra dwellings in tight housing market ▶ Highest financial returns of all scenarios ▶ Highest positive impact on local jobs ▶ Good alignment with intent/vision for Major Centre Zoning ▶ Strong demonstration of Dalby CBD Development Investment Prospectus ▶ Residual space on site to include public space/amenity ▶ Commercial and community synergies of col-located residential, commercial, and public space ▶ Adds to local housing diversity ▶ Large stream of rates revenue for Council ▶ Ability to phase development over time 	<ul style="list-style-type: none"> ▶ Ability of local market to absorb 108 new apartments ▶ High investment costs and financial exposure ▶ Change in general development type for Dalby, and possible negative community sentiment ▶ No retail/commercial dimensions ▶ Sales risk (price and timing) ▶ Overall, moderate to higher risk profile

Scenario 5: Commercial (Large Format Retail)



Key elements and assumptions of Scenario 5 include:

- ▶ 30% site allocation for setbacks, roads, etc.
- ▶ Single building, single level, with floor area of approximately 4,800 square metres
- ▶ Construction costs of \$1,500 per square metre (suburban speciality shops, AC, no fit out)
- ▶ 10 storeys with an average floor area of 480m² (but easy to reconfigure up or down)
- ▶ Sales range: \$900,000 to \$1.1million
- ▶ Total development costs accounting for land, construction, infrastructure, compliance, government charges, sales and marketing, and other costs (per general relativities in Australia)

Indicative financial impacts of Scenario 5 for Council, across three basic development options, are noted below.

TABLE 9. SCENARIO 5 – FINANCIAL IMPACTS

	Land Component Estimate		Development Profit Share Estimate		Total	
	Low	High	Low	High	Low	High
Land Sale	\$0.9m	\$1.35m	-	-	\$0.9m	\$1.35m
50:50 Joint Venture	\$0.9m	\$1.35m	\$0.25m	\$0.5m	\$1.15m	\$1.85m
Council as Developer	\$0.9m	\$1.35m	\$0.35m	\$0.7m	\$1.25m	\$2.05m

A brief qualitative assessment of the pros and cons of Scenario 5 is presented below, considering economic, financial, community and risk dimensions.

TABLE 10. SCENARIO 5 – PROS AND CONS

Scenario 5 Pros	Scenario 5 Cons
<ul style="list-style-type: none"> ▶ Opportunity to attract big retail names to Dalby ▶ Familiar type of development for the region ▶ Reasonable alignment with intent/vision for Major Centre Zoning ▶ Job creation during construction, and ongoing operation of the stores ▶ Medium to large stream of rates revenue for Council 	<ul style="list-style-type: none"> ▶ Does not address current housing priority (availability and affordability) ▶ Low site utilisation, leading to the lowest estimated financial returns ▶ Does not demonstrate the Dalby CBD Development Investment Prospectus ▶ Generally lower ability to integrate public space/amenity into this type of development ▶ Sales risk (price and timing) ▶ Overall, high risk profile

Scenario 6: Community Recreation Facility



More so than the other scenarios, Scenario 6 is truly indicative as it does not respond to a specified need for a particular community facility (e.g., a public pool, a tennis centre, mountain biking track, etc.). Rather, Scenario 6 is based on a representative community recreation facility, being a multi-purpose sports hall, which demonstrates that such facilities are unlikely to generate a positive financial return for Council.

If a new community recreation facility is a high priority for Council, it may be sensible to:

- ▶ Investigate options for 107 Drayton Street that combine residential/commercial development and a modest recreation facility on the same site; or
- ▶ Earmark funds from the commercial development of 107 Drayton Street to develop a new community recreation facility at another special purpose site

Key elements and assumptions of Scenario 6 include:

- ▶ 30% site allocation for setbacks, roads, etc.
- ▶ Medium multi-purpose sports hall – basketball, indoor football, indoor hockey, etc.
- ▶ Floor area of 1,475m²
- ▶ Construction costs of approximately \$2,500 per square metre
- ▶ Total costs in the table below only include construction (noting that this is the only financially negative scenario, so a full costing only makes the scenario more negative, and does not change the ranking)

Indicative financial impacts of Scenario 6 for Council are presented below, noting that Scenario 6 is only feasible with Council as the developer and owner of the facility.

TABLE 11. SCENARIO 6 – FINANCIAL IMPACTS

	Land Component Estimate		Construction Cost Estimate		Total Cost	
	Low	High	Low	High	Low	High
Council as Developer and Owner	-	-	-\$2.7m	-\$4.6m	-\$2.7m	\$4.6m

A summary of pros and cons for Scenario 6 are noted in the table below.

TABLE 12. SCENARIO 6 – PROS AND CONS

Scenario 6 Pros	Scenario 6 Cons
<ul style="list-style-type: none">▶ Investment in a new community facility with an ongoing stream of community and economic benefits▶ Creates local jobs during construction, and during operation▶ Plenty of residual land area for additional public space / amenity▶ WDRC retains land ownership for sale or alternative use in the future	<ul style="list-style-type: none">▶ Low intensity site utilisation▶ Worst financial outcomes for WDRC▶ Council forgoes revenue from land sales, development profit, and rates (per other scenarios)▶ Ongoing cost to WDRC to operate and maintain facility▶ Low alignment with intent/vision for Major Centre Zoning▶ Low alignment with Dalby CBD Development Investment Prospectus

Appendix – Indicative Development Cost Tables



The tables in this appendix present the estimated development costs for each land-use scenario.

Per caveats in the body of this Report, these tables should not be used to forecast or budget exact financial implications, but rather should be used to indicate the general magnitude and relativities of development costs for the various land-use scenarios.

The following costs tables are all based on the JV development option/model. Per notes in the body of this Report, estimated development costs would be materially higher where Council acted as sole developer (to the extent that Council does not have the experience or expertise of the private sector).

The estimation methodology is based around construction costs, which is the main cost component and can be easily calculated (once a development size/type and cost per square metre is agreed). Additional costs (except for land) can then be estimated based on general industry benchmarks (relative to construction costs).

Land is treated as a residual, whereby the value of land is subject to other development costs and the ability to achieve a market rate of return. As such, the estimated cost of land differs for each land-use scenario. The value of the land (and thus the willingness to pay for land) depends on the land-use, with the value of land increasing as the site-utilisation intensity increases.

Finally, these indicative development costs should be understood as the mid-point of a larger range of possible development costs, noting the significant uncertainty about these scenarios at this early stage of consideration.

Scenario 1: Detached Housing

Cost Component	Estimated Costs
Land	\$1,000,000
Construction	\$4,790,000
Infrastructure, Compliance, Government Charges	\$1,440,000
Sales and Marketing	\$310,000
Other	\$400,000
Total Costs	\$7,940,000

Scenario 2: Townhouses

Cost Component	Estimated Costs
Land	\$1,400,000
Construction	\$10,040,000
Infrastructure, Compliance, Government Charges	\$2,510,000
Sales and Marketing	\$650,000
Other	\$540,000
Total Costs	\$15,140,000

Scenario 3: Apartments

Cost Component	Estimated Costs
Land	\$2,100,000
Construction	\$24,320,000
Infrastructure, Compliance, Government Charges	\$4,380,000
Sales and Marketing	\$1,340,000
Other	\$1,100,000
Total Costs	\$33,240,000

Scenario 4: Mixed Use – Apartments + Commercial

Cost Component	Estimated Costs
Land	\$2,200,000
Construction	\$28,160,000
Infrastructure, Compliance, Government Charges	\$4,360,000
Sales and Marketing	\$1,270,000
Other	\$1,180,000
Total Costs	\$37,170,000

Scenario 5: Commercial (Large Format Retail)

Cost Component	Estimated Costs
Land	\$900,000
Construction	\$7,180,000
Infrastructure, Compliance, Government Charges	\$720,000
Sales and Marketing	\$280,000
Other	\$250,000
Total Costs	\$9,330,000

Scenario 6: Community Recreation Facility

Cost Component	Estimated Costs
Construction	\$3,600,000

NB: other costs not estimated per discussion in Report

Title	Executive Services Report - Leases P and JD Chinchilla Aerodrome - Surrender and Execution of Leases
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Date	5 February 2024
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Responsible Manager	S. Thompson, GENERAL COUNSEL
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Summary

The purpose of this report is to seek Council direction regarding the request from Western Downs Civil Pty Ltd to surrender a lease (known as "Lease P") and enter in a new lease (known as "Lease JD") at the Chinchilla Aerodrome.

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 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 that Council resolve to:

1. Accept Western Downs Civil Pty Ltd.'s request to surrender Lease P on Survey Plan 295975, located within lot 185 CP LY920 at the Chinchilla Aerodrome; and
2. Accept Western Downs Civil Pty Ltd.'s request to enter into a lease for Lease JD on the attached Sketch Plan, located within lot 185 CP LY920 at the Chinchilla Aerodrome; and
3. Authorise the Chief Executive Officer to sign all necessary documents to affect the surrender of Lease P and the negotiations and execution of Lease JD, located within lot 185 CP LY920 at the Chinchilla Aerodrome.

Background Information

Western Downs Civil Pty Ltd contacted Council in January 2023 regarding leasing costs and terms at the Chinchilla Aerodrome with the intention to build a hangar.

After negotiations and valuations, at the November 2023 Ordinary Council Meeting Council resolved to approve the offer of a lease to Western Downs Civil Pty Ltd for Lease P on Survey Plan 295975 located within Lot 185 CP LY920 ("Lease P") at the Chinchilla Aerodrome.

Report

Western Downs Civil Pty Ltd contacted Council on 8 January 2024 seeking to terminate Lease P and enter into Lease JD, as it had become available and already had an existing hangar which was for sale by the owner.

Western Downs Civil Pty Ltd had received an offer to purchase the pre-existing privately owned building at the aerodrome (see **Attachment 1 - Aerial View - Privately Owned Building**) and has subsequently requested to enter into a new Lease over the site with the existing building.

Should Council approve to terminate Lease P, it is surrendered only on the condition that Lease JD be executed in replacement, as per the Lessee's request.

Legal Services has commenced the process of obtaining a Survey Plan of the site known as Lease JD, as it had not been formally surveyed or leased (see **Attachment 2 - Sketch Plan for Lease JD**).

Once the site is formally surveyed and registered as a survey plan, Lease JD will be noted on the new survey plan.

The Lessee has provided an executed Lease JD as his formal offer to lease the site known as Lease JD (see **Attachment 3 - Executed Lease JD**) subject to Council approval.

A lease is considered a disposal of a non-current asset and requires the disposal to be equal to or more than market value as per the *Local Government Regulation 2012* (Qld) s236(3). A Market Rental Assessment by Fraser Valuers (dated 15 August 2023) stated that the rental price should be \$2.08/m². As the size of the site is 642m², the proposed rental amount is \$1,335.36/annum (plus GST).

There has been no previous Lease over the Lease JD site, and no works have been conducted on the Lease P site.

The new Lease JD will be of similar terms to that of Lease P, noting the following key points:

- | | |
|----------------------------|--------------------------------------|
| 1. Term: | Thirty (30) years |
| 2. Option: | Not applicable |
| 3. Rent: | \$1,335.36 per annum (GST exclusive) |
| 4. CPI Adjustment: | Yearly review |
| 5. Market Review | at each 5 year period |
| 6. Rates and Other Charges | Paid by the Lessee |

Consultation (Internal/External)

Facilities Maintenance and Aerodromes had no objection to the surrender of Lease P and entering into Lease JD with Western Downs Civil.

Legal/Policy Implications (Justification if applicable)

The *Local Government Regulation 2012* (Qld) ("LGR") section 224(7)(a) classifies land as a valuable non-current asset.

Leases are considered a disposal of a valuable non-current asset (land) under section 224(6) of the LGR. In order to dispose of land other than by following the set tendering/auction process under LGR sections 227 and 228, an exception under section 236 will need to apply to the disposal.

The exception noted in section 236(1)(c)(vii) applies and provides an exception to the application of section 227 because this disposal is of an interest in land that is used as an airport, and it is in the public interest to dispose of the interest in land without a tender or auction, and the disposal is otherwise in accordance with sound

contracting principles. Accordingly, the disposal is not to be by tender or auction as the exception for land at an airport applies.

The disposal of an asset under section 236(3) of the LGR requires the disposal to be equal to or greater than market value.

Council may accept the surrender of Lease P and offer a new lease agreement to Western Downs Civil Pty Ltd for Lease JD at a rental equal to, or greater than, market value.

Budget/Financial Implications

A minimal increase in rent will be achieved.

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 accepts the request from Western Down Civil Pty Ltd to surrender Lease P and enter into Lease JD, as it will establish a new rent payer at the aerodrome, who will be able to commence business operations earlier due to moving into an established hangar.

Attachments

1. Attachment 1 - Aerial View - Privately Owned Building
2. Attachment 2 - Sketch Plan for "Lease JD"
3. Attachment 3 - Executed Lease JD

Authored by: Scott Thompson, GENERAL COUNSEL



AERODROME ROAD

270°19'

1325.79 N.T.S.

2

RP206385

LEASE JD

Lease Q
SP295975

Lease P
SP295975

Lease O
SP261624

185
LY920

See DIAGRAM

Lease AB
SP289645

Lease AA
SP289645

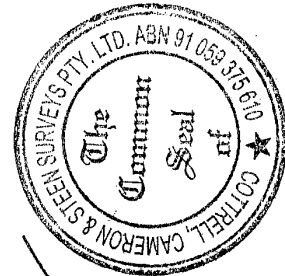
NOTES

1. No Marks were placed at any lease corners unless noted.
2. All areas hereon are in square meters and calculated using G.P.C.A. specifications for Gross Lettable Area (G.L.A.)
3. Original Boundary Information compiled from SP261624, SP295975, SP289645 and LY875 in the Department of Natural Resources and Mines

Scale 1:4000 - Lengths are in Metres.



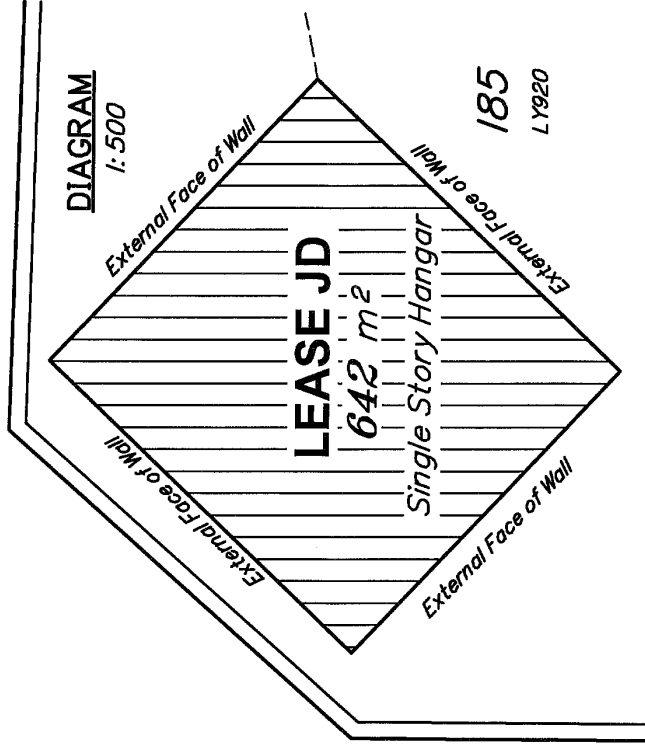
COTTRELL CAMERON & STEEN SURVEYS PTY LTD,
A.B.N. 91 059 375 610, Cadastral Surveyors,
certify that the details shown on this sketch plan
are correct



[Signature]
Director

2/11/2017
Date

736.64 To Lease
258°46'30"



PLAN FOR LEASE PURPOSES OF

Lease JD being the whole of an
Aeroplane Hangar situated on Lot 185
on LY920
Locality of Chinchilla
Title Reference : 49023022



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Cad File: 10198-12-SK1 Scale: 1:4000 (A4)
Drawing No. 10199-12-SK1
Drawn: DN Date: 1.11.2017 Datum: LY875
Chkd: DN Date: 1.11.2017 Issued: 1.11.2017
Sheet 1 of 1
A

Dealing Number



OFFICE USE ONLY

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1. Lessor	Lodger (Name, address, E-mail & phone number)	Lodger Code
WESTERN DOWNS REGIONAL COUNCIL	WESTERN DOWNS REGIONAL COUNCIL PO Box 551 DALBY QLD 4405 info@wdrc.qld.gov.au(07) 4679 4000	BE3187

2. Lot on Plan Description	Title Reference
Lot 185 ON CROWN PLAN LY920	49023022

3. Lessee	Given names	Surname/Company name and number	(include tenancy if more than one)
		Western Downs Civil Pty Ltd A.B.N. 35 162 575 028	

4. Interest being leased
RESERVE

5. Description of premises being leased
LEASE JD on SP WITHIN LOT 185 ON CROWN PLAN LY920

6. Term of lease	7. Rental/Consideration
Commencement date/event: 1 / 3 / 2024 Expiry date: 28 / 2 / 2054 and/or Event: #Options: Nil #Insert nil if no option or insert option period (e.g. 3 years or 2 x 3 years)	As set out in the Schedule.

8. Grant/Execution

The Lessor leases the premises described in item 5 to the Lessee for the term stated in item 6 subject to the covenants and conditions contained in the attached schedule.

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

Executed for and on behalf of Western Downs Regional Council by its duly authorised officer

signature

full name

Jodie Kaye Taylor

qualification

/ /

Chief Executive Officer

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 e.g. Legal Practitioner, JP, C Dec)

Execution Date

Lessor's Signature

9. Acceptance

The Lessee accepts the lease and acknowledges the amount payable or other considerations for the lease.

signature

full name

qualification

31 / 01 / 2024

Execution Date

Lessee's Signature

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 e.g. Legal Practitioner, JP, C Dec)

TANIA LOUISE THORNTON

	<i>Dealing Number</i>	
--	-----------------------	--

Title Reference 49023022

This is the Schedule referred to in Lease JD on SP dated the day of 2023

THE LESSEE HEREBY COVENANTS WITH THE LESSOR AS FOLLOWS:

1 Interpretation

1.1 Definitions

In this Lease, unless the context or subject matter otherwise indicates or requires:

Act means the *Land Act 1994* (Qld), as amended from time to time and if that Act is repealed, any Act which replaces that Act.

Actions includes litigation, suits, demands, claims and proceedings.

Aerodrome means the whole of the Land of which the Premises forms part, together with all improvements on and to the Land and fixtures on and in it.

Airport means the same as Aerodrome.

Assign includes to transfer, to mortgage, to sublet, to set over and to grant a licence to occupy the Premises.

Awnings include blinds, buntings, shade sails and other like fixtures, fittings and apparatus.

Authority includes:

- (a) a governmental, semi-governmental, or statutory authority;
- (b) a non-governmental or non-statutory authority;
- (c) the Council; and
- (d) another local government.

Bank Guarantee means an irrevocable undertaking by a bank approved by the Lessor to pay the Security Amount to the Lessor upon demand, without recourse to the Lessee, and containing such terms as the Lessor acting reasonably may think fit.

Building means the building or buildings which (at the commencement of the Lease or subsequently) includes, constitutes or forms part of the Premises.

Chief Executive Officer means the Chief Executive Officer for the time being of the Council or any person acting in that capacity.

Commencement Date means the commencement date described in **Item 6** of the Form 7 to which this Schedule is attached.

Common Areas means those areas (if any) which form part of the Aerodrome but are not specifically subject or subjectable to lease by the Lessor and includes carpark, landscaped areas, buildings and appurtenances located in or on those areas.

Contamination has the same meaning as that contained in the *Environmental Protection Act 1994* (Qld).

Council means the Western Downs Regional Council or its statutory successors in its role as the relevant local government and not as Lessor. The term also means any person or persons to whom the Council by resolution or by local law has delegated any of its functions.

End of the Term means the Expiry Date or any earlier date on which the Lease is terminated, cancelled or forfeited.

Expiry Date means:

- (a) the Expiry Date described in **Item 6** of the Form 7 to which this Schedule is attached; or
- (b) the expiry date of a renewed or extended term; or
- (c) the last day of a holding over period,

whichever last occurs.

Title Reference 49023022

General Manager means an officer of the Council for the time being performing the duties of General Manager.

Improvements means all buildings, infrastructure, improvements, structures, fixtures and fittings on and attached to the Premises, whether or not they existed at the Commencement Date, and includes without limitation windows, doors, plate glass, internal and external fastenings, partitions, lights (including field lighting), electrical fittings, electrical wiring, water fixtures, water pipes, plumbing fittings, conveniences, gas pipes, signs, awnings, air-conditioning, water bores, fencing, car parks, roads and mechanical apparatus, and includes any alterations or repairs to any of them.

Key Performance Indicators means the performance criteria listed in **Item 16** of the Schedule of Items.

Land means the land described in **Item 2** of the Form 7 to which this Schedule is attached.

Lease means this document (including the Form 7, any schedule, plans, appendices, forms and annexures) and any other document for a lease by the Lessor to the Lessee of the Premises for the Term.

Lease Year means each year of the lease of the Premises, the first of which commences on the Commencement Date.

Lessee includes, in the case of a natural person or persons, each of their respective executors, administrators and permitted assigns and in the case of a corporation, its successors and permitted assigns and, where the context permits or requires, includes a Visitor.

Lessee's Covenants means the covenants, agreements, conditions and restrictions which are expressed or implied in this Lease and are to be Observed by the Lessee, whether of a positive or a negative character.

Lessor means the Council in its capacity as Lessor as well as its statutory successors and its assigns.

Lessor's Agents includes the Lessor's officers, agents, workmen, employees and contractors, and other persons authorised by it either generally or for a specific purpose.

Lessor's Property means all Improvements, plant and equipment and includes, without limitation fittings, furniture, furnishings and other property the Landlord provides in the Premises.

Loss means any loss (including loss of profit and loss of expected profit), Action, liability, summons, damage, death, personal injury, judgment, injunction, order, decree, cost, charge, expense, outgoing, payment, diminution in value or deficiency of any kind or character which a party pays, suffers or incurs or is liable for including:

- (a) taxation liabilities;
- (b) interest and other amounts payable to third parties;
- (c) legal (on a full indemnity basis) and other expenses reasonably incurred in connection with investigating or defending any Action, whether or not resulting in any liability;
- (d) amounts paid in settlement of any Action; and
- (e) consequential loss and damage (irrespective of its nature or occurrence).

Market Review means the Rent that would be paid for the land by a willing but not anxious lessee to a willing but not anxious lessor if the Land were unused, ready to be fitted for use, and were offered for the leased use:

- (a) on a free and open market;
- (b) for a lease term of 5 years;
 - i. beginning on the first day of the 6th year of the Term (and the first day every 5 years after);
- (c) otherwise upon the terms of this lease;
- (d) by reference to the usage or occupation fees paid for sites comparable to the land within the Lessor's local government area;
- (e) excluding from consideration the effect of dilapidation or noxious condition of the Land if that condition results from the Lessee default under this agreement, as determined by a Registered Valuer.

Minister means the Minister administering the Act.

Neighbours include other lessees of the Lessor, other occupants of the Aerodrome or Building, and the owners, residents and occupiers of neighbouring or adjoining premises or lands.

Title Reference 49023022

Observe in relation to the Lessee's Covenants, or other covenants, requirements or provisions, includes to conform with, to perform, to fulfil, and to keep.

Permitted Use means the use specified in **Item 8** of the Schedule of Items.

Premises means the premises described in **Item 5** of the Form 7 to which this Schedule is attached, together with all Improvements, and where the context permits or requires includes a part of them, or a part of them in the name of the whole and the Lessor's Property.

Rent includes:

- (a) the annual rent as set out in **clause 2**; and
- (b) the outgoings as described in **clause 3**.

Schedule of Items means the list of items forming part of this Lease.

Security Amount means the amount specified in **Item 17**.

Signs includes hoardings, advertisements, sponsorship signage and scoreboards.

Statute includes rules, regulations, ordinances, proclamations, local laws, orders in council and notifications.

Term means the period from the Commencement Date to the End of the Term.

Trustee for the purposes of this lease means the Western Downs Regional Council who has been appointed in accordance with the *Land Act 1994* (Qld), or another Statute, as trustee of the leased land described herein.

Valuer means a Valuer independent of the parties:

- (a) who possesses the formal qualifications appropriate to enable them to properly determine the Market Review rental fee of the Land;
- (b) who has been engaged continuously (though not necessarily exclusively), during the 5 years immediately preceding their appointment under this agreement, in the valuation for leased usage of premises similar to the site in south western Queensland; and
- (c) who is appointed:
 - (i) by the parties; or
 - (ii) failing agreement by the parties upon who to appoint, by the President of the API, at the instance of either party,

to determine the Market Review rental fee of the Land.

Visitor includes an invitee, sub-licensee, tenant, customer, client, trespasser, employee and participant in or spectator of a game or sporting activity who may at any time be in or upon the Premises or the Aerodrome.

1.2 Gender

Words importing any gender shall include any other gender and shall also be construed as having reference to any trustees, corporations or natural persons.

1.3 Singular number

The singular number shall include the plural number and vice versa.

1.4 Joint and several liability

Where two or more persons are lessees (whether as Lessors or not) the terms, covenants conditions, provisos, stipulations and restrictions contained in this Lease shall bind each of them jointly and severally.

1.5 Severability

If any term, covenant or condition contained in this Lease is or becomes illegal or unenforceable, this Lease shall be construed as if such term, covenant or condition had been severed and the remaining part or parts of this Lease shall remain in full force or effect.

1.6 Headings

Headings have been inserted for convenience only and shall not be construed as part of this Lease.

Title Reference 49023022

1.7 Obligation, agreement or covenant

An obligation, agreement or covenant not to do or omit a thing includes an obligation, agreement or covenant not to procure, cause, permit or suffer it to be done or omitted.

1.8 Lessee

If the Lessee is a trustee it is bound in its capacity as a trustee and personally.

1.9 Cognates

Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

1.10 Indemnity

An obligation to indemnify a person includes an obligation to keep the person indemnified. For example, the obligation continues even though the Lease has terminated.

1.11 Statutory authority

If a statutory authority or another body has ceased to exist, or its functions have been transferred to another authority or body, a reference to it is a reference to the authority or body which replaces it or to which its functions have been transferred.

1.12 Duration of covenants

The Lessee's Covenants apply during the whole of the Term and, unless the contrary is expressed or implied, at all times and from time to time during the Term.

1.13 Effect of termination

Despite the End of the Term, any undischarged obligations accrued during the Term remain in full force and effect.

1.14 Inclusions and examples

An inclusive definition, or an example or particularisation of a provision, does not limit, but may extend, that definition or provision.

1.15 Statutes

References to a Statute (by name or otherwise) includes a reference to any Statute amending, consolidating or replacing it.

1.16 Property Law Act 1974 (Qld)

If there is any inconsistency between the provisions of this Lease and those implied by or contained in the *Property Law Act 1974 (Qld)* then to the extent that they may be lawfully applied the provisions of this Lease prevail over those implied by or contained in the *Property Law Act 1974 (Qld)*. Where there is no inconsistency, and the covenants implied by or contained in the *Property Law Act 1974 (Qld)* have not been excluded or modified, they apply and form part of this Lease.

1.17 Item references

A reference to a numbered item is a reference to that item in the Schedule of Items.

2 Rent

2.1 Payment of Rent

The Lessee must pay rent to the Lessor in the amount set out in **Item 1** for the number of Lease Years set out in **Item 2**. The rent must be payable in advance, with the first payment being made (if it has not already been paid) on the signing of this Lease by the Lessee and afterwards at the beginning of each interval as set out in **Item 4**.

2.2 Rent for balance of the Term

The rent for the balance of the Term must be determined in accordance with the formula set out in **Item 5** and must be payable in advance at the commencement of each interval specified in **Item 6**.

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2.3 Method of payment

The rent including any increased rent, additional rent and other charges mentioned in **clause 3** and elsewhere in this Lease must be paid to whom and where the Lessor from time to time directs and if no stipulation is made then to the Lessor at its administration building wheresoever it is from time to time situated.

3 Charges against the Lessee

3.1 Rates, water, sewerage, etc

The leased area may be valued separately by the Department of Resources (DoR) and a Rates Notice may be issued to the Lessee by the Council for general rates, and any applicable service charges, e.g. water, sewerage and/or waste charges and a State Emergency Management Levy whether such rates, charges or rentals have been levied retrospectively or otherwise.

3.2 Trade waste

- (a) If the Premises have a cleansing or trade waste service (including grease trap), whether provided by the Council or otherwise, then the Lessee must pay for all costs associated with that service.
- (b) If the Premises require a separate or additional cleansing or trade waste service, whether provided by the Council or otherwise, then the Lessee must pay all installation costs associated with that service.

3.3 Electricity, telephone, gas, etc

- (a) The Lessee must, in its own name and at its own cost, arrange for an electricity supplier to connect electricity to the Premises, and all other service providers (as applicable to the Lessee) to connect their services to the Premises where direct connection is available; and
- (b) The Lessee must promptly pay the whole of the electricity, telephone, gas and other power charges of whatever nature (whether for fuel, power, heating or lighting or otherwise) in respect of any electrical, gas or other plant, apparatus, equipment or appliances installed in the Premises or associated with them and must pay the rent (if any) on meters installed in connection with the use of such power.

3.4 Air conditioning

Intentionally deleted

3.5 Payment of costs

The Lessee must pay all costs in connection with the preparation and execution of this Lease, including:

- (a) stamping and registering this Lease (if applicable);
- (b) any incidental or associated documents and all counterparts;
- (c) preparing any survey plans or sketch plans required;
- (d) costs payable to any mortgagee whose consent is required to this Lease or to the Council for approval of this Lease as a subdivision; and
- (e) costs incurred by the Lessor in ascertaining or enquiring as to the rental of the Premises.

3.6 Additional costs

The Lessee must pay to the Lessor any costs, charges and expenses (including legal costs on a solicitor and own client basis) incurred by the Lessor:

- (a) in having the Lessee comply with any Lessee's Covenants; or
- (b) in having this Lease determined, or the Lessee evicted, or both, and in recovering possession of the Premises, if the Lessee fails immediately to comply with a notice issued under **clause 12.2** or **clause 12.9**.

3.7 Litigation

If the Lessor is without fault on the Lessor's part made a party to any litigation commenced by or against the Lessee (other than litigation directly between the Lessor and the Lessee) and arising directly or indirectly out of the Lessee's occupancy of the Premises, the Lessee must pay to the Lessor on demand all legal fees and disbursements on a solicitor and own client basis incurred by the Lessor in connection with that litigation.

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3.8 Employees and contractors

The Lessee agrees to pay promptly and in accordance with any contract or industrial award, all employees' wages and contractors' charges (including subcontractors payments if the Lessee is liable for them) incurred in or about the Premises or the operation or any use made of them or any alteration or addition to the improvements.

3.9 Levies and charges

The Lessee further agrees to pay for all levies and other charges charged by any Authority or any supplier of goods or services and owing in respect of any function held at, or use made of, the Premises, including liquor licence fees.

3.10 Prompt payment

All money the payment of which is required by or referred to in this **clause 3** must be paid promptly to the person, company or body entitled to payment at his or its normal place of business, and immediately upon it falling due or upon demand being made by the Lessor, the Council, or the other party entitled to payment.

3.11 Indemnity by Lessee

In respect of all of the charges contained in this **clause 3** the Lessee will indemnify the Lessor so that the Lessor may be saved harmless from any of the charges.

3.12 No formal rate of charge

In respect of the rates and charges mentioned in **clause 3**, the Lessee agrees to pay to the Lessor such amount as the Council from time to time determines notwithstanding that a formal rate of charge has not been struck in respect of the Premises or the Aerodrome as the case may be in accordance with the *Local Government Act 2009*.

4 Lessee's use and conduct of Premises

4.1 Permitted Use

- (a) The Lessee must not without the prior written consent of the Lessor and the Minister use the Premises for any purpose other than the Permitted Use as listed **Item 8** and will at all times give to the Lessor a true and faithful account of the use made of them.
- (b) The lessee of the lease may only use or develop the lease land in accordance with:
 - (i) the terms and conditions of the lease; and
 - (ii) any management plan for the trust land approved under section 48 of the Act.
- (c) The lessee must not do anything that prevents the trust land, of which the lease land is apart, from being used for the purpose for which the trust land was dedicated or granted.
- (d) If the lease land does not adjoin a road, or have another legal access, the lessee may access, and provide services to, the lease land through the trust land:
 - (i) at a place, or on a route, the trustee considers is the most convenient place or route; and
 - (ii) on the conditions decided by the trustee.
- (e) In this section:
 - (i) **develop**, lease land, includes construct improvements on the land.
 - (ii) **services** include a telephone connection, electricity and water.

4.2 No accommodation

Notwithstanding **clause 4.1**, under no circumstances will the Premises be used for sleeping accommodation or living accommodation.

4.3 Nuisance

The Lessee must not carry on any illegal, improper, immoral, noxious or offensive, trade, business, occupation, activity or calling nor will it do, upon the Premises, anything which might be or become a nuisance, annoyance or grievance or cause damage to the Lessor or the Neighbours unless the activity in question is reasonably expected as part of the Lessee's Permitted Use of the Premises.

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4.4 Lessee not to invalidate insurance

- (a) The Lessee must not (except with the prior written consent of the Lessor) do anything which might prejudice or invalidate any insurance on the Premises or which might lead to any increased rate of insurance premium being payable over them or in respect of them.
- (b) The Lessee must not do anything in or about the Premises which might conflict with the laws or regulations relating to health or fires for the time being in force or with the rules of any Authority in relation to the Premises.
- (c) Without prejudice to the rights and remedies of the Lessor by reason of any breach of this **clause 4.4**, the Lessee shall be liable to pay to the Lessor on demand any sum of money which the Lessor pays to any insurance office by way of increased premiums and any other expenses made necessary by breach of this clause.
- (d) The Lessee hereby indemnifies the Lessor against any Losses or damage suffered by the Lessor as a result of any breach of this **clause 4.4**.

4.5 No alteration without consent

- (a) The Lessee must not effect any improvements, alterations or additions to or demolition of to the Premises (including those of a structural nature) ("**alterations**") without the prior written consent of the Lessor under the hand of the General Manager (which consent must not be unreasonably withheld) nor until plans of them have been submitted to and approved in writing by the Council.
- (b) Any alterations effected by the Lessee must be carried out at the Lessee's cost and in a good and workmanlike manner with the best materials available and to the complete satisfaction and subject to the direction of the duly authorised officer appointed by the General Manager.
- (c) Any alterations to the Premises will form part of the Improvements to be maintained by the Lessee under **clause 4.9** and belong to the Lessor absolutely in accordance with **clause 6.3**.

4.6 Insufficient sanitary accommodation

- (a) If the Premises are to be used for a purpose permitted by this Lease as a result of which the sanitary accommodation mentioned in **clause 4.7** is not adequate to handle or accommodate the anticipated number of persons involved whether directly or indirectly in such use, then the Lessee will no less than 30 days prior to such use commencing, so advise the General Manager who may at their discretion either:
 - (i) refuse to approve the use notwithstanding **clause 4.1**; or
 - (ii) require the Lessee to provide to the satisfaction of the General Manager, temporary sanitary accommodation.
- (b) If the use continues notwithstanding the prohibition of the General Manager or if the use continues without the provision of the required temporary sanitary accommodation, then the Lessee is in default under this Lease.
- (c) If the General Manager refuses to approve the use then neither the General Manager nor the Lessor will be liable in any way to the Lessee for any Losses suffered as a result of the refusal.

4.7 Use of apparatus

- (a) The Lessee will not permit the sanitary accommodation or any apparatus used for or associated with the supply or use of water on or to the Premises to be used for any purpose other than that for which it was constructed.
- (b) The Lessee will bear the cost of making good any damage resulting to such sanitary accommodation or apparatus by misuse or neglect by the Lessee, its Visitors, or by any other person.

4.8 Clean and tidy condition

The Lessee must:

- (a) keep the Premises in a clean and tidy condition and free from any accumulation of useless property or rubbish; and
- (b) ensure that the Premises are suitably fenced, having regard to the Permitted Use, to the satisfaction of Council.

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4.9 Maintenance of Premises

The Lessee must at its own cost and expense:

- (a) comply with the obligations listed in the Schedule of Lease Maintenance Obligations in **Annexure C** of this Lease; and
- (b) maintain, preserve and keep all Improvements in good and tenantable repair; and
- (c) at the end of the Term yield them up in good order and condition, fair wear, tear and damage by fire, flood, storm tempest or otherwise by act of God excepted (unless otherwise specified in this Lease).

4.10 Replacement and repair

The Lessee will, at its cost, repair and replace as they become broken, damaged or worn out all broken or faulty light bulbs, switches, electrical fittings, panels, or panes of glass, locks, washers, taps, stop cocks, hot water systems and cisterns.

4.11 Lessee to paint

The Lessee will:

- (a) seek approval from the General Manager for any major painting proposals, primarily for external paint colours; and
- (b) at its cost, paint and treat to the satisfaction of the General Manager and as required, all surfaces of the Premises which are normally treated or painted in good and workmanlike manner with first quality materials at least once in every ten years or as agreed by the General Manager, but not more frequently than once in every three years, during the Term.

4.12 Notification of damage, accident, incident or defect

The Lessee must promptly notify the Lessor in writing of any damage, accident, incident or defect in or to the Improvements or any damage sustained to the Premises resulting from any cause.

4.13 Structural overloading

The Lessee must not bring onto the Premises any plant, equipment, apparatus or stock which either individually or collectively would have a weight which in the Lessor's reasonable opinion could cause damage to the Premises or to the Building or any part of it.

4.14 Holing of Premises

- (a) The Lessee must not make, cut or drill holes in, or damage in any way the walls, floors, or ceilings or other parts of any Building except so far as may be reasonably necessary for the erection of any Signs or Awnings approved of in writing by the Lessor.
- (b) On removal of any Signs or Awnings the Lessee must immediately reinstate and repair any damage caused by their erection or dismantling in a good and workmanlike manner at no cost to the Lessor.

4.15 Erection of Awnings

- (a) The Lessee must not affix or erect any Awnings to the outside of the Premises or on any part of the Common Areas without the prior written consent of the Lessor, such consent not to be unreasonably refused.
- (b) If the Lessor grants consent to the erection of any Awning the Lessee will properly maintain and keep it in good repair and sound structural condition and at all times comply with Council's local laws or other relevant requirements (if any).

4.16 No Signs

- (a) The Lessee must not paint, erect or place any Sign on the outside of the Premises or on any part of the Common Areas without the prior written consent of the Lessor, which consent must not be unreasonably refused in the case of a Sign which directly relates to the Permitted Use of the Premises by the Lessee and complies with the applicable Council local laws or other relevant requirements.
- (b) If the Lessor grants consent to the erection of any Sign the Lessee will properly maintain and keep it in good repair and sound structural condition and at all times comply with Council's local laws or other relevant requirements (if any).

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4.17 Removal and Maintenance of Signs and Awnings

At the end of the Term the Lessee will at the Lessee's own expense remove, clear off or otherwise eradicate any Sign or Awning erected or painted by the Lessee and restore the Premises and the Common Areas to the state and condition in which they were prior to the erection or painting of the Sign or Awning.

4.18 Heating and cooling

The Lessee must not use any method of heating or cooling within the Premises unless it has been first approved in writing by the Lessor.

4.19 Electrical overloading

- (a) The Lessee must not:
 - (i) overload any electrical, mechanical or drainage service to the Premises; or
 - (ii) without the prior written consent of the Lessor, install any electrical equipment, mechanical or plumbing service that overloads the cables, switchboards, pipes or drains servicing the Premises.
- (b) If the Lessor grants consent under **clause 4.19(a)(ii)** then any alterations which are necessary to comply with the requirements of the Lessor or the Lessor's or Lessee's insurance or any Statutes must be effected by the Lessee at the cost of the Lessee.
- (c) Any alterations undertaken by the Lessee must at all times be carried out to the satisfaction of the Lessor.

4.20 No animals

The Lessee will not allow any animals in or about the Premises unless they are:

- (a) assistance animals; or
- (b) brought on to the Premises for the purposes of furthering the education of the Lessee or its Visitors; and
- (c) kept under proper and adequate supervisory control whilst on the Premises.

4.21 No gambling, etc

The Lessee will not conduct on the Premises any betting or games of chance except as approved in writing by the Lessor and then as permitted by law.

4.22 Pests and vermin

The Lessee will at its cost:

- (a) destroy and keep down to the satisfaction of the General Manager all noxious weeds, plants and undergrowth that from time to time grow on the Premises;
- (b) keep the Premises free of rodents, termites, cockroaches and other vermin;
- (c) for any of those purposes referred to in **clauses 4.22(a) or 4.22(b)** at the Lessee's expense treat the Premises with such insecticides or other chemicals as the General Manager requires and so often as they reasonably require; and
- (d) provide a copy of all treatment compliance certificate to Council within 14 days of the treatment being undertaken.

4.23 Inspection by Lessor

The Lessee will permit and allow the Lessor's Agents to enter upon the Premises at all reasonable times to examine them or in connection with their official duties or to exercise any of the powers, rights or remedies conferred on the Lessor by this Lease without being liable to reimburse the Lessee for any inconvenience or Loss howsoever arising which is suffered by the Lessee as a consequence of the entry.

4.24 Lessee to repair and make good

- (a) The Lessee must make good any defects in the Premises or carry out any repairs or alterations or maintenance to the Premises which by this Lease the Lessee is required to do in such time and manner as is provided for in this Lease but in any case upon notice being duly given by the Lessor in that regard.
- (b) If the Lessee does not within 14 days after the issue of a notice referred to in **clause 4.24(a)** commence and proceed diligently with the execution of the repairs or alterations or maintenance and the rectification of the defects mentioned in the notice the Lessor may, in its absolute discretion (but without prejudice to

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any other right which it has), enter upon the Premises and carry out such work to remedy the defect or carry out the repairs or alterations or maintenance it considers necessary and recover the cost of the work immediately from the Lessee.

- (c) When this Lease expires or terminates, the Lessee must:
- (i) deliver the Premises back to the Lessor;
 - (ii) replace any item of the Lessor's Property which the Lessee has broken or damaged and which cannot be repaired;
 - (iii) unless the Lessor requires otherwise, reinstate the Premises, in a manner which complies with all work health and safety legislation, to its original state before any alterations or additions by the Lessee, to the reasonable satisfaction of the Lessor, which includes:
 - (A) reinstating skirting, ceiling tiles, lighting and air conditioning;
 - (B) removing and reinstating all floor, wall and roof penetrations;
 - (C) removing all partitions and internal non-structural walls;
 - (D) removing the Lessee's wiring and cabling within the Premises and where relevant, the Building and making good any damage caused by the removal;
 - (E) removing supplementary air conditioning units in the Premises not owned by the Lessor and associated cabling and pipe work;
 - (F) recarpeting those parts of the Premises which were carpeted when the Lessee or predecessor in title first took possession of the Premises whether under an agreement for lease, this Lease or a prior lease of the Premises with carpet approved by the Lessor acting reasonably;
 - (G) removing all associated fire services;
 - (H) repositioning the sprinkler heads, heat and smoke detectors and EWIS speakers and reinstating fire-stopping to comply with all fire regulations which would apply to the Premises if it were open plan and providing the Lessor with the appropriate statutory certification;
 - (I) filling, sanding and repainting the internal painted surfaces of the Premises with 2 coats of paint approved by the Lessor acting reasonably;
 - (J) reinstating the floor to a smooth level finish including reinstating the floor coating; and
 - (K) reinstating any structural changes made by the Lessee or predecessor in title;
 - (iv) remove the Lessee's property from the Premises.
 - (v) make good any damage to the building arising from the Lessee carrying out its obligations under this **clause 4.24**; and
 - (vi) return all keys or other security or locking devices to the Lessor.
- (d) If the Lessee fails to deliver the Premises to the Lessor in accordance with **clause 4.24(c)**:
- (i) the Lessor may undertake any necessary works; and
 - (ii) the Lessee must pay the Lessor's costs and expenses on a full indemnity basis of doing so.
- (e) If the Lessee fails to remove the Lessee's property in accordance with **clause 4.24(c)**, the Lessor may remove the Lessee's property from the Premises and then store and dispose of it.
- (f) The Lessee must pay to the Lessor, as a liquidated debt payable on demand, any cost or expense (on a full indemnity basis) incurred by the Lessor in exercising the Lessor's rights under this **clause 4.24(e)**.

4.25 Jurisdiction and Compliance with Statutes

- (a) The lease is governed by the law of Queensland and relevant Commonwealth law.

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- (b) The Lessee must Observe all Statutes (Commonwealth or State) which apply to the Premises or the Permitted Use and particularly the Council's local laws, the *Building Act 1975*, the *Biosecurity Act 2014*, the *Health Act 1937*, the *Work Health and Safety Act 2011*, *Nature Conservation Act 1992*, the *Vegetation Management Act 1999*, the *Environmental Protection Act 1994* and all requirements and orders of any Authority (including for instance the *Civil Aviation Safety Authority*) in all cases in which non-compliance or non-observance would or might impose some charge or liability upon the Premises or the Lessor.
- (c) The Lessee must not make any use of the Premises whether for the Permitted Use or otherwise because of which any Authority would or might give or issue or become entitled to give or issue a notice requiring structural alterations or repairs to be made or carried out to the Premises.

4.26 Management of Premises

The Lessee must:

- (a) ensure that any games or sporting or social activities conducted upon the Premises are authorised by this Lease and are conducted in an orderly and inoffensive manner; and
- (b) when required by the Lessor, make rules and regulations for the protection, control and management of the Premises and for the exclusion of persons of dissolute, disreputable or otherwise undesirable character as the Lessor considers necessary and proper; and
- (c) at all times give to the Lessor's Agents assistance in carrying out any of the local laws and regulations of the Council applicable, whether directly or indirectly, to the Premises.

4.27 Key Performance Indicators

The Lessee must, during the Term and any holding over period:

- (a) ensure strict compliance with the Key Performance Indicators; and
- (b) provide annually to the Lessor a report detailing the Lessee's compliance with the Key Performance Indicators.

4.28 Keys

The Lessee will be responsible for all keys and locks used in the Premises

4.29 No mining

The Lessee must not quarry or mine upon the Premises, and will not remove any sand, stone, soil, vegetation (other than weeds) or mineral except as necessary for the construction or maintenance of any Improvements, or the erection of any building or structures approved by the Lessor.

4.30 Flammable substances

- (a) The Lessee must not bring onto or store upon the Premises any explosives or flammable substances or matter except those normally consumed by the Lessee in the ordinary course of the Lessee's occupation of the Premises and then only if their storage and handling is strictly in accordance with the requirements of all relevant Authorities.
- (b) Despite anything else contained in this Lease the costs of modifying the Premises to comply with the Authority's requirements will be borne solely by the Lessee which is not entitled to any compensation for such modification work.
- (c) The modification work undertaken under this clause shall remain on the Premises at the End of the Term unless otherwise specifically requested in writing by the Lessor in which case the Lessee must at the Lessee's expense restore the Premises to its original state and condition.
- (d) Fireworks and other similar materials must not be used without the prior written approval of the General Manager approval, and undergo satisfactory community consultation.

4.31 Public address system

The Lessee must not erect on the Premises any public address system, loudspeaker, amplifier, radio or television receiver or other similar device without the prior written consent of the Lessor, expected in accordance with its Permitted Use of the Premises.

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4.32 Auction sale

The Lessee must not hold any auction sale on the Premises without the prior written approval of the General Manager.

4.33 Change of use

In any case where consent for any development or change of use is granted by the Council subject to conditions, the Lessor may as a condition of its giving consent, require the Lessee to provide security for the compliance with the conditions imposed and the commencement of the development must not occur until such security has been provided to the satisfaction of the Lessor.

4.34 Businesslike manner

Subject to the terms of this Lease the Lessee has sole responsibility for the control and management of the Premises and must control and manage the Premises in a businesslike and orderly manner to the best advantage of the Premises.

4.35 Keep secure

The Lessee must at its own cost and expense:

- (a) keep the Premises secure at all times;
- (b) ensure the Premises are locked whenever the Lessee is not occupying them; and
- (c) keep trespassers off the Premises.

4.36 Common Areas and alterations to Aerodrome

- (a) The Lessor may grant to any person a licence to use any part of the Common Areas either exclusively or in common with others for such purposes for such periods and upon such terms as the Lessor may think fit (in the Lessor's absolute discretion).
- (b) The Lessor may restrict access to the Common Areas and may close off the entrances or exits to the Aerodrome.
- (c) The Lessor may manage and use untenanted parts of the Aerodrome as the Lessor considers appropriate and may from time to time:
 - (i) alter the Aerodrome or means of access to the Aerodrome and alter, remove or install any services or improvements at the Aerodrome;
 - (ii) redevelop, rebuild or refurbish the Aerodrome or any part of the Aerodrome;
 - (iii) relocate or remove tenants (not being the Lessee);
 - (iv) use the Aerodrome for emergency flights; and
 - (v) in an emergency (of which the Lessor will be the sole judge) close or otherwise restrict the use of the Aerodrome (for example to maintain fuel reserves in an emergency situation).
- (d) The Lessee is not entitled to end this Lease or seek compensation from or pursue any Action against the Lessor for anything the Lessor does in the Aerodrome which is contemplated by **clause 4.36(c)**.

4.37 Rules

- (a) The Lessor may make rules relating to the:
 - (i) use, safety, care and cleanliness of the Aerodrome and Common Areas;
 - (ii) preservation of good order in the Aerodrome and Common Areas; and
 - (iii) comfort and health of persons lawfully using the Aerodrome and Common Areas.
- (b) The Lessee must comply with any rules made by the Lessor under **clause 4.37(a)**.
- (c) The Lessee must comply with Civil Aviation Safety Authority (CASA) Regulation, Manual of Standards (MOS) Part 139, in particular:
 - (i) Section 8.10.4 Marking of Vehicles;
 - (ii) Section 9.19.1 Vehicle Warning Lights;

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- (iii) Section 10.9.2 Airside Vehicle Control; and
- (iv) Section 10.9.3 Airside Drivers.

4.38 Media and Marketing

- (a) The Lessee must not:
 - (i) act or speak to the detriment of or defame the Aerodrome or the Lessor (whether in public or when engaging with media (including social media));
 - (ii) permit any petition to be displayed or presented at or on the Premises regarding the operation and management of the Aerodrome or Council; and
- (b) The Lessee may, at the Lessee's own costs but only with the prior written approval of the Lessor, advertise and market the Lessee's business and the Aerodrome through appropriate media outlets.

4.39 Environmental contamination

- (a) The Lessor and Lessee acknowledge that the Aerodrome (including the Premises) is on the Environmental Management Register maintained by Queensland's Department of Environment and Science. Nonetheless, the Lessee is responsible for the presence of any Contamination on, in or around the Premises caused or contributed to by the Lessee or Visitors.
- (b) On the earlier of the:
 - (i) discovery of any Contamination on the Premises caused or contributed to by the Lessee or Visitors; and
 - (ii) expiry or sooner determination of this Lease,the Lessee must (at the Lessee's cost and expense) remediate the Premises and remove all Contamination on the Premises caused or contributed to by the Lessee or the Visitors to the satisfaction of the Lessor and in accordance with the requirements of the relevant Authorities and Statutes.
- (c) The Lessee is responsible for and indemnifies and keeps indemnified the Lessor against all Loss suffered or incurred by the Lessor arising from or in connection with the presence of any Contamination on, in or around the Premises caused or contributed to by the Lessee or the Visitors.
- (d) If any Contamination occurs in or around the Premises caused or contributed to by the Lessee or the Visitors and that Contamination remains to be remediated after the Expiry Date, the Lessee must pay the Lessor until the remediation has been completed to the satisfaction of the Lessor a licence fee equivalent to the rent and the outgoings and charges which would have been payable by the Lessee if this Lease had not expired. The Lessee must not use the Premises for any other purpose other than carrying out the remediation during this period.
- (e) The Lessee must, at all reasonable times and after the giving of at least 5 Business Days' notice (except in emergency situations (as determined by the Lessor)), allow the Lessor and the Lessor's Agents access to the Premises to monitor the progress of the Lessee's remediation or to conduct any environmental audit required by the Lessor.
- (f) The Lessee must at its cost, if deemed necessary by the Lessor (acting reasonably) at any time during the Term, commission an environmental audit of the Premises and any relevant adjacent lands by an independent and appropriately qualified expert approved by the Lessor (acting reasonably).
- (g) The Lessee must provide the Lessor with a copy of the report within 5 days of receipt by the Lessee.
- (h) For clarity, the Lessor will be acting reasonably in requiring an environmental audit under **clause 4.39(f)** if the Lessor reasonably determines the Lessee or any Visitors may have contaminated the Premises or other relevant land.

5 Insurance

5.1 Lessee's insurance

- (a) The lessee of the lease must take out a public liability insurance policy (the **insurance policy**), complying with **clause 5.1(b)**, with:
 - (i) a general insurer authorised under the *Insurance Act 1973* (Cth); or

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- (ii) another insurer approved by the Minister.
- (b) The insurance policy must:
 - (i) name the lessee as the person insured under the policy; and
 - (ii) insure the lessee against:
 - (A) legal liability for any loss of, or damage to, any property, and for injury (including death) to any person, arising out of anything done or omitted to be done on or about the lease land or any improvements on the lease land; and
 - (B) all actions, claims, demands, proceedings, costs, charges and expenses, including claims in negligence; and
 - (iii) insure the lessee for at least \$20m, or a higher amount reasonably required by the Minister, for each event; and
 - (iv) insure the lessee on a 'claims occurring' basis; and
 - (v) be maintained by the lessee at all times during the term of the lease.
- (c) If an event occurs that the lessee considers is likely to give rise to a claim under the insurance policy, the lessee must:
 - (i) give the Minister written notice of the event as soon as practicable after the event occurs; and
 - (ii) ensure the trustee and the Minister are kept fully informed of subsequent actions and developments concerning the claim.
- (d) The lessee must:
 - (i) renew the insurance policy, at the lessee's expense, each year during the term of the lease; and
 - (ii) if the lessee receives a notice of cancellation in relation to the policy—immediately take out another public liability insurance policy complying with clause 5.1(b).
- (e) This section does not apply if the lessee:
 - (i) is the State, or a statutory authority eligible for insurance from the Queensland Government Insurance Fund; and
 - (ii) is insured, and continues to be insured, by the Queensland Government Insurance Fund.
- (f) Also, this section does not apply if the lessee is:
 - (i) the Commonwealth, or a statutory authority eligible for insurance from Comcover; and
 - (ii) is insured, and continues to be insured, by Comcover.

5.2 Money received

Subject to **clause 16.1**:

- (a) any money received by the Lessor or the Lessee as a result of any claim relating to the loss or destruction by storm, tempest, fire or accident must be used to make good the loss or damage.
- (b) neither party need expend on such restoration work or repair work more than was actually received pursuant to **clause 5.2(a)**.

5.3 Public risk

- (a) The Lessee must at its own expense take out and maintain with a reputable insurance company for an amount of not less than TWENTY MILLION DOLLARS (\$20,000,000) for the respective rights and interests of the Lessee and the Lessor a public risk insurance policy to cover legal liability to third parties in respect of the death of or injury to persons and damage to property sustained in or near the Premises.
- (b) The Lessee will whenever requested by the Lessor increase the insurance to an amount reasonably requested by the Lessor or have the insurance policy amended to cover such additional risks as the Lessor requires.

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5.4 Workers insurance

The Lessee must at its own expense keep any workers insured under any policy required by the *Workers' Compensation and Rehabilitation Act 2003*.

5.5 Contents insurance

The Lessee must keep insured to their full insurable value all the Lessee's contents stored or kept within the Building.

5.6 Evidence of insurance

The Lessee must produce each insurance policy referred to in this **clause 5** and its receipted premium notice to the Lessor not less than seven days before the policy falls due for renewal, or upon request.

6 Repair or alterations to the Premises or Improvements

6.1 Alterations required by Statute

- (a) If any Statute requires that the Premises be altered, improved or demolished as a result of the Lessee's occupation of the Premises the Lessee is responsible for the design and execution of the work and must comply with the provisions of **clause 4.5** insofar as that clause applies to work.
- (b) **Clause 6.1(a)** applies even if the work required is structural.

6.2 Works required by Lessor

- (a) The Lessee must at all reasonable times permit the Lessor and the Lessor's Agents to enter upon the Premises to view their state of repair and condition or to exercise any powers, rights or remedies conferred by this Lease on the Lessor or to carry out such works in or about the Premises as are in the opinion of the Lessor or the Lessor's Agents necessary or desirable.
- (b) The Lessor's or the Lessor's Agent's opinion under **clause 6.2(a)** is not open to challenge but in carrying out such works as little inconvenience as is practicable shall be caused to the Lessee.
- (c) In this clause, references to "**works**" includes a reference to works, matters and things which the Lessee is required by this Lease to do or by virtue of any Statute having application to the Lessee or the use by the Lessee of the Premises and works of a structural nature.
- (d) If the Lessor carries out works required to be done by the Lessee, the Lessor may without prejudice to any other rights or remedies it has against the Lessee recover from the Lessee the whole of the cost of carrying out and doing such works.
- (e) Section 107(b) and section 107(c) of the *Property Law Act 1974* are expressly excluded but section 107(a) applies to the extent that it is not inconsistent with the provisions of this **clause 6.2**.

6.3 Improvements belong to Lessor

- (a) All Improvements belong to the Lessor absolutely, unless as noted in **clause 6.4**, as soon as they are erected or made and the Lessee is not entitled to seek any compensation or reimbursement from the Lessor in relation to such Improvements. All of the major Improvements will be listed in **ANNEXURE D - INFRASTRUCTURE CONDITION REPORT** and registered in the Lessor's asset register noting the owner of the Improvements.
- (b) The Improvements must be delivered up to the Lessor at the end of the term in good order condition and repair (fair wear and tear excepted).
- (c) The Lessee must not at any time except with the prior written consent of the Lessor pull down, remove, alter or substitute any of the Improvements.

6.4 Improvements owned by Lessee

- (a) The Lessee, with written permission from the Lessor, may own an Improvement noting that the Lessee will be responsible for:
 - (i) all costs associated with the erection of the Improvement; and
 - (ii) all costs associated with the operation, maintenance and general upkeep of the Improvement; and
 - (iii) all costs associated with insurance of the Improvement.

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- (b) Major Improvements such as buildings or other permanent infrastructure will be listed in **ANNEXURE D - INFRASTRUCTURE CONDITION REPORT** and registered in the Lessor's asset register noting ownership of the Improvements. Privately owned Improvements are to be noted at **Item 20**.
- (c) The following clauses do not apply to Improvements owned by the Lessee to the extent they restrict the Lessee's use and enjoyment of the Lessee owned assets identified in **Item 20** of the Schedule:
 - (i) **clause 4.5;**
 - (ii) **clause 4.9;**
 - (iii) **clause 4.11(b);**
 - (iv) **clause 4.13;**
 - (v) **clause 4.14;**
 - (vi) **clause 4.18;**
 - (vii) **clause 4.19;**
 - (viii) **clause 4.25;**
 - (ix) **clause 4.28;**
 - (x) **clause 4.30; and**
 - (xi) **clause 6.2.**
- (d) In the event that the Lease is cancelled through abandonment or other similar situation, the Improvements will become the property of the Lessor with no compensation payable to the Lessee.

6.5 Removal of Lessee's Improvements

- (a) At the end of the lease, the lessee must:
 - (i) if the lessee is entitled to remove improvements from the lease land, maintain any insurance the lessee is required to take out under **clause 5** during the period in which the improvements are removed (the **removal period**); and
 - (ii) if the lessee removes improvements from the lease land, restore and otherwise make good the land:
 - (A) to a condition similar to the condition it was in before the start of the lease; and
 - (B) to the satisfaction of the trustee; and
 - (C) leave the lease land in a clean and tidy condition to the satisfaction of the trustee.
 - (iii) **Clause 5** continues to apply to the lessee during the removal period.
- (b) If the lessee does not remove any or all of the Lessee's improvements the improvement become the property of the lessor.

6.6 Removal of Sublessee's improvements

- (a) This section applies to a sublessee of a sublease for removing improvements it is entitled to remove from the sublease land at the end of the sublease.
- (b) The sublessee must remove the improvements from the sublease land:
 - (i) if a period for removal of the improvements is agreed between the sublessee and the lessee within the agreed period; or
 - (ii) otherwise within 3 months after the sublease ends.
- (c) If the sublessee does not remove the improvements it is entitled to remove from the sublease land under **clause 6.6(b)**, the improvements become the property of the lessee.

6.7 Sale of Lessee Improvements

- (a) The Lessee is permitted, following approval from the Lessor, to sell all of the lessee's Improvements to another entity as part of the transfer of the lease.

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- (b) The Lessor may, at its absolute discretion, consider the option to acquire all or some of the Lessee's Improvements at a value to be mutually agreed upon noting that the Lessee is not obliged to acquire the any of the improvements.

7 Release and Indemnity

7.1 No warranty

The Lessor does not warrant that the Premises:

- (a) is suitable for any purpose; or
- (b) may be used for the Permitted Use.

7.2 Release

- (a) The Lessee uses and occupies the Premises and uses the Aerodrome entirely at its own risk as if the Lessee is the owner and occupier of the freehold of the Premises.
- (b) The Lessor is not liable to the Lessee for and the Lessee releases the Lessor absolutely from all Loss paid, suffered or incurred by or available to the Lessee or any Visitor of the Lessee relating to their use or occupation of the Premises and the use of the Aerodrome.
- (c) The Lessor will not be liable to the Lessee or any other person for any Loss, damage or injury because of the failure of the electricity or water supply or any other services or facilities enjoyed by the Lessee at the Premises.

7.3 Indemnity by Lessee

- (a) The lessee of the lease indemnifies and agrees to keep indemnified the State, the Minister, the trustee and their representatives (all the **indemnified parties**) against all liability, costs, loss, charges and expenses including claims in negligence (including any actions, claims, proceedings or demands brought by any third party, and any legal fees, costs and disbursements on an indemnity basis) arising from, or incurred in connection with:
 - (i) the granting of the lease to the lessee; or
 - (ii) the lessee's use and occupation of the lease land; or
 - (iii) personal injury (including sickness and death), or property damage or loss, in connection with the following:
 - (A) the performance of the lease by the lessee;
 - (B) the attempted or purported performance of the lease by the lessee;
 - (C) the non-performance of the lease by the lessee;
 - (D) a breach of the lease by the lessee.
- (b) The lessee releases and discharges, to the maximum extent permitted by law, the indemnified parties:
 - (i) from all actions, claims, proceedings or demands; and
 - (ii) in respect of any loss, death, injury, illness or damage arising out of the use and occupation of the lease land, whether or not:
 - (A) the damage is personal or property damage; or
 - (B) the loss is consequential loss.
- (c) To the maximum extent permitted by law, the State, the Minister, the trustee and their representatives are not liable to the lessee for any consequential loss arising out of the use and occupation of the lease land.
- (d) If the lessee has granted a sublease, the lessee is liable for the sublessee's use and occupation of the sublease land.
- (e) In this section,
 - (i) **consequential loss** means the following:
 - (A) loss of revenue;

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- (B) loss of profit;
 - (C) loss of anticipated savings or business;
 - (D) loss of opportunity (including opportunity to enter into or complete arrangements with third parties);
 - (E) loss of data or goodwill;
 - (F) loss of reputation;
 - (G) any special, indirect or consequential loss whether arising in contract, tort (including negligence) or otherwise
- (ii) **representative**, of a party, means:
- (A) an employee;
 - (B) agent;
 - (C) officer;
 - (D) director;
 - (E) contractor;
 - (F) subcontractor or other authorised representative of the party.

7.4 Third parties

The Lessee also indemnifies the Lessor, Minister and the State from all Loss incurred by the Lessor, or actions made against the Lessor by:

- (a) any tenant, sub-tenant or sub-lessee; or
- (b) any Visitor of the Lessee, or of a tenant, sub-tenant or sub-lessee;

because of personal injuries or property damage sustained by such person whilst on the Premises or the Aerodrome or any part of them caused by any reason whatsoever including:

- (c) the breach by the Lessee of any Lessee's Covenant; or
- (d) the negligent use or misuse of water, electricity, or the Improvements by any person whatsoever including the Lessee or any Visitor.

7.5 Failure to remedy breach

The Lessee will not in any way rely upon or seek to hold the Lessor liable pursuant to any of the provisions contained within this Lease whereby the Lessor may at its discretion remedy any breach by the Lessee of this Lease and the Lessor does not choose or fails to remedy such breach.

THE LESSOR HEREBY COVENANTS WITH THE LESSEE AS FOLLOWS:

8 Lessor's covenants

8.1 Quiet enjoyment

Subject to the Lessor's rights under this Lease and to the Council's rights under any local laws, if the Lessee pays the rent reserved by this Lease in the manner required by this Lease and performs all of the Lessee's Covenants, the Lessee may peaceably and quietly hold and enjoy the Premises without any interruption by the Lessor or any person lawfully claiming for or under it.

THE LESSEE AND THE LESSOR MUTUALLY COVENANT AND AGREE WITH EACH OTHER AS FOLLOWS:

9 Restriction on assignment

9.1 No assignment

The Lessee must not Assign, part with possession of or otherwise deal with the Premises or the Lessee's interest in this Lease without the prior written consent of the Lessor and the Minister.

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9.2 Lessor's consent

The Lessor's consent must not be unreasonably withheld in the case of a financial, respectable and responsible Assignee competent to continue to use the Premises for the Permitted Use.

9.3 Onus of proof

The Lessee has the onus of proving the financial standing, responsibility and competence of any proposed Assignee to the reasonable satisfaction of the Lessor.

9.4 Lessor's conditions

It is a condition of the Lessor's consent to any Assignment that prior to the execution of any such consent that:

- (a) the Assignee enters into a deed with the Lessor covenanting that the Assignee will Observe the Lessee's Covenants;
- (b) the Assignee executes and delivers to the Lessor a power of attorney duly stamped in favour of the Lessor in the same terms, with any necessary changes as those contained in **clause 14**;
- (c) the Assignee and the Lessee comply with any other conditions imposed by the Lessor, acting reasonably;
- (d) all documents required under this clause shall be prepared and, if necessary, stamped by the Lessor's solicitors and be on such terms as the Lessor requires; and
- (e) the Lessee pays the Lessor's costs of and incidental to dealing with any proposed Assignment pursuant to this **clause 9**.

10 Performance Security

10.1 Bank guarantee

- (a) The Lessee must deliver to the Lessor on or before the Commencement Date a Bank Guarantee.
- (b) The Bank Guarantee must:
 - (i) secure all of the Lessee's obligations under this Lease; and
 - (ii) not have an expiry date earlier than that date that is 6 months after the Expiry Date.

10.2 Security Bond

The Lessor will, if the Lessee elects, accept from the Lessee a sum of money in satisfaction, to the extent of the sum accepted, of the Lessee's obligations to deliver a Bank Guarantee under **clause 10.1**.

10.3 Claim on performance security

- (a) The Lessor may, from time to time:
 - (i) make demand under any Bank Guarantee held by the Lessor under **clause 10.1**; and
 - (ii) appropriate any sum held by the Lessor under **clause 10.2**,
as compensation in respect of any breach of this Lease by the Lessee.
- (b) If any claim is made by the Lessor, the Lessee must reinstate the Bank Guarantee or the sum of money held by the Lessor under **clause 10.2** to the Security Amount.
- (c) The exercise of the Lessor's rights under this **clause 10.3** is not in substitution for or derogation of any other rights the Lessor may have against the Lessee.

10.4 Return of performance security

Unless the Lessor is entitled to exercise the Lessor's rights under **clause 10.3**, the Lessor must return the Bank Guarantee or sum of money held by the Lessor under **clause 10.2** to the Lessee within four months after expiry or termination of this Lease.

11 Liquor licence

Intentionally deleted

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12 Default of the Lessee

12.1 Property Law Act

Section 107(d) of the *Property Law Act 1974* will not apply but the following provisions of **clause 12** will have effect.

12.2 Termination by Lessor

(a) If:

- (i) the Lessee makes default for a space of seven clear days in the payment of rent hereby reserved or in the payment of any other money payable (whether legally demanded or not) or in the Observance of any Lessee's Covenant; or
- (ii) the Lessee ceases to exist; or
- (iii) in the opinion of the General Manager the Lessee ceases to use the Premises for the purpose for which it was leased; or
- (iv) the Lessee enters into any arrangement, assignment or composition with its creditors; or
- (v) the Lessee (being a natural person) brings his estate within the operation of any laws relating to bankruptcy; or
- (vi) the Lessee (being a corporation) goes into liquidation or has presented against it a petition for its winding up or does or omits to do any act, matter or thing which would constitute a ground for the court to order that it be wound up or if its incorporation is cancelled; or
- (vii) a receiver is appointed over any part of the Lessee's assets; or
- (viii) the interest of the Lessee in the Premises becomes liable to be taken in execution or is attempted to be sold or otherwise subjected to any legal process,

the Lessor may, subject to providing the Lessee with any notice required by law, at any time determine this Lease by notice in writing given by the Lessor to the Lessee without any demand for payment of rent or other matter or thing. The determination of this Lease does not affect or limit the Lessor's entitlement to recover damages.

- (b) Immediately upon the giving of such notice the Lessor may re-enter the Premises and use such force as is necessary for such purpose and then hold and enjoy the Premises as of its former estate and if the Lessor thinks fit, change the locks on any Improvements.
- (c) If the Lessee has not made arrangements with the Lessor within 24 hours from the time of re-entry by the Lessor into the Premises to remove the Lessee's chattels the Lessor may without being liable in trespass or conversion or for any Loss occasioned remove the Lessor's chattels to such premises or place as the Lessor in its absolute discretion determines.
- (d) If the Lessor incurs any expenses in removing the Lessee's chattels those expenses may be paid by the Lessor who then to the extent of those expenses and the extent of any money owing at the date of the termination of this Lease, has a lien over such chattels until those expenses and money owing by the Lessee are paid to the Lessor.
- (e) If the Lessee does not pay the Lessor for the expense or money owing within 30 days of the Lessor taking possession of the Lessee's chattels, the Lessor may sell the Lessee's chattels whether by auction or private treaty (and without being liable for any Loss the Lessee sustains as a result).
- (f) Any money received from the sale may be applied towards liquidating the debt owing by the Lessee to the Lessor.
- (g) If there is a surplus after the Lessor has recouped all that is owing to it, the Lessor will pay the balance to the Lessee or into some bank account opened by the Lessor with any bank authorised by law in the name of the Lessee and any liability of the Lessor to the Lessee for the money received from the sale ceases.
- (h) The Lessee must indemnify the Lessor against the costs of the removal, storage or subsequent sale of the Lessee's chattels and must indemnify the Lessor and the Lessor's Agents against all Actions brought or costs incurred by any person arising out of or incidental to the removal, storage or subsequent sale of the Lessee's chattels.

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- (i) In this clause "**Lessee's chattels**" includes any property in or about the Premises which is not the Lessor's Property.

12.3 Accrued rights

- (a) Any notice given under **clause 12.2** or any re-entry exercised with respect to the Premises is without prejudice to any of the accrued rights, remedies, or Actions of the Lessor.
- (b) The provisions of **clauses 12.2** apply notwithstanding any rule of law or equity to the contrary.

12.4 Relinquishment of rights

- (a) The failure for any period of the Lessor to exercise any right in the event of the breach of any Lessee's Covenants does not amount to an abandonment or waiver of any of the rights which the Lessor has or could put in force against the Lessee in respect of any such breach, or any other breach, at any time committed or suffered, of any of the Lessee's Covenants.
- (b) The Lessee expressly acknowledges that it is a condition precedent to the granting of this Lease by the Lessor that the Lessee relinquish any right it might have at law or in equity against the forfeiture to the Lessor of this Lease upon default being made by the Lessee under it in respect of any of the Lessee's Covenants.
- (c) In this clause, "**right**" includes:
- (i) a right under this Lease or at law or in equity or under any Statute; and
- (ii) relief and remedy.

For example, it includes (without limitation) the remedies of damages, forfeiture and injunction.

12.5 Essential terms

The covenants in the following provisions are essential terms of this Lease:

<u>Provision</u>	<u>Description of Provision</u>
Clause 2	Rent
Clause 3	Charges against the Lessee
Clause 4.1	Permitted Use
Clause 4.2	No accommodation
Clause 4.3	Nuisance
Clause 4.4	Lessee not to invalidate insurance
Clause 4.5	No alteration without consent
Clause 4.6	Insufficient sanitary accommodation
Clause 4.9	Maintenance of Premises
Clause 4.13	Structural overloading
Clause 4.14	Holing of Premises
Clause 4.19	Electrical overloading
Clause 4.25	Jurisdiction and Compliance with Statutes
Clause 4.27	Key Performance Indicators
Clause 4.30	Flammable substances
Clause 4.37	Rules
Clause 5	Insurance
Clause 9	Restriction on assignment
Clause 10	Performance Security
Clause 19	Aerodrome Infrastructure and Services

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<u>Provision</u>	<u>Description of Provision</u>
Clause 20	Aircraft Refuelling Activities
Clause 21	Additional Covenants

12.6 Additional essential terms

In addition, any further Lessee's Covenant is an essential term of this Lease if at the Commencement Date the Lessor considered performance of that Lessee's Covenant so essential or fundamental that the Lessor would not otherwise have entered into this Lease.

12.7 Failure to comply

The Lessee's failure strictly to Observe the essential terms of this Lease and the Lessor's failure or delay to take any action in respect of such failure does not constitute a waiver of the essentiality of the Lessee's obligations under the essential terms.

12.8 Compensation

- (a) The Lessee must compensate the Lessor for any Losses suffered as a result of a breach or default by the Lessee under the essential terms. The Lessee's obligation to compensate the Lessor is not in substitution for or in derogation of any other right which the Lessor has.
- (b) If:
- (i) the Lessee defaults under an essential term of this Lease; or
 - (ii) the Lessor accepts the Lessee's repudiation of this Lease,
- the Lessee must compensate the Lessor for any Losses suffered in respect of the entire Term including damages for loss of bargain. The Lessee's obligation to compensate the Lessor is not affected or limited by:
- (iii) the Lessee abandoning or vacating the Premises;
 - (iv) the conduct of the Lessor and the Lessee constituting a surrender by operation of law; or
 - (v) any other lawful conduct of the Lessor.

12.9 Breach of essential term

- (a) If the Lessee breaches an essential term described in **clause 12.5** of this Lease, the Lessor has the right to:
- (i) issue a notice in accordance with section 124 of the *Property Law Act 1974*; and
 - (ii) in the case of default by the Lessee in the payment of rent or in the payment of any other money payable under this Lease, the Lessee acknowledges and agrees that seven (7) days is a reasonable time to remedy the breach.
- (b) If the Lessor issues a notice to the Lessee under **clause 12.9(a)**, the Lessee is ineligible for any funding or grants from the Lessor, as Council, unless the Lessee remedies the breach to the satisfaction of the Lessor within a reasonable time.

12.10 Lessors Actions

- (a) Any action taken by the Lessor under **clause 12.9** is without prejudice to any of the accrued rights, remedies, or Actions of the Lessor.
- (b) The provisions of this **clause 12.10** apply notwithstanding any rule of law or equity to the contrary.

12.11 Early Cancellation by either party

- (a) The Lessor or the Lessee can terminate this lease at any time by giving the other party 6 months' notice of its intention to terminate (or any shorter period of notice as agreed between the parties).
- (b) A notice given under **clause 12.11(a)** must nominate the termination date of this lease.
- (c) No Compensation is payable for the termination of this lease under this **clause 12.11**

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12.12 Lessee's obligations on early cancellation

If a notice is given under **clause 12.11(a)**, this document will be cancelled on the date specified in the notice and the Lessee must:

- (a) If requested by the Lessor, sign and deliver to the Lessor any deed of termination or other document necessary to cancel this document on terms reasonably required by the Lessor, prepared by the Lessor's lawyers at the cost of the party giving the notice; and
- (b) Make good the Premises under **clause 4.24** and comply with each of the Lessee's other obligations on cancellation of the document on or before the date of cancellation.

13 Option to renew

The Lease must not contain options: Section 61(3) of the *Land Act 1994* (Qld) provides "A trustee lease or sublease must not contain a covenant, agreement or condition—

- (a) to renew the lease; or
- (b) to convert to another form of tenure (including freehold); or
- (c) to buy the land.

14 Power of attorney

14.1 Appointment

The Lessee (and if more than one, each of them jointly and severally) irrevocably nominates, constitutes and appoints the Lessor or the Chief Executive Officer to be the true and lawful attorney of the Lessee on its behalf and in its and their name and as its and their act and deed from time to time if and when the Lessor thinks fit for the purposes of giving full effect to any power of re-entry:

- (a) to execute as the act and deed of the Lessee a surrender of this Lease in favour of the Lessor; and
- (b) to procure the registration of the surrender under the provisions of the *Land Title Act 1994*; and
- (c) to execute in the name of the Lessee any surrender or transfer of any licence or permit under the *Liquor Act 1992*.

14.2 Exercise of powers

The trustee may use the power under **clause 9.1** only if:

- (a) the lessee has breached a term or condition of the lease; and
- (b) the trustee has:
 - (i) given the lessee written notice of the breach; and
 - (ii) allowed the lessee a reasonable period, of at least 20 business days after giving the notice, to remedy the breach; and
- (c) the lessee has not remedied the breach within the period; and
- (d) the trustee is entitled to end the lease and take possession of the lease land.

14.3 Power of attorney from assignee

The Lessee covenants with the Lessor that on every Assignment of this Lease the Lessee will at the expense of the Lessee, if required by the Lessor, obtain from the Assignee a power of attorney in favour of the Lessor in terms similar to this **clause 14**.

15 General provisions

15.1 Delivery of notices

- (a) Notices, demands, accounts or other documents under this Lease may be delivered by hand, registered mail, or facsimile to the addresses:
 - (i) to the Lessor at the address set out in **Item 12**; and
 - (ii) to the Lessee at the address set out in **Item 13**;

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or any substitute addresses as may have been notified in writing by the relevant addressee from time to time.

- (b) Notice will be deemed to be given:
 - (i) four days after deposit in the mail with postage prepaid;
 - (ii) when delivered by hand; or
- (c) if sent by facsimile transmission, upon an apparently successful transmission being noted by the sender's facsimile machine.
- (d) Section 347 of *The Property Law Act 1974* is deemed to be modified accordingly and not abrogated.

15.2 Annual update form

The Lessee will complete any annual update form which the Lessor sends to the Lessee and will return this, together with a copy of the insurance certificates referred to in **clause 4.39** to the Lessor within one month of receipt.

15.3 Monthly tenancy

If upon the Expiry Date the Lessee continues in possession of the Premises and if such continuation of possession is in any way recognised by the Lessor, any tenancy created is a monthly tenancy (despite the provisions in this Lease about the payment of rent) at a rent equivalent to the rent payable under this Lease at the Expiry Date and calculated on a monthly basis and upon the same terms and conditions of this Lease so far as they are applicable to such tenancy.

15.4 Lessee's authority

The Lessee warrants it is duly authorised pursuant to its constitution, rules and by-laws to enter into this Lease.

15.5 Council's powers

Nothing contained in this Lease affects, prejudices or derogates from the requirements of any Statute, or from the Council's rights, powers and authorities under a Statute or under any declared policy of the Council.

15.6 Caveats

The Lessee may not lodge a caveat on the title to the Land without the Lessor's prior written consent. If the Lessee lodges a caveat, the Lessee must immediately at its cost:

- (a) consent to any dealing by the Lessor with the Land that does not materially prejudice the Lessee's rights under this document; and
- (b) remove the caveat as soon as this Lease is registered (if capable of registration).

15.7 Waiver

A waiver by the Lessor:

- (a) of a non-compliance of an obligation is not a waiver of a further non-compliance of the same or another obligation;
- (b) does not arise from any delay or failure to act on the Lessor's part; and
- (c) may only be given by way of notice in writing to the Lessee.

15.8 Custom

A custom that develops between the parties does not affect the Lessor's right to demand strict compliance with an obligation in the future.

15.9 Prior default

Termination of this Lease does not affect rights that arise before termination.

15.10 Subsequent payments

Any payment made by the Lessee or accepted by the Lessor after termination does not amount to a waiver or evidence of a fresh tenancy and may be applied by the Lessor in its absolute discretion.

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15.11 Amendment

This document may only be varied or replaced by a document executed by the parties.

15.12 Consents

Except as expressly stated otherwise in this document, where the consent of the Lessor is required under this Lease:

- (a) the consent may be given or withheld in the Lessor's absolute discretion;
- (b) the consent must be in writing;
- (c) the consent may be given subject to reasonable conditions;
- (d) where applicable, the consent will be subject to obtaining the Minister's consent.

15.13 Binding on parties

This document binds all of the parties to it whether or not all of the parties have executed or properly executed the document.

15.14 Rights cumulative

Except as expressly stated otherwise in this document, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

15.15 Further steps

Each party must promptly do whatever any other party reasonably requires of it to give effect to this document and to perform its obligations under it.

15.16 Holding over or other dealing

- (a) The lessee of the lease must not hold over, possess or occupy the lease land after the expiry of the lease.
- (b) If the lessee has granted a sublease, the term of the sublease must end not later than 1 (one) day before the day the lease expires.

15.17 Duty of Care

The lessee of the lease must manage and use the lease land consistently with the objects of the Act.

16 Damage or destruction of Premises

16.1 Determination on Destruction of Premises

- (a) If the whole or any part of the Premises is destroyed or damaged by fire, lightning, flood, storm, tempest, war damage or other disabling cause so as to render the Premises unfit for the use and occupation by the Lessee for the Permitted Use then:
 - (i) except where the damage has been caused by the act or omission of the Lessee, the Lessee may serve on the Lessor written notice that the Premises have been so rendered unfit and unless within the period of 28 days after being served with the notice the Lessor serves written notice on the Lessee that the Lessor will make the Premises fit for use and occupation, the Lessee may terminate this Lease by giving seven days' notice in writing to the Lessor; or
 - (ii) if in the Lessor's sole opinion the damage to the Premises is such that it is impractical or undesirable to make the Premises fit for the occupation and use of the Lessee, the Lessor may terminate this Lease by giving one month's notice in writing to the Lessee.
- (b) No liability will attach to either party by reason of termination of this Lease pursuant to **clause 16.1(a)** but any such termination will be without prejudice to the rights of either party in respect of any antecedent breach or non-observance of any covenant, provision, or condition of this Lease.

17 GST

17.1 Interpretation

In this **clause 17**:

Title Reference 49023022

- (a) words and expressions which are not defined in this document but which have a defined meaning in GST Law have the same meaning as in the GST Law; and
- (b) **GST Law** has the meaning given to that expression in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

17.2 Consideration GST exclusive

Unless otherwise expressly stated, all amounts or other sums payable or consideration to be provided under this document are exclusive of GST.

17.3 Payment of GST

If GST is payable by a supplier, or by the representative member for a GST group of which the supplier is a member, on any supply made under this document, the recipient will pay to the supplier an amount equal to the GST payable on the supply.

17.4 Timing of GST payment

The recipient will pay the amount referred to in **clause 17.3** in addition to and at the same time that the consideration for the supply is to be provided under this document.

17.5 Tax invoice

The supplier must deliver a tax invoice, or an adjustment note to the recipient before the supplier is entitled to payment of an amount under **clause 17.3**. The recipient can withhold payment of the amount until the supplier provides a tax invoice or an adjustment note, as appropriate.

17.6 Adjustment event

If an adjustment event arises in respect of a taxable supply made by a supplier under this document, the amount payable by the recipient under **clause 17.3** will be recalculated to reflect the adjustment event and a payment will be made by the recipient to the supplier or by the supplier to the recipient as the case requires.

17.7 Reimbursements

Where a party is required under this document to pay or reimburse an expense or outgoing of another party, the amount to be paid or reimbursed by the first party will be the sum of:

- (a) the amount of the expense or outgoing less any input tax credits in respect of the expense or outgoing to which the other party, or to which the representative member for a GST group of which the other party is a member, is entitled; and
- (b) if the payment or reimbursement is subject to GST, an amount equal to that GST.

18 Trusteeship of State Reserve

The Lessee acknowledges and agrees that:

- (a) this Lease is:
 - (i) granted by the Lessor under section 57 of the *Land Act 1994*; and
 - (ii) subject at all times to the consent of the Minister, which consent may be withdrawn at any time by the Minister in the exercise of its discretion

19 Aerodrome Infrastructure and Services

19.1 Lessee must not do anything which might interfere with or cause problems with the services or infrastructure (e.g. drains, water supply, gas, plumbing or other services) contained in the Aerodrome;

19.2 If Lessee has a specific infrastructure or services requirement:

- (a) Lessee must give the Council full details of what it proposes so that Council can properly assess Lessee's proposal;
- (b) Council must assess the proposal having regard to the requirements of its insurers and applicable statutory provisions, and must generally act reasonably and promptly; and
- (c) only if Council approves the Lessee's proposal may the Lessee implement it. In implementation, Lessee must comply with the conditions (if any) set by the Council, acting reasonably.

Title Reference 49023022

19.3 Roads and Pavements

- (a) Lessee must maintain and remedy any damage to the Roads and Pavements within the premises to the extent caused or contributed to by the carrying out of the Permitted Use.
- (b) Council will assess the state of the Roads and Pavements from time to time at such intervals as it deems appropriate. Council will, in its absolute discretion, determine the extent to which any damage to the Roads and Pavements disclosed by any such assessment was caused or contributed to by the carrying out of the Permitted Use.
- (c) If an inspection of any of the Roads and Pavements discloses damage to the Roads and Pavements which Council determines was caused by the carrying out of the Permitted Use, Council will issue a Road Repair Notice to Lessee specifying the damage, the action required to remedy the damage and the date by which Council requires the damage to be repaired.
- (d) Lessee must comply with all Road Repair Notices.
- (e) If Lessee does not comply with a Road Repair Notice, Council may remedy the damage set out in the Road Repair Notice and recover the cost from Lessee.

20 Aircraft Refuelling Activities

20.1 Refuelling Activities

The Lessee will ensure that all activities associated with the refuelling and defueling of aircraft are conducted in accordance with the Civil Aviation Order 20.9 Air Service Operations - Precautions in Refuelling, particularly suborders 20.9(4), (4.3), (4.4) & (4.5).4 and other directions as appropriate.

21 Additional Covenants

21.1 Lessee will comply with all directions given from time to time by the Council in relation to:

- (a) the storage and reticulation of petroleum, oil or other materials or fluids of an explosive or flammable nature on the Aerodrome to ensure the safety and industry standards applicable to the Aerodrome are complied with; and
- (b) the precautions against the outbreak of fire on the Premises and to comply with the directions of Council in relation to the detection, prevention, outbreak, spread and control of fire on the Aerodrome.

Title Reference 49023022

ITEM NO

SCHEDULE OF ITEMS

1	Rent (Clause 2.1)	\$1,335.36 per annum (GST exclusive)
2	Term (Item 6 of the Form 7 - Number of Years)	Thirty (30) years.
3	Number of Lease Years for which the Rent in item 1 is payable (Clause 2.1)	The first Lease Year.
4	Interval for the payment of Rent in item 1 (Clause 2.1)	On an annual basis on each anniversary of the Commencement Date (payment to be in advance).
5	Formula for determining Rent for additional Lease Years during initial Term (Clause 2.2)	<p>For the balance of the term, rent will be reviewed on an annual basis with any Rent increases based upon the Consumer Price Index (CPI) variance as determined at Brisbane by the Queensland Government Statistician's Office (QGSO).</p> <p>A Market Review will occur every 5 years, with the first Market Review to occur prior to the commencement of the 6th year to determine the Rent for the commencement of the 6th year.</p>
6	Interval for the payment of Rent in item 4 (Clause 2.2)	On an annual basis on each anniversary of the Commencement Date.
7	Lessee's percentage of outgoings (Clause 3)	100% of outgoings mentioned payable by the Lessee.
8	Permitted Use (Clause 4.1)	Recreational or Private use - the area can be used for the operation, repair, maintenance and storage of recreational type/rated aircraft. As the lease area may be larger than required, storage of aircraft and other items that result in the receiving of a fee for services or the like will be permitted and will not be deemed a commercial activity.
9	Option (Clause 13)	Not Applicable to this Lease
10	Rent payable during first year of the Option period (Clause 13)	Not Applicable to this Lease
11	Formula for determining Rent for Lease Years during Option period (Clause 13)	Not Applicable to this Lease
12	Lessor's Address for Notices (Clause 15.1)	<p>By hand delivery:</p> <p>The Chief Executive Officer Western Downs Regional Council 30 Marble Street Dalby, Qld 4405</p> <p>By registered post:</p> <p>The Chief Executive Officer Western Downs Regional Council PO Box 551 Dalby, Qld 4405</p> <p>By facsimile: (07) 4679 4099</p> <p>By email: info@wdrc.qld.gov.au</p>

Title Reference 49023022

- | | |
|--|--|
| 13 Lessee's Address for Notices (Clause 15.1) | By hand delivery
Josh Hardimon
Managing Director
Western Downs Civil Pty Ltd
97 Chinchilla Street, Chinchilla Qld 4413

By registered post:
PO Box 824
Chinchilla Qld 4413

By facsimile: Not Applicable
By email: josh@wdcivil.com.au
By telephone: 0448 237 008 |
| 14 Description of Keys Issued to the Lessee (Clause 4.28) | The Lessee is responsible for their own keys and locks. |
| 15 Address of Premises (Clause 1.1) | Lease JD on Survey Plan 295975
Chinchilla Aerodrome
Aerodrome Road, CHINCHILLA QLD 4413 |
| 16 Key Performance Indicators (Clause 4.27) | Not Applicable. |
| 17 Security Bond (Clause 10.2) | Security Bond is Applicable: No. |
| 18 Bank or Personal Guarantee (Clause 10.1 or 10.2) | Bank Guarantee is Applicable: No.
Personal Guarantee is applicable: No. |
| 19 GST (Clause 17.2) | GST is Exclusive |
| 20 Lessee (Privately) Owned Improvements (Clause 6.4) | Are there privately owned major structural Improvements? Yes.
If Yes, details are to be listed in Annexure D Infrastructure Condition Report |

Title Reference 49023022

ANNEXURE A - SKETCH PLAN of Lease JD - To be replaced with SURVEY PLAN

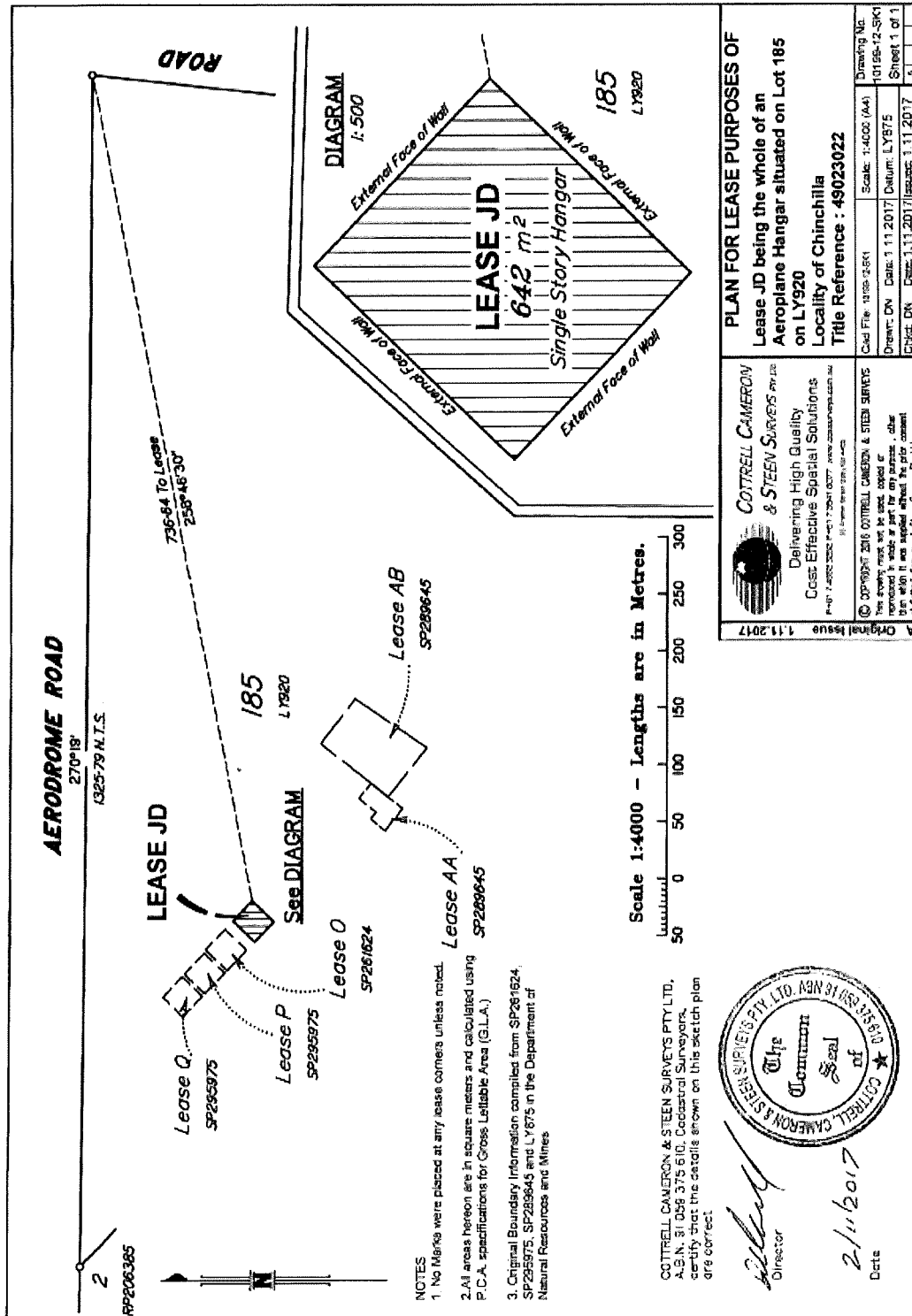
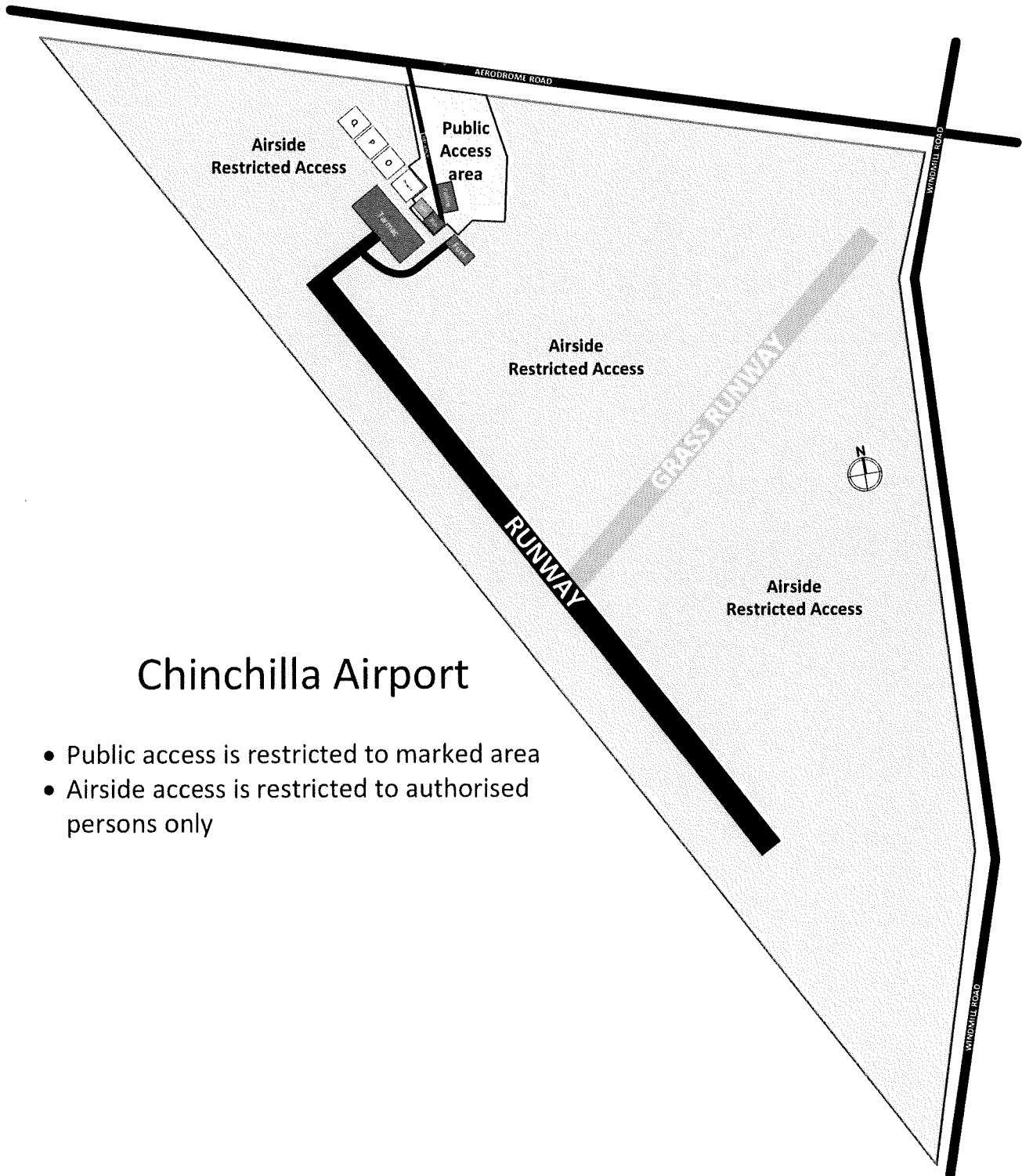


Figure 1 - Chinchilla Aerodrome Extract of Survey Plan SP

Title Reference 49023022

ANNEXURE B – IMAGES

Images below show the overall aerodrome site and leased areas, the existing infrastructure within the area and the immediate environs.



Chinchilla Airport

- Public access is restricted to marked area
- Airside access is restricted to authorised persons only

Image 2 - Chinchilla Aerodrome Map

Title Reference 49023022

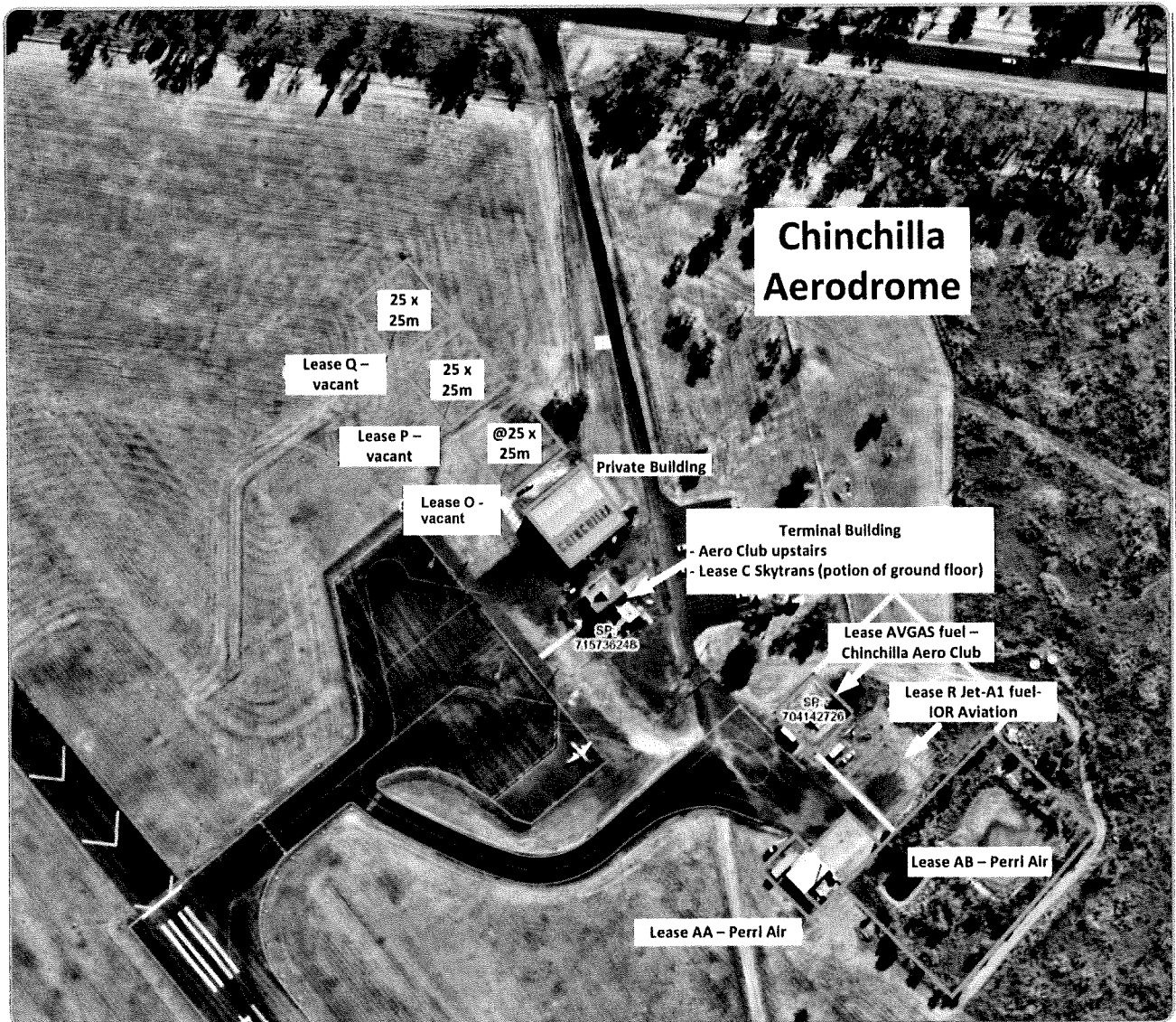


Image 2 - Chinchilla Aerodrome Aerial Photograph showing Lease JD - noted as "Private Building"

Title Reference 49023022

ANNEXURE C - LEASE MAINTENANCE OBLIGATIONS

Note: see **clause 4.9(a)**. This **clause** is for any specific maintenance obligations in respect of the Premises, over and above the general provisions in **clause 4.9(b)** and **4.9(c)** and is provided in dot point form only

Provision	Task	Responsibility
Clause 4.5 No alteration without consent	<p>The Lessee:</p> <ul style="list-style-type: none"> must not affect any improvements, alterations or additions to or demolition of the Premises (including those of a structural nature) ("alterations") without the prior written consent of the Lessor any alterations effected by the Lessee must be carried out in a good and workmanlike manner with the best materials available and to the complete satisfaction of the Lessor any alterations to the Premises will form part of the Improvements to be maintained by the Lessee 	Lessee
Clause 4.8 Clean and tidy condition	<p>must:</p> <ul style="list-style-type: none"> keep the Premises in a clean and tidy condition and free from any accumulation of useless property or rubbish to the satisfaction of the General Manager includes car parks, on-site roads and fences 	Lessee
Clause 4.10 Replacement and repair	will, at its cost, repair and replace as they become broken, damaged or worn out all broken or faulty light bulbs, switches, electrical fittings, panels, or panes of glass, locks, washers, taps, stop cocks, hot water systems and cisterns	Lessee
Clause 4.19 Electrical overloading	without the prior written consent of the Lessor, install any electrical equipment, mechanical or plumbing service that overloads the cables, switchboards, pipes or drains servicing the Premises	Lessee
Clause 4.22 Pests and vermin	<p>will at its cost:</p> <ul style="list-style-type: none"> destroy and keep down all noxious weeds, plants and under-growth that from time to time grow on the Premises; and keep the Premises free of rodents, termites, cockroaches and other vermin; for any of those purposes at the Lessee's expense treat the Premises with such insecticides or other chemicals as the required and so often as they reasonably require 	Lessee
Clause 4.23 Inspection by Lessor	The Lessee will permit and allow the Lessor's Agents to enter upon the Premises at all reasonable times to examine them or in connection with their official duties	Lessee
Clause 4.24 Lessee to repair and make good	must make good any defects in the Premises or carry out any repairs or alterations or maintenance to the Premises which by this Lease the Lessee is required to do in such time and manner as is provided for in this Lease but in any case upon notice being duly given by the Lessor in that regard.	Lessee

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Provision	Task	Responsibility
Clause 4.25 Jurisdiction and Compliance with Statutes	<p>must Observe all Statutes which apply to the Premises that includes the applicable inspection, testing and where necessary repair or replacement for items such as, but not limited to:</p> <ul style="list-style-type: none">• Electrical item inspection & testing (test'n'tag);• Electrical RCD/Safety switch testing;• Internal Fire systems (such as extinguishers, fire blankets, detectors, detector batteries, hoses, reels, alarm panels, etc);• First Aid;• Food safety; and• Liquor licence.	Lessee
Clause 6.4 Improvements owned by Lessee	<p>The Lessor is responsible for all Improvements owned by the Lessor relating to:</p> <ul style="list-style-type: none">• all costs associated with the erection of the Improvement; and• all costs associated with the operation, maintenance and general upkeep of the Improvement; and• all costs associated with insurance of the Improvement	Lessee

Title Reference 49023022

ANNEXURE D - INFRASTRUCTURE CONDITION REPORT

The following information provides an indication of the building condition status as at date of commencement. Refer to the table below for an explanation of the condition rating scoring. If the buildings/Improvements are privately owned, the condition rating is identified as Rating 0 as all condition aspects are the responsibility of the owner.

<i>Building name</i>	<i>owner</i>	<i>heritage</i>	<i>asset classification</i>	<i>asbestos</i>
<i>Building rating</i>	<i>Building comments</i>		<i>Floor rating</i>	<i>Roof rating</i> <i>Envel rating</i>
N/A Privately Owned Building				
Hangar			N/A	N/A

Rating	Condition	General description	Estimated Design Life Remaining
0	New	A new asset or recently rehabilitated back to new condition.	100%
2	Excellent	An asset in excellent overall condition. Obvious that the asset was no longer in new condition.	80-90%
4	Good	An asset in good overall condition but with some obvious deterioration evident. Serviceability would be impaired very slightly.	60-70%
6	Fair-Poor	An asset in fair to poor overall condition. Condition deterioration is quite obvious. Asset serviceability affected.	50-30%
8	Very Poor	Very poor overall condition with serviceability now being heavily impacted. The asset is at a point where renewal / replacement is required.	10% - 30% Asset cannot satisfactorily perform its original purpose and/or provide the originally intended level of service.
10	Failed	An asset that has failed and is no longer serviceable and should not remain in service.	0% Asset has failed or there is an extreme public health and safety risk of leaving the asset in service.

Title **Executive Services Chief Executive Officer Report January 2024**

Date 6 February 2024

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 Chief Executive Officer and Acting Chief Executive Officer during the month of January 2024.

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.

Background Information

Nil

Report

The below lists the meetings, delegations and forums attended by the Chief Executive Officer (CEO) and Acting Chief Executive Officer during the month of January 2024. The CEO was on annual leave for the period 10 January to 21 January, 2024.

CEO - J. Taylor

Date	Who/Where	Details
5 January 2024	<ul style="list-style-type: none"> • Briefing from New Wilkie Energy 	Teams
8 January 2024	<ul style="list-style-type: none"> • Briefing from New Wilkie Energy 	Teams
9 January 2024	<ul style="list-style-type: none"> • Community Housing Tender Interviews 	Dalby
25 January 2024	<ul style="list-style-type: none"> • LDMG Members - Briefing for Potential Rain Event and Preparedness • Southern and Darling Downs Regional Water Assessment - Stakeholder Advisory Group Meeting 	Dalby Toowoomba
30 January 2024	<ul style="list-style-type: none"> • LDMG Members - Update on Rain Event • Meeting with CEO of Balonne Regional Council 	Dalby Teams Meting

31 January 2024	<ul style="list-style-type: none"> Local Disaster Management Group Meeting Development Assessment Panel Meeting 	Dalby Dalby
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Acting CEO - B. Bacon

Date	Who/Where	Details
15 January 2024	<ul style="list-style-type: none"> Councillor Information Sessions Development Assessment Panel Meeting 	Dalby Dalby
16 January 2024	<ul style="list-style-type: none"> Councillor Information Sessions Planning & Pre-Agenda Meeting 	Dalby Dalby
17 January 2024	<ul style="list-style-type: none"> Connect with Council BBQ 	Chinchilla
18 January 2024	<ul style="list-style-type: none"> Ordinary Meeting of Council Councillor Information Sessions 	Chinchilla Chinchilla

Consultation (Internal/External)

Chief Executive Officer and 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 and Acting Chief Executive officer during the month of January 2024.

Attachments

Nil.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

Title **Executive Services Report Outstanding Actions January 2024**

Date 6 February 2024

Responsible Manager J. Taylor, 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 18 January 2024.

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.

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 18 January 2024

1. Outstanding Council Meeting Action List (As at 18 January 2024)

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
13/04/2022	Corporate Services Confidential Report Dalby Aerodrome Proposed Lease to Helismart	AD6.6.2	That this report be received, and Council resolves to; 1. Apply the exceptions contained within section 236(1)(c)(iii) of the <i>Local Government Regulation 2012</i> (Qld) to the proposed lease; 2. Offer Helismart Pty Ltd a ten-year lease over a portion of land at the Dalby Aerodrome, as depicted in the proposed lease sketch in this Report, on the terms as set out in this Report; and	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>3. Delegate authority to the CEO to negotiate and sign all documents necessary to:</p> <ul style="list-style-type: none"> a) Effect the surrender of the agricultural leased area known as Lease K, and the boundary realignment and resurvey of the agricultural leased area known as Lease H, at the Dalby Aerodrome; b) Survey the area known as Lease K to accommodate Helismart Pty Ltd's proposed leased area and to allow for future leased areas; and c) Provide a lease for a new surveyed area with Helismart Pty Ltd for approval by council. <p style="text-align: right;">CARRIED</p>	
19/07/2023	(035.2022.737.001) Community and Liveability Report Development Application for Reconfiguring a Lot (1 Lot into 10 Lots and Road Reserve) of Lot 20 on SP156284 Cemetery Road Chinchilla WA & SG Daniells Pty Ltd C/- Sweb Consulting	AD6.6.2	<p>That council investigates an amendment to the Planning Scheme to address the perceived requirements for rural residential development in the Chinchilla area.</p> <p style="text-align: right;">CARRIED</p>	Community & Liveability
16/08/2023	Request Review of the Council Meetings Policy	AD6.6.2	<p>That Council review the Council Meetings Policy.</p> <p style="text-align: right;">CARRIED</p>	Corporate Services
16/08/2023	Executive Services Confidential Report - Expression of Interest to Lease Two Lots Kumbarilla Lane Kogan	AD6.6.2	<p>That this Report be received and that Council resolves that:</p> <ul style="list-style-type: none"> 1. It is in the public interest, pursuant to section 228(3)(a) and (b) <i>Local Government Regulation 2012</i> to invite Expressions of Interest ("EOI") to lease Lot 2 SP214220 and Lot 3 SP200461 ("Land") at Kumbarilla Lane Kogan, before inviting written tenders, noting that: <ul style="list-style-type: none"> a. Leasing the Land in proximity to the Braemar Power Station, is expected to result in the Land reaching its full potential and increase its revenue generation for Council and additional economic opportunities for the benefit of the community. b. The EOI allows all interested parties to express their 	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>interest in leasing the Land. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the lessee before progressing further and calling tenders from a short listed group.</p> <p>c. Inviting an EOI to lease the Land enables Council to maintain ownership and control of the Land for the benefit of the community to ensure it maintains:</p> <ul style="list-style-type: none"> i. the revenue stream from CSG interests, and ii. its existing quarry assets whilst at the same time securing rights to allow future quarry expansion. <p style="text-align: right;">CARRIED</p>	
16/08/2023	Community and Liveability Confidential Report Western Downs Planning Scheme 2017 Major Amendment 2 Business and Planning Improvement Amendment Package	AD6.6.2	<p>That this Report be received and that:</p> <p>1.Council resolve, for the purposes of Chapter 2, Part 4, Section 16.1 of the Minister's Guidelines and Rules, to commence making a major amendment to its Planning Scheme.</p> <p>2.Council endorse the proposed Planning Scheme Amendment and Maps (Major Amendment 2 – Business and Planning Improvement Amendment Package), including the Amended Planning Scheme Policies incorporated at Schedule 6 (Attachments 1A and 1B), prepared in accordance with Chapter 2, Part 4, Section 16.4 and Chapter 3, Part 1, Section 2.2 of the Minister's Guidelines and Rules.</p> <p>3.Council endorse the proposed Communications Strategy (Attachment 2).</p> <p>4.Council decide to make the proposed amendments to the Planning Scheme Policies, incorporated in Schedule 6 of Major Amendment 2 – Business and Planning Improvement Amendment Package, in accordance with Chapter 3, Part 1, Sections 2.1 of the Minister's Guidelines and Rules.</p> <p>5.Council give notice to the Planning Minister of the decision to amend the Planning Scheme, provide the required material (as set out in Schedule 3 of the Minister's Guidelines and Rules) and request a State Interest Review of Major Amendment 2, in accordance with Chapter 2, Part 4, Section 16.5 of the Minister's Guidelines and Rules.</p> <p>6.Council decide to proceed to public consultation of Major Amendment 2 – Business and Planning Improvement Amendment Package and the proposed amendments to the Planning Scheme Policies</p>	Community & Liveability

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>incorporated in Schedule 5, in accordance with Chapter 2, Part 4, Sections 18.1 and 18.2 and Chapter 3, Part 1, Section 3 of the Minister's Guidelines and Rules, after receiving and subject to the outcome of the State Interest Review and the Planning Minister's Notice issued under Chapter 2, Part 4, Section 17.5 of the Minister's Guidelines and Rules.</p> <p>7. That the Chief Executive Officer be granted all powers under the Minister's Guidelines and Rules to amend Proposed Major Amendment 2 – Business and Planning Improvement Amendment Package as detailed in Clause 2 above, prior to and in the course of the State Interest Review.</p> <p style="text-align: right;">CARRIED</p>	
16/08/2023	Community and Liveability Confidential Report Western Downs Planning Scheme 2017 Major Amendment 2 Business and Planning Improvement Amendment Package	AD6.6.2	<p>That council hold an information session to consider a second amendment to the planning scheme in relation to, but not limited to lot sizes, urban and rural residential, land use and density.</p> <p style="text-align: right;">CARRIED</p>	Community & Liveability
20/09/2023	Request Review of Councillor Portfolios and Committee structures in local government governance	AD6.6.2	<p>That council undertake a strategic workshop to:</p> <ol style="list-style-type: none"> 1. review existing Councillor Portfolios 2. Give consideration and compare the effectiveness of portfolios and committee structures in local government governance. 3. Provide recommendations to the next Council on effectiveness and suggested changes. <p style="text-align: right;">CARRIED</p>	Executive Services
25/10/2023	Executive Services Confidential Report Expression of Interest to Dispose of Land, Haddock Place, Tara	AD6.6.2	<p>That this Report be received and that Council resolves that:</p> <p>1. It is in the public interest, pursuant to section 228(3)(a) and (b) Local Government Regulation 2012 (Qld) to invite Expressions of Interest ("EOI") to dispose of Part of Lot 220 on SP209293 ("Land") at Haddock Place Tara, noting that:</p> <p>a. Disposing of the Land zoned as Low Density Residential, is expected to result in the Land reaching its full potential by offering much needed community opportunities in Tara, and</p> <p>b. An EOI will allow all interested parties to express their interest in acquiring the Land. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant.</p> <p style="text-align: right;">CARRIED</p>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
25/10/2023	Executive Services Confidential Report Expression of Interests Proposed Transfer of Council's Community Housing Portfolio	AD6.6.2	<p>That this report be received and Council resolves that</p> <ol style="list-style-type: none"> 1. It is in the public interest, pursuant to section 228(3)(a) and (b) <i>Local Government Regulation 2012</i> to invite Expressions of Interest ("EOI") for the transfer of Council's community housing portfolio to a registered community housing organisation before short listing and inviting written tenders, noting that: <ol style="list-style-type: none"> a. An EOI will enable Council to assess interested registered community housing organisations operational capacity to maintain and potentially grow community housing for the benefit of the community. An EOI gives an opportunity for all interested registered community housing organisations to address these requirements at the EOI stage. b. It is in the public interest to proceed with a less onerous EOI as requiring all interested parties to complete a full written tender would be very costly to individual registered community housing organisations and may deter capable registered housing organisations from expressing their interests. <p>CARRIED</p>	Executive Services
25/10/2023	Executive Services Report Lease of Lot 27 SP159192 Leichhardt Highway, Wandoan to Rodney Harth	AD6.6.2	<p>That this Report be received and that:</p> <ol style="list-style-type: none"> 1. The exception contained in section 236(1)(c)(iii) of the Local Government Regulation 2012 applies to the proposed lease. 2. Rodney Harth be offered a five (5) year lease from 1 November 2023 with an option for a further five (5) year term, over land described as Lot 27 SP159192 Leichhardt Highway, Wandoan. 3. A clause be inserted in the lease to enable the lease to be terminated by either party without cause by providing 12 months' written notice, and 4. to delegate to the Chief Executive Officer the power to finalise and execute the proposed lease and ancillary documents. <p>CARRIED</p>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
06/12/2023	Executive Services Report Surrender of Trusteeship over Lot 1 on SP190736	AD6.6.2	<p>That this report be received and that Council resolves to:</p> <ol style="list-style-type: none"> 1. Agree to vacate the office of trustee over Lot 1 on SP190736, known as the 'Tara Caravan Park' by providing a notice of resignation to the Department of Resources to allow the State Government represented by the Department of Housing to become the new trustee. 2. Delegate authority to the CEO to negotiate and sign all documents necessary to finalise resignation of the trust. <p style="text-align: right;">CARRIED</p>	Executive Services
18/01/2024	Corporate Services Report Chinchilla Aquatic Site Selection and Inclusions Report	AD6.6.2	<p>That Council resolves to:</p> <ol style="list-style-type: none"> 1. proceed with concept planning (within existing approved budgets) for the replacement of the Chinchilla Aquatic Centre at the former Cypress Pines Caravan Park site: 35-41 Villiers Street, Chinchilla. Lot 168 Survey Plan 172881; 2. include for consideration in the concept plan an indoor aquatic hall with a learn-to-swim and separate toddler's pool, an outdoor/indoor fifty (50) metre eight (8) lane pool, aquatic support areas, health and fitness areas, front of house areas including cafe, amenities and change areas, multi-purpose areas, outdoor precinct areas and multi-purpose centre; 3. establish a steering committee for the Chinchilla Aquatic Precinct Project concept planning as a forum for consideration of input from stakeholders and to provide advice to Council; and 4. commence application processes for suitable grant and project funding opportunities. <p style="text-align: right;">CARRIED</p>	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
18/01/2024	Corporate Services Report Proposed Transfer of Council's Community Housing Portfolio to a Registered Community Housing Organisation	AD6.6.2	<p>That in respect to the transfer of Council's community housing portfolio to a registered community housing organisation, Council resolves to:</p> <ol style="list-style-type: none"> 1. approve Community Housing (Qld) Limited as the preferred tenderer, subject to the Director-General, Department of Housing, Local Government, Planning and Public Works' final approval; 2. approve the transfer of the community housing portfolio for the sum of zero dollars; and 3. delegate to the Chief Executive Officer to negotiate, finalise, and execute all documents necessary for the transfer of Council's community housing portfolio to Community Housing (Qld) Limited. <p>CARRIED</p>	Corporate Services
18/01/2024	Executive Services Confidential Report - Lot 1 SP173901 Dalby-Apunyal Road DALBY	AD6.6.2	<p>That Council resolves to:</p> <ol style="list-style-type: none"> 1. purchase Lot 1 on SP173901 at Dalby-Apunyal Road, Dalby ("Land"), for the purchase price as determined by the Herron Todd White Valuation Report dated 12 December 2023; and 2. Delegate authority to the Chief Executive Officer to negotiate, finalise, and execute all documents necessary for the purchase of the Land. <p>CARRIED</p>	Executive Services

Deputations List (As at 18 January 2024)

Meeting date	Item description	Council Resolution/Task	Comments	Responsible Division
19/07/2023	Deputation - Megan Kruger	Ms Kruger addressed Council in regards to safety concerns around accessing Bulldog Park along Slessar Street, Chinchilla.	The request for a footpath to Bulldog park was already included as a project for consideration in the Works Program. Following a review of potential funding options by Council, a response will be drafted to Megan.	Infrastructure Services

Consultation (Internal/External)

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

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

Attachments

Nil

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

Title	Executive Services Quarterly Report October to December 2023
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Date	6 February 2024
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Responsible Manager	J. Taylor, CHIEF EXECUTIVE OFFICER
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Summary

The purpose of this Report is to provide Council with a summary of the Executive Services Division's strategic and operational activities for the second quarter of the 2023-2024 financial year.

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

There are no personal interests nor conflicts of interest associated with the consideration of this matter.

Officer's Recommendation

That this report be received and noted.

Background Information

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

Report

This Report outlines the Executive Services Division activities and outcomes during the second quarter of the 2023-2024 Financial Year.

Consultation (Internal/External)

Consultation has occurred with the following departments within Council:

- A) Legal Services and
- B) SMART Digital Programme

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with this report.

Budget/Financial Implications

There are no budget nor financial implications associated with this report.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) 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 provides an overview of the Executive Services' strategic and operational activities for the first quarter of the 2023-2024 financial year. It is presented to Council for information and noting.

Attachments

1. SMART Digital Programme 2324 Q2 Update (1.) pdf
2. Legal Services Q2 2324 Report.pdf

Authored by: B. Donald, Executive Services Administration Officer



23/24 Q2 COUNCIL UPDATE 'GOING DIGITAL'

ADOPTED DIGITAL STRATEGY TO CONTINUALLY
IMPROVE COUNCIL'S ENTERPRISE CAPABILITIES
ACROSS **PEOPLE + PROCESS + TECHNOLOGY**



Technology

ERP Implementation OneCouncil Phase 2 - Planned
Go Live on 1 July 2024

Enterprise Asset Management (incl Spatial for Assets):

- Configuration stage complete including new FieldApp for Works Requests/Defect Management
- Implementation stage in progress incl acceptance testing and trial data migrations

Human Resources Management (incl Payroll):

- Configuration Stage in progress including electronic timesheets and integration with Learning Management System
- Parallel Payroll environment stood up ready for testing and trial data migrations in progress
- Implementation stage yet to commence



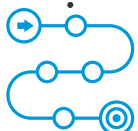
People

Learning & Development:

- OD initiative 'Computer Fundamentals' training in progress, available to all staff
- OD working with SMART team to harvest content for Standard Work Practices ready for Go Live and Phase 2 Training Courses

Change Management:

- Planning for Interactive Roadshows across Council - March/April



Process

EAM Gaps Analysis completed ready for internal review

HRP Gaps Analysis in progress for purpose of internal review



ONECOUNCIL PHASE 1 CONTINUAL IMPROVEMENT:

FINANCIALS - PROCUREMENT

- Contract Management - implemented
- Executive Digital Approval Workflow - implemented
- Supplier Portal - with procurement team for review
- Accounts Payable 100% digital stationery/forms - in progress
- Corporate Cards migrating to new digital experience platform (DXP) for better user experience - deferred to Phase 3 to better align with implementation of remaining DXP modules namely, DXP Meetings (replacing eScribe) and DXP LG (new internal and external knowledge base)

FINANCIALS - CORPORATE PERFORMANCE MANAGEMENT (CPM)

- Budget Review Pack for 24/25 - now managed in OneCouncil
- Division and Team Dashboards and Analytics - implemented
- Future CPM enhancements will be available after Phase 2 implementation of HRP and EAM

ENTERPRISE CONTENT MANAGEMENT (RECORDS)

- Supporting Information Management implementation of new archive and retention schedule for SaaS ECM

Quarterly Report
October - December 2023



Legal Services



Executive Summary

Disposal of Surplus Land

10 Wallace Street Dalby - now under contract

Professional Development

Two staff members in our team completed their Cert III in Legal Studies

Sale of Land - Rates

Arrears

6 properties listed, and all 6 sold at auction. All properties settled and outstanding rates have been repaid, and remaining funds disbursed.

The below properties were sold:

- Lot 36 Church Road, Montrose
- Lots 1 & 2 Glynn Avenue, Dulacca
- Lot 163 Rocky Crescent, Weranga
- Lot 51 South Road, Tara
- 14021 Surat Development Road, Tara
- Lot 48 Bunya Mountains Road, Moola

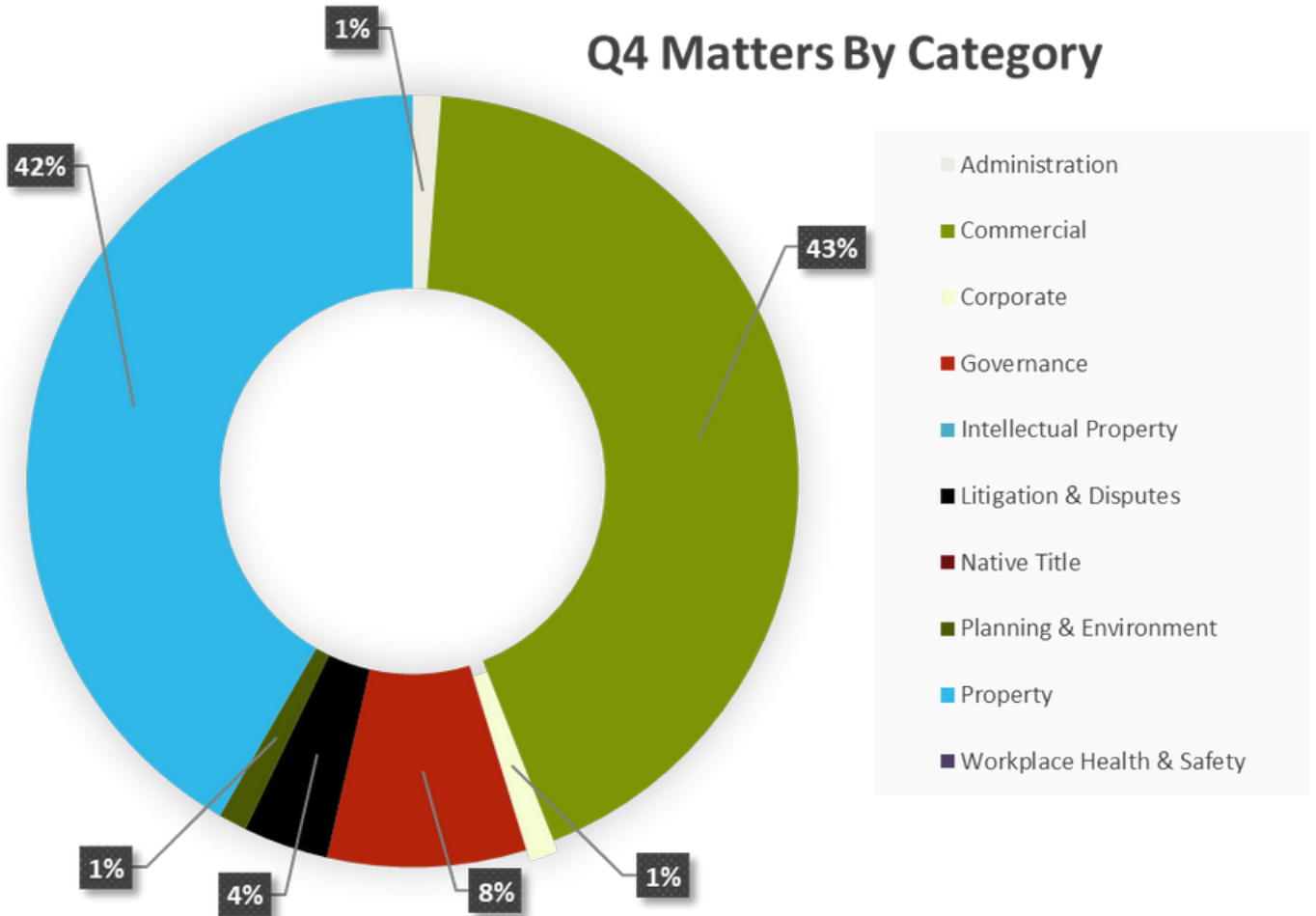
Legal Advice and Risk Management

Providing advice to internal stakeholders on numerous matters including drafting and reviewing major contracts and agreements ensuring risk is appropriately managed.

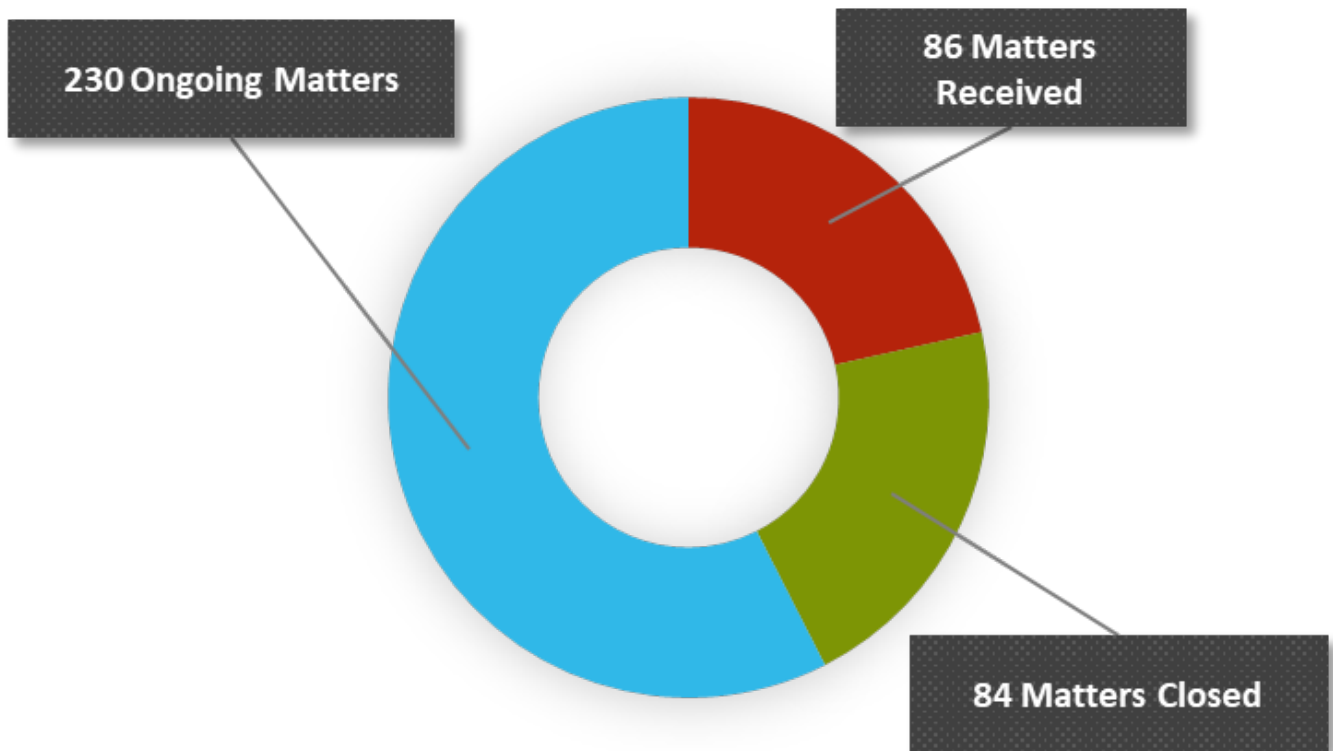
RIAs, Permits and Leases

- Wambo Wind Farm Stage 2 Road Infrastructure Agreement completed.
- Permit to Occupy - Murilla Street Miles
- Registration of new Lease areas AC-AG at the Dalby Aerodrome
- Registration of new Lease area H at the Dalby Aerodrome
- Lease X executed at the Dalby Aerodrome with GB Shaw
- Russell Park MTB Trail
- Various Resource sector CCAs

Q4 Matters By Category



Q4 Matter Progression



Title	Corporate Services Report Quarter Two 2023-24 Operational Plan and Enterprise Risk Management
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Date	22 January 2024
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Responsible Manager	P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER
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Summary

The purpose of this report is to provide Council with the second quarter progress in achieving the actions outlined in the *2023-24 Operational Plan* and the status of the strategic risks which Council manages under the *Enterprise Risk Management Framework*.

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.*

The Operational Plan update and Enterprise Risk Management review enables Councillors and the organisation to regularly monitor the performance of Council's functions in the delivery of its operational and capital initiatives.

Material Personal Interest/Conflict of Interest

There are no personal interest nor conflicts of interest associated with this report.

Officer's Recommendation

That Council resolves to receive the *Quarter Two 2023-24 Operational Plan and Enterprise Risk Management Review*.

Background Information

Review of Annual Operational Plan

Section 174(3) of the *Local Government Regulation 2012* requires:

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.

Review of Enterprise Risk

Sections 164(1) and 175(1)(b)(ii) of *Local Government Regulations 2012* provide legislative context for Council's requirement to establish an effective risk management system. Whilst not mandated by legislation, it is expected that local government risk management activities are undertaken generally in accordance with *AS IS31000:2018 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 a risk management 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 good understanding of the risk; and there is confidence that the outcomes will lead to significant business improvements or service delivery.

Council's *Enterprise Risk Register* is reviewed by responsible risk owners/managers as an ongoing function of management and at least each quarter as part of the quarterly review. The register can be viewed anytime by senior management and is presented regularly to the Audit Committee and the Executive Leadership Team.

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

To assist senior management in complying with its responsibilities in relation to risk management, managers are required to complete an *Annual Risk Statement* at the end of the financial year. The purpose of the statement is to ensure that managers consider risk specific to their strategic objectives, day to day operations, projects and events, ensuring risks are being identified, included in the relevant register and appropriate controls are in place to mitigate the identified risk.

Report

Quarterly Review of Operational Plan

Attachment One contains the second quarter review of the *2023-24 Operational Plan*, with the 'quarter progress' and 'measure of success' identified against each of the Plan's success drivers. The status and success indicators for the strategic priorities in the *2023-24 Operational Plan* show Council has made progress on the delivery of its commitments.

Quarterly Review of Enterprise Risk

The Enterprise Risk Register addresses Council's core enterprise risk from a strategic and operational perspective. All risks are assigned to risk owners who are responsible for monitoring and managing them with a review undertaken at least quarterly. Operational risks are monitored by responsible risk owners/managers at an operational level and within normal management capacity. Should any of these risks become a concern the relevant risk owner/manager will seek direction from the Executive Leadership Team to implement mitigation strategies outside of their normal operational resources.

The register is reviewed as part of the corporate quarterly review process. At the end of the second quarter, all risks identified in the *Enterprise Risk Register* are deemed manageable and/or acceptable within normal day to day management and where required, have treatment action plans in place to address improvement in controls.

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

Consultation (Internal/External)

The quarterly review of the *2023-24 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register* is developed from information provided by each responsible manager.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications with the consideration of the *2023-24 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register*.

Budget/Financial Implications

There are no budget nor financial implications associated with the consideration of the *2023-24 Operational Plan*, the *Enterprise Risk Register* and the *Fraud Risk Register*.

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 second quarter review of the *2023-24 Operational Plan* shows Council is progressing towards the delivery of its commitments in the 2023-24 financial year.

The second quarter review of the *Enterprise Risk Register* by responsible risk owners/managers reveals no major uncontrolled 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.

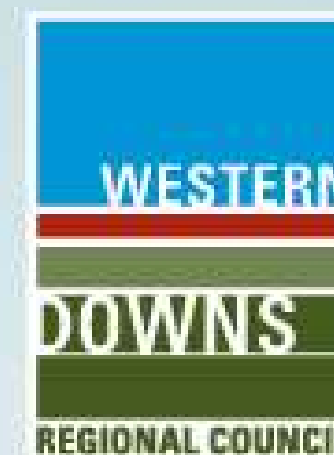
Naturally, there are risks around fraud and workplace health and safety for which the organisation has a zero-risk appetite. A separate *Fraud Risk Register* serves to separately highlight this category of risk to both management and the organisation.

Attachments

(1) *Quarter Two 2023-24 Operational Plan and Enterprise Risk Management Review*

Authored by: Wendy Burton, PERFORMANCE, RISK and REPORTING OFFICER

WESTERN DOWNS REGIONAL COUNCIL OPERATIONAL PLAN



Experience Western Downs

It's the
people that
make it.

Q2 2023 2024 1 October to
31 December 2023

<div> <div>ENTERPRISE RISK MANAGEMENT</div> <div>Quarter Two - 2023 - 2024</div> <div>STRATEGIC RISKS :</div> <div>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</div> </div>											
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 year Financial Plan) is undertaken (proactive) which includes scenario analysis Income & expenditure modelling is undertaken including using conservative population growth forecasts (proactive) Strategic asset management planning, linking into Capital & Maintenance Works Programs (10 Year Program). 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 2021-2026 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) Database replication (every 15 minutes to Azure) Virtual server backups daily (and replicated to Azure) Virtualised server environment (Proactive) 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, Disaster Recovery and Incident Response Plan (Proactive) Mobile device/storage encryption (Proactive) Staff awareness program on cyber security (Proactive) Endpoint security platforms in place (Proactive) Ongoing security/penetration testing (Proactive) Biannual Testing of Disaster Recovery - one Isolation disaster recovery test and one full disaster recovery test (Proactive) Up to date Policies (Proactive) Cyber security insurance (Reactive) Identity and user access control - ensuring effective role-based security (Proactive) OneDrive Data Sync (End User Devices: Documents, Desktop, Favourites folders) 	Moderate	Possible	Moderate	Good	RETAIN the Risk	ICT Manager
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 conducted to identify critical business functions/services required to operate during a disruptive event (Proactive) Business Impact Analysis reviewed and endorsed by Executive Management Team (Proactive) Business Continuity Plans developed and stored in the cloud for all critical functions/services identified by Business Impact Analysis (Proactive) Business Continuity Plans endorsed by Executive Management Team (Proactive) Business Continuity Plan Policy, Framework, Business Impact Analysis and Business Continuity Plans independently reviewed (Proactive) Data backup and disaster recovery cloud based enabling access during a disruptive event 	Moderate	Unlikely	Moderate	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 	Major	Possible	Significant	Fair	RETAIN the Risk	General Manager Infrastructure Services

STRATEGIC ENTERPRISE RISKS - <i>Continued</i>											
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 programmes (Proactive) Staff Mentoring program Internal Communication Systems (Intranet, staff meetings, messaging, localising, and engaging) (Proactive) GROW@Work programme Staff Leave management (Proactive) Performance management (Proactive) Staff values clearly communicated (Proactive) WorkVibe (Proactive) 'We Are WDRC' Awards (Proactive) Employee Wellness Programmes (Proactive) Safety First (Proactive) 	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 and reviewed regularly (Proactive) Regular fraud and corruption awareness training program (Proactive) Regular ethics training program (Proactive) Employee code of conduct in place (Proactive) Councillor code of conduct in place (Proactive) Effective leave management in place (Proactive) Systems in place for reporting suspected fraudulent or corrupt activity (Proactive) Delegations of authority including financial delegations (Proactive) Financial system controls (Proactive) Controls in place for software system user access (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 all 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) External contract Internal Audit function provides broader experience and skill sets to audit (Proactive) Ethics and Fraud LMS module (Proactive) Focus on building positive organisational culture (Proactive) 	Moderate	Possible	Moderate	Good	RETAIN the Risk	Customer Support and 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 consultation, 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 - includes Safety Walk attended by Executive and WHS Representatives (Proactive) Focus training is delivered to staff based on a needs analysis (Proactive) A rehabilitation service is in place for early return to work of injured workers (Proactive) Upskilling training is provided for WHS Advisors and IR&R(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. Mental Health/Wellbeing programs, 10,000 steps, flu vaccinations, job specific immunisations) (Proactive) Pre-employment medicals/declarations and Fit for Work assessment A fleet risk management plan has been developed with improvement actions identified. Targeted training implemented for repeat incidents (Proactive) 	Moderate	Unlikely	Moderate	Good	RETAIN the Risk	Chief Human Resource Officer

WESTERN DOWNS REGIONAL COUNCIL

OPERATIONAL PLAN 2023-24



The 2023-24 Operational Plan is develop by the Senior Leadership and Executive Leadership teams of Western Downs Regional Council, in response to the commitments of Council's *Corporate Plan 2021 - 2026*

A DIVERSE REGION AT THE FOREFRONT OF THE CHANGING WORLD

MEANINGFUL COMMUNICATIONS & COMMUNITY ENGAGEMENT

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 telecommunications and digital connectivity to support and advance our region

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

Fraud Statement

Council has zero tolerance towards fraudulent and corrupt conduct and is committed to the prevention and detection of these activities, and to high standards when dealing with breaches and wrongdoing

Culture Statement

Here at Western Downs Regional Council - It's The People that Make It!
We act as one, committed to empowering productive teams with our people enjoying high levels of personal job satisfaction.

Safety Statement

Council is committed to maintaining a safe working environment for all its employees, contractors and visitors. At work, our primary objective is to put health, safety and well-being first.

Managing Operational Risks

Section 175 of the Local Government Regulation 2012 requires that the Operational Plan include a statement as to how Council manage 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 guided by the Risk Management Standard AS ISO 31000:2018.

Commercial Business Units







An annual performance plan for each commercial business unit of the local government is required to be included (where applicable) in the Operational Plan. In assessing Council operations in line with the annual expenditure threshold limits for significant business activities prescribed within the Regulation, Council does not currently operate any commercial business units as defined within the legislation.


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 (Strong Diverse Economy | Active Vibrant Community | Quality Lifestyle | Sustainable Organisation) and outlines the success we are aspiring to achieve under each of the priority areas.

The Operational Plan is reviewed, assessed and reported 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.


Quarterly Progress Legend

	On Track	Is progressing as scheduled towards being completed by the expected completion date
	Not Started	Not scheduled to commence until later in the Operational Plan cycle
	Needs Attention	Factors affecting the delivery
	Completed	100% complete within the expected completion date, no further reporting required
	Not Achieved	Will not be achieved
	Extended	Not delivered by the expected completion date but will be completed at a later nominated date

STRONG DIVERSE ECONOMY 										
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success	
We aggressively attract business and investment opportunities										
Identify opportunities that facilitate new investment to the region (including tourism).	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Develop industry gap analysis and share identify opportunities to value add with relevant industry stakeholders.	Conversations held with five new investment leads for investments in the Western Downs.	
Enable aggressive investment attraction to the region.								Create investment attraction action plan targeted to each identified industry.	The development of the industry gap analysis and investment attraction action plan will be delivered in quarter three and quarter four.	
Develop a business action plan for high impact industry development.								Complete preliminary development work to ensure land is ready for high impact development.		
Work will progress on the amendment of the <i>Western Downs Planning Scheme</i> , and will be guided by an endorsed project plan.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				The <i>Western Downs Planning Scheme Amendment Two Project Plan</i> is endorsed by 30 September 2023.	The planning scheme amendment has been submitted in September 2023 to the Queensland Government for a State interest check. Council is still awaiting a response from the State prior to any other actions being taken on this project.	
								Milestones for 2023-24 set in the Planning Scheme Amendment Project Plan will be achieved.		
								Advance planning for the next <i>Western Downs Planning Scheme</i> amendment will be undertaken.	Following lodgement of the 2023 amendment, an initial scoping exercise commenced, with Council engagement undertaken on 6 December 2023 to determine items for review in the next amendment.	
Our development assessment timeframes will continue to be amongst the best in the State.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				>90% of development applications will be assessed within allocated timeframes.	100% of development applications were assessed within allocated timeframes.	
								Code assessable applications are completed within fifteen (15) business days on average (compared to the statutory time frame of seventy (70) business days).	Development applications - achieved on average across the quarter, with average adjusted timeframe of 13.1 business days achieved.	
								Building and plumbing applications are assessed within ten business days.	Plumbing applications achieved measure, and have been assessed in 5.56 business days (on average). Building items not achieved due to delays with third party building certifier. Building applications are assessed in 42.98 business days (on average). Western Downs Regional Council's Building Certifier has achieved accreditation in December 2023; it is anticipated the timeframes will improve significantly.	
We will continue to have meaningful discussions with our customers and seek feedback to improve quality development outcomes.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				Ten targeted liaison meetings will be held with a variety of customers per annum, seeking specific feedback on potential improvements, constraints and opportunities for new development.	Targeted liaison meetings have commenced, with three undertaken by the Development Application Team and by the Chief Executive Officer with larger scale developers.	
								Seek testimonials from customers regarding their development application experience.	Feedback, including testimonials, are being sought with the issue of all Decision Notices for Material Change of Use and Reconfiguring a Lot applications, we request feedback from customers about their experience. We have not received any feedback to date.	
Our region is a recognised leader in agribusiness, energy and manufacturing										
Deliver, in partnership, targeted support to accelerate industry growth in agribusiness, energy and manufacturing.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Deliver, in partnership, a minimum of one event or program per industry aimed to accelerate growth, with reported outcomes.	Planning for the Accelerate Manufacturing Conference is progressing, and this event will be delivered on Wednesday 29 May 2024.	
									Delivered by Toowoomba and Surat Basin Enterprise under the partnering agreement, the Protein Conference is set to be delivered on 20 June 2024 and the Energy Summit on 6 August 2024.	
Identify and enable opportunities that facilitate industry leading trials or adoption of new innovation and technologies in the region.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				An innovative trial in partnership with Toowoomba and Surat Basin Enterprise is progressed in the region.	Conversation on establishment of an innovative trial is progressed and consideration is given to apply for grant funding to deliver an investment-ready business case.	
Deliver a Sister City program, including a trade and export initiative, targeting major industries.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Sister City Program delivered and one annual trade and export initiative completed.	Council has identified a number of counties in Texas in the United States of America with strong industry commonality and will continue to reach out to gauge their interest to establish a mutually beneficial Sister City Program.	
We deliver water security to enable future economic growth										
Review opportunities for water security to enable future economic growth across the region.	Utilities Manager	30/06/2024	<div></div>	<div></div>				Regional Water Supply Security Assessment recommendations are reviewed and relevant projects included in the <i>Utilities Ten Year Capital Program</i> .	The <i>Regional Water Supply Assessment Report</i> is near completion and projects identified in the report have been considered for inclusion in Council's <i>Ten-Year Capital Program</i> .	
Water supply improvements progressed for economic growth in Dalby.	Utilities Manager	30/06/2024	<div></div>	<div></div>				Improve water security by progressing the multi-year <i>Dalby Water Supply Upgrade Program</i> by: a. Completion of Stage Two Raw and Treated Water Transfer Pipeline. b. Undertake Great Artesian Basin bore desalination pilot plant testing.	The scope and tender documentation for the Stage Two Pipeline was released and the tender closes on 24 January 2024.	
									The precipice bore drilling has been finalised; the 100-hour pump test is completed and the report to be finalised by the end of January 2024.	
									Quotes have been sourced for components relating to the Pilot Plant.	
Support community drought resilience through continuing Council's <i>Rainwater Tank Incentive Program</i> .	Utilities Manager	30/06/2024	<div></div>	<div></div>				100% of allocated rainwater tank rebates are committed by March 2024.	68% of the rainwater tank rebate budget was committed by the end of quarter two and on track to meet target.	
								100% of payment requests following rainwater tank installations are inspected and paid within four weeks of submission.	45% of payment requests were paid within four weeks, which is down due to the Christmas close down period.	
We proactively advance our region as a tourism destination										
We progress Western Downs' Sculpture Trail and public art to enhance the region's cultural tourism product.	Communities Manager	30/06/2024	<div></div>	<div></div>				Recommended actions from the completed strategy to commercialise opportunities around the public art trail are explored, and one new public art work completed.	The direction of the strategy is now focussed on public art principally with a similar outcome anticipated in the future.	
Enable the growth and development of the region's destination events through strategic stakeholder engagement and tourism marketing.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Establish long-term economic benchmarks for event specific local spend using Spend Map data.	Council has commenced the Spendmapp subscription and will include the event specific local spend in Economic Impact Event Templates following completion of Council delivered major events, and other financially supported destination and major events.	
								Review of <i>Destination Events Program</i> and further promotion of this program outside of the region.	The review of the <i>Destination Events Program</i> has been completed and new guidelines and application forms will be released in January (quarter three), for the program to be further promoted.	
								The <i>Destinations Events Program</i> has been shared during quarter two, with three event committees that have expressed an interest in the region.		
Enable and support growth of our tourism product across our region.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Deliver a minimum of one experience through each accredited Visitor Information Centre.	Following the successful delivery of the Dalby Saleyard Tours and Miles Historical Village Sunset Tours; the Chinchilla Visitor Information Centre will commence free guided tours through the Chinchilla Botanic Parklands in quarter three.	
Enable the growth and development of tourism markets to increase local spend and visitor night stay in the region.								In partnership with Southern Queensland Country Tourism: - support the development of one new bookable experience and packaged product. - support the development of one new and unique tourism product.	Council has successfully supported the Miles Historical Village Museum to get commission based product available through Online Travel Agencies (packaged product). Further support is provided to a number of tourism operators to further develop new and unique tourism product.	
								Attend a minimum of four tourism trade shows, in partnership with Southern Queensland Country Tourism.	The Tourism Team will attend further trade shows in the quarter three and quarter four.	
Support tourism operators to increase customer experience.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				In partnership with Southern Queensland Country Tourism, one additional <i>Best of Queensland</i> experience listed.	One tourism operator has been supported throughout the <i>Best of Queensland</i> process. Tourism and Events Queensland is currently undertaking a review and results are expected to be announced in April 2024.	

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STRONG DIVERSE ECONOMY (continued)										
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success	
Our businesses and industry actively live and buy local										
Commit to local supplier spend where possible within the value for money philosophy.	Chief Executive Officer	30/06/2024	<div></div>	<div></div>				Tender evaluation plans include assessment of local spend in evaluation of tender submissions (with an annual report to be produced on local spend activity across Council's procurement activities).	All tender evaluation plans include assessment criteria for local spend.	
								Active promotion of local spend initiative across Council to encourage and build culture of supporting local business.	Council's Procurement Roadshow was delivered in quarter one.	
								Council's Procurement Roadshow delivered, in partnership with the Procurement Team, to promote 'Doing business with Western Downs Regional Council'.		
Enable business and industry to live local and buy local.	Economic Development Manager	30/09/2023	<div></div>	<div>→</div>			30/06/2024	Delivery of the Buy Western Downs and #ExperienceWesternDowns program (subject to funding under Locally Led Economic Recovery Program, as submitted on 11 May 2023).	Council provided an updated project plan for final consideration in quarter two and an outcome of the grant funding application is expected early 2024.	
Identify and enable opportunities that facilitate development of local business, both new and existing.	Economic Development Manager	31/12/2023	<div></div>	<div>→</div>			30/06/2024	Renewal of partnering agreement with Chambers of Commerce, to enable them to support, develop and strengthen local business and promote local spend.	Two Chambers of Commerce have successfully submitted an application for the Three-Year Chamber of Commerce Partnering Program in quarter two, with agreements executed. Council expects two further applications to be received in quarter three or quarter four this year.	
								Maintain Small Business Friendly Council status and assess areas of improvement under our charter.	Council continues to maintain Small Business Friendly Council status by providing support to local businesses.	
The Western Downs workforce is growing, optimised and fit for the future.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Support relevant stakeholders to establish local 'study in place' opportunities.	Council has provided a Letter of Support to Chinchilla Community Commerce and Industry's grant funding application to establish a Country University Centre.	


ACTIVE VIBRANT COMMUNITY 										
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success	
We are a happy, inclusive community, proud of where we live										
Embrace the rich Aboriginal heritage of our region through engagement with the traditional owners.	General Counsel	30/06/2024	<div></div>	<div></div>				Partnership agreements achieved across the region in consultation with traditional owner groups.	Progressing to completion of Iman People Indigenous Land Use Agreement.	
Our community is informed by proactive and timely communications and given the opportunity to have its say on issues that matter to it.	Communication and Marketing Manager	30/06/2024	<div></div>	<div></div>				Community engagement initiatives developed to inform the 2024-25 budget process.		
								Increase community engagement satisfaction score from 3.65 to 5.5 (out of ten).	Planning is in place to test engagement satisfaction ratings in late March/early April.	
								Increase communication satisfaction rating from 4.07 to 5.5 (out of ten).		
Decision-making is guided by meaningful communications and community engagement.	Communication and Marketing Manager	31/12/2023	<div></div>				30/09/2023	Complete a twelve month review of the implementation of the <i>Communications and Community Engagement Strategy</i> and report to Council.	A twelve month review of the implementation of the <i>Communications and Community Engagement Strategy</i> was completed and adopted at the September 2023 Ordinary Meeting of Council.	
Environmental Health programs focus on improving community health, safety and amenity outcomes; and focus on better education and engagement with our community.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				An environmental health promotional campaign is delivered to educate the community regarding key delivery areas.	Awareness campaigns for the Environmental Health program for the quarter included mosquito control awareness.	
								100% of food premises inspected annually.	Food premises inspections are continuing, with one new Environmental Health Officer commencing during the quarter. Financial year to date, the Environmental Health Officers have completed ninety-four (94) inspections and efforts are being made to complete this item as a priority for the remainder of the financial year.	
								Customer service surveys of environmental health programs achieve an overall satisfaction of above 75% (where sample size statistically valid).	Customer service surveys did not achieve the desired satisfaction rating, with only 38% of customers satisfied in quarter one 2023-24. Quarter two data has not yet been provided.	
								There is a focus on resolving customer requests and outcomes, with all customer requests initially investigated within ten business days.	Customer requests have achieved the measure.	
Council will continue to work with and educate the community to improve attitudes towards responsible pet ownership, seeking better outcomes through the improved behaviour of animal owners	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				An animal management education campaign is delivered to our community, focussing on responsible pet ownership.	A Responsible Pet Ownership campaign was delivered in July 2023 to coincide with dog registration renewals. Other campaigns for delivery through the year are being rolled out and are planned for January 2024.	
								Attend at least one promotional event across the region targeting responsible pet ownership.	An event promoting responsible pet owners has not commenced, this will be delivered in a later quarter.	
								Customer service surveys of animal management activities achieve an overall satisfaction above 75% (where sample size statistically valid).	Customer service ratings for quarter one 2023-24 have achieved the benchmark, with 78% of customers satisfied during the quarter. Customer service survey result has not yet been received for quarter two.	
Our people of diverse backgrounds and ages are united by social, cultural and sporting activities										
Support and deliver community and cultural events and programs that have cultural, social and economic impact to the diverse audiences,	Communities Manager	30/06/2024	<div></div>	<div></div>				Deliver at least three regional cultural arts projects, performances and initiatives to build the region's cultural ecology.	Three exhibitions delivered, including the biannual Tara Art Exhibition which was hugely popular but cut short due to the October bushfires. Hosted several public consultation and engagement sessions with communities for the Arts and Culture Strategy, and the Public Art Strategy.	
								Deliver an Arts and Culture Strategy.	Assistance provide in November to move Lapunyah Gallery into the new, refurbished gallery in the Chinchilla Cultural Precinct.	
									Work on the Arts and Culture Strategy is ongoing.	
Provide opportunities for people to connect through the delivery of events, festivals and programs.	Communities Manager	30/06/2024	<div></div>	<div></div>				Deliver Big Skies as Council's endorsed major event to attract visitors to our region.	Big Skies Festival was delivered successfully.	
								Deliver Words out West Festival and First Five Forever program to support cultural immersion and literacy development.	Words Out West will be delivered in quarter three.	
								Collaborate and support our Regional Festival Committees in their delivery of six events in our public spaces and places: (1) Tara Festival of Culture and Camel Races, (2) Chinchilla Melon Festival, (3) Jandowae Timbertown, (4) Miles Back to the Bush, (5) Dalby Delicious and DeLIGHTful Festival, (6) Stockhorse Sale.	Support to Dalby Delicious and DeLIGHTful Festival committe, Stockhorse Sale committee and the Miles Back to the Bush Festival committee, was provided during quarter two.	
Our parks, open spaces, and community facilities are alive with activities and connect our communities										
Our shared places and spaces encourage and build connection and participation through the delivery of events and programs.	Communities Manager	30/06/2024	<div></div>	<div></div>				Deliver community events including Australia Day, ANZAC Day, Movie Nights, Pool Parties, Youth and Seniors Week in our spaces and places.	Delivered two principal Christmas events, in Mary's Place and Chinchilla Botanic Parkland. Queensland Ballet delivered training sessions for all dancers in Chinchilla, Miles and Wandoan. Three movie screenings for Seniors Week were delivered, as well as morning teas and trivia for seniors in Bell and Jandowae. Pool parties and Spring Splash events were delivered at various swimming pools.	
Inclusive design and engagement are key features in the planning and development/redevelopment of community facilities.	Facilities Manager	30/06/2024	<div></div>	<div></div>				Master plans are completed for Council's aquatic facilities and showgrounds, in line with the <i>Aquatic Facilities Strategy</i> and the <i>Showgrounds Strategy</i> .	Council have commenced master planning processes as per the adopted strategies for Aquatic Facilities including Chinchilla Aquatic Centre Replacement Site Selection and inclusions planning, and Wandoan Aquatic Centre Remediation and Moderate Upgrade concept development planning. Showgrounds Master Planning priorities were agreed by Council to be Dalby and Tara Showgrounds.	
We are strong sustainable community supported by volunteers										
Support and deliver activities that build the capacity and promote the value and contribution of volunteers.	Communities Manager	30/06/2024	<div></div>	<div></div>				Deliver at least three community programs to support volunteer management committees.	Volunteer of the Season was chosen, and an Events Masterclass for Event Volunteering was offered.	
								Deliver the actions of the <i>Volunteer Recognition Plan</i> .	Australia Day Awards opened in November, allowing our residents to nominate a local hero/champion.	
As part of the community recovery and resilience program, support community activity and collaboration to build resilience in preparedness for times of crisis, emergency and recovery.	Communities Manager	30/06/2024	<div></div>	<div></div>				Deliver a minimum of five community information/agency referral sessions.	Person-Centred Emergency Preparedness Planning delivered region-wide, plus Mental Health First Aid training on an ongoing basis.	
								Deliver a 'building resilience' training scheduled across the community.	The Ready Together Day, a community resilience day was held in Chinchilla. This was severely disrupted by the Tara bushfires in October. The Community Recovery and Resilience Team (one person) became embedded in the recovery process until the end of December 2023.	
We empower communities to develop local initiatives and events										
Ensure processes and procedures are user friendly and well communicated in order to facilitate community initiated public art projects.	Communities Manager	30/06/2024	<div></div>	<div></div>				Develop public art guidelines and a 'toolkit' of resources to support community delivery of public art at Council land/facilities.	The Public Art Strategy is nearly completed, work on the guidelines will commence as soon as possible.	
Our community grant programs support the enhancement of our region's liveability.	Communities Manager	30/06/2024	<div></div>	<div></div>				Connect with community through at least one workshop and six regional visits focusing on building grant knowledge.	The Big Skies, Dalby Delicious and DeLIGHTful, and Back to the Bush Volunteer projects were delivered successfully, and work has begun on the Tara Festival of Culture.	
								Implement the Smarty Grants Outcome Engine to improve outcome reporting for grant activities.	Grants review project in ongoing with major events, and destination events completed.	
Build stronger relationships with community groups to access Council land and recreational facilities to support local initiatives and events.	Communities Manager	30/06/2024	<div></div>	<div></div>				Introduction of Community User Agreements to guide operations and partnership with community groups for their long term tenure at Council's sites.	This wonderful new initiative has jumped out of the starting blocks. Two support officers were appointed. A series of workshops regarding the existing agreements with/in Jandowae (showgrounds), Miles (Centenary Oval), and Chinchilla (cricket recreation grounds) were held. From information gathered during the investigations and meetings with the community groups, good data for more efficient processes and an updated agreement structure were drafted. This is a three year project, and it is well on track.	
<div>On Track<div></div>Not Started<div></div>Needs Attention<div></div>Completed<div></div>Not Achieved<div></div>Extended<div></div></div> <div>Page 128 of 323</div>										

QUALITY LIFESTYLE									
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success
Our residents are provided with modern infrastructure and quality essential services across our region									
Improve and maintain the reliability of the regional water supply and sewerage networks and the gas network in Dalby.	Utilities Manager	30/06/2024	<div></div>	<div></div>				Achieve <25 water main breaks/100km of water mains regionally.	12.09 water main breaks occurred this quarter, on track to achieve target.
								Achieve <40 sewer main breaks/100km of sewer mains regionally.	1.58 sewer main breaks occurred this quarter; on track to achieve target.
								Achieve >90% compliance with customer service standard average response time for water incidents (breaks and leaks) annually.	Due to high water break numbers through this quarter, the response target compliance was not met at 60%.
								Achieve <12% unaccounted gas loss.	Unaccounted gas loss was 21% for the quarter; significant high loss event in the early quarter inflated this loss.
Undertake a comprehensive review of cemetery operations.	Parks and Recreation Manager	31/03/2024	<div></div>	<div></div>				100% implementation of new <i>Cemetery Policy</i> and associated terms/conditions and forms.	The policy and associated forms were endorsed by the Senior Leadership Team and progressed to the Executive Leadership Team. Currently under review by Legal Counsel in order to endorse with the Executive Leadership Team.
A well connected and maintained footpath network, links our residents to key community facilities and central business districts.	Senior Works Manager	30/06/2024	<div></div>	<div></div>				The footpath network is inspected and maintained as per the <i>Transport Asset Maintenance Management Plan</i> . Footpath renewal and upgrades are reported quarterly to Council.	Footpath network inspections are up to date.
Regular improvements assist with maintaining a portfolio of waste facilities that meet community needs.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				New operational contracts for supervised waste facilities will be called and seek to maintain an affordable and acceptable level of service for our communities.	Early scoping and specification works are underway for new contractors to operate transfer stations, landfills and to undertake line haul activities. An experienced, specialised waste consultant has been engaged to drive the process and draft documentation has been prepared for the calling of tenders in early 2024.
								Deliver a waste educational campaign to the community.	A community education campaign was delivered in July coinciding with the rollout of the new waste collection contract. This included Facebook video posts, vehicle livery, an update to the Waste area of Council's website and some traditional media items. Some other minor reactionary campaigns may be delivered as required throughout the year as well as a continuation of Council's annual education program including school and early childhood centre visits.
Our recreational spaces and community facilities are attractive, safe and accessible									
Undertake a comprehensive review of camping operations.	Parks and Recreation Manager	30/06/2024	<div></div>	<div></div>				Complete an operation review of Council controlled camping sites.	Emergency Action Plan completed for Caliguel Lagoon. Emergency Action Plans commenced for Lake Broadwater and Chinchilla Weir. Fees reviewed for the next financial year. Standard Work Practices have commenced for camping operations. Approval from the Executive Leadership Team to undertake permitting for camp sites. Will commence this process in quarter three. Risks identified regarding depth at boat ramps. Investigation commenced on rectification.
We invest in safe, well maintained road networks to connect our region and support economic activities									
Our design program is aligned to enable capital works programs to be delivered.	Technical Services Manager	31/12/2023	<div></div>	<div>→</div>			30/06/2024	95% of design program for the 2023-24 Capital Works Program are completed by December 2023.	90% of design program completed and reported with monthly capital works report.
								65% of forward design program is completed by June 2024 for the 2024-25 budget year.	13% of the 2024-25 budget year plan waiting approval.
Our quarry material production is to be well planned and aligned to works programs.	Technical Services Manager	30/06/2024	<div></div>	<div></div>				Quarry materials are available eight weeks from date of order.	In house crushing is scheduled to meet demand. External contractors have also been engaged and crushing material to provide approximately one-third of the gravel estimated for the flood recovery program of works.
An up-to-date Ten Year Capital Works Program is in place.	Senior Works Manager	30/06/2024	<div></div>	<div>✓</div>			31/12/2023	The Ten Year Capital Works Program is developed and integrates with our asset management systems.	The <i>Ten Year Capital Works Program</i> is updated and integrated with Council's <i>Asset Management Plan</i> .
Our transport assets are well maintained and our systems for maintenance are appropriate.	Works Manager Maintenance	30/06/2024	<div></div>	<div></div>				Our transport network is inspected and maintained in accordance with the <i>Transport Asset Maintenance Management Plan</i> and overdue safety defects are regularly reported to the Executive Leadership Team.	Overdue defects are managed in accordance with the <i>Transport Asset Maintenance Management Plan</i> and reported to the Executive Leadership Team.
								The <i>Transport Asset Maintenance Management Plan</i> is reviewed and present to Council by December 2023.	The <i>Transport Asset Maintenance Management Plan</i> was reviewed and presented to Council at the December 2023 Ordinary Meeting of Council.
Our roadwork projects are delivered to a high quality standard.	Senior Works Manager	30/06/2024	<div></div>	<div></div>				We hold and retain industry standard accreditation for Quality, Safety and Environment and self audit our works for quality purposes.	Industry standard accreditation current.
We attract families to live, work, prosper and play in our region									
Identify opportunities that attract and retain skilled workers and their families to our region's towns.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Deliver a minimum of one target initiative to assist in bridging identified skills gaps.	Council is working together with Toowoomba and Surat Basin Enterprise to deliver an updated <i>LIVE Western Downs Magazine</i> and campaign under the partnership agreement. This will be progressed in quarter three for a quarter four release.
								Deliver a campaign targeted to attract people to Western Downs in identified skills gap areas.	
Enable housing development in the Western Downs region.	Planning and Environment Manager	31/12/2023	<div></div>	<div>→</div>			31/03/2024	Review of <i>Housing and Land Development Incentive Policy</i> to further enable residential development in the region.	A draft <i>Local Housing Action Plan</i> has been prepared, which has included liaison with government departments and Local Government Association of Queensland. Some consultation for this plan has occurred with the Western Downs Futures Group, noting that housing was key priority identified by the group as well as the Western Downs Health Sustainability Futures.
	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Support the development of a local housing action plan in partnership with the Department of Communities, Housing and the Digital Economy.	A draft <i>Local Housing Action Plan</i> has been finalised in quarter two to be presented to Council for adoption in quarter three.
Our towns and districts unique characteristics are celebrated by location specific placemaking.	Communities Manager	30/06/2024	<div></div>	<div></div>				Benchmarking undertaken through participation in the <i>Liveability Census</i> is used in conjunction with community engagement to develop an actionable placemaking strategy.	The second round of information mining from Place Score will begin in February 2024.
We take pride in our natural assets, environment and heritage									
We are proactive in managing our cultural collections and assets to ensure preservation and enable access.	Communities Manager	30/06/2024	<div></div>	<div></div>				Review and update Council's <i>Art Collection Policy</i> , including provision for public art, for endorsement by Council.	Consultants have conducted the community engagement sessions for the new Arts and Culture Strategy that will inform the policy.
Our local heritage is documented and preserved to enhance community connections.	Communities Manager	30/06/2024	<div></div>	<div></div>				Continue Picture Western Downs digitisation project (phase two). Work with community groups to obtain images and information to digitise and catalogue an additional 300 images into the Libraries' online portal.	This work is ongoing, and the Jandowae Show Society joined forces in November 2023 with this initiative to digitise the memories.
Promote environmental and social governance across the region.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Develop a best practice Communities Partnering Framework for industry to enable legacy social investment in Western Downs.	The presentation on the <i>Communities Partnering Framework</i> to Council was delayed due to Council's disaster and recovery response following bushfires. This is now scheduled to be presented for adoption in quarter three.
Our stock route management plans focus on the preservation of the primary stock routes and facilitate their use by drovers and graziers.	Planning and Environment Manager	31/03/2024	<div></div>	<div></div>				A comprehensive review of our Stock Route Management Plan is undertaken and aligns with the new legislation.	Early investigations have been completed, including desktop analysis based upon the latest stock route class map released from Department of Agriculture and Fisheries.
								Community engagement was proposed to commence in quarter two but did not progress due to the Rural Services team assisting with recovery for Tara bushfires. This project schedule may need to be reviewed.	
Pest management programs will be reviewed to ensure the delivery of effective on-ground programs that focus on priority pests in key locations.	Planning and Environment Manager	30/06/2024	<div></div>	<div></div>				A comprehensive review of our <i>Biosecurity Plan</i> will be undertaken by 31 March 2024 to determine our key delivery priorities, including meaningful engagement with key stakeholders.	Early investigations have been completed for a Biosecurity review. Some early community engagement was proposed to commence in the quarter but this did not progress due to the Rural Service team assisting with recovery for Tara bushfires. This project schedule may need to be reviewed.
								Delivery of priority pest plans for each of the geographical regions within the Western Downs is measured quarterly and achieves set goals.	Work has been delivered during the quarter on priority pest plans, focusing on Harrisia Cactus around Warra and Mother of Millions North of Chinchilla and the Bell township. The December wild dog baiting program was completed. Two information sessions were delivered by Council to the Bunya Mountains and Bell communities on 18 December 2023 to assist with wild pig and phytophthora awareness.
Comprehensive management of the Dalby Saleyards to ensure compliance with State and Federal regulations.	Facilities Manager	31/03/2024	<div></div>	<div></div>				Development of a Saleyards Business Plan for Council endorsement by January 2024.	A Saleyards Business Process Review has been completed, and risks and priorities have been identified. Research and investigation to inform the Saleyards Business Plan has commenced.

Sustainable Organisation										
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success	
We are recognised as a financially intelligent and responsible Council										
Completion of 100% of Capital Works Program	Chief Executive Officer	30/06/2024						100% of Capital Works Program is delivered, with material variances reported monthly to Council.	Monthly reporting to Council occurs on financial spend and variances for the Capital Works Program.	
The capital works budget is developed and presented to Council with a focus on 100% delivery of the program.	Chief Executive Officer	30/06/2024						Capital works programs and organisational capacity align with asset management plans.	Development of the <i>2024-25 Capital Works Program</i> commenced in December 2023.	
Adoption of 2024-25 annual budget.	Chief Financial Officer	30/06/2024						2024-25 annual budget adopted prior to 30 June 2024 and in alignment with long-term financial plan.	Development of the <i>2024-25 Annual Budget</i> has commenced.	
Progress Council's digital program initiatives in accordance with adopted <i>Digital Road Map 2022-2025</i> .	Digital Programme Director	30/062024						Phase 2 of 3.5 is delivered by due date and within budget.	Project planning stage 100% completed and project implementation stage progress at 30% and on track in accordance with the Project Strategy and Quality Plan.	
								Enterprise Resource Planning delivered in accordance with TechOne contract.		
We focus on proactive, sustainable planning for the future										
Our community is informed via meaningful communications during disaster response and recovery.	Communication and Marketing Manager	31/12/2023						Embed the Australian Warning System into Council's disaster management communications operations by 1 November 2023.	Completed by the deadline. Templates created and Standard Work Practice implemented. Further refinement required to address out of hours resourcing due to the frequency of the required warnings and the expectation on local Councils to deliver warnings in a timely manner.	
Enable environmental sustainability of Western Down Regional Council.	Economic Development Manager	30/06/2024						Conduct a study to capture carbon emissions of Western Downs Regional Council (as an organisation) and deliver an action plan with recommendations to reduce carbon emissions.	Two draft reports have been presented to Council for feedback prior to finalisation in quarter three. One report addresses carbon emissions in Council operations and the other report addresses carbon emissions in the wider Western Downs region and provides suggested actions industry sectors can take to lower their emissions. Both reports will be presented to Council in quarter three or quarter four following internal review processes.	
The organisation is appropriately prepared to respond in the event of a disaster.	Chief Executive Officer	30/06/2024						Council is compliant with Disaster Management Regulations.	Council is compliant with Disaster Management Regulations.	
								Flood notification infrastructure and systems are maintained and improvement plans are implemented as required.	Maintenance and upgrade of Council's flood notification infrastructure is in progress and scheduled to be completed February 2024.	
								Disaster recovery sub plan and relevant amendments to disaster management plan are finalised.	<i>Disaster Recovery Sub Plan</i> is completed and in operation.	
A strategic approach will be taken for development compliance programs.	Planning and Environment Manager	30/06/2024						Proactive compliance audits will be undertaken in accordance with approved audit plans, with the results of these audits communicated and actioned with relevant functional areas.	Proactive compliance audits were scheduled to be undertaken on private waste facilities this quarter, and were undertaken.	
								Customer requests will be actioned in accordance with the <i>Compliance Strategy</i> to ensure that an acceptable outcome is promptly achieved.	Customer request investigations are continuing with most able to be finalised within a short period, while three customer requests being protracted in nature, and are subject to a longer term investigation or compliance program.	
								Anniversary approval checks will be conducted on all development approvals until the development is in use and compliant, or the approval lapses.	Two hundred and fifty-seven (257) anniversary checks were undertaken during the period, including a review program to ensure that all previous anniversary audits since the commencement of that program have been properly completed and followed up.	
Our people are skilled and values-driven to make a real difference										
Performance partnering and professional development plans implemented across the organisation.	Chief Executive Officer	30/09/2023					31/12/2023	Implementation of new performance partnering and professional development plans and formalise facilitated performance support.	Performance Agreement Periodical Employee Review (PAPER) process has been rolled out and is in use. Further training in this process is required.	
Develop a modern workforce attraction and retention strategy.	Chief Human Resource Officer	30/09/2023					30/06/2024	Oversee the development and implementation of modern workforce attraction and retention strategies across the organisation.	Recruitment and Communications and Marketing teams continue to collaborate on a <i>Recruitment Marketing Strategy</i> for Council and will include the Workforce Plan recommendations. Internal processes are being monitored and audited for efficacy.	
Our elected representatives enter the 2024 - 2028 term in office with confidence and understanding of the ethical and legislative obligations of their role.	Customer Support and Governance Manager	30/06/2024						Prepare and deliver a comprehensive Councillor onboarding programme in conjunction with relevant external agencies.	Election and Councillor induction program planning well underway and on track.	
Staff attraction and retention strategies implemented across the organisation.	Chief Human Resource Officer	30/06/2024						Position vacancy rate is below 10%.	Current vacancy rate is 11.91% up 0.01% from last quarter. The Recruitment team continues to work with chairpersons of the vacancy to ensure shortlisting, interviews are completed in a timely manner following closure of position. Turn over rate 2.83% which was a reduction in turn over of 3.15% compared to quarter one. During quarter two eleven new staff joined under the Skilling Queensland for Work program (funded).	
								Staff turn over rate is below 10%.		
Our agile and responsive business model enables us to align our capacity with service delivery										
Customer Experience Satisfaction Program - monitor customer satisfaction levels.	Customer Support and Governance Manager	30/06/2024						Achieve overall Council customer satisfaction survey results above 6.8 (2022 calendar year average 6.6).	Overall satisfaction for quarter one is at 6.9. Quarter two report not yet available.	
								Unresolved customer requests are below 20%.	Overdue/unresolved customer requests is currently 18% for the financial year.	
Provide transparent and accountable corporate planning, decision-making, performance monitoring, and reporting in order to continuously improve.	Customer Support and Governance Manager	30/06/2024						90% of agreed internal audit recommendations implemented within agreed management timeframes.	Internal audit recommendation close out are meeting target timeframes.	
								100% of Right to Information and Information Privacy application decisions made within legislative timeframes.	100% of Right to Information requests are processed within legislative timeframes.	
								Strategic, Operational and Fraud Risk are reviewed quarterly by risk owners and reported to the Audit Committee.	Risks are being reviewed and managed in accordance with expectations.	
Undertake a review of Council gas operations.	Utilities Manager	31/10/2023						The risks associated with the operations of the gas business are understood and the return on Council's investment is quantified.	The Gas Supply Business Pricing Review was completed in November 2023. Council is further investigating related business risks before summarising review findings.	
Build positive organisational culture around records and information management.	Customer Support and Governance Manager	30/06/2024						Implement system improvements around policy, indexing, retention and disposal schedules.	All actions are progressing as planned.	
								Implement Phase One of Information Security Classification with Information Technology Team.		
								Implement strategies to build a culture around good records and information management practices.	One audit of document registration practices has been conducted and follow-up action taken.	
								Conduct two audits of document registration practices to identify areas for improvement.		
Our effective asset management ensures that we responsibly maintain our community assets										
Our road assets damaged from the 2021-22 floods are restored.	Senior Works Manager	30/06/2024					31/12/2024	Council's 2021-22 Flood Damage Restoration Program will be complete in accordance with Queensland Reconstruction Authority's Disaster Recovery funding Agreement timeframes.	48% of the <i>2021-22 Flood Damage Restoration Program</i> completed, in progress or awarded.	
Council's transport infrastructure maintenance practices enable sound financial management of maintenance budgets and operating funds.	Works Manager Maintenance	30/06/2024						Annual reseal programs reviewed against the Ten Year Capital Works Program to minimise maintenance expenditure ahead of planned reconstruction works.	Package One of the 2023-24 Reseal Program has been delivered and was checked against future programs to appropriately manage conflict. Package Two will be completed quarter three and is currently in the process of having the scope checked.	
Council's asset management programme for all Facilities' buildings and structures is aligned to Council's Strategic Direction, ensuring safe and function facilities.	Facilities Manager	30/06/2024						Investment and investment strategies developed in line with utilisation rates and community development plans for adoption by Council by May 2024.	Comprehensive revaluation to be undertaken to include useful life review and condition assessment. Rolling condition assessments introduced. Procedures being implemented to ensure maintenance items are being recorded. Review of <i>Asset Management Plan</i> in progress.	
<div>On TrackNot StartedNeeds AttentionCompletedNot AchievedExtended</div>										

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ADVOCACY 										
Actions toward meeting success drivers	Accountability	Expected Completion	Q1 Progress	Q2 Progress	Q3 Progress	Q4 Progress	Amended Completion Date	Measure of Success	Quarterly Outcomes to meet Measure of Success	
We actively advocate on issues that align to our long-term strategic objectives and vision for our region.	Economic Development Manager	30/06/2024	<div></div>	<div></div>				Delivery of Council's Advocacy Action Plan and Milestones. The advocacy program is reviewed at least annually with Council.	Council has undertaken the following advocacy actions: • Submission to CSG Subsidence and Co-Existence of Institutions • Submission to the Regional Planning Interests Act Amendments • Submission to the Improved Regulatory Efficiency for the resources industry • Submission to the Draft Regional Water Assessment • Submission to the Planning Australia's Permanent Migration Program 2024-2025	

Title **Corporate Services Financial Report January 2024**

Date 1 February 2024

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this Report is to provide Council with the Financial Report for the period ending 31 January 2024.

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.*

The monthly financial report provides an overview of Council's progress for the 2023-24 financial year and assists the organisation to manage its immediate budget, whilst being cognisant of its long-term financial goals.

Material Personal Interest/Conflict of Interest

There are no personal interests nor conflicts of interest associated with the consideration of this matter.

Officer's Recommendation

That Council resolve to receive the January 2024 Financial Report and approve the inclusion of:

- (1) one new fee to the 2023-24 fees and charges register for a bump in bump out charge at the Dalby Showgrounds, to be effective from 15 February 2024, listed in section four of this report and;
- (2) note the amendments to the 2023-24 Capital Works Programme as listed in section three of this report, with additional expenditure and income of \$905,000 (exclusive of goods and services tax) being added to the programme.

Background Information

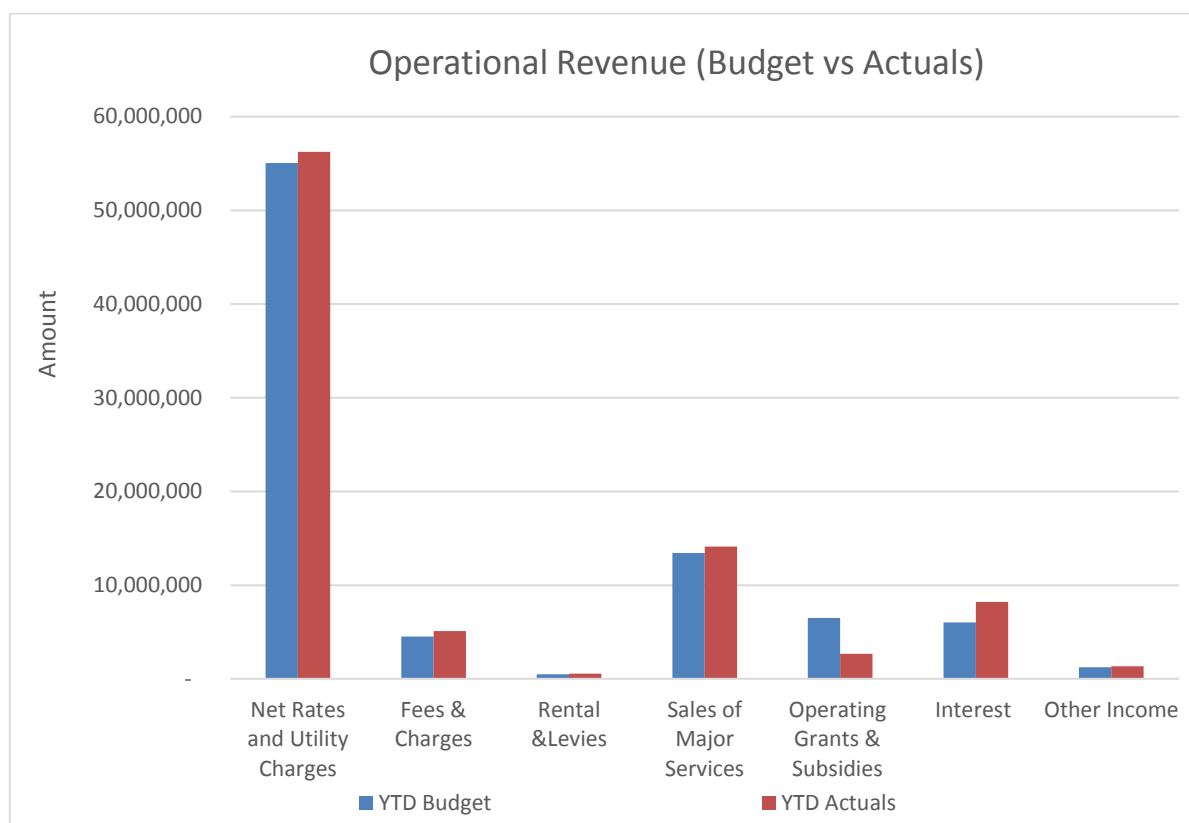
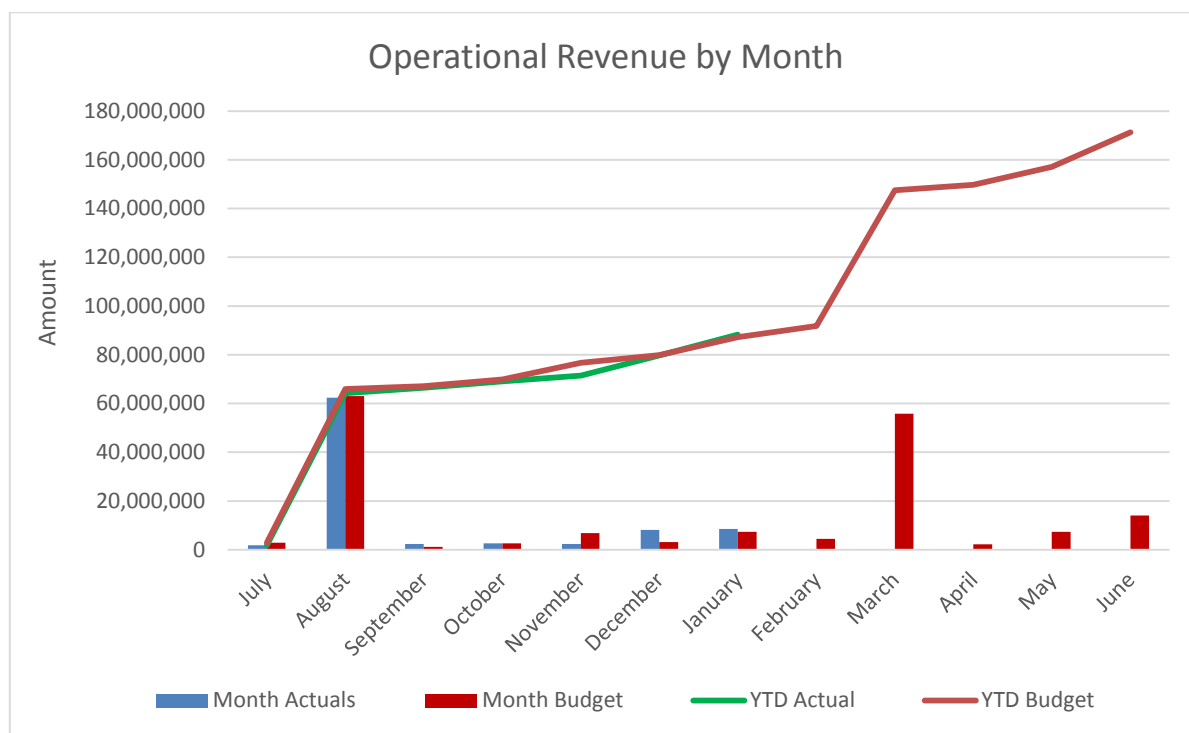
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to 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.

Report

1. Operating Result

The operating deficit as of 31 January 2024 is \$7,525,451, compared to a budgeted deficit of \$10,816,862 which is \$3,291,411 ahead of budget. This position is due to an underspend in Expenditure, mainly in Materials and Services and Employee Benefits. The Operating Surplus ratio as of 31 January 2024 is negative 8.5 per cent, which is below Council's target of 1.0 per cent. The Operating Surplus ratio was not met due to expenditure exceeding revenue, a consequence of no major revenue streams being received at the end of the calendar year (a major contributor to this is not receiving an instalment of the Financial Assistance Grant).

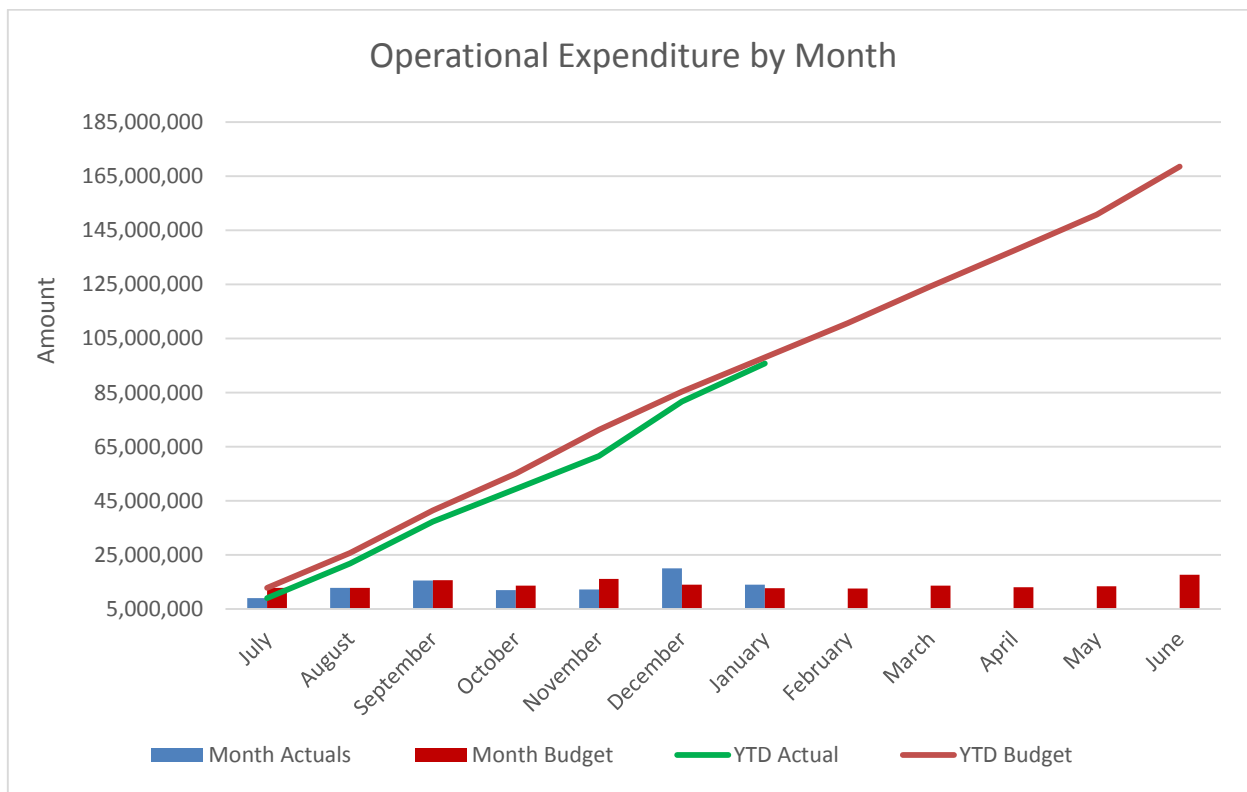
Graphs and a summary of major variances for revenue and expenses are listed below:

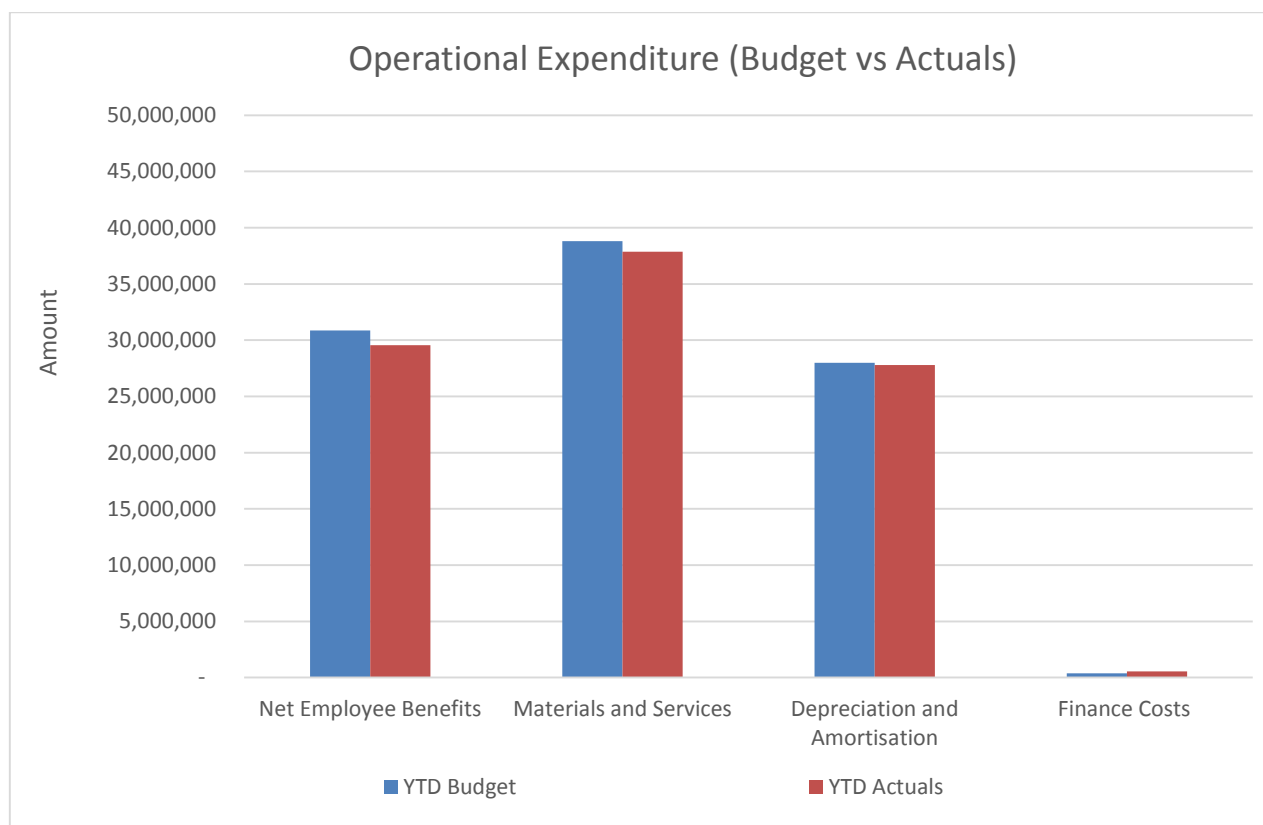


Operational Revenue is \$984,099 ahead of budget as of 31 January 2024, due to:

- ↑ \$1,204,300 ahead of budget for Net Rates and Utility Charges revenue mainly due to;
 - (a) General Rate revenue being ahead of budget by \$324,466 mainly due to QVAS (Queensland Valuation and Sales) adjustments. These adjustments vary with multiple scenarios being new leases and properties coming on the books, backdating of notices, amalgamations, and splitting of assessments. These amendments are across the board with no category standing out;

- (b) Volumetric water is above budget by \$798,257 due to higher throughput. Water throughput compared to this time last year is significantly higher; and
- (c) discounts are essentially in line with budget.
- ↑ \$576,336 ahead of budget for Fees and Charges due to higher revenue received to date for building inspections, development applications, rate searches, and water sales;
- ↑ Rental and Levies in line with budget;
- ↑ \$676,569 ahead of budget for Sales of Major Services mainly due to Commercial Works being ahead of schedule and Saleyards income being ahead of budget due to the dry seasonal conditions (dry conditions caused producers to lighten their stocking rates);
- ↓ \$3,820,408 behind budget for Operating Grants and Subsidies due to no payment being received for the financial assistance grant. Almost all the 2023-24 grant was paid into the 2022-23 financial year. \$731,486 payments will be made in 2023-24 with no further income expected this financial year unless the 2024-25 grant is prepaid to 2023-24;
- ↑ \$2,198,008 ahead of budget for Interest Revenue due to a high cash balance and receiving a higher interest rate when compared to budget. To date \$7,344,905 has been received from Queensland Treasury Corporation and \$869,020 from Queensland Investment Corporation in interest revenue; and
- ↑ Other Income in line with budget.





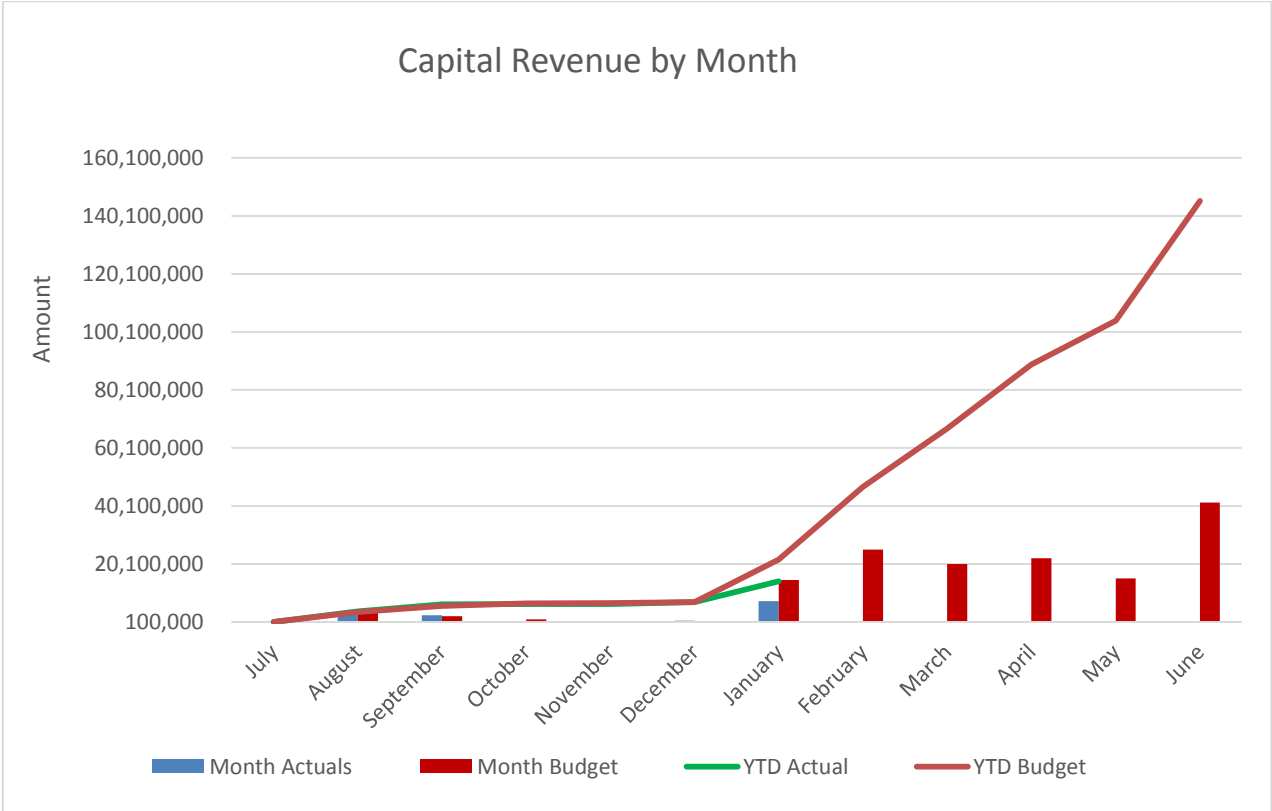
Operational Expenditure is \$3,291,411 behind budget as of 31 January 2024, due to:

- ↓ \$1,311,737 under budget for Net Employee Benefits, due to a lower full time equivalent count when compared to budget. On average the full-time equivalent count has been behind budget by twenty (20) positions for the year. The enterprise bargaining agreement has now been finalised with pay rates increased and backpay paid. Another pay increase will occur in April 2024;
- ↓ \$957,429 under budget for Materials and Services, due to outstanding invoices not being accrued at the end of the month (in particular the Waste contract invoices). Quarry Materials and Services are over budget due to late 2022-23 invoices being received (not accrued) and third party crushing of gravel for flood works being performed but not being budgeted;
- ↓ \$195,119 under budget for Depreciation and Amortisation due to a lag in capitalising assets; and
- ↑ \$156,973 over budget for Finance costs. Finance costs are over budget due to the management fees for the Queensland Investment Corporation investments.

2. Capital Revenue and Expenditure

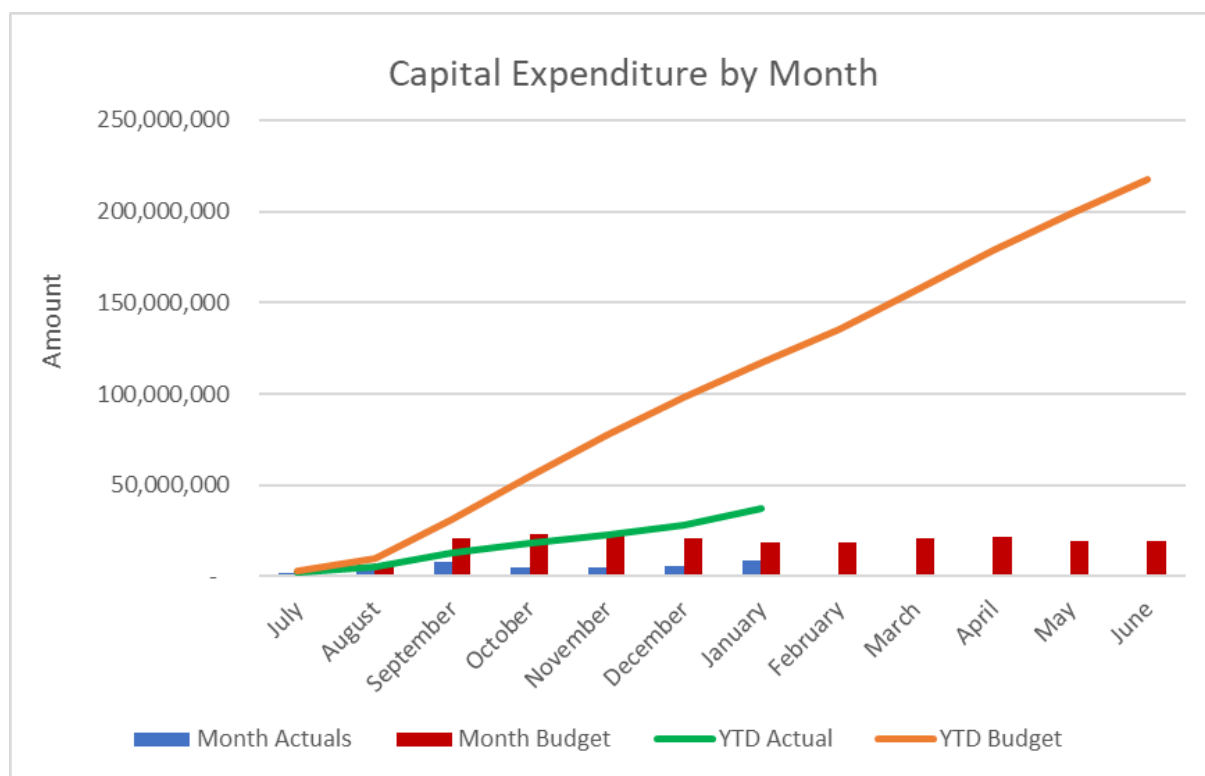
Capital Revenue

Capital Revenue is behind budget \$7,437,121 as of 31 January 2024, due mainly to flood work grants being behind budget. Cash for this grant has been received, however as per accounting standards the cash was moved to the balance sheet and is only moved back to capital revenue when the income is earned (expenditure spent). The flood programme has been extended to December 2024 and the expenditure and income budgets will be realigned. This will be adjusted and reported as part of the mid-year review. Disposal of non-current assets will remain behind budget for the remainder of the year due to the sale proceeds being budgeted instead of the profit on the sale (which considers the book value of the asset).



Capital Expenditure

Capital Expenditure is behind budget \$79,716,513 as of 31 January 2024. \$37,065,003 has been spent as of 31 January 2024. Council is behind budget due to projects being behind schedule.



Below is a summary of the capital works programme broken up by budget type.

By Budget Type				
Division	Total Approved Budget	YTD Budget	YTD Actuals	Variance (YTD Budget less YTD Actuals)
Total Council	218,987,104	116,781,515	37,065,003	79,716,512
General	63,976,416	47,757,319	19,635,951	28,121,369
Flood	146,041,244	61,598,210	11,856,352	49,741,858
Carry-Over	8,969,444	7,425,986	5,572,700	1,853,286

- (a) Council's general programme is behind budget \$28,121,369. This is due to a timing difference of works in progress/complete and invoicing and a lag in completing projects. Large underspends include the Dalby Washdown Facility Mitigation Works, Tara and Wandoan Landfill weighbridge projects, Upgrade of Waterloo Plains Park, Tara Aquatic Shade, Dalby Aerodrome Extended Leasing Space, Chinchilla Recreation Reserve, Renewal of Lighting System, Chinchilla Cultural Centre Precinct, Dalby Water Supply Upgrade, Water and Sewer Asset upgrades, Flood Gauge Replacement, and White and Yellow Fleet Replacement projects.
- (b) Council's flood programme is behind budget \$49,741,858. The budget for flood works is based on approved works, however Council will only get paid for actual cost. At this point Council's costs are lower than the approved value. The flood programme is due for completion in December 2024. The budget for flood will be amended as part of the mid-year review with budget to be carried over to 2024-25.

- (c) Council's carry-over programme is behind budget \$1,853,286 due to a timing difference of works in progress/complete and invoicing and a lag in completing projects. \$762,745 of this balance relates to White and Yellow Fleet in which Council is awaiting delivery. \$857,082 relates to some road projects which were delayed but will be completed by June 2024.

3. Capital Budget Adjustments

The capital projects listed in the below table have been added to the 2023-24 capital works programme. Approval for these projects has been sourced from the Chief Executive Officer as per the Budget Policy. The projects added are funded under the Local Roads and Community Infrastructure Program (LRCI) phase 4 funding programme.

Projects are phased over two financial years (2023-24 and 2024-25). Budget listed in the below table is the 2023-24 allocation.

Project	Expenditure Budget	Revenue Budget	Comment
LRCI Phase 4 Projects			
Works			
Sandalwood Avenue (New Footpath) Dalby - LRCI Phase 4	20,000	(20,000)	As per September 2023 Councillor information session. Total expenditure \$720,000, total income \$400,000.
Slessar Street (New Footpath) Chinchilla - LRCI Phase 4	20,000	(20,000)	As per September 2023 Councillor information session. Total expenditure \$370,000, total income \$264,730.
Clifford Rd, Wandoan (3.0 - 13.75) - LRCI Phase 4	100,000	(100,000)	As per September 2023 Councillor information session. Total expenditure \$2,100,000, total income \$1,050,000.
Glenern Rd, Glenmorgan (20.5 - 30.00) - LRCI Phase 4	100,000	(100,000)	As per September 2023 Councillor information session. Total expenditure \$2,400,000, total income \$1,200,000.
Bundi Road, Wandoan (39 - 44) - LRCI Phase 4	300,000	(300,000)	As per September 2023 Councillor information session. Total expenditure \$1,200,000, total income \$600,000.
Facilities			
Bell Ensor Park Amenities Block	73,000	(73,000)	Replace existing amenities with disability complaint amenities. Project split over two financial years. Project is fully funded. Total project cost \$316,800.
Chinchilla Jubilee Park Amenities Block	73,000	(73,000)	Replace existing amenities with disability complaint amenities. Project split over two financial years. Project is fully funded. Total project cost \$245,700.
Dalby Lions Park Amenities Block	73,000	(73,000)	Replace existing amenities with disability complaint amenities. Project split over two financial years. Project is fully funded. Total project cost \$296,100.
Miles Morgan Place Amenities Block	73,000	(73,000)	Replace existing amenities with disability complaint amenities. Project split over two financial years. Project is fully funded. Total project cost \$245,700.
Tara Apex Park Amenities Block	73,000	(73,000)	Replace existing amenities with disability complaint amenities. Project split over two financial years. Project is fully funded. Total project cost \$245,700.
Total	905,000	(905,000)	

4. Amendments to the 2023-24 Fees and Charges Register

Section 98 of the *Local Government Act 2009* requires Council to maintain a register of its cost recovery fees. Unlike Rates and Charges, Cost Recovery Fees and Commercial Charges can be amended by Council during the year, as provided for by sections 97 and 98 of the *Local Government Act 2009*.

It is requested that the below fee be added to the 2023-24 fees and charges register and be effective as of 15 February 2024. This fee was previously in the register, however, was removed through the 2023-24 budget cycle in error. It is asked that this fee be reinstated.

Location	Fee Name	Fee Description	Amount	Cost Recovery/Commercial
Dalby Showgrounds	Bump-In/Bump-Out)	Set up/ Pack Down Fee, Pre and Post Event, 50% of the Applicable Day Fee, Limited to 5 Days Total for Large Events(Greater than 1,000 attendees) and 2 Days Total for Smaller Events (Less than 1,000 attendees).	Half the applicable day rate	Commercial

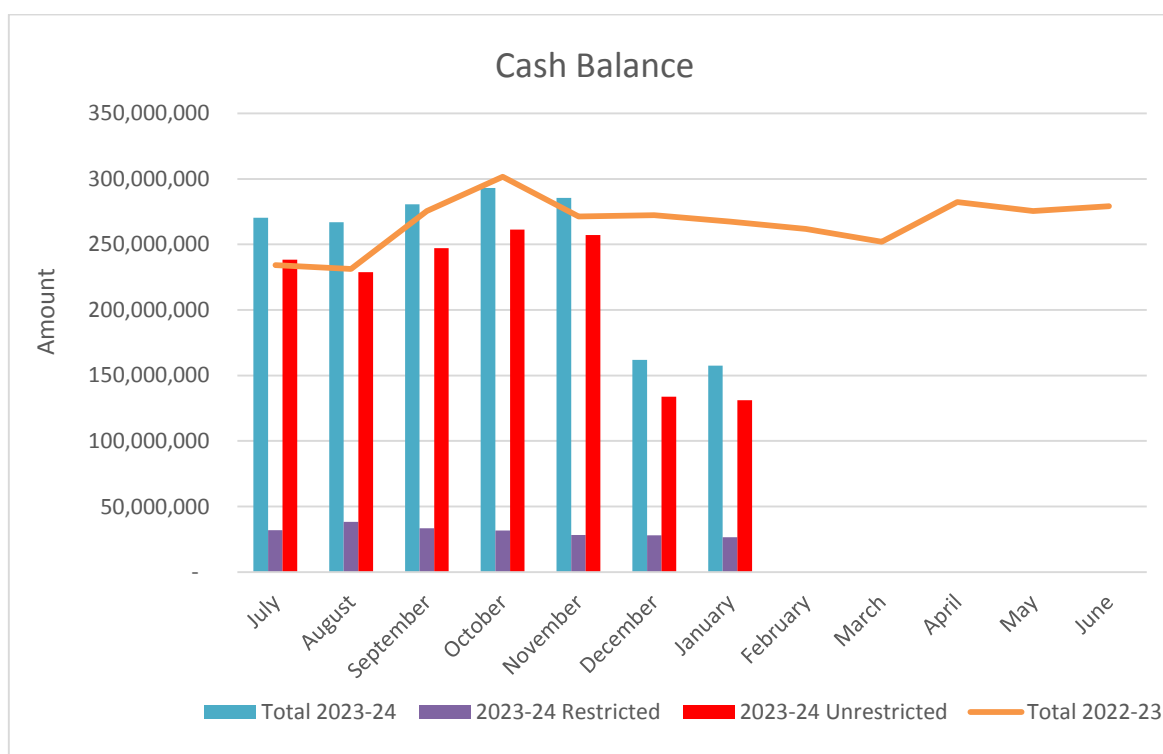
5. Cash and Investments

Council's Cash and Investments as of 31 January 2024 totalled \$266,943,216. Council's cash is made up of:

- (a) \$157,522,981 *QTC Cash Fund*; and
- (b) \$109,420,235 *QIC Investment Fund*.

(a) Queensland Treasury Corporation Cash Fund

The balance in the Queensland Treasury Corporation cash fund at 31 January 2024 totalled \$157,522,981, of which \$26,474,351 is considered restricted in nature, leaving the unrestricted balance at \$131,048,630 which represents 13.05 months of operating expenses, excluding depreciation in which Council could sustain itself without receiving any forms of income. This position exceeds Council's target of four months. The unrestricted balance as of 30 June 2023 was \$244,090,012. The interest rate received as of 31 January 2024 was 5.16 per cent.

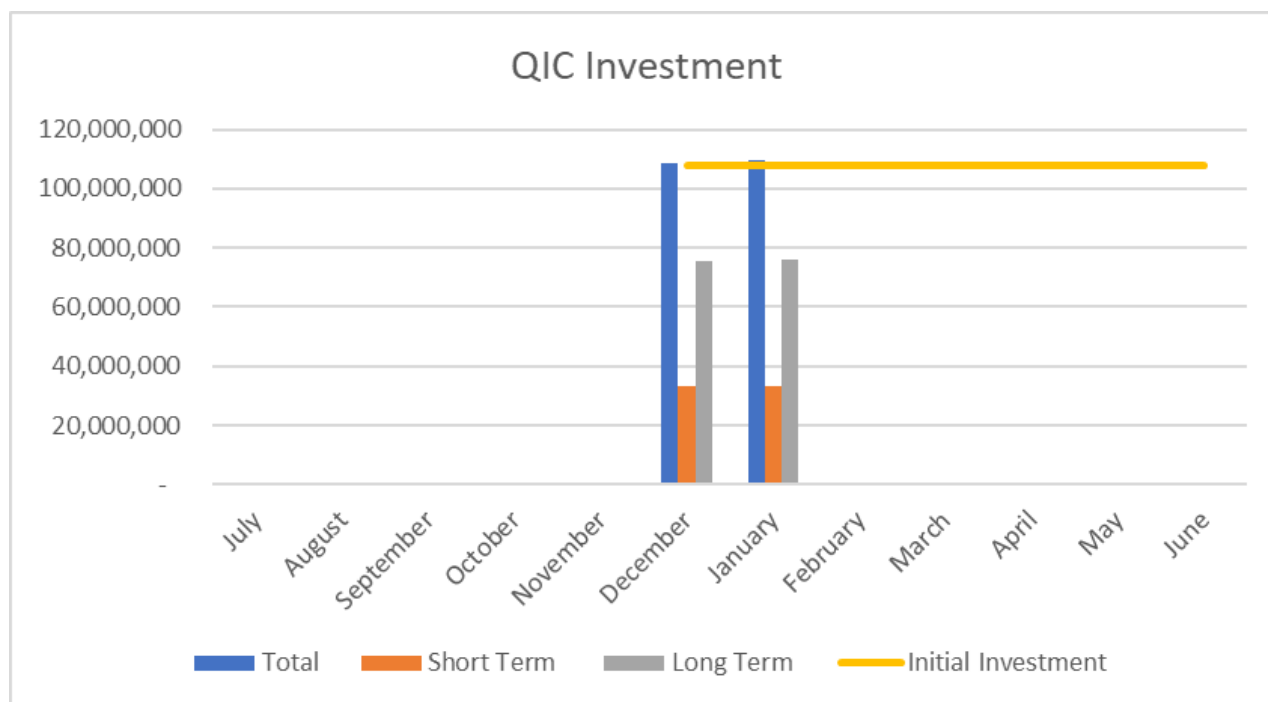


(b) Queensland Investment Corporation Investments

The balance in the Queensland Investment Corporation's investment accounts at 31 January 2024 totalled \$109,420,235 with the split being;

- (a) \$33,202,653 Queensland Investment Corporation's Short-Term Investment; and
- (b) \$76,217,582 Queensland Investment Corporation's Long-Term Investment.

The Queensland Investment Corporation's accounts were established on the 20 of December 2023. Year to date interest totals \$869,020 and management fees total \$260,164 with the net earnings being \$608,856.



Consultation (Internal/External)

There has been consultation with managers and co-ordinators in the preparation of the monthly financial report.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with the consideration of the monthly financial report.

Budget/Financial Implications

Council adopted the 2024 Financial Year Original Budget on 21 June 2023. The attached one-page report details the progress made against Year-To-Date budget for the period ending 31 January 2024. A budget point to be noted is the risk of not receiving the 2024-25 prepayment of the Financial Assistance Grant this financial year. The likelihood is difficult to predict, as historically it has always been prepaid but the Federal Government is advising that it will not be prepaying the 2024-25 grant. At this juncture, Council should not be placing any reliance on receiving a prepayment. The 2023-24 midyear budget review is underway with managers reviewing their budgets. Any changes in the budget will be reported to Council in the coming months.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) 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

Council is currently ahead of budget by \$3,291,411 due to expenditure being behind budget. At this stage there are no budget concerns other than the Financial Assistance Grant, which is listed above.

Attachments

1. One Page Report January 2024

Authored by: C. Prain, FINANCIAL PLANNING & ANALYSIS SUPERVISOR



Western Downs Regional Council
One Page Result
Period Ending: 31 January 2024

	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	(109,322,166)	(54,761,793)	(55,086,259)	(324,466)	(86,284,379)	(43,242,189)	(43,604,120)	(361,931)	-	-	-	-
Volumetric	(6,091,872)	(3,045,228)	(3,843,485)	(798,257)	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,836,378	2,768,190	2,686,613	(81,577)	4,447,460	2,223,730	2,202,608	(21,122)	-	-	-	-
Net Rates and Utility Charges	(109,577,660)	(55,038,831)	(56,243,131)	(1,204,300)	(81,836,918)	(41,018,459)	(41,401,512)	(383,053)	-	-	-	-
Fees and Charges	(7,792,477)	(4,513,717)	(5,090,053)	(576,336)	(3,884,383)	(2,326,246)	(2,730,855)	(404,609)	-	-	-	-
Rental and Levies	(860,111)	(490,899)	(546,373)	(55,474)	(765,111)	(443,399)	(496,981)	(53,582)	-	-	-	-
Sales of Major Services	(23,737,567)	(13,433,860)	(14,110,429)	(676,569)	-	-	-	-	(9,129,313)	(5,370,184)	(5,803,281)	(433,097)
Operating Grants & Subsidies	(17,558,322)	(6,497,624)	(2,677,216)	3,820,408	(17,558,322)	(6,497,624)	(2,677,216)	3,820,408	-	-	-	-
Interest	(10,313,000)	(6,015,917)	(8,213,925)	(2,198,008)	(10,213,000)	(5,957,583)	(8,157,340)	(2,199,757)	-	-	-	-
Other Income	(1,389,401)	(1,251,140)	(1,344,960)	(93,820)	(1,204,401)	(1,143,223)	(1,281,267)	(138,044)	-	-	-	-
Total Operating Revenue	(171,228,537)	(87,241,988)	(88,226,087)	(984,099)	(115,462,135)	(57,386,534)	(56,745,171)	641,363	(9,129,313)	(5,370,184)	(5,803,281)	(433,097)
Operating Expenses												
Employee Benefits	60,612,828	34,757,483	32,528,439	(2,229,044)	48,531,567	27,710,081	26,369,072	(1,341,009)	1,725,572	1,006,584	1,092,328	85,744
Less Capitalised Employee Benefits	(6,682,328)	(3,898,025)	(2,980,718)	917,307	(6,002,412)	(3,501,407)	(2,674,168)	827,239	-	-	-	-
Net Employee Benefits	53,930,500	30,859,458	29,547,721	(1,311,737)	42,529,155	24,208,674	23,694,904	(513,770)	1,725,572	1,006,584	1,092,328	85,744
Materials and Services	66,012,972	38,819,728	37,862,299	(957,429)	36,042,858	21,858,667	20,531,760	(1,326,907)	6,316,964	3,395,146	3,692,775	297,629
Depreciation and Amortisation	47,976,424	27,986,247	27,791,128	(195,119)	38,154,080	22,256,547	22,071,252	(185,295)	-	-	-	-
Finance Costs	603,000	393,417	550,390	156,973	603,000	393,417	550,124	156,707	-	-	-	-
Corporate Overhead	-	-	-	-	(3,800,946)	(2,217,218)	(2,217,218)	-	427,164	249,179	249,179	-
Total Operating Expenses	168,522,896	98,058,851	95,751,538	(2,307,313)	113,528,147	66,500,086	64,630,822	(1,869,264)	8,469,700	4,650,909	5,034,282	383,373
Operating (surplus)/deficit	(2,705,641)	10,816,862	7,525,451	(3,291,411)	(1,933,988)	9,113,553	7,885,651	(1,227,902)	(659,613)	(719,275)	(768,999)	(49,724)
Capital Revenue												
Capital Grants & Subsidies	(140,971,216)	(20,343,922)	(13,294,497)	7,049,425	(140,508,262)	(20,205,036)	(13,155,611)	7,049,425	-	-	-	-
Contributions	(2,585,000)	(500,000)	(456,970)	43,030	(2,585,000)	(500,000)	(456,970)	43,030	-	-	-	-
Contributions - Contributed Assets	(100,000)	-	-	-	(100,000)	-	-	-	-	-	-	-
Contributions from Developers - Cash	(300,000)	(250,000)	(326,324)	(76,324)	(300,000)	(250,000)	(245,092)	4,908	-	-	-	-
Disposal of Non-Current Assets	(1,240,000)	(500,000)	(79,010)	420,990	(1,240,000)	(500,000)	(79,010)	420,990	-	-	-	-
Total Capital Revenue	(145,196,216)	(21,593,922)	(14,156,801)	7,437,121	(144,733,262)	(21,455,036)	(13,936,683)	7,518,353	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	6,146	6,146	-	-	-	-	-	-	-	-
Capital Expense Write-Off	10,000,000	5,000,000	4,326,696	(673,304)	10,000,000	5,000,000	4,262,109	(737,891)	-	-	-	-
Total Capital Expenses	10,000,000	5,000,000	4,332,842	(667,158)	10,000,000	5,000,000	4,262,109	(737,891)	-	-	-	-
Net Result (surplus)/deficit	(137,901,857)	(5,777,060)	(2,298,508)	3,478,552	(136,667,250)	(7,341,483)	(1,788,923)	5,552,560	(659,613)	(719,275)	(768,999)	(49,724)
Capital Funding Applications												
Capital Expenditure - New Assets	12,227,284	7,101,328	3,819,419	(3,281,909)	4,892,689	3,286,668	764,937	(2,521,731)	-	-	-	-
Capital Expenditure - Upgrade Assets	6,501,084	3,556,328	1,924,415	(1,631,913)	6,325,084	3,556,328	1,924,415	(1,631,913)	-	-	-	-
Capital Expenditure - Replacement Assets	200,258,736	106,123,859	31,321,169	(74,802,690)	187,569,282	99,153,652	28,951,402	(70,202,250)	-	-	-	-
Total Capital Funding Applications	218,987,104	116,781,515	37,065,003	(79,716,512)	198,787,055	105,996,648	31,640,754	(74,355,894)	-	-	-	-



Western Downs Regional Council
One Page Result
Period Ending: 31 January 2024

	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	-	-	-	-	(6,608,052)	(3,304,735)	(3,306,757)	(2,022)	(10,168,601)	(5,084,301)	(5,020,729)	63,572
Volumetric	-	-	-	-	(6,091,872)	(3,045,228)	(3,843,485)	(798,257)	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	17,578	17,578	616,721	158,361	127,029	(31,332)	477,924	238,962	212,455	(26,507)
Net Rates and Utility Charges	-	-	17,578	17,578	(12,083,203)	(6,191,602)	(7,023,213)	(831,611)	(9,690,677)	(4,845,339)	(4,808,274)	37,065
Fees and Charges	(34,000)	(17,000)	(11,187)	5,813	(1,073,000)	(536,500)	(807,668)	(271,168)	-	-	-	-
Rental and Levies	-	-	-	-	(95,000)	(47,500)	(49,392)	(1,892)	-	-	-	-
Sales of Major Services	(3,647,662)	(1,673,831)	(1,614,857)	58,974	(35,000)	(17,500)	(59,693)	(42,193)	(11,000)	(5,500)	(2,559)	2,941
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(45,000)	(26,250)	(28,011)	(1,761)	(35,000)	(20,417)	(16,655)	3,762
Other Income	-	-	-	-	-	-	(5,986)	(5,986)	-	-	-	-
Total Operating Revenue	(3,681,662)	(1,690,831)	(1,608,466)	82,365	(13,331,203)	(6,819,352)	(7,973,963)	(1,154,611)	(9,736,677)	(4,871,256)	(4,827,488)	43,768
Operating Expenses												
Employee Benefits	389,658	227,301	119,816	(107,485)	4,988,745	2,910,101	2,420,831	(489,270)	2,257,485	1,316,866	951,831	(365,035)
Less Capitalised Employee Benefits	-	-	-	-	(140,912)	(82,199)	(13,413)	68,786	-	-	(1,112)	(1,112)
Net Employee Benefits	389,658	227,301	119,816	(107,485)	4,847,833	2,827,903	2,407,418	(420,485)	2,257,485	1,316,866	950,719	(366,147)
Materials and Services	1,529,774	898,359	735,324	(163,035)	4,180,793	2,391,836	2,794,519	402,683	1,817,427	970,173	910,425	(59,748)
Depreciation and Amortisation	316,693	184,738	181,546	(3,192)	5,515,919	3,217,619	3,246,373	28,754	2,868,939	1,673,548	1,668,108	(5,440)
Finance Costs	-	-	-	-	-	-	266	266	-	-	-	-
Corporate Overhead	246,410	143,739	143,739	-	1,469,983	857,490	857,490	-	823,983	480,657	480,657	-
Total Operating Expenses	2,482,535	1,454,136	1,180,425	(273,711)	16,014,528	9,294,848	9,306,066	11,218	7,767,834	4,441,244	4,009,909	(431,335)
Operating (surplus)/deficit	(1,199,127)	(236,695)	(428,041)	(191,346)	2,683,324	2,475,496	1,332,103	(1,143,393)	(1,968,842)	(430,012)	(817,579)	(387,567)
Capital Revenue												
Capital Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(62,002)	(62,002)	-	-	(19,230)	(19,230)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	(62,002)	(62,002)	-	-	(19,230)	(19,230)
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	40,623	40,623
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-	40,623	40,623
Net Result (surplus)/deficit	(1,199,127)	(236,695)	(428,041)	(191,346)	2,683,324	2,475,496	1,270,101	(1,205,395)	(1,968,842)	(430,012)	(796,186)	(366,174)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,739,397	1,659,345	698,734	(960,611)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	9,710,590	4,645,467	1,868,895	(2,776,572)	1,700,000	1,262,500	189,979	(1,072,521)
Total Capital Funding Applications	-	-	-	-	13,449,987	6,304,812	2,567,629	(3,737,183)	1,700,000	1,262,500	189,979	(1,072,521)



Western Downs Regional Council
One Page Result
Period Ending: 31 January 2024

	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	-	-	-	-	(6,261,135)	(3,130,568)	(3,154,653)	(24,085)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	294,273	147,137	126,943	(20,194)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,966,861)	(2,983,431)	(3,027,710)	(44,279)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,901,094)	(1,108,971)	(1,013,318)	95,653	-	-	-	-	(900,000)	(525,000)	(527,025)	(2,025)
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,036,810)	(4,688,139)	(4,797,495)	(109,356)	-	-	-	-	(2,877,782)	(1,678,706)	(1,832,544)	(153,838)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(20,000)	(11,667)	(11,919)	(252)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(185,000)	(107,917)	(57,707)	50,210	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,036,810)	(4,688,139)	(4,797,495)	(109,356)	(8,072,955)	(4,211,986)	(4,110,654)	101,332	(2,877,782)	(1,678,706)	(1,832,544)	(153,838)	(900,000)	(525,000)	(527,025)	(2,025)
Operating Expenses																
Employee Benefits	1,216,815	709,809	692,965	(16,844)	629,012	366,924	392,133	25,209	740,645	432,043	408,820	(23,223)	133,329	77,775	80,643	2,868
Less Capitalised Employee Benefits	(472,842)	(275,825)	(259,980)	15,845	-	-	(9,273)	(9,273)	(66,162)	(38,595)	(22,772)	15,823	-	-	-	-
Net Employee Benefits	743,973	433,984	432,985	(999)	629,012	366,924	382,860	15,936	674,483	393,448	386,048	(7,400)	133,329	77,775	80,643	2,868
Materials and Services	5,495,484	3,125,688	3,917,257	791,569	8,878,912	5,178,670	4,399,665	(779,005)	1,090,638	629,778	684,436	54,658	660,122	371,411	196,138	(175,273)
Depreciation and Amortisation	23,713	13,833	13,437	(396)	557,131	324,993	303,035	(21,958)	489,439	285,506	279,104	(6,402)	50,510	29,464	28,273	(1,191)
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	325,509	189,880	189,880	-	270,530	157,809	157,809	-	183,194	106,863	106,863	-	54,173	31,601	31,601	-
Total Operating Expenses	6,588,679	3,763,385	4,553,559	790,174	10,335,585	6,028,396	5,243,369	(785,027)	2,437,754	1,415,596	1,456,451	40,856	898,134	510,251	336,655	(173,596)
Operating (surplus)/deficit	(1,448,131)	(924,754)	(243,936)	680,818	2,262,630	1,816,409	1,132,715	(683,694)	(440,028)	(263,111)	(376,093)	(112,983)	(1,866)	(14,749)	(190,370)	(175,621)
Capital Revenue																
Capital Grants & Subsidies	-	-	-	-	(462,954)	(138,886)	(138,886)	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	(462,954)	(138,886)	(138,886)	-	-	-	-	-	-	-	-	-
Capital Expenses																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	6,146	6,146	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	-	-	-	-	23,964	23,964	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	6,146	6,146	-	-	23,964	23,964	-	-	-	-
Net Result (surplus)/deficit	(1,448,131)	(924,754)	(243,936)	680,818	1,799,676	1,677,523	999,975	(677,548)	(440,028)	(263,111)	(352,129)	(89,019)	(1,866)	(14,749)	(190,370)	(175,621)
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	3,185,518	1,869,213	2,308,377	439,164	319,680	196,102	47,371	(148,731)	90,000	90,000	-	(90,000)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	176,000	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	316,769	125,745	125,745	-	443,600	418,000	185,148	(232,852)	518,495	518,495	-	(518,495)
Total Capital Funding Applications	-	-	-	-	3,502,287	1,994,958	2,434,122	439,164	939,280	614,102	232,519	(381,583)	608,495	608,495	-	(608,495)

Title **CS Report Write Off Outstanding Unrecoverable Liquified Petroleum Gas Accounts 2023**

Date 2 February 2024

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this report is to seek Council's approval to write off the attached outstanding Liquified Petroleum Gas Accounts in relation to a cessation of business operation of LPG supply services. These write-offs will have a minimal effect on the financial outcome for the 2023-2024 year.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

This process enables Council to be recognised as a financially intelligent and responsible Council. Writing off these unrecoverable debts will reduce the cost of resources required to attempt to recover the debts with minimal expectation of recovery and allow staff to focus on running the Organisation to the best of its ability.

Material Personal Interest/Conflict of Interest

There are no material personal interests nor conflicts of interests associated with this report.

Officer's Recommendation

That Council resolve to write-off \$2,479.25 (exclusive of goods and services tax), being unrecoverable Liquified Petroleum Gas Accounts.

Background Information

At its Ordinary Meeting of 21 June 2023, Council considered a report titled *Infrastructure Services Confidential Report Liquified Petroleum Gas (LPG) Business Closure*. Council resolved to:

cease operation of its Liquified Petroleum Gas (LPG) retail business and transfer customer accounts to a supplier of the customer's choosing.

As part of the finalisation of Council's liquified petroleum gas business operations, officers have reviewed the position in relation to outstanding debtors and Council's capacity to recover the amounts outstanding. Council officers have been committed to reducing any possible exposure to bad debt write offs and reducing any arrears.

Report

Following the prior resolution of 21 June 2023, letters were sent to thirty-nine (39) customers advising that Council had resolved to cease operation of its liquified petroleum gas retail business as a direct result of reducing customers and Council's inability to be competitive with other suppliers. Customers were advised to arrange an alternative service provider before 30 September 2023.

During the transition period, some customers managed to have accounts with Origin and Council for the supply of liquified petroleum gas during similar periods. It would appear that some customers were reluctant to close their account with Council, lest it resulted in their supply being terminated, notwithstanding the fact they were receiving invoices from Origin. This predicament continued, despite the best endeavours by officers to assuage these concerns. Three such customers do feature in the list of debts which are proposed to be written off.

The report to the Ordinary Meeting of 21 June 2023 referenced a probable requirement to write-off some of the outstanding amounts. The attached schedule outlines the remaining ten liquified petroleum gas accounts which remain unpaid, with a total of \$2,479.25 (exclusive of goods and services tax) proposed for write-off.

Consultation (Internal/External)

Consultation has occurred with Revenue Staff, Financial Planning, Utilities Manager, and the Chief Financial Officer.

Legal/Policy Implications (Justification if applicable)

Due to the unprecedented request for customers to transition to an alternate service provider and the inconvenience to customers, these debts were not processed in accordance with Council's Debt Collection Policy.

Budget/Financial Implications

Council had a provision for utilities billing of approximately \$85,000 as at 30 June 2023, which would include LPG gas billing, from which the amount of \$2,479.25 will be deducted. There is no impact on the 2023/2024 budget.

Human Rights Considerations

Section 4(b) of the *Human Rights Act 2019* (Qld) requires public entities '*to act and make decisions in a way compatible with human rights*'. There are no human rights implications associated with this report.

Conclusion

It is recommended that Council notes and receives this Report and that, it resolves to adopt the write-off recommendation.

Attachments

1. Liquified Petroleum Gas Accounts Write-Offs

Authored by: L.Zeller, REVENUE SUPERVISOR - UTILITIES RECEIVABLES & DEBT RECOVERY

Unrecoverable LPG Gas Accounts

Assessment No.	Transaction Date	Ex GST	Total Outstanding	Reason
1115800	17/08/2023	\$ 374.53	\$ 411.98	Uneconomical to recover and/or untraceable
1040501	17/08/2023	\$ 144.94	\$ 159.43	Uneconomical to recover and/or untraceable
1102700	02/03/2023	\$ 610.47	\$ 671.52	Uneconomical to recover and/or untraceable
1040149	17/08/2023	\$ 30.88	\$ 33.97	Uneconomical to recover and/or untraceable
1102500	17/08/2023	\$ 168.67	\$ 185.54	Uneconomical to recover and/or untraceable
1050988	02/03/2023	\$ 331.43	\$ 364.57	Uneconomical to recover and/or untraceable
1132900	02/03/2023	\$ 555.40	\$ 610.94	Uneconomical to recover and/or untraceable
1119001	17/08/2023	\$ 73.66	\$ 81.03	Uneconomical to recover and/or untraceable
1100700	17/08/2023	\$ 180.57	\$ 198.63	Uneconomical to recover and/or untraceable
1041456	17/08/2023	\$ 8.69	\$ 9.56	Uneconomical to recover and/or untraceable
Total		\$ 2,479.25	\$ 2,727.17	

Title	Corporate Services Quarterly Report October to December 2023
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Date	15 February 2024
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Responsible Manager	B. Bacon, GENERAL MANAGER (CORPORATE SERVICES)
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Summary

The purpose of this Report is to provide Council with a summary of the Corporate Services Division's strategic and operational activities for the second quarter of the 2023 -2024 financial year.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- Our business and industry actively live and buy local.

Strategic Priority: Active Vibrant Community

- Our parks, open spaces, and community facilities are alive with activities and connect our communities.

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 take pride in our natural assets, environment, and heritage.

Strategic Priority: Sustainable Organisation

- 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.

The Divisional quarterly report provides an appreciation of the activities being undertaken by Corporate Services to assist directly and indirectly (through enabling other sections of the organisation) with the delivery of operational and capital initiatives which contribute towards the fulfilment of Council's Corporate Plan.

Material Personal Interest/Conflict of Interest

There are no personal interests nor conflicts of interest associated with the consideration of this matter.

Officer's Recommendation

That council resolves to receive the Corporate Services Quarterly Report for the period of October to December 2023.

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 second quarter of the 2023-2024 financial year from the Facilities, Human Resources, Information Technology, Customer Support and Governance and Communication and Marketing departments. The Finance department provides a separate monthly report to Council.

Consultation (Internal/External)

Consultation has occurred with the following departments within Council:

- (1) Facilities;
- (2) Human Resources;
- (3) Information Technology;
- (4) Customer Support and Governance; and
- (5) Communication and Marketing.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with this report.

Budget/Financial Implications

There are no budget nor financial implications associated with this report.

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 provides an overview of the Corporate Services' strategic and operational activities for the second quarter of the 2023 - 2024 financial year. It is presented to Council for information and noting.

Attachments

1. Corporate Services Quarterly Report October to December 2023

Authored by: C. Smith, EXECUTIVE OFFICER

CORPORATE SERVICES

Quarterly Report



October to December
2023

Page 149 of 323

FACILITIES

Project Management Office

\$89,253 was spent locally, with **nine projects completed**. Some of these include:

Chinchilla Cultural Precinct Revitalisation – Major upgrades including Cinema Candy Bar, Lapunyah Art Gallery, Library and Fullers Place.

Don McPherson Sports Ground (Dog Park), Dalby - Replace worn unsafe mesh fence with new black powder coated fence.

Jimbour and Kaimkillenbun Amenity Blocks – Refurbished both amenity blocks with paint.

Bell Showgrounds Fencing Renewal – Removal of worn fence and construction of new boundary fence.



Bell Showgrounds Fencing Renewal

Strategies Outcomes

Aquatic Facilities Strategy

- Chinchilla Aquatic Centre Site Selection and Inclusions report received.
- Wandoan Aquatic Centre remediation planning underway.
- Regional Pool Heating report finalised.

177 Chinchilla Aquatic Centre online and hardcopy community surveys received.

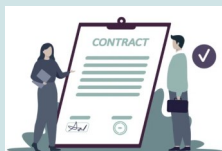
Showgrounds Strategy

- Showgrounds Governance and Management Jandowae Pilot project completed.
- Dalby and Tara Showgrounds Master Plan projects underway.

Contracts

Completed **nine** approaches to market

Awarded **six** contracts



Aerodromes



Q2 22/23 Total recorded landings **2,692**
Total revenue generated **\$215,502**
Q2 23/24 Total recorded landings **2,448**
Total revenue generated **\$282,598**

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Operational Highlights

Dalby Events Centre

Q2 22/23 - 23 events

Q2 23/24 - 10 events



Dalby Showgrounds

Q2 22/23 - 15 events

8,225 attendees

109 days of hire

Q2 23/24 - 13 events

5,687 attendees

144 days of hire



Civic Centres

Q2 22/23 - 65 events

Q2 23/24 - 76 events



WD Cinemas Chinchilla

Q2 22/23

Total for all movies - **2,475** Tickets

Candybar - **\$20,593** Sales

Q2 23/24

Total for all movies - **3,163** Tickets

Candybar - **\$30,292** Sales



Housing

Community and Crisis Housing **93%** occupancy.

One house awaiting maintenance and expected to be ready for occupancy next quarter. Department of Housing referrals in progress for three vacant houses.

Saleyards



Q2 22/23 - 43,368

Q2 23/24 - 38,888



Chinchilla Cultural Precinct Revitalisation

Highlights



Mind matters—Lessons From The Deep

Adam Sellars, Australian free diving champion, delivered presentations to the public, and Council employees, at Tara, Chinchilla, and Miles. Adam uses principles of meditation, breath control, and mental fortitude to assist attendees with accountability and self-regulation.

Organisational Development delivered Bullying, Harassment, and Sex Discrimination training across the region. Partnering with iHR to deliver this training, the Organisational Development team was able to reach eighty-seven (87) per cent of employees, with plans to deliver further training in 2024 to cover the remaining workforce.

Skilling Queenslanders for Work: Recruitment worked closely with the Economic Development team to recruit and place eleven (11) new staff under the Skilling Queenslanders for Work program in Tara, providing employment and training to an area of need in the region.

Enterprise Bargaining: The Enterprise Bargaining Agreements' ballots resulted in employees voting in support of both agreements with the result: 89.9 per cent in favour of the Non-Operational agreement; and 88.6 per cent in favour of the Operational agreement.

Payroll: Once certified, Payroll began the process of updating pay rates and processing back payments. This was completed prior to the Christmas shutdown, with back pay included in the final pay for the year.

The Industrial Relations, Rehabilitation and Safety team participated in Drug and Alcohol Testing training and are now qualified to do the drug and alcohol testing.

The Oranges Toolkit provided webinars to employees with a focus on amplifying attitude, enhancing energy and developing a deeper understanding of individual strengths.

The 2023 Kickstart Your Career campaign completed its recruitment process, with a total of seventeen (17) new Trainees and Apprentices across the region.

Three Take Five's were run during Q2, including Housekeeping, Heat Stress and Sun Safety Management, and Drugs and Alcohol.

Fifteen (15) safety walks were conducted across Chinchilla, Miles, Tara, Wandoan, Dalby, Condamine, and Jimbour.

Christmas Messages were in the Be Like ... Campaign.



Go Nuts in November

The Go Nuts in November campaign promoted men's health across the organisation. The program was aimed at reducing the risk of chronic disease through raising awareness about the importance of regular health checks. Each male employee received a packet of goodies, including edible nuts, electrolytes, and information on recommended health screenings across age groups.



HEADCOUNT



FULL TIME EQUIVALENTS



In Progress and Coming Soon

- OneHR is continuing to work with the SMART Digital Team to deliver phase two of OneCouncil to the organisation.
- New trainees and apprentices employed by Council's Kickstart Your Campaign will be commencing in February, with some trainees in priority areas starting sooner to meet workforce demands.
- Risk assessment tools for psychosocial and psychological

The Workplace Health and Safety Team is continuing updating to ISO 45001, being eighty (80) per cent complete in review and development.

Fire Safety Reviews are being conducted across the region, with the Team upskilling with Fire Safety Advisor training, and AutoCAD training.

Seven new Health and Safety Representatives were appointed during Q2.



HR Visits in the Region

The OneHR team visited the Quarry in December.

Operational Highlights

OneCouncil 23B Release

Development and Applications worked with SMART Digital Team to test the OneCouncil 23B Release for release into production.

Digital Business Cards

Digital business cards released to Executive Leadership Team, Councillors, and the Mayor.

Achievements

Learning Management System

Upgrade and migrate data to Australian hosting and local support.

Microsoft Teams Rooms

Implementation of Microsoft Teams software and hardware within the region to allow for better remote capabilities.

In Progress

Third Party Patching

Automation of third-party patching to simplify the management of third-party applications.

Information Classification Phase 2

As an outcome of the Crowe Audit completed in July 2021 and Council's Security Programme, this project is implementing classifications identified within Phase 1.

Saleyards Software Review

A review of the core saleyards system and market investigation of new systems.

Point of Sale Systems

The addition of Point of Sale systems at the Dalby and Chinchilla Visitor Information Centres to better record and track incoming inventory, report monthly sales, and process creditor payments for goods sold on consignment

SCADA Firewall Upgrade

Upgrade of Councils current SCADA Network to better protect the Industrial Control Systems networks

Coming Soon

Recollect

The Replacement of the Libraries Archiving Software to allow for ease of use and better discoverability for the community

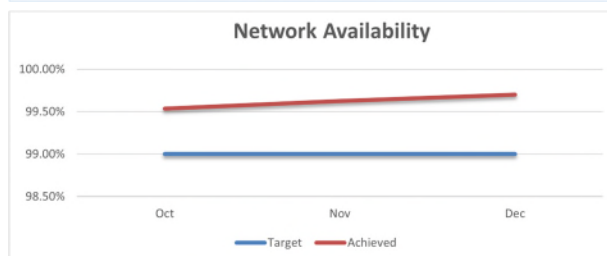
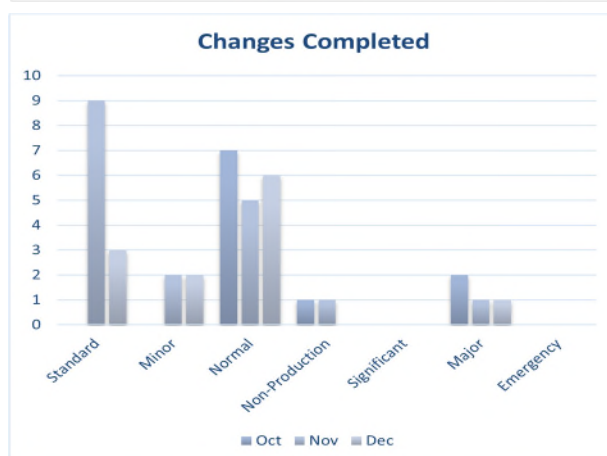
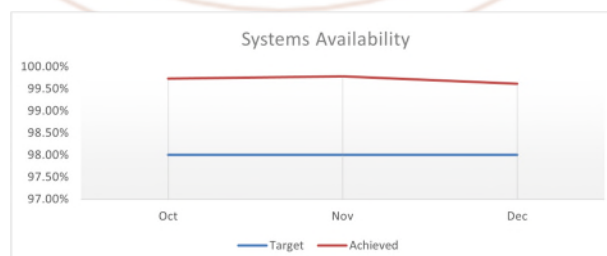
Buy Western Downs

The implementation of a module within the current WDRC website to allow the community to search for and find information on local businesses and participate in draws

QR Code Sign In Process

Implementation of a digitised process to improve compliance capability for third party site safety and biosecurity management at the saleyards

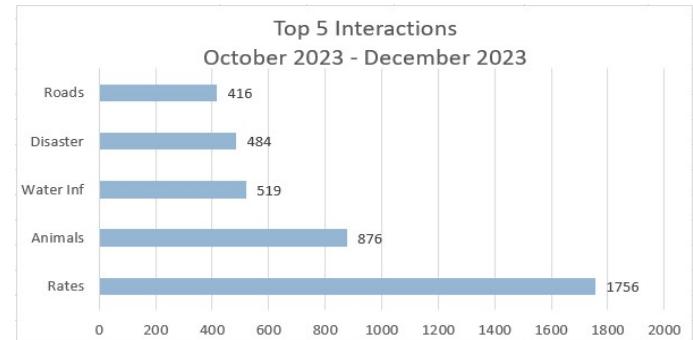
Helpdesk and Change Management Ticket Statistics



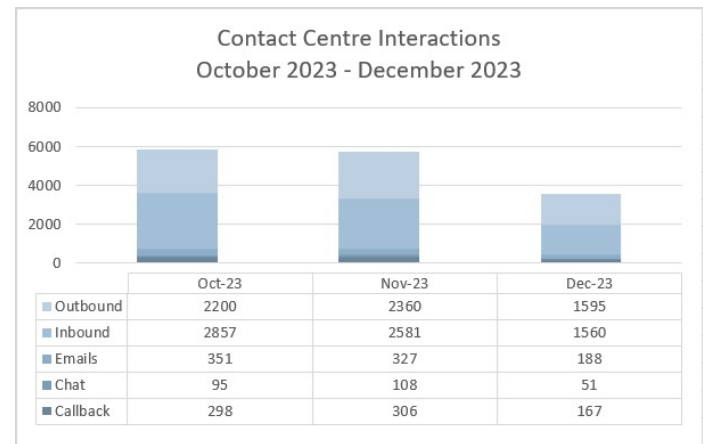
Council's New Microsoft Surface Hub



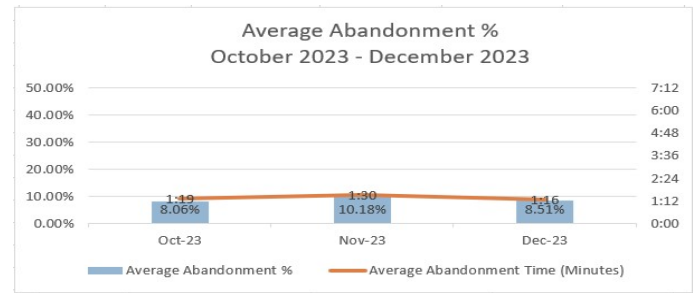
Top 5 Calls



Call Volume



Call Abandonment



4:29

minutes

Avg call resolution time

82%

of calls resolved on first point of contact

Information Management – Records

12,098

Incoming documents registered

Approx 257

Boxes Processed

Information Management – Complaints

8

Administrative complaints received

6

Administrative complaints resolved

Customer Experience Survey

Councils overall satisfaction at the end of Q2 is 7.0

Achievements

- Desktop Review Business Continuity Plans
- Executive Leadership Team Risk Appetite Workshop
- Annual Review Delegations Registers
- Chinchilla Container Cleanup Project—roughly thirty (30) wheelie bins, and two pods of old documentation processed and destroyed.
- Development SWP—Email Management , Digitisation, Scanning and Form Development Destruction
- Cancellation physical newspapers across the region for digital subscriptions (cutting major costs)
- Review and renew Induction Process for Record Keeping

In Progress

- Councillor Induction Program 2024 Election
- Information Security Classification Project in conjunction with Information Technology team.
- Development Strategic Internal Audit Plan 2024-2027.
- Internal Audit—Grants Management
- Local Law Review
- Information Security Classification Project Development
- Creation New Index for Engineering Department
- Continuation Review Index Structure with external consultant
- Review and Development of SWP, Policies for Information Management .
- Review Internal shared Mailboxes across the organisation
- Development Thesaurus for Information Management
- Development Disposal and Digitisation Records Plan
- Review 2100 boxes stored at external storage service provider
- Development of “Dealing with Difficult Customers SWP”

Coming Soon

- Business Continuity Exercise
- Internal Audit—Business Continuity Planning
- OneCouncil Project— Customer Request Management Module, Knowledge Base and Digital Experience Platform (DXP LG)

COMMUNICATIONS & MARKETING



Keeping the community informed during bushfires

Towns were kept informed on the October bushfires through regular and proactive communications across multiple channels.



Award-winning strategy

WDRC and Phillips Group claimed the top award under the Regional Communications Campaign category at the Public Relations Institute of Australia Golden Target Awards for our Comms & Community Engagement Strategy.



AWS Alerts launch

Five social media posts alerting the public to thunderstorm and heatwave conditions, as well as an educational post explaining the AWS alerts system, were posted to Council socials during December 2023.

WHAT WE'VE BEEN WORKING ON:

Christmas Tree Light-up | Mayoral Christmas Carols | Christmas Where the Gumtrees Grow | Jandowae Showgrounds Governance & Management engagement | Disaster Preparedness campaign & Get Ready Day | Water Conservation campaign | Dalby Cultural Precinct communications | Seniors Month | Pool Parties | Arts & Culture Strategy community engagement | Chinchilla Cultural Centre opening | Parks & Recreation Masterplans | Not Just for Laughs | Remembrance Day | Queensland Ballet workshops | Internal promotions (R U OK? Day, Mindmatters, Australasian Management Challenge, and more) | Seed Library and Workshops | Health & Wellbeing for Biz Roadshow | Communications & Community Engagement Strategy implementation

During Q2 2024 Communications and Marketing was heavily involved in the delivery of disaster management and response communications as part of the October bushfires which required frequent, accurate, and timely information. During the active disaster response period, Communications and Marketing was responsible for the drafting and distribution of twice-daily updates via social media, traditional media, and Council's disaster dashboard, and also supported the creation of messaging for daily briefings at Council's evacuation centres. More than 40 individual social media posts were drafted, proofed, and distributed across one week, supporting regular and accurate updates for the community. The Mayor was involved in more than 30 individual media appearances and presented at several community meetings and evacuation briefings - all of which required the support of Communications and Marketing to prepare accurate messaging based on the latest advice from emergency services.

Communications and Marketing also plays a key role in distributing recovery information and continues to keep the community informed on the various elements of Council's recovery plan and adapt to evolving issues which might arise. One direct example of an issue requiring immediate attention was the quantity of unwanted donations inundating the Tara community. Communications and Marketing responded by producing a social media video to educate people about appropriate donations. The video was published on 15 November and reached 4.5 thousand Facebook accounts. Of the total views, 38% were generated by 'shares' which demonstrates the level of 'buy-in' from Council's follower base.

This quarter also saw the implementation of the Australian Warning System which requires local governments to be responsible for the distribution of emergency warnings for floods and storms. Communications and Marketing created a new process alongside Disaster Management and designed a suite of social media tiles and ready-made templates to help with the distribution of timely and accurate updates.

WHAT YOU WILL SEE NEXT QUARTER!

- Responsible Pet Ownership campaign
- Australia Day 2024
- YES! (Youth Entrepreneur Summit) 2024
- Banter with the Badger
- Water Conservation campaign
- Jandowae Central Park fence
- Arts & Culture Strategy community engagement
- Dalby Regional Saleyards website upgrade
- Disaster Management merchandise
- Chinchilla Aquatic Centre engagement
- Tara Cemetery Gates completion
- Parks and Recreation Masterplans
- Showgrounds Masterplans
- Disaster Coordination Training communications
- Disaster Preparedness Video Campaign
- Illegal Vegetation Clearing Campaign
- Adopt a Street Tree—stage 2
- We Are WDRC Awards launch
- Water Tank Rebate promotions

FACEBOOK

15,532 ²⁴³
FOLLOWERS ^{+3.4%}

INSTAGRAM

2,541 ⁵¹
FOLLOWERS ^{+2.0%}

TWITTER/X

698 ¹⁵
FOLLOWERS

LINKEDIN

4,274 ¹³²
FOLLOWERS
1,382 PAGE VIEWS

eNEWS

2,978 ⁷
SUBSCRIBERS
59.12% OPEN RATE ^{4%}
11.88% CLICK RATE ^{14%}

DIGITAL BILLBOARDS

39 CREATED **13** COMMUNITY GROUPS

TRADITIONAL MEDIA

16 MEDIA RELEASES **235** APPEARANCES **98** TV MENTIONS

WEBSITE

143,668 PAGE VIEWS

Title	Infrastructure Services 2021-22 Flood Damage Restoration Program Progress Update and Sealed Road Damage Escalation
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Date	01 February 2024
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Responsible Manager	B. Barnett, SENIOR WORKS MANAGER
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Summary

This report provides a progress update in regard to Council's Restoration of Essential Public Assets program through the Queensland Reconstruction Authority's (QRA) Disaster Recovery Funding Arrangements Program following the 2021/22 Riverine Flooding Events, including the escalation of damage on the sealed road network.

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: 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.

Background Information

Following the widespread rainfall and riverine flooding across the Western Downs Region between 10 November to 3 December 2021 and 22 February to 5 April 2022 substantial damage was incurred on Western Downs Regional Council's transport network.

As part of QRA's Disaster Recovery Funding Arrangements (DRFA) Council can apply for financial assistance to help communities recover from eligible disasters, such as flooding.

WDRC's transport network has been inspected and defects on the network collected to compile QRA funding submissions.

The Queensland Reconstructive Authority (QRA) administers funding relief measures to local governments and state agencies for:

- Counter Disaster Operations;
- Emergency Works for essential public assets;
- Immediate Reconstruction Works for essential public assets; and
- Reconstruction of essential public assets.

Reconstruction of Essential Public Assets (REPA) submissions are developed and lodged based on the:

- Scope of reconstruction works required to restore or replace the eligible essential public assets that have been directly damaged by an eligible disaster; and
- Estimated reconstruction costs to complete those works.

Event damaged assets in local government areas activated under the Disaster Recover Funding Arrangements (DRFA) for Reconstruction of Essential Public Assets (REPA) assistance may be eligible under this fund.

Report

Restoration of Essential Public Assets (REPA) Progress Update

The last of Council's Restoration of Essential Public Assets (REPA) submissions were lodged in March 2023 in accordance with QRA's timeframes. Delays have been experienced with the submissions being assessed and approved due to the administrative process with QRA submissions and the two funding programs (REPA and Betterment).

All of Council's submissions have now been reviewed and assessed by QRA. Of the \$195.3M of REPA and Betterment funding applied for by Council, QRA approved \$174M as eligible project costs.

For the unsealed road network, the approved submissions are divided into work packages that are compiled from damaged roads in close vicinity with a common gravel source (pit).

Council has been releasing work packages via 'rounds' of work packages, typically consisting of three (3) or four (4) work packages per round spread geographically across the region. Rounds are programmed to be staggered to ensure consistent delivery.

As of January 2024, Council's progress status is at forty-eight percent (48%) of the approved REPA completed, in progress or awarded.

Council has programmed the work packages for delivery and, due to the delay in submission approval, sheer scale of the flood damage program and contractor availability, it is anticipated that the majority of the Flood Damage restoration work packages will be delivered by December 2024 with the remaining work packages delivered early 2025 (weather permitting). Council has requested an extension of time from June 2024 to December 2024 from QRA for delivery of WDRC's 2021/22 Flood Damage program in its entirety with additional extension of time requested for any remaining work packages as exceptions on a case-by-case basis. QRA has not advised the outcome of the extension of time request.

Escalation of Damage on Council's Sealed Road Network

There have been delays in the delivery of the work packages to restore the damage on Council's sealed road network. These delays are due the escalation of damage on the sealed road network, and Council's Works department seeking QRA advice and approval regarding the additional damage.

Initial escalation was identified early in the program, with Council utilising the full duration of the submission timeframes to re-inspect the sealed road network to capture the additional damage. This early additional damage was resubmitted in REPA submissions with additional eligible damage approved.

Unfortunately, the damage on these sealed roads has continued to escalate, with additional damage identified as these roads are scoped in preparation of work packages. This escalated damage is due to the combination of saturated pavements caused from the flooding and the impact of traffic, particularly heavy vehicle traffic accessing the sealed road network.

The additional escalation on the sealed road network has been raised with QRA. QRA has advised that the escalation of damage may be eligible under the REPA Program if the damage can be verified and funding is available. With WDRC's current identified savings on the unsealed road network, supported by evidence gathered by Council, the risk of the escalated damage not being funded by QRA should be quite low. However, at this stage, the escalated damage is not formally approved by QRA to be funded.

An indication of the potential quantum of escalation on the sealed network has been reviewed from the first round of sealed road work packages. These scoped packages are on the deep blacksoil floodplain north-west of Dalby and therefore considered likely to be at the higher end of the extent of escalation likely to be realised. The additional damage ranges for each package with the average at 15.6%. Indications from initial scoping elsewhere in the region (eg, Wandoan) shows a much more modest extent of escalation. Council's QRA approved REPA restoration works on the sealed road network is \$11,324,790. It is estimated that the full extent on the escalation is \$357,105 and it is anticipated that the majority of this work will be approved as REPA the process. If any of this work is not approved as REPA, it will be considered as works delivered under Council's budgeted Regional Road Resilience Program. This was specifically budgeted to ensure that additional damage that did not have approval could be undertaken concurrently with REPA.

In addition to the escalated flood damage, during scoping, Council's consultant Flood Damage Program Management Team has identified additional damage on the sealed road network that is not flood damage and is not approved REPA. Such additional damages are Council's responsibility and the Flood Damage team and the Works Maintenance department collaborate for the repair work to occur funded through Council's operational / maintenance budget.

There are also a small number of sites that the Flood Damage Project Management Team have identified that a large percentage of the road is approved for flood damage, these sections of road may be more suited to a half or full width reconstruction for production efficiencies but also improved asset management practices. It is recommended that these sites with a high percentage of defects within a segment are included for a reconstruction instead of defect repair only. These segment reconstructions may be delivered through either external civil construction contractors or internal Works crews, depending on quoted price and Works crew availability. The estimated total value of the additional work is \$340,000 and will be funded through the remaining allocation of the Road Resilience Program included in Council's 2023/24 Capital Works Program.

Approved Betterment Program Status Update

Council submitted applications for eighty-six (86) sites identified for Betterment funding through QRA's DRFA Betterment Funding Program. These sites were identified by local Works staff as well as from the local community input through Council's CRM processes.

Western Downs Regional Council (WDRC) applied for \$19.14M of Betterment funding using our approved QRA Benchmark rates (through scale of economy on the 'road upgrade' projects - WDRC have recommended that the total cost of the works would be closer to \$15M).

Council has been advised that five (5) of the forty-one (41) projects nominated for Betterment Funding have been approved. These projects are:

- Springvale Road, Springvale
- Commodity Court, Dalby
- Giligulgul Road, Woleebee

- Wilds Road, Dalby
- Sandalwood Avenue West, Dalby

The total combined submission value of these five projects is \$6,958,452.93 with \$6,726,444.12 approved eligible projects costs as determined by QRA. In conjunction, Council's financial contribution to these projects is \$297,937, which is funded through Council's 2023/24 Regional Road Resilience capital budget project.

It is intended that some of these projects will be delivered internally using Council's Works crews. The remaining projects are intended to be delivered using external civil construction contractors. At this point, it is planned that Commodity Court reconstruction and the Giligulgul Road culvert upgrade will be completed internally by Council's Works crews.

Council's Technical Services Design Department has completed concept designs for the five projects and will complete the detailed designs for internally delivered projects only.

For the projects that are intended for external delivery, it is intended that the detailed designs will be completed by an external civil design company due to the additional detail, specification and bill of quantities required to prepare for external delivery for construction.

Council is in the process of preparing the information to go to market for external design for these projects.

Consultation (Internal/External)

The list of Betterment sites has been collated from a combination of local Works staff that routinely inspect and maintain these road assets and are familiar with the vulnerability of these assets in natural disasters and specifically flooding or local community members that have contacted Council requesting consideration to upgrade these assets to improve flood immunity or access during flood events.

Council's Technical Services' Design department have completed desktop reviews of these assets using existing asset information and imagery to develop concept designs and cost estimates for each individual site.

Concept designs were required to enable Council to submit the Betterment funding applications.

Council's website is updated regularly, with work packages, maps and progress status updates available for the Western Downs community.

Escalated damage on Council's sealed road network has been identified by Council's consultant Flood Damage Project Management Team with consultation occurring between Council's Works Construction and Maintenance departments as well a QRA for funding approval consideration.

Legal/Policy Implications (Justification if applicable)

Upgrades through Betterment funding comply with Council's Transport Asset Management Plans and Council's Extension and/or Upgrade to Council Road Networks - Council Policy.

The successful projects are required to be constructed in accordance with QRA's guidelines and were applicable seek Department of Agricultural and Fisheries' approvals for working in waterways.

Budget/Financial Implications

Council's 2023/24 Capital Works Program included the Regional Road Resilience Program of \$1 million for works to be undertaken concurrently with REPA funded works to take advantage of the economy of scale that can be achieved.

Regional Roads Resilience Program (\$1 million)

Proposed Works	Estimated Cost	Budget remaining
Betterment Works - Council contribution	\$297,938	\$702,060
Sealed Road damage escalation (worst case)	\$357,105	\$344,957
Section treatment proposed for capitalisation	\$340,000	\$4,957

It is expected that most of the Sealed Road damage will be approved as REPA. Once that has been finalised, the remaining budget can be utilised to deliver other Betterment projects at Council direction.

Human Rights Considerations

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

All activities will be undertaken in accordance with Council's human rights obligations.

Conclusion

Council's 2021/22 Flood Damage Restoration Program is currently underway with forty-eight per cent (48%) of the Restoration program awarded, in progress or completed.

Detailed designs are progressed for two (2) of the five (5) successful Betterment funding sites, with detailed design services for the other three (3) sites planned to be procured externally. Construction of all five (5) approved Betterment projects is to follow later in the year.

The sealed road network is being inspected in preparation of scoping planned work packages for contractor delivery. Escalated flood damages are being identified for repair through QRA's DRFA program.

Any additional defects will be repaired utilising Council's Works department's operational maintenance budget. Any segments that require reconstruction that would complement the approved flood damage repairs, and any ineligible damages, would be completed using complementary funding through Council's 2023/23 capital budget Regional Road Resilience project.

Attachments

NIL

Authored by: Chris Cleary, WORKS MANAGER - FLOOD DAMAGE and Brianna Barnett, SENIOR WORKS MANAGER

Title **Infrastructure Services Quarterly Report October to December 2023**

Date 24 January 2024

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, Technical Services and Disaster Management 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.
- 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 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 effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

There are no personal interests nor conflicts of interest associated with the consideration of this matter.

Officer's Recommendation

That Council resolve to receive the Infrastructure Services Quarterly Report for the period October to December 2023.

Background Information

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

Report

This Report lists the significant activities for the fourth quarter from October to December 2023 for the Infrastructure Services' Works, Utilities, Technical Services and Disaster Management teams.

It is noted that some Councillors requested local spend data that was previously reported through to Council in this report. Staff are currently undertaking training to produce system reports, following the partial implementation of the OneCouncil ERP solution. It is expected that this data will be available for the next Infrastructure Services Quarterly Report

Consultation (Internal/External)

Consultation has occurred with the Works, Utilities and Technical Services departments within Council.

Legal/Policy Implications (Justification if applicable)

There are no legal or policy implications.

Budget/Financial Implications

There are no budget or financial implications.

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 provides an overview of the Infrastructure Services' Works, Utilities, Technical Services and Disaster Management departments for the second quarter. It is for Council to receive and note.

Attachments

1. Infrastructure Services Quarterly Report October to December 2023

Authored by: B. Harper, **PROJECT SUPPORT OFFICER**

Infrastructure Services

Quarterly Report



October to December 2023

WORKS CONSTRUCTION

Achievements

Works Construction is working in conjunction with the flood damage team to complete flood damage into our gravel re sheet projects. This strategic collaboration not only enhances project efficiency but also generates significant cost savings within the allocated capital budget.

Works Complete

- Hogan Street, Dalby - Reconstruction and upgrade to Kerb and Channel (0.00-0.734)
- Southwood Road, Hannaford (12.77-17.0) Road Reconstruction and Widening
- Dulacca South Road, Dulacca (23.5-26.6) Reconstruction and Widening
- Macalister Wilkie Creek Road, Macalister (0.00-4.3) Reconstruction
- Dead Horse Lane, Pirrinuan - Dust Suppression (0.04-0.24)
- Colsons Road, Dulacca -Resheet (4.48kms)
- Walsh Road, Roche Creek - Resheet (5.4kms)
- Middle Creek Road, Wandoan - Resheet (2.64km)
- T Atkins Road, Canaga Resheet (3.25 kms)
- Racecourse Road, Chinchilla - Resheet (2.1 kms)
- Ellerslie Road, Miles -Resheet (5.38 kms)
- Widdons Road, Chinchilla -Resheet (4.39 kms)



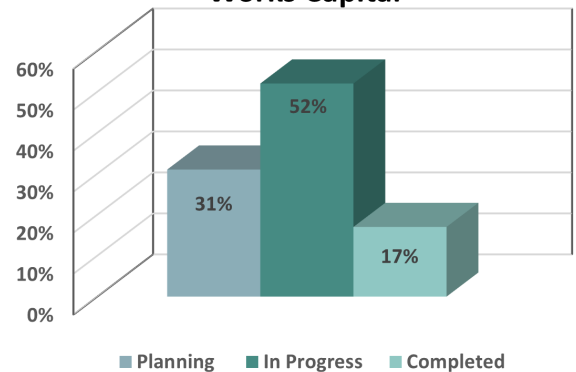
Kings Road, Bell

Road Upgrade Works in Progress

12.56kms

Of the roads upgraded or reconstructed

Works Capital



27.64kms

*Of gravel re sheeting
(include flood damage)*

In Progress

- Kleinschmidts Road, Jimbour East - Floodway Upgrade to multi-cell culvert structure
- Riverglen Road, Glenmorgan (0.00-4.6) Road Widening
- Elerslie Road, Miles - Gravel resheet and flood damage restoration.
- Dalby PCYC Rear Access Upgrade Works
- Macalister-Pirrinuan Rd, Dust Suppression (4.95-5.15 / 9.93-10.13)
- Zeller St, Chinchilla (0.049-0.454) Road Widening
- Cambridge Crossing Road, Tara (15.53-21.55) Reconstruction and Road Widening
- Jubilee Ave, Dulacca (0-.260) Road Upgrade
- Roche Creek road, Roach Creek (10.04-13.86) Road Widening



Kleinschmidts Road—Culvert Wingwalls installation

WORKS MAINTENANCE

Works Complete

- Council Reseal Prior Works in advance of 23/24 Reseal Program
- Reseal prior works on Moonie Hwy for Transport and Main Roads
- Reseal Prior Works on Kogan-Condamine Rd for Transport and Main Roads
- RMPC shoulder repairs on the Moonie Hwy, Chinchilla Wondai Rd, Surat Developmental Rd, and Auburn Rd
- Replacement of Emulsion Tanks at Dalby, Chinchilla, and Tara Depots
- Construction of a new shed at the Wandoan Works depot including demolition of existing shed
- DTMR Element 16 resheeting planned on Warra Kogan Rd
- Rehabilitation of sections on Dalby Kogan Rd for DTMR

In Progress

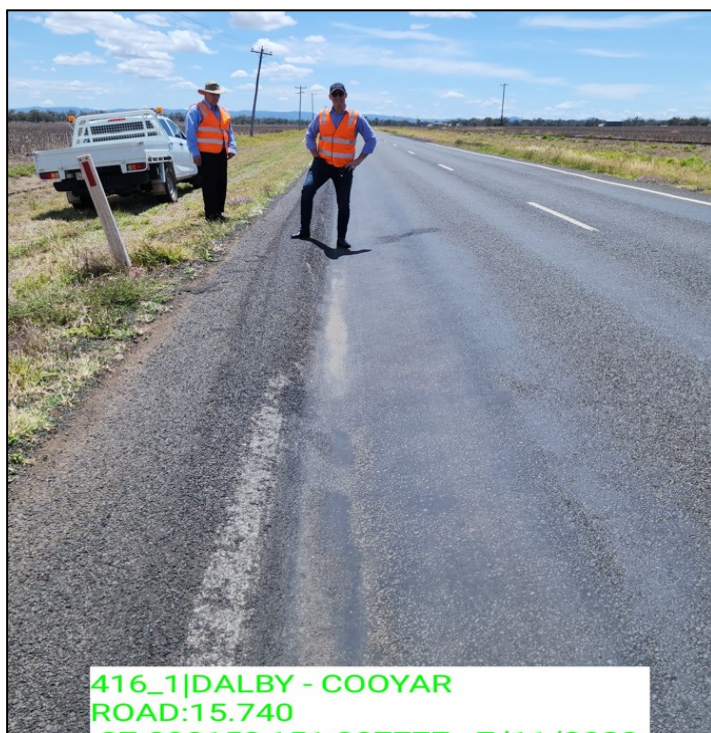
- Regional herbicide spraying program targeting the emergence of Condamine Couch on roads in the Dalby area
- Development of a regional Linemarking renewal program
- Validation of the 2023/24 Reseal Program Package 2
- Planning of the 2024/25 Reseal Program

What's Next

- * RMPC asphalt pavement repair package planned for delivery March 2024
- * Chinchilla and Dalby Aerodrome reseals on behalf of WDRC Facilities
- * Limited DTMR Commercial Works in 2023/24 due to WDRC priorities on local roads

Achievements

The works team continues to work proactively and collaboratively with the Department of Transport and Main Roads in managing emerging defects on the state road network. The section of the Dalby Cooyar Rd shown below was badly rutted. Works Staff intervened to manage the safety of the site while seeking DTMR approval for a number of options to rectify the defect. DTMR selected an asphalt surface correction to eliminate the immediate risk, and have accelerated rehabilitation of this site to ensure a timely, permanent repair.



WORKS

FLOOD DAMAGE RESTORATION

Status Update

- Approximately \$167.6M of Restoration of Essential Public Assets (REPA) submissions approved by the Queensland Reconstruction Authority (QRA).
- Council has received QRA approval of approximately \$6.4M of proposed improvements on five (5) roads for Betterment funding.
- Gravel crushing continues in Council pits using local contractors. To date, approximately 440,000 tonnes of gravel has been produced for the flood damage repairs on unsealed roads. A further 65,000 tonnes is planned to be supplied from Council pits.
- Nine (9) packages for the supply of 895,000 tonnes of gravel from commercial quarries have been awarded. Council continues to develop further RFQs for the procurement of approximately 1M tonnes of gravel externally for the entire flood damage Program.
- Twenty-five (25) packages of works on unsealed roads and one (1) package of works on sealed roads have been awarded to contractors, with twelve (12) packages completed. Round 9 RFQs, comprised of another four (4) packages on unsealed roads, are planned to be issued in February. Further sealed roads packages are in planning, with final details being resolved prior to issue of the RFQs. Ongoing release of further rounds of packages is planned approximately six-weekly.



Flood Damage in progress

- * Package 11 (Waikola)
- * Package 13 (Brigalow / Ranges Bridge)
- * Package 15 (Inglestone / Hannaford / Southwood)
- * Package 16 (Sujeewong / Auburn)
- * Package 17 (Tara)
- * Package 18 (Inglestone / Westmar / Southwood)
- * Package 20 (Wandoan / Grosmont / Roche Creek)
- * Package 21 (Chinchilla / Red Hill / Burncluith / Pelican / Fairyland)

Flood Damage Packages Awarded

- * Package 19 (Tara / Goranba / Marmadua / Weir River)
- * Package 22 (Bell / Bunya Mountains)
- * Package 23 (Boonarga / Brigalow / Hopeland / Crossroads / Montrose)
- * Package 24 (Miles / Hookwood / Columboola / Goombi / Cameby / Rywung)
- * Package 25 (Eurombah / Clifford / Bundi / Grosmont / Bogandilla)

WORKS

FLOOD DAMAGE RESTORATION

Flood Damage Packages Completed

- * Packages 1—10 & 14, previously reported
- * Package Seal 01 (Kumbarilla), previously reported
- * Package 12 (Woleebee / Glenaubyn)

**ROAD
UNDER
REPAIR**

October 26, 2023 9:21 am
-26.879467, 150.836204
C046 | Dalgliesh's Rd A (0-1.764) | 0.6



Flood Damage Packages Planned

- * Package 26 (Glenaubyn / Drillham / Drillham South / Miles)
- * Package 27 (Tara / The Gums / Moonie)
- * Package 28 (Weranga / Kumbarilla / Ducklo / Halliford / Ranges Bridge / Nandi / Springvale / St Ruth)
- * Package 29 (Blackswamp / Cameby / Rywung / Baking Board / Greenswamp)

TECHNICAL SERVICES

Design

Achievements

- Design Program - 90% (37/41) 2023-24 Issue For Construction (IFC), Remaining jobs at >75% complete
- 19/26 additional miscellaneous projects completed

What's Next

- Finalise the 2023-24 Design Program
- Progress 24/25 Design Program
- Commence/Complete select jobs 24/25 program
- Surveys acquisitions for 24/25 program and commencement of design work

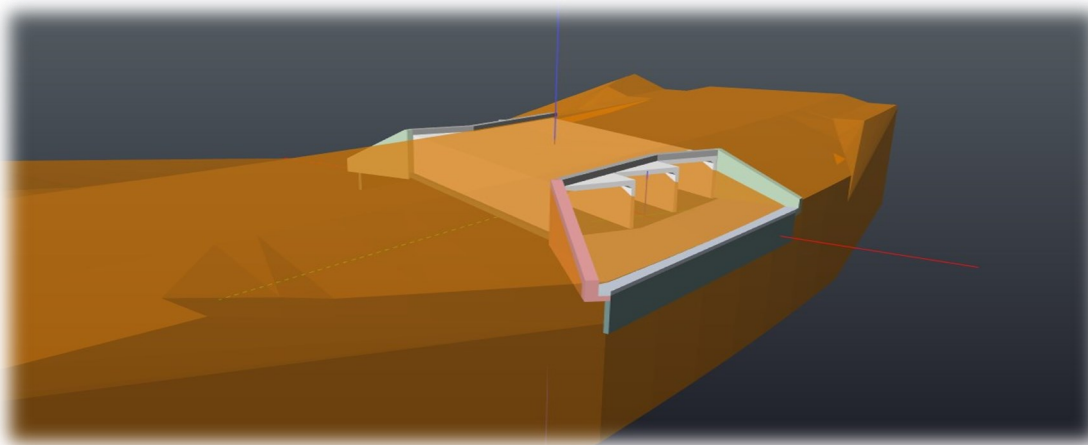
GIS & Asset Management

Achievements

- Completed Drone Surveys for gravel pits stocktake
- Improved the process for updating property information on Councils' mapping systems

In Progress

- Road Condition Survey
- Valuation of Councils road, bridge and footpath assets
- Capitalisation of projects continuing
- Maintaining GIS dataset and maps



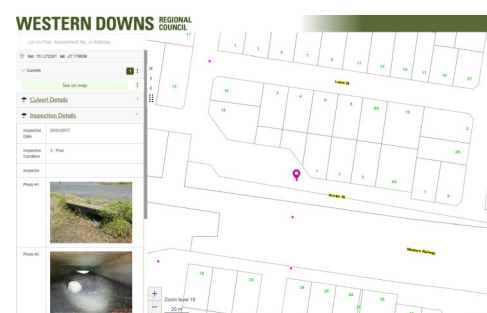
12d Civil Design—
image Gilgulgul
road drainage up-

In Progress

- 2023-24 Design Program progressing (22/25 road upgrades, 9/9 dust suppression, 6/7 footpath projects, completed)
- Markham's Hill Road (CH2592—CH5041)
- Wheeler St and Dorney St, Chinchilla
- Chinchilla Streets—Windmill Street Area—Stormwater/ Drainage Assessment 90% complete
- Flood Damage Major Structures
- Gurulmundi Road—3/2400X1200 RCBC—Purple Creek—Complete, awaiting DAFF Approval
- Gilligulgul Road—3/2100X1800 RCBC—Green Creek—90% Complete

What's Next

- Continuation of Stormwater condition survey
- Smart Program—Continuation of the Asset Management module
- Obtain a Remote Operator Certificate (ReOC)



Stormwater Asset Management—sample data

TECHNICAL SERVICES

Quarry & Mobile Pits

In Progress

- Crushing of aggregates and road base for internal and external demand
- 2 local contractors continuing to produce gravel for Flood Recovery Project

Achievements

- Complete house keeping projects around the Jimbour quarry including a new storage system for the screening racks

Quarry

- * 13,699 gravel and aggregates

Production Mobile Pits

- * 115,776t inhouse plus, external contractor for Flood Recovery Project)

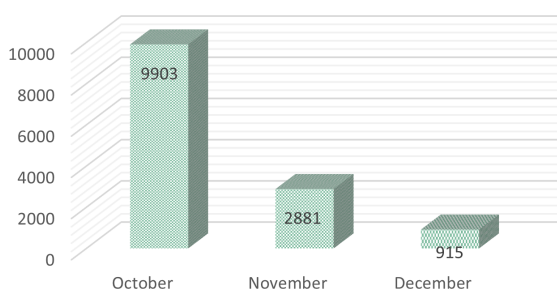


Jimbour Quarry screening racks—

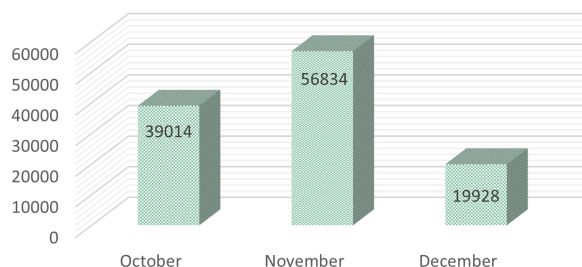


Jimbour Quarry screening racks—after

Jimbour Quarry Production



Mobile Quarry Material Issued



Corridor Management

In Progress

- Arrow Energy finalising road upgrades and maintenance on multiple roads in the vicinity of their projects in the south east area of the region, including:-
 - Springvale/Grassdale Intersection
 - Abernethy Road
- Origin/QGC are funding road upgrades to Upper Humbug Road, Tara, scheduled for construction 2023-24
- Origin funding road upgrades to McCasker's Road, Tara, scheduled for construction 2023-24
- Wambo Wind Farm Project STG 1 finalising the detailed design of roads and intersections requiring upgrades and modifications to accommodate project traffic including the turbine components including
 - Hickey Road, Jandowae, Wooletts Road, Diamondy Road, Niagara Road

Achievements

- Road Infrastructure Agreements - Arrow Energy has now been executed following council resolution in May.
- Permits processing has increased from 2096 to 2851 over the same quarter 2022. (an increase of 74%)
- Permits processing has increased from 7073 to 11877 over the from 2022 to 2023 (an increase of 60%)

468 Resource Permits

237 Corridor Permits

2146 NHVR Permits



UTILITIES

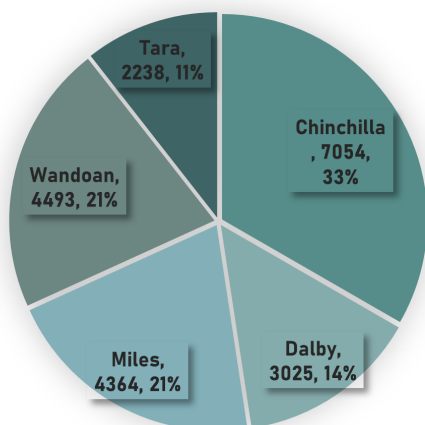
Completed Projects

- Dalby WWTP Blowers Installation
- Water Main Replacement at Jandowae Warra St, Myall St to George St
- Water Main Replacement at Chinchilla Edward St: Intersection upgrade/decommission line
- Boyd St Pumpstation Commissioning underway & decommissioning at retired site.
- Recycled Water project at Miles Golf Club — Electrical Irrigation System Upgrade.
- Wandoan Cooling tower repair
- Individual water tower safe access system replacements
- Maintenance: Dalby Owen Street Tower - Valve replacements

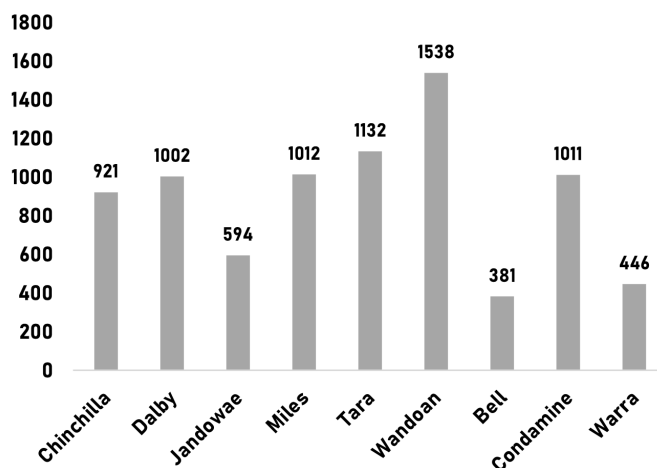


*Commodity Court Dalby
Directional Drill below
Cecil Plains Road*

**Standpipe
Consumption (kL)**



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

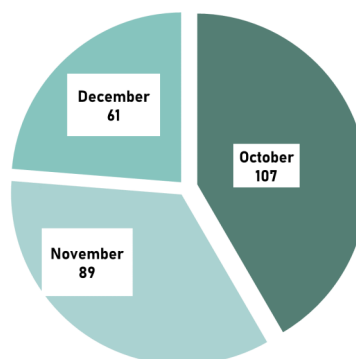


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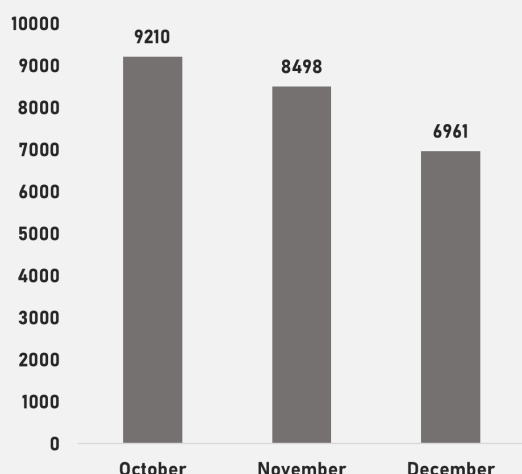
What's Next

- Water Meter Replacement Program :
 - ⇒ Chinchilla: Dorney, Wheeler and Rennick St;
 - ⇒ Dalby: Black St, Commodity Ct and service lowering in Leichardt Ave area;
 - ⇒ Warra: Robinson St from WTP to Water Tower
- Maintenance: Miles WTP - Replacement of launder troughs, fabrication & supply of augers for Grit conveyors

CRM's Received



Dalby Natural Gas Consumption Volume (Gj)



In Progress

- Dalby Water Supply Upgrade — Dalby WTP to Watt St pipeline 92% complete.
- Drinking Water Supply Upgrade — Drafting Evaporation Pond and WTP Expression of Interest.
- Regional Sewer Relining — Veolia began works
- Water meter replacement program
- Dalby clearwater tank repair
- Flood Gauge Alert 2 Upgrade

Achievements

- Maintenance: Miles wastewater Bladder clean.



Dalby Water Supply Upgrade - Pipeline Stage 1 - Thrust Block Pre-pour and Dalby WTP Connection

DISASTER MANAGEMENT

Tara Fire Event

Oct—Nov 2023

This Quarter saw one of the largest bushfire events experienced by Queensland in terms of impact occur in our region, resulting in a monumental Recovery operation.

Total area burnt = 13,102ha (131 square kilometres)

Damage Assessments Completed = 562

Totally or Severely Destroyed = 112 structures



In Progress

- Resilient Homes Fund—WDRC supporting locals to register for program—This program has now closed.
- Upgrade of Councils Flood Warning Infrastructure Network commenced (due for completion early 2024) - \$1M
- Receipt of Shell QGC Social Investment Project funding for Disaster Resilience - \$600,000 over three years.
- Commence development of 6 x Flood Response Plans for at risk urban centres
- Dept Communities Flexible Funding grant - \$35,000
- Ongoing staff training opportunities
- Implementation of the Australian Warning System (AWS) for Floods, Storms and Cyclones.

Disaster

Dashboard



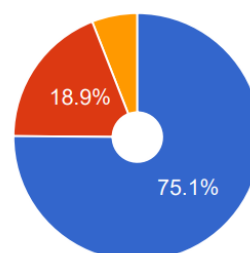
7,967

New Disaster Dashboard Users

23,460



Disaster Dashboard page views



- new
- returning
- (not set)

Funding Opportunities

- Disaster Ready Funding (DRF)
- Counter Disaster Operations (CDO) claim
- Flexible Funding Grant (FFG)
- Flood Risk Management Program (FRMP)
- Recovery & Resilience Grant (RRG)
- Qld Resilience & Risk Reduction Fund (QRRRF)
- Continued state and federal funding opportunities

Title **Community and Liveability Report Local Housing Action Plan**

Date 2 February 2024

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this report is to introduce the Western Downs Local Housing Action Plan (LHAP) and to seek Council's endorsement of this plan.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.

Strategic Priority: Quality Lifestyle

- We attract families to live, work, prosper, and play in our region.

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that Council endorse the Western Downs Local Housing Action Plan, as contained in Attachment A.

Background Information

Under the provisions of the Queensland Government *Queensland Housing Strategy 2017 - 2027*, the development of Local Housing Action Plans (LHAPs) has been a key action strategy as a means for the State Government to work together with Local Government in regional areas to increase and diversify the supply of housing, including opportunities for alternative government and non-government investment incentives.

In some areas of the Western Downs, the acute shortage of residential properties is resulting in considerable difficulties for the local community. This shortage of supply has implications for existing and new community members, but it also presents a constraint for the future growth of intensive agriculture, commercial and industrial developments within the Western Downs region, where those developments cannot house staff.

Report

In an effort to address a range of immediate, emerging and longer term housing challenges in the Western Downs Region, Council has partnered with the Queensland Government and the Local Government Association of Queensland to develop a Local Housing Action plan.

In summary, the plan aims to:

- *Develop agreed priority actions to respond to local housing needs*
- *Establish strong foundations for longer term housing responses to assist housing and homelessness outcome in the Western Downs Region*

- *Incorporate existing information and plans that assist with developing responses to housing needs and acknowledge works already done by WDRC, the Queensland Government, private and not for profit organisations*
- *Facilitate targeted interaction between all parties through agreed actions to ensure a focus on deliverable and projects that can improve housing responses in the short and longer term.*

The LHAP has been prepared as a living document, and is being brought forward for Council endorsement, which will allow for regular improvements as new housing issues emerge over time. The LHAP contains a total of 25 action items across 8 themes; the themes including:

- Land and Development
- Town Planning
- Optimisation
- Capital Solutions - especially for State and Federal Government agencies and entities funded by those governments.

As noted above, many of the action items rely on third parties for their delivery, and there has been a high level of acceptance by the Queensland Government, through the Department of Housing, for these action items. Some of the action items for the Queensland Government include the collation of better data by Queensland Government to assess local housing needs for vulnerable people, the delivery of more Government Staff housing (for example, for nursing, teaching staff), new financial investment into new Social Housing, and the assessment and conditioning of housing that are required to cater for major developments.

Consultation (Internal/External)

During the development of the LHAP, discussions were held with Western Downs Futures, Western Downs Health Futures and the Queensland Government Department of Housing. This department also liaised with other relevant government agencies.

Discussions have been held with Council's Senior Leadership Team and the Executive Leadership Team regarding the proposed LHAP.

The LHAP has been a joint project of Council's Planning and Environment Department and Economic Development Department.

Legal/Policy Implications (Justification if applicable)

Nil.

Budget/Financial Implications

Many of the action items will need to be delivered by the Queensland Government, rather than by Council. It should be noted that any financial or investment decisions that come out of the LHAP action items will need to be made at the relevant time in line with usual budgeting processes.

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 clear that there are significant housing supply side issues at present many areas across Australia as well as the Western Downs. In response to these supply issues, Council has partnered with the Queensland Government Department of Housing to prepare a Local Housing Action Plan.

The LHAP seeks to address a range of immediate, emerging and longer term housing challenges through a set of 25 action items, shared across Council and State Government agencies.

Importantly, the LHAP is designed to be a living document, and can be readily amended when new housing issues emerge. It is recommended that Council endorse the LHAP.

Attachments

Attachment A - Local Housing Action Plan

Authored by: Todd Summerville, Planning and Environment Manager

Local Housing Action Plan 2023

Queensland Housing Strategy 2017-2027



Queensland
Government



Every Queensland
community deserves
to be a liveable one

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Partnership Acknowledgement



Queensland
Government



Every Queensland
community deserves
to be a liveable one

The Western Downs Regional Council (WDRC) Local Housing Action Plan was developed with the support of the Queensland Government in association with the Local Government Association of Queensland.

Acknowledgment of Country

Council respectfully acknowledges the traditional owners, the Barunggam, Iman (Yiman), Bigambul, Wakka Wakka, and the Jarowair people, as the custodians of this land. We pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of the region's history.

Disclaimer

The Western Downs Regional Council Local Housing Action Plan is a non-statutory plan and 'living document' prepared under the Queensland Housing & Homelessness Action Plan 2021-2025 (Action 5) to support local housing outcomes. This Local Housing Action Plan is not the same as a Housing Strategy under the State Planning Policy, or a housing study, but may inform statutory documents like a planning scheme.

1.0 Executive Summary

2.0 Introduction

The Queensland Housing Strategy 2017-2027 (the Housing Strategy) sets out the 10-year vision for the state's housing system and the Queensland Government's commitment to make sure all Queenslanders have a pathway to safe, secure and affordable housing.

The Housing Strategy demonstrates the Queensland Government's plan to work with communities, industry and the housing and homelessness sector to deliver more social and affordable homes and better services for vulnerable Queenslanders. Delivered through multiple action plans, the Housing Strategy drives ways of working across government and the sector, delivering more social and affordable homes and an integrated system where people can access housing with support according to their needs.

On 15 June 2021, the Queensland Government launched the Queensland Housing and Homelessness Action Plan 2021-2025 (the Action Plan) – a four-year plan to deliver the next stage of the Queensland Housing Strategy 2017-2027. **Action 5** of the Action Plan commits the Queensland Government to work with regional councils to increase and diversify the supply of housing, including opportunities for alternative government and non-government investment incentives.

This includes working with regional councils to develop a Local Housing Action Plan (LHAP) to understand key local issues and work in partnership to prioritise key issues and to develop operational arrangements that enable targeted housing outcomes. This will be an iterative process to improve the availability, diversity and quality of housing overtime and encourage community liveability, resilience and social and economic growth and prosperity. This supports the Queensland Government's objective to grow Queensland's regions by attracting people, talent, and investment, and driving sustainable economic prosperity. In addition, supporting local governments and local communities to identify key housing needs and opportunities to partner with all levels of government and private sector to support housing delivery.

2.1 Local Housing Action Plan

This LHAP is developed through a joint initiative involving the Queensland Government, Western Downs Regional Council (WDRC) and the Local Government Association of Queensland (LGAQ) to respond to a range of immediate, emerging, and longer-term housing challenges in the Western Downs region.

This is an iterative process (Figure 1) that does not intend to duplicate existing actions of WDRC or the actions under the Queensland Housing Strategy 2017-2027 or the Housing and Homelessness Action Plan 2021-2025. It seeks to identify opportunities, consider an agreed response, develop targeted actions on key priorities and enable ongoing review of efforts to adapt and respond to changing need.



Figure 1: The Local Housing Action Plan Iterative Process

The Plan aims to:

1. **Develop agreed priority actions** to respond to local housing needs.
2. **Establish strong foundations for longer-term housing responses** to assist housing and homelessness outcomes in the Western Downs region.
3. **Incorporate existing information and plans** that assist with developing responses to housing needs and acknowledge work already completed by WDRC The Queensland Government, private and not-for-profit organisations.
4. **Facilitate targeted interaction between all parties** through agreed actions to ensure a focus on deliverables and projects that can improve housing responses in the short and longer term. Approach and methodology.

This Plan is initially focused on actions from 2024 to support a strong response to emergent housing need that support better housing outcomes into the future.

2.2 Approach and Methodology

The Plan provides an overview of key community and housing characteristics, and emerging issues related to housing in the community and identifies a targeted initial set of priority actions to respond to local housing need. It has been developed through a review of a range of supporting documentation including:

- *Western Downs Regional Council Corporate Plan 2021 - 2026.*
- *Western Downs Regional Council Planning Scheme 2017.*
- *Western Downs Regional Council Economic Development Strategy 2023 - 2028.* [economic-development-strategy-document-ver-22.02.23.pdf \(wdrc.qld.gov.au\)](https://www.wdrc.qld.gov.au/economic-development-strategy-document-ver-22.02.23.pdf)
- *Western Downs Regional Council Communities Partnering Framework.*
- Other relevant Council strategies, reports and plans.
- Statistical data from the Queensland Government Statisticians Office and the Australian Bureau of Statistics including Census and other data sets such as building approvals, rental market data and housing approvals.
- Housing needs data from the Department of Housing and other state agencies as required.
- *The Queensland Housing Strategy 2017-2027* and the *Queensland Housing and Homelessness Action Plan 2021-2025.*
- Other local data and information provided by the council.

Emerging issues and opportunities, key challenges and potential responses have been developed from the review of a range of data sets, anecdotal feedback, and preceding engagement opportunities with WDRC and other stakeholders. A key stakeholder engagement opportunity was undertaken by WDRC at the Western Downs Regional Futures Summit which is detailed in the following section.

2.3 Western Downs Regional Futures Summit

The Western Downs Regional Futures Summit was held on 3-5 May 2023, at the Dalby Events Centre. It was attended by 102 people from the community, local industry, services, and government stakeholders. *Collaboration for Impact* facilitated the workshop with the following key objectives:

- To strengthen collaboration by building on the existing partnering across the region;
- To leverage the diversity of the communities across the region to maximise outcomes for all;
- To develop a shared understanding of what it will take to make things better across the region; and
- To define what we need to continue to discuss and how we will govern this at this early stage.

From the first day, housing was nominated as the top priority area that the community could collaboratively work on together. Through the discussions across the summit, the team identified actions flowchart to work on several initiatives, including the LHAP. Several key themes were identified from the summit including

challenges with delivering housing diversity, availability of trades and financial barriers. Further details and insights from the summit are outlined in relevant sections throughout this Plan.

Western Downs Futures continues as a place based collaborative impact strategy for the Western Downs Region. It is auspiced by Council with community and industry stakeholders, with local and state government support to enable progress for the region.

2.4 Emerging Issues

In recent years, the Western Downs Region has been affected by events requiring emergency responses. These include floods and fires of significant scale, resulting in the displacement of residents from homes across the region. In response to the housing priority of the Western Downs Future's summit and through the relationships made in the development of this LHAP – the Western Downs Regional Council and the State government have worked in collaboration to undertake immediate emergency and long-term housing initiatives.

These include:

- Redevelopment of the Tara Caravan Park to address immediate emergency housing
- Identification of social housing sites
- Feasibility review on additional council-owned sites for potential future residential use





Western Downs Futures supplements the Queensland Energy & Job Plan, which will rely heavily on the Western Downs leading the energy transformation.

This plan relies on attracting and retaining people here, as well as ensuring adequate housing, health, childcare, and services, which is why it's vital we come together to define a shared vision and dedicated course of action as one community.

3.0 Key Facts

3.1 The Western Downs Region

The Western Downs region covers an area of 37,937km², with a population of 34,584 people¹. The region includes 6 townships Dalby, Chinchilla, Dalby, Jandowae, Miles, Tara and Wandoan. The traditional lands of the Barunggam, Iman (Yiman), Bigambul, Wakka Wakka and Jarowair peoples.

Located two-and-a-half hours from Brisbane, and an hour from the Toowoomba Wellcamp Airport, the Western Downs offers the best of both worlds- a regional lifestyle without the loss of amenities. The Western Downs region is experiencing increasing migration from metropolitan areas and abroad, taking advantage of the growth and development opportunities right across the four pillars of the diverse regional economy: Agriculture, Intensive Agriculture, Manufacturing and Energy Sectors.

Located in the heart of the Surat Basin, the Western Downs has a diversified energy portfolio with five pillars of energy generation, which have had significant investments over the past 15 years: Coal, Gas, Hydrogen, Wind and Solar, cementing it as the Energy Capital of Queensland. Significant industry developments between 2006 and 2011 resulted in strong population growth (2.1% p.a).

The Western Downs is located at the heart of the Southern Queensland Renewable Energy Zone, and as indicated by the Queensland Energy and Jobs Plan and Blueprint, is in the first phase of further renewables development.

Strong industry growth is paired with a sustainable and long-term increase in our critical services. Local employment increased between 2016 to 2022 by 10.7% in retail, 7.7% in health care and social assistance, 7.2% in education and 5.7% in public administration . The long-term demand for housing is rapidly increasing The physical extent of the Western Downs region is shown in Figure 2.

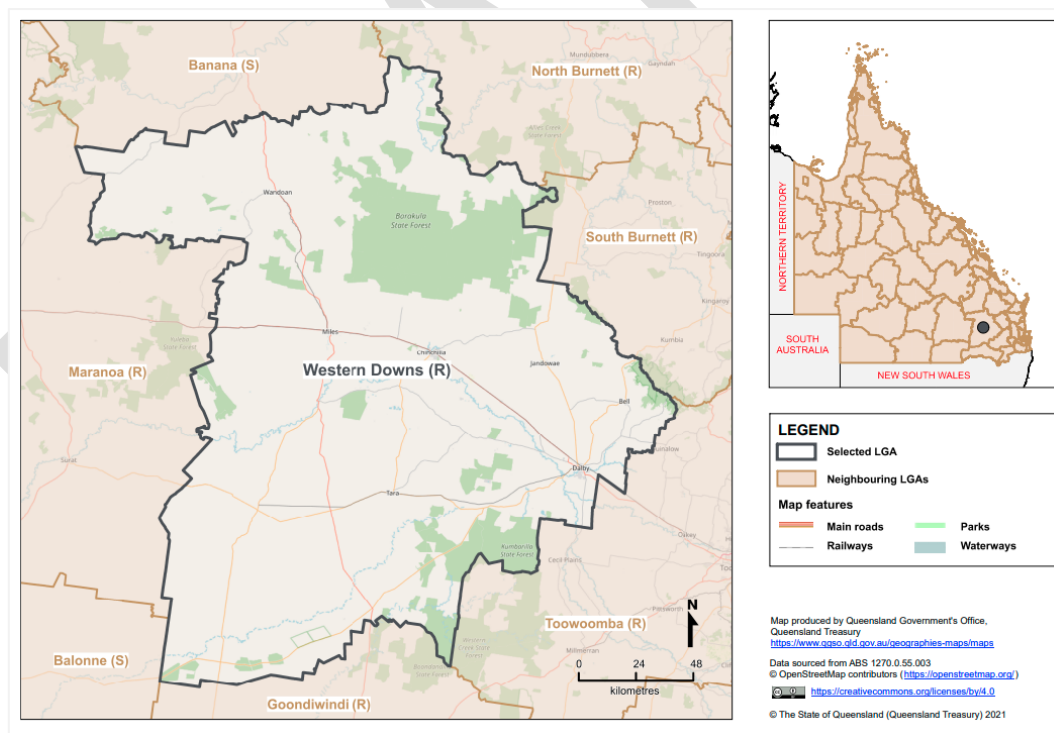


Figure 2: Western Downs Region ASGS 2021²

¹ Australian Bureau of Statistics, Regional Population Growth, Australia, June 2022

² Australian Bureau of Statistics, Regional Profile Western Downs, 2021

4.0 Key Characteristics of Western Downs

4.1 Key Demographic Characteristics

Demographic data included in this Plan for the Western Downs Local Government Area, is based on Australian Bureau of Statistics (ABS), Australian Statistical Geography Standard (ASGS), July 2021 and is primarily sourced from the Queensland Government Statistician's Office (QGSO) Queensland Regional Profiles for Western Downs Local Government Area (LGA) (ASGS 2021).

Where relevant, data comparisons are made to Queensland (State) data sets. References from these sources to 'Western Downs' will generally refer to the region. Statistics provided are based on available statistical data, where information from the 2021 Census is available, these figures have been included in this social baseline. Localised data sources have been used if more recent than 2021 ABS & QGSO data. Localised data has been sourced from .id (informed decisions) to prepare more localised data projections and housing profiles which have been used to inform the WDRC Local Housing Action Plan.

4.1.1 Key Demographic and Household Data Snapshot by Town

Overall housing need across each town varies and the disparity of financing for housing between some towns.

Whilst housing prices are relatively affordable, particularly in some of our smaller towns, it appears that banks may request a deposit of up to 40% to secure a home loan.

Table 1 – Snapshot of six towns in the region.³

Town	Population	Average Age	Median Household income (weekly)	Median weekly rent	Median monthly mortgage repayments	Rental Stress (more than 30% of household incomes). ⁴	Mortgage Stress (more than 30% of household incomes). ⁵
Chinchilla	8,775	35	\$1,549	\$250	\$1,314	19.4%	8.3%
Dalby	12,758	35	\$1,462	\$260	\$1,300	24.8%	7.5%
Jandowae	1,004	53	\$959	\$200	\$940	24%	11.8%
Miles	4,180	38	\$1,334	\$200	\$1,018	12.2%	9.6%
Tara	1,980	48	\$867	\$180	\$758	20.2%	12.3%
Wandoan	666	31	\$1,243	\$160	\$712	10.6%	36.4%

³ Australian Bureau of Statistics, Census All persons QuickStats, latest release 2021

⁴ Id (Informed Decisions), Queensland Government Western Downs Regional Council, Rental and Mortgage Stress, March 2023.

⁵ Id (Informed Decisions), Queensland Government Western Downs Regional Council, Rental and Mortgage Stress, March 2023.

4.1.2 Population

The Western Downs Regional Council population is forecast to grow to 36,999 by 2046 (QGSO medium series), which represents a 6.75% increase from 2023 to 2046.

The Western Downs region has seen steady population growth since 2011 with the population increasing from 31,591 (year) persons to 34,659 in 2023⁶. When looking forward at population projections in the region, it is estimated that there will be a steady increase of approximately 6.75% from 2023 to 2046⁷. This will see approximately 36,999 persons living in the region by 2046 (see Figure 3).

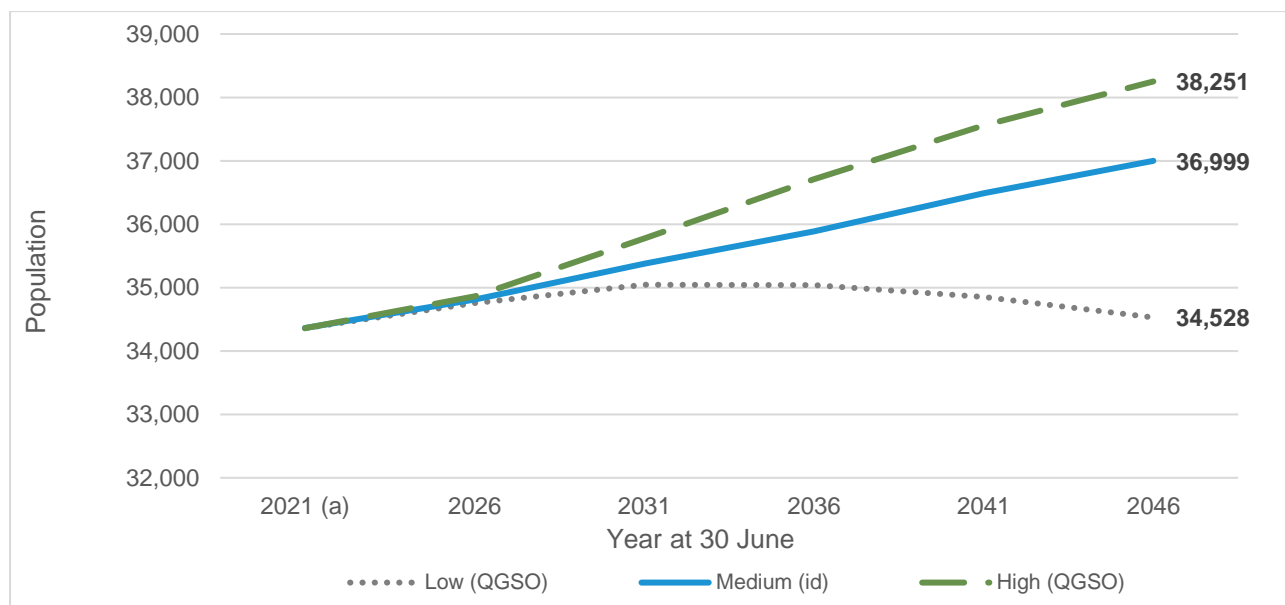


Figure 3: Population forecast from 2021 to 2046

First Nations

The Western Downs Region has a population of 2,585 Aboriginal and Torres Strait Island Peoples, representing 7.6% of the total population, compared to 4.6% in Queensland.⁸

There are town protocols that are in use which is Welcome to Country and Acknowledgement Protocol.⁹

4.1.3 Age

Over the past 10 years, the median age has been consistently 38 years. . Over 50% of the Western Downs population is aged under 44 years. Refer to the township data comparison as this highlights that not all townships have this same age distribution. (see Figure 4).

⁶ Id (Informed Decisions), Queensland Government Western Downs Regional Council Population and household forecasts, 2021 to 2046, March 2023.

⁷ Id (Informed Decisions), Western Downs Regional Council Population, and household forecasts, 2021 to 2046, March 2023.

⁹ First Nations People, Welcome to Country and Acknowledgment of Traditional owners, First Nations People Western Downs Regional Council (wdrc.qld.gov.au)

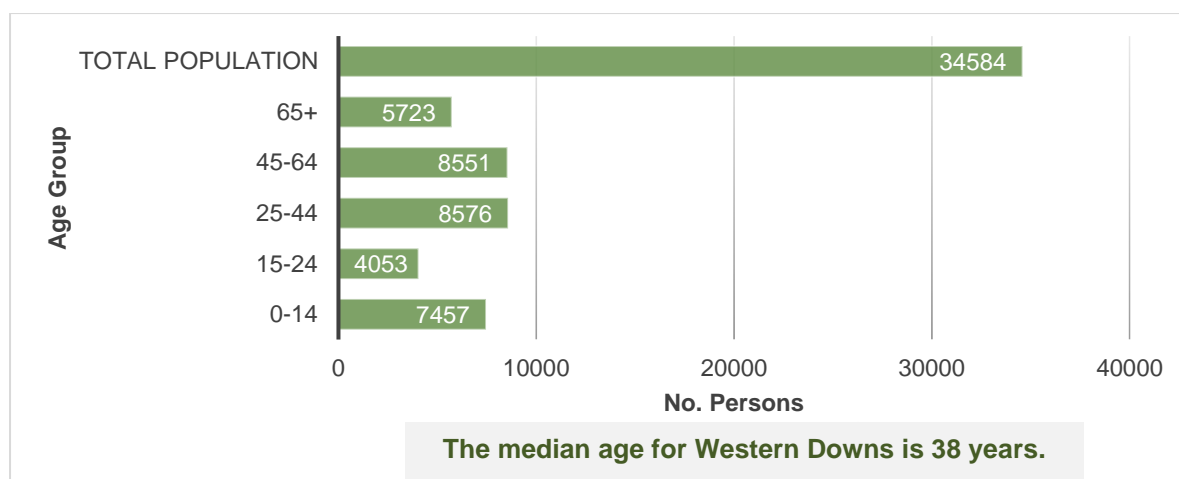


Figure 4: Age breakdown of persons in the Western Downs region in 2021¹⁰

By 2046 20% of the population will be over 65 years of age.¹¹

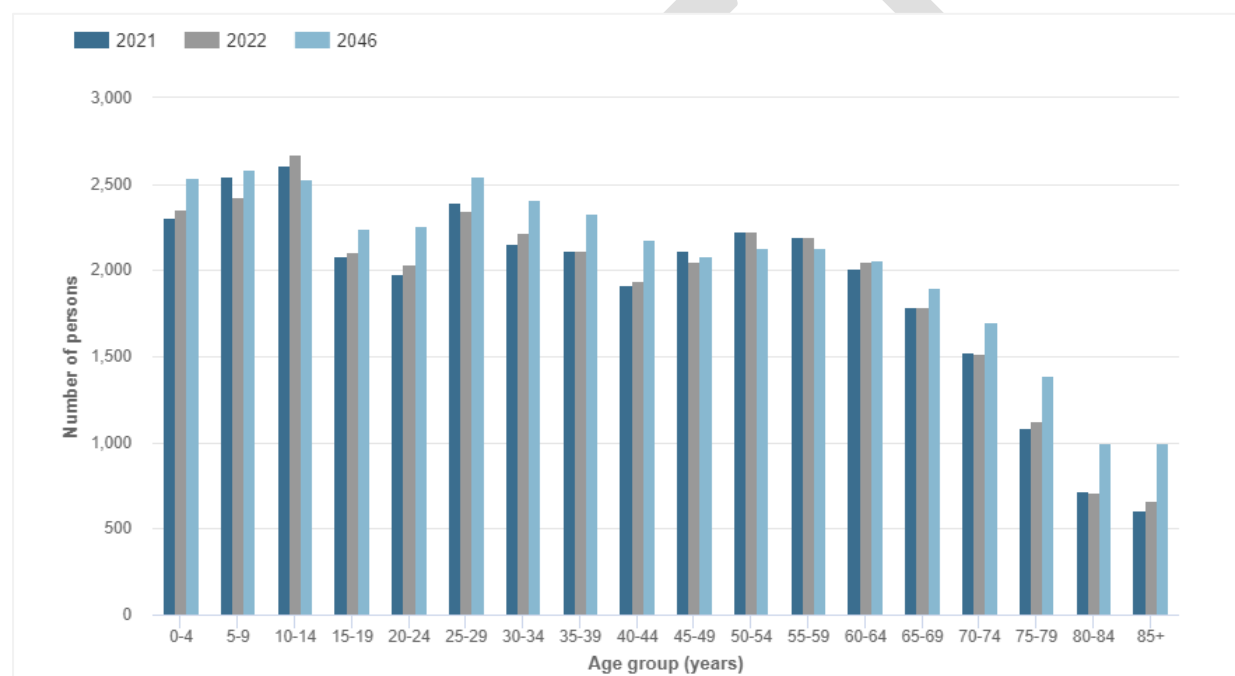


Figure 5: Forecast age structure (5-year age brackets) from 2021 to 2046¹²

4.1.4 Household Composition

The majority of households in the Western Downs region (70%) are families. (see Figure 6).

When looking to the future composition of households within the Western Downs region, it is projected that demand for small households will increase at a higher rate than larger households. It is evident that this will increase the demand of smaller homes more diverse range of housing stock to accommodate lone persons and couples, including units, townhouses.¹³

¹⁰ Id (Informed Decisions), Queensland Government Western Downs Regional Council Population and household forecasts, 2021 to 2046, March 2023.

¹¹ Australian Bureau of Statistics, 2021 Census All persons Quick Stats, 2021 edition.

¹² Australian Bureau of Statistics, 2021 Census All persons Quick Stats, 2021 edition

¹³ Australian Bureau of Statistics, Data Set Household Composition (multiple series 2011 to 2046), 2021 edition.

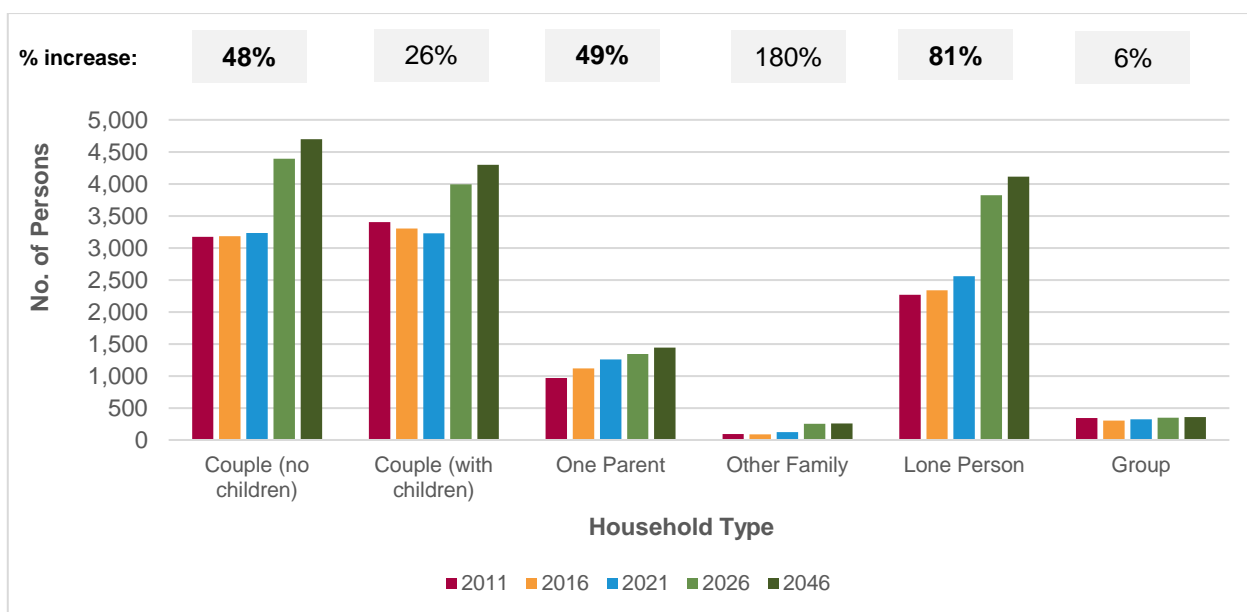


Figure 6: Household Composition (2011 to 2046)¹⁴

4.1.5 Family Incomes

From 2006 to 2021 incomes have risen to match the percentage growth across Queensland.

Between 2006 and 2021 the weekly household income has risen from \$882 to \$1,369 per week, compared to Queensland average, \$957 in 2006 to \$1,949 in 2021 (see Figure 7).

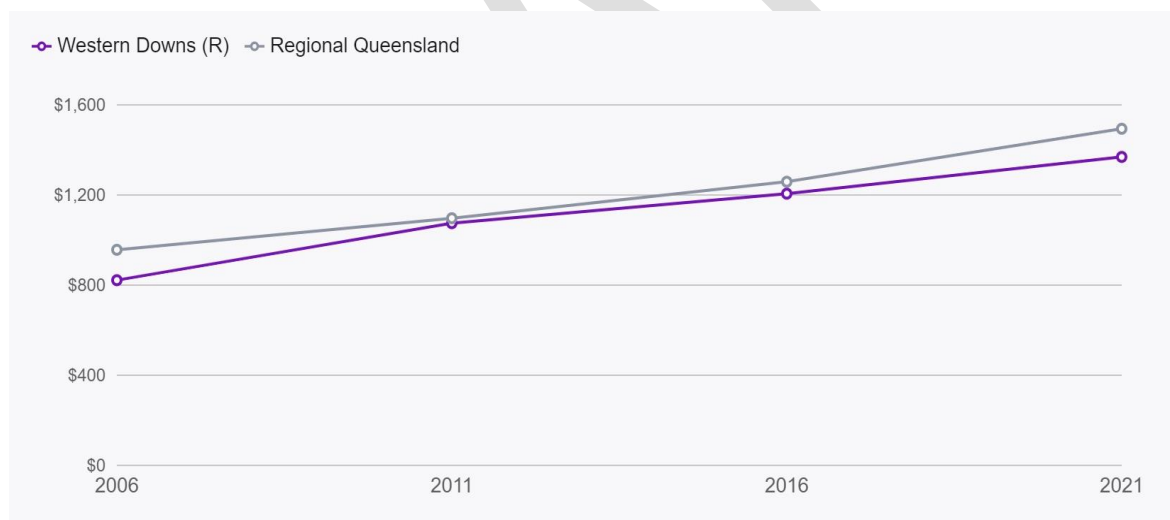


Figure 7: Median weekly household income trends (2006 to 2021).¹⁵

The latest rental data from June 2023 shows the median rent for a house to be \$400/week¹⁶, which is significantly less than the Regional Queensland price point of \$500/week (see Figure 8). The median unit rent is \$270/week which is significantly lower than Regional Queensland of \$420/week.

¹⁴ Australian Bureau of Statistics, Data Set Household Composition (multiple series 2011 to 2046), 2021 edition.

¹⁵ Prices & Incomes | Western Downs Regional Council | housing monitor (id.com.au)

¹⁶ Prices & Incomes | Western Downs Regional Council | housing monitor (id.com.au)

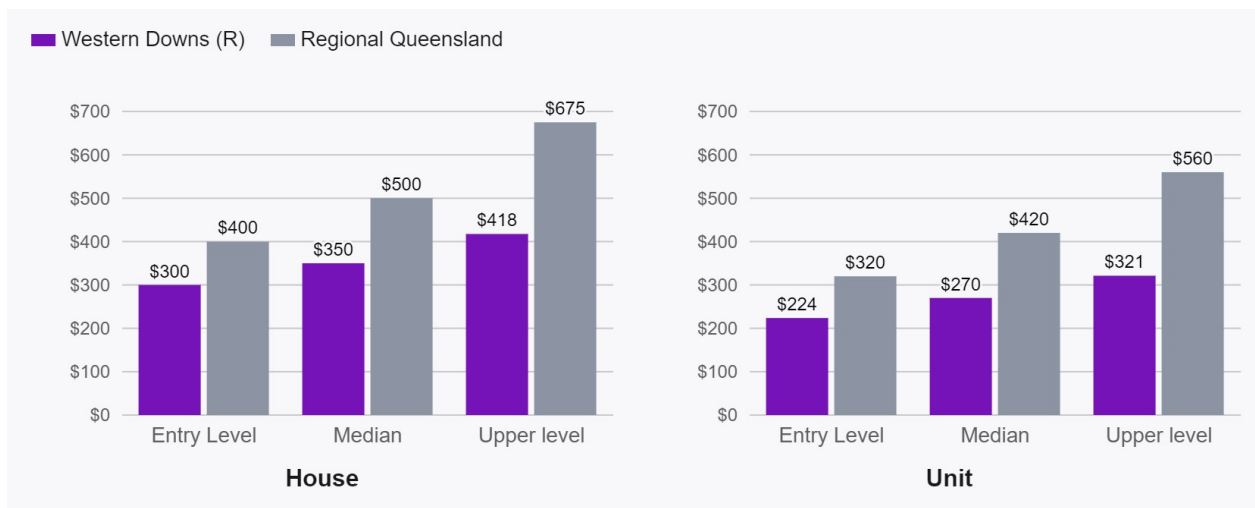


Figure 8: Median house and unit prices quarter ending December 2022 ¹⁷

Rental prices have continued to rise to 2023. (see Figure 9).

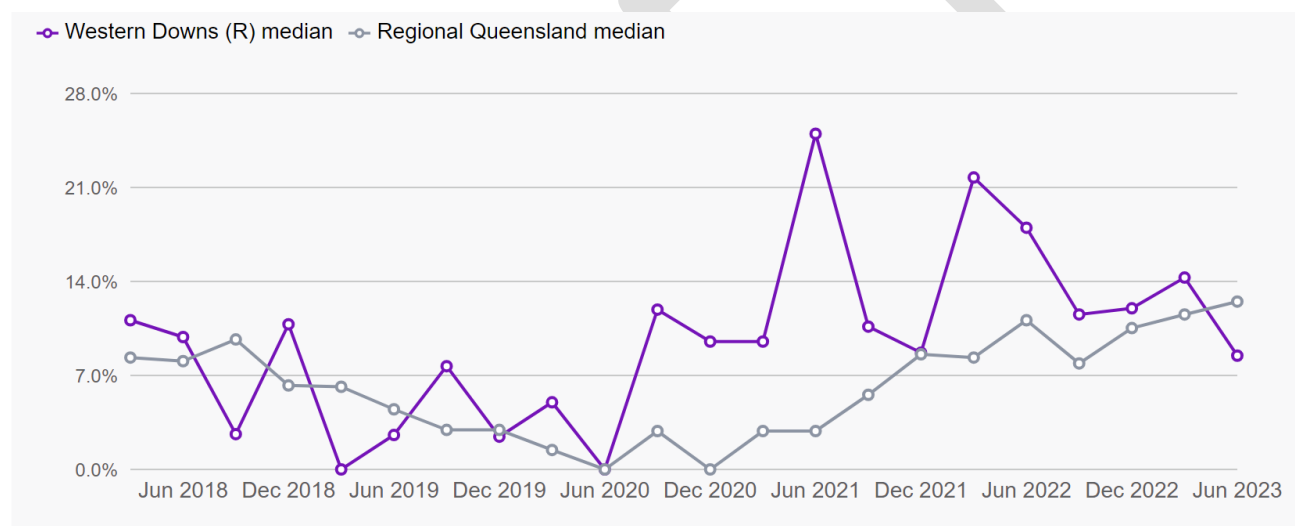


Figure 9: Annual average change in median rental listing June 2018 – June 2023

¹⁷ Housing ID, Western Downs, Housing Monitor, Prices & Incomes | Western Downs Regional Council | housing monitor (id.com.au)

4.1.6 Migration

The Western Downs region had a steady population from the early 2000s, up until the commencement of significant coal seam gas (CSG) projects around 2006. From a stable population base up to 2006, the growth of coal seam gas (CSG) after this resulted in an increase of migration from inter and intra state and international residents between 2007 and 2014. Immigration growth started to slow following 2014 as the construction phase of the CSG projects came to an end. When looking to the future of the region, it is predicted that the age group with the highest net migration from the Western Downs Regional Council is 20–24-year-olds¹⁸. This is forecasted to occur at the highest peak during 2021 to 2026 (see Figure 11).¹⁹

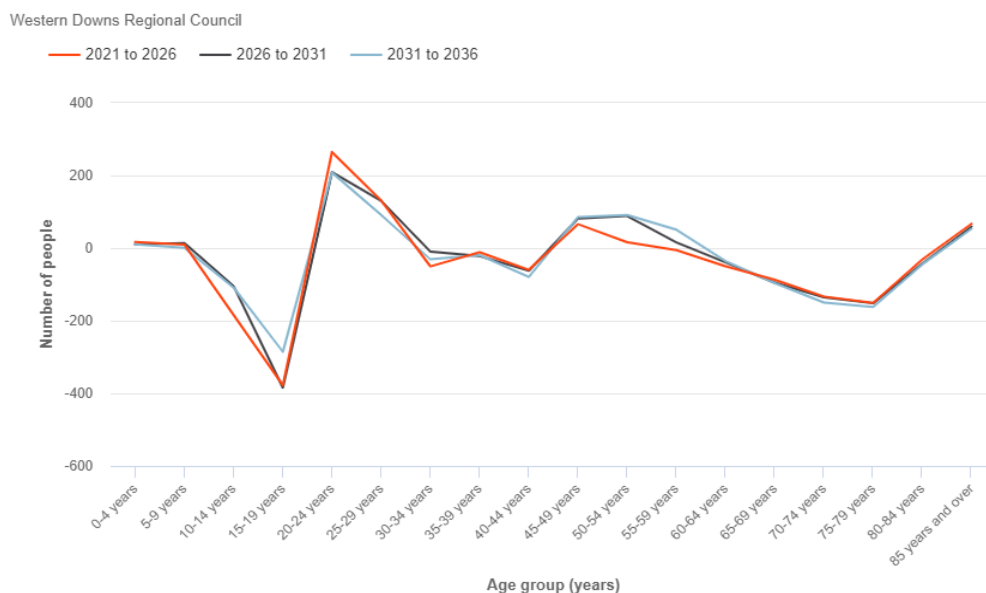


Figure 1011: Forecast net migration by age group.²⁰

4.1.7 Other Characteristics

There are a variety of different factors that make up each community, which add elements of diversity, opportunity and prosperity. These features include cultural backgrounds, language spoken at home, employment levels, access to social services payments and need for assistance due to disability or illness.

Cultural Backgrounds

18.1% of the population in the region identifying as being born overseas, which is not dissimilar to the Queensland average compared to 22.7% in Queensland. 5.3% stated they speak a language other than English at home compared to 15.6% for the state.²¹

Health and Disability

The community also identified 6.4% of the population were persons who have a need for assistance with core activities (compared to Queensland's 5.2%) and a further 7.1% identifying as having other long-term health conditions²²

¹⁸ Id (informed Decision), Population and household forecast 2021 to 2036. March 2023.

¹⁹ Id (Informed decision), Western Downs Population and household forecast 2021 to 2036, March 2023.

²⁰ Id (Informed decision), Western Downs Population and household forecast 2021 to 2036, March 2023.

Unemployment

The unemployment rate in the Western Downs region was 4.7% compared to Queensland at 3.8 %, as of March Quarter, 2023. This accounted for 870 unemployed people out of a total of 18,511 labour force ²³. In 2021, there were 1,474 recipients on Jobseeker arrangements in the region ²⁴

Homelessness

As of 2021 Census data 121 people experienced homelessness in the region. 12.4% of people were living in improvised dwellings, tents or sleeping out and 7.4% in supported accommodation and the remainder staying in temporary accommodation or living in severely crowded dwellings. ²⁵





“[Insert Relevant Quote or Story from Council]”

4.2 Housing Characteristics

4.2.1 Dwelling Structures

The majority of dwellings in the region are separate detached houses in 2021 there were 10,732 separate houses in comparison to 887 semi-detached and 101 apartments and 125 other housing structures (see Figure 12)²⁶. This shows minimal housing diversity stock in the Western Downs region presenting an opportunity for more housing stock diversity in region to cater to population composition and need. This lack of housing diversity also presents a huge gap in the market for other types of housing stock and mix which presents an investment opportunity in the region.

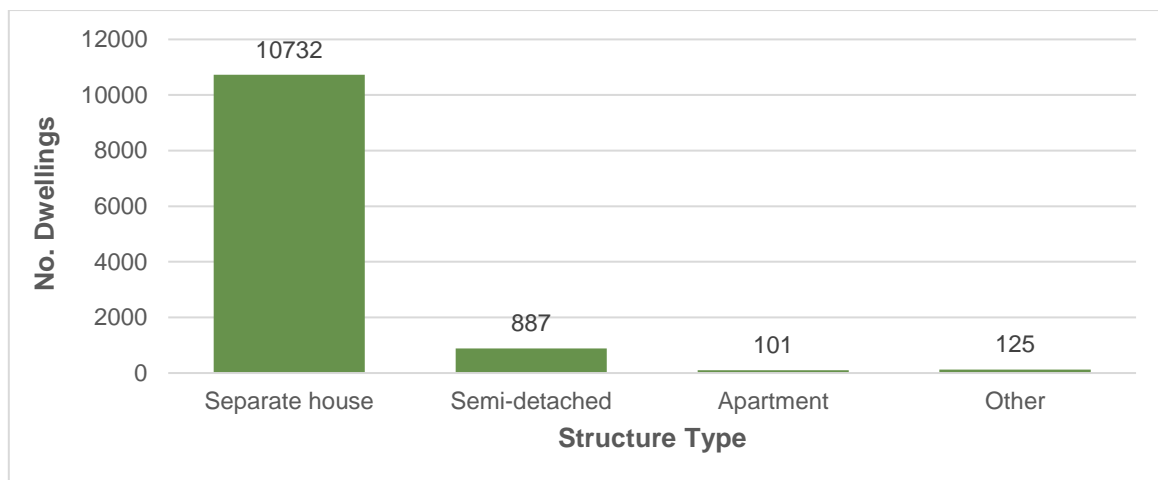
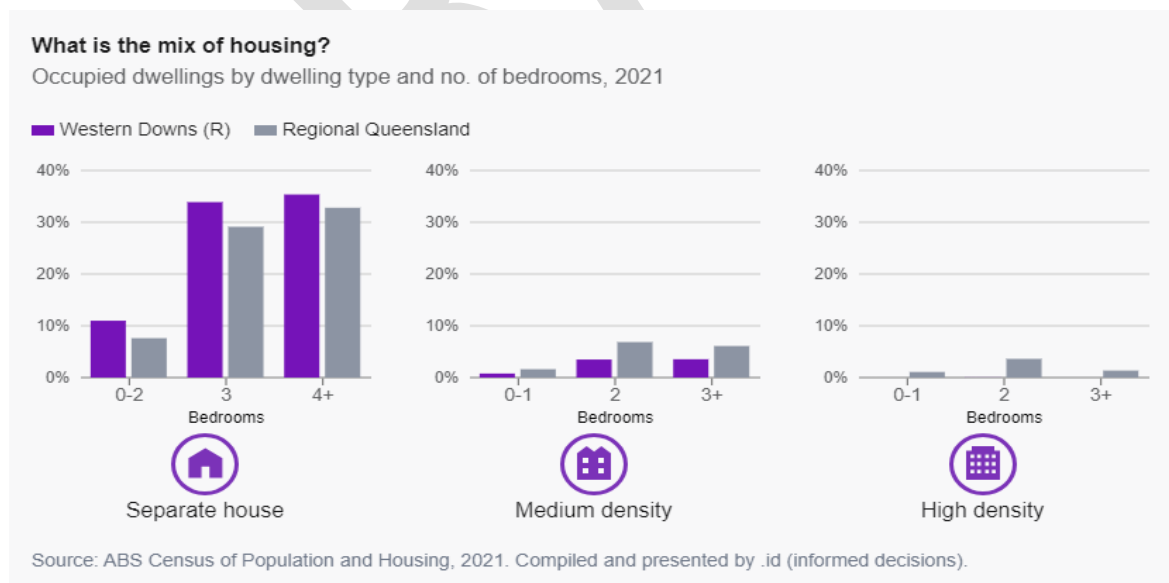


Figure 11: Number of dwellings by structure type in the Western Downs region²⁷

When diving deeper into the mix of dwelling types in the region, it is evident that the majority falls into larger 3-bedroom or 4-bedroom homes with 69.3% of the population occupying this dwelling type (see Figure 12). Between 2016 and 2021 an additional 687 3-bedroom and 4-bedroom dwellings were added to the housing supply in the Western Downs region. In comparison, only 126 additional dwellings with less than 3 bedrooms were added, presenting a challenge with the changing demographics of the region.²⁸



²⁶ Australian Bureau of Statistics, Population and Housing Projects, 2021 edition.

²⁷ Australian Bureau of Statistics, Population and Housing Projects, 2021 edition

²⁸ Id (Informed Decision), Western Downs housing mix, informed by 2021 ABS.

Figure 12: Mix of housing occupancy – separate house, medium and high density²⁹

The projected dwelling forecast from the latest 2023 QGSO data set (based on high series population growth), shows projected dwellings required from 15,566 in 2021 to 17,865 in 2046 (see Figure 14). Therefore, a significant increase in housing development is required to accommodate the increase in population, approximately 2,299 new dwellings to accommodate population growth over coming years. Since 2013 approximately 1,753 new dwellings have been built therefore a significant boost of housing supply is required over the coming years to accommodate population growth³⁰.

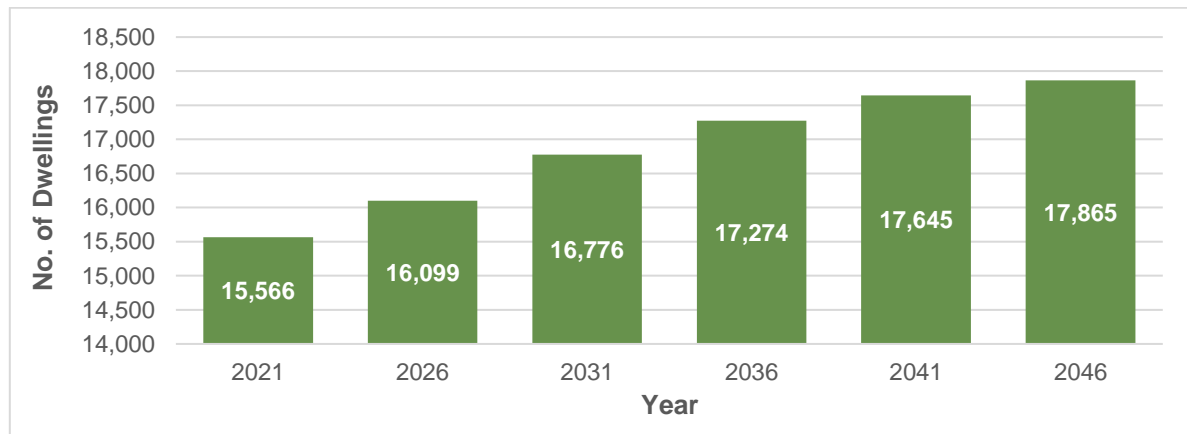


Figure 13: Projected Dwellings in the Western Downs Region under the “High Series”.

Home Ownership

The current home ownership according to latest ABS data indicates that 33.9% of people fully own their own homes, 27.5% owned by mortgage and 32% rented.

Residential Building Approvals

According to the ABS, monthly building approvals show that there was a boom in housing development from 2013 to 2015 and then a steady rate of dwelling supply in the years since. (see Figure 15). A variety of factors, such as high housing demand and high availability of material and labour resources during this boom, and then a consistently challenging housing and land development market and varied demand in the subsequent years

²⁹

³⁰ Queensland Government Statisticians Office, Queensland Government Household and dwellings projection, August 2023.

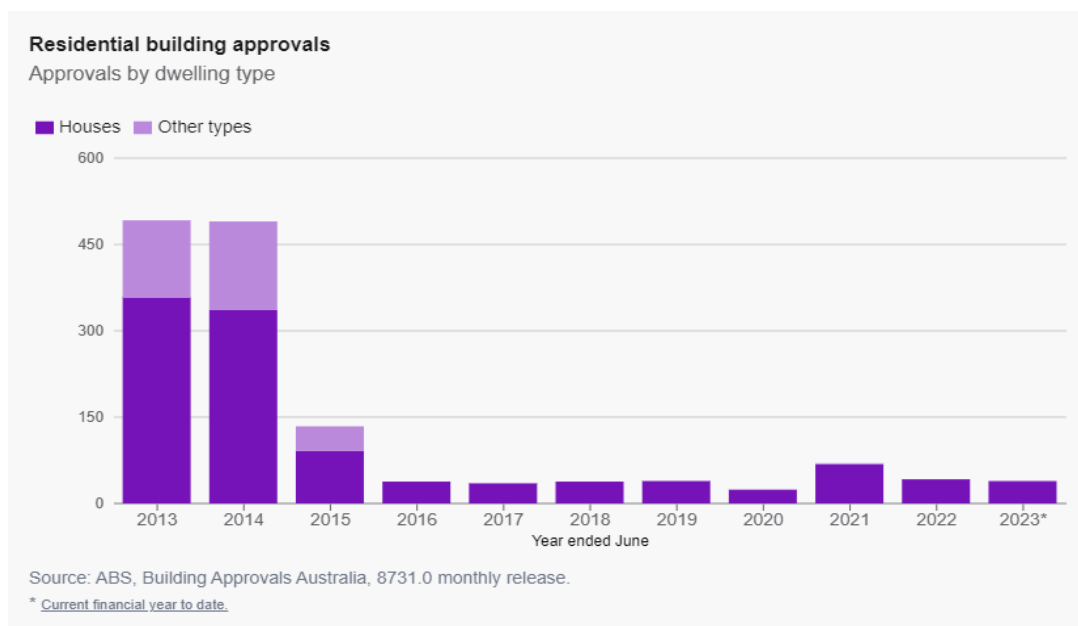


Figure 14: Residential Building Approvals from 2013 to 2023³¹

4.2.2 Private Rental Market

As of December 2022, the overall median house rent in the Western Downs region was \$350/week in comparison to the Regional Queensland average of \$500/week (see Figure 16). Median unit rental prices sat around \$270/week in comparison to \$420/week in Regional Queensland.³²

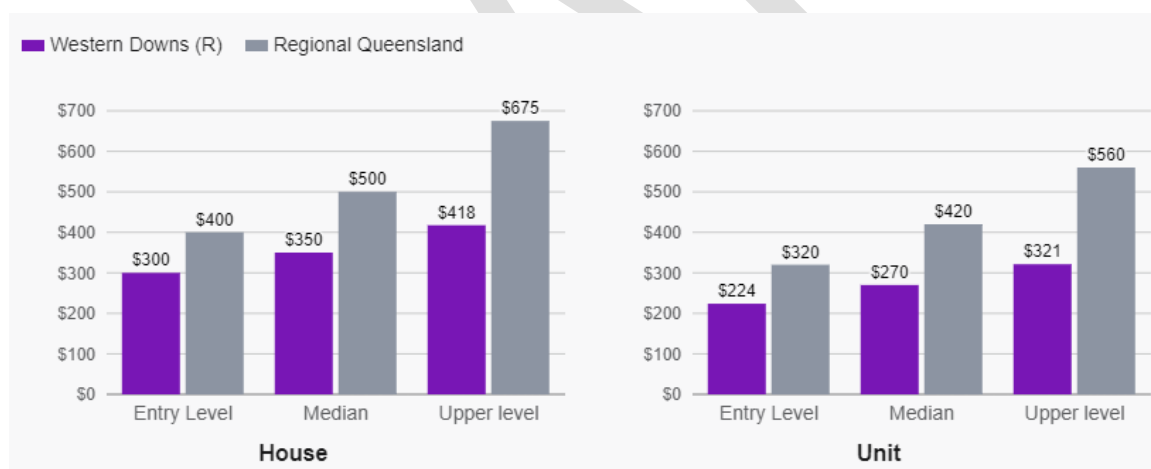


Figure 15: Weekly rental listing prices by price point for quarter ending December 2022

4.3 Western Downs' Housing Need

Of the 13,484 households in the region, 912 were noted to be in housing stress in 2021.³³ Housing stress is felt in different locations within the Western Downs region (see Figures 17 and 18), with mortgage stress felt most predominately in the area of Tara (14.3% of mortgage households in stress) whilst rental stress is higher within the area of Wambo (21.3% of rental households).

³¹ Australian Bureau of Statistics, Building Approvals Australia (monthly release), 2023

³² Id (Informed Decisions), PropTrack (REA group housing listings, updated twice annually), 2023.

³³ Id (Informed Decisions), ABS Census of Population and Housing, 2021.



Figure 16: Western Downs areas experiencing mortgage stress



Figure 17: Western Downs areas experiencing rental stress

463 households have an unmet need for affordable housing in the Western Downs region. This represents 3.9% of all households. It is the low-income earners in need of affordable housing the most, as well as lone persons (as illustrated in Figures 18 and 19)³⁴. Although housing is considered to be affordable in the region currently, the diversity of housing choice is not available.. This need will increase in the future due to the growth of these household compositions over time³⁵.

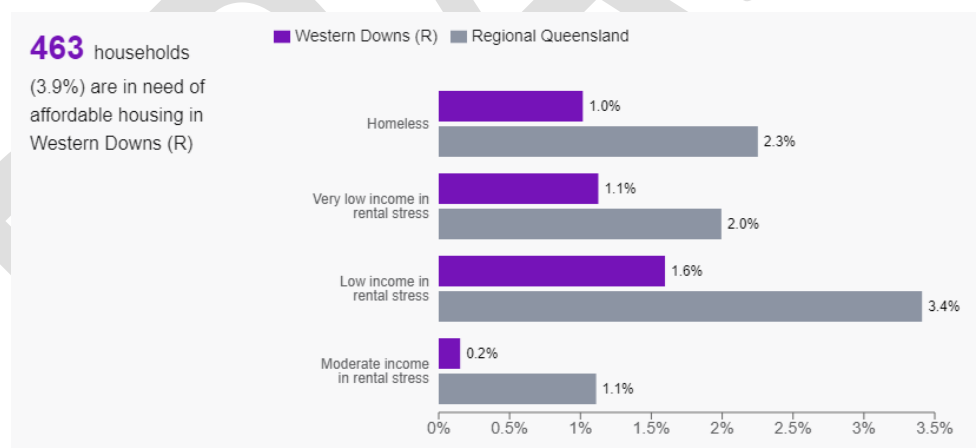


Figure 18: Households in Need of Affordable Housing³⁶

³⁴ Id (Informed Decisions), ABS Census Data Population and Housing, 2021.

³⁵ Id (informed decisions), ABS Estimating Homelessness 2021 and ABS Census 2021, 2021 editions.

³⁶ Id (informed decisions), ABS Estimating Homelessness 2021 and ABS Census 2021, 2021 editions

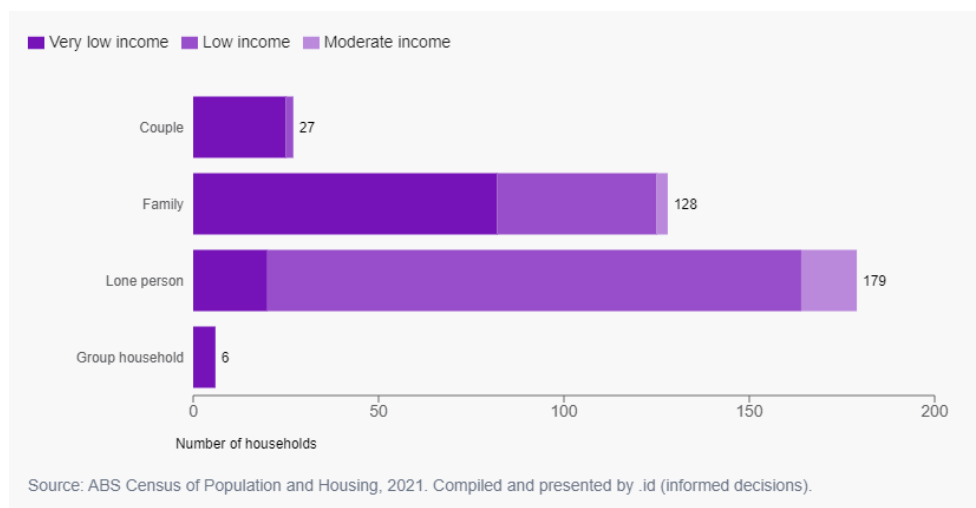


Figure 19: Types of households in need of affordable housing

A combination of the factors described in previous sections of this report, particularly the stagnant supply of affordable housing and increasing demand for more diverse housing options, is resulting in a strong increase in housing prices in the region. As these prices of housing (both rental and mortgages) increase within the region, families under stress will be placed under increasing pressure, meaning many of the numbers presented will likely increase.

Further data and information can be found on housing need and stress on the [Western Downs Housing ID Monitoring Dashboard](#).

4.4 Barriers to New Housing Supply

Representatives of Western Downs Regional Council have undertaken a brief investigation into housing supply matters with some select market participants in late 2023. The purpose of these investigations was to seek a more accurate understanding of the need for additional supply, and to the barriers to investment in new housing stock in the Western Downs.

- The key reflections from these investigations included:
- Significant construction cost escalations have impacted on confidence, impacted on project viability, project financing and financial returns;
- Some information provided reveals that cost escalation for single detached dwellings has increased by 30% to 40% in three years, and as much as 75% in five years;
- Construction costs are significantly greater in more regional areas when compared to South East Queensland;
- Government costs, including application fees and infrastructure charges may have an impact on viability;
- Cost increases during construction are reducing certainly about subdivision project costs, with resultant difficulties and risks with obtaining financing; and
- Cost increases for dwellings is impacting on confidence and reducing the purchase of the resultant lots.
- Accommodating new employees is particularly difficult:
- Accommodation is now often having to be provided for new employees, for entry level positions through to higher level positions;
- Developers are often looking for the security of long term tenants (for example, via a lease), which may align well to employers needs.
- High housing development costs per sqm.

Construction impediments

- Obtaining skilled tradespeople and labourers difficult for construction projects;
- Staging of projects is often necessary, and staging does not align well to some project types (ie multiple storey developments, or developments with basements); and
- Construction time lags are a risk, especially where costs escalations exist.
- Models for future developments
- Government participation in markets may be necessary,
- Participation could be in the form of feasibility investigations, the underwriting of housing and land packages, offering land for development, provision of trunk infrastructure and direct government grants.

DRAFT

5.0 Key Focus Areas

Areas of focus have been determined through a review of existing data and engagement with stakeholders and community as identified in the methodology. These focus areas will be considered when identifying and prioritising actions.

5.1 Land and Property

The Western Downs region is currently facing key challenges in a multitude of areas including low availability of land, low housing stock levels, low building approval rates, lack of housing diversity (covered in more detail in the “Housing diversity” focus area), low housing vacancies and resilience.

5.1.2 New Stock

The region is seeing minimal building applications resulting in a slowing (to non-existent) entry of new housing stock (see Figure 21)³⁷. Based on anecdotal evidence it is expected that the economic opportunities to invest in the region are not fully understood by both residents and developers. There is a real need within the region to encourage residents and developers with a vision of constructing units or subdividing land to bring more diverse housing stock online.

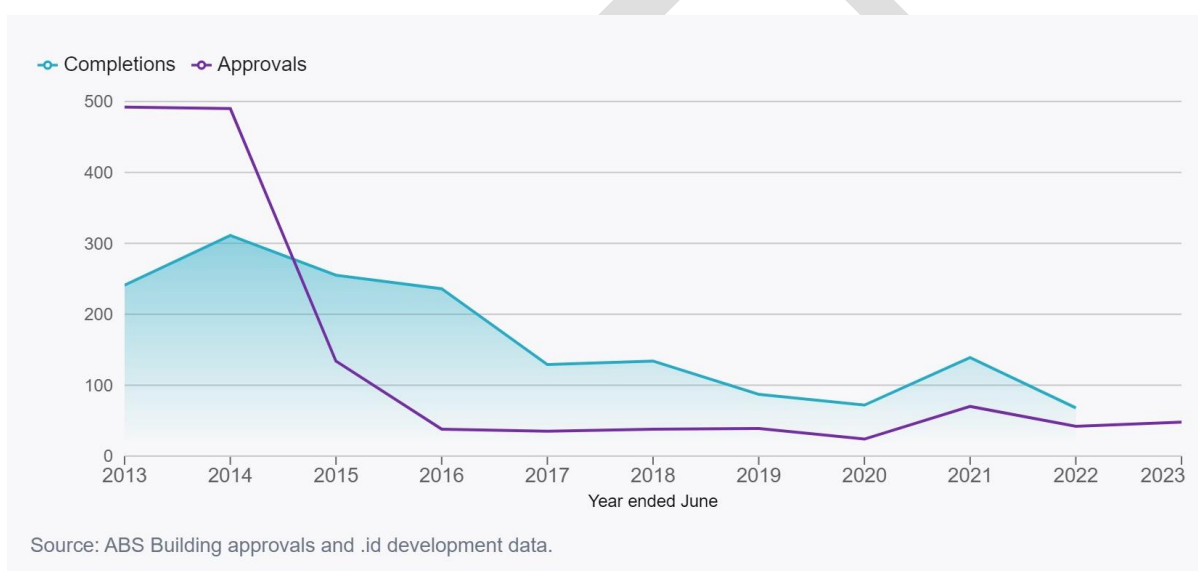


Figure 20: Housing Supply Activity Tracking (Number of New vs Completed)³⁸

5.1.3 Existing Stock

Existing stock within the region currently sees some challenges in the space of **resilience** with a small number of homes being in flood prone areas making them susceptible to future events (such as those in the 2020 flooding event in the region).

Based on local insights, it is expected that the region has several vacant lots of land as well as some vacant dwellings in the region. A more detailed review would be required to obtain detailed numbers; however, this demonstrates a possible opportunity to review policies and incentives to utilise stagnant stock. Additionally, through engagement across community stakeholders, it has been identified that other opportunities may lie in working in partnership with community housing groups to identify underutilised council land to provide suitable social and affordable housing.

When looking at the **rental stock** within the region, local real estate agents are describing a large reduction in the rental book with recent drops from 750 to 400. Key drivers of this issue include the increase of owner-occupiers (i.e. people are moving into their investment properties) and fewer retirees moving to the coast due to affordability constraints.

³⁷ Id (Informed Decisions), ABS Building approvals and .id development data, 2023.

³⁸ Id (Informed Decisions), ABS Building approvals and .id development data, 2023.

Table 1 below provides a summary of the drivers and impacts identified for the focus area of land and property.

Table 1: Summary of key drivers and impacts for land and property.

Key Focus Area: Land and Property	
Drivers	<ul style="list-style-type: none"> • Land availability in the region (particularly in Dalby) is low. • Level of vacant land and vacant households is an area requiring further investigation, however, could be an area of untapped potential. • Low attraction of investors / developers to the region demonstrated by the decline in residential building approvals. • Lack of coordination across government on major projects requiring workforce to map housing needs. • Builder shortages experienced both in the region and more broadly slowing progress of the low number of building approvals. • Future projects potentially seeing a large influx of workers needing accommodation and taking up residential stock. • Relative affordability within the region (and lack of affordability in other regions) is seeing owners of investment properties returning to be owner occupiers. • Lack of funding to improve resilience of existing housing stock.
Impacts	<ul style="list-style-type: none"> • Affordability of available housing and rental stock threatened due to increase demand from non-residents. • Availability of new stock suitable for changing demographic needs and additional migration due to a lack of investment and development as well as lack of builders. • Availability of existing stock with new projects' workforce taking up residential stock from the overall community often leading to people needing social housing or, at times, becoming homeless. • Missed opportunities to work in partnership between State and Local Government to have a joint approach to project approvals and fulfilling housing needs. • Shrinking of rental stock due to displacement from owner occupiers in rental stock. • Households are not able to increase the resilience of their existing properties resulting in risk.

5.2 Housing Diversity

As demonstrated by the data presented, the Western Downs region, although relatively affordable when compared to Regional Queensland, currently has limited choice when it comes to housing types. The current dwelling types do not meet the needs of a the increasingly diverse future demographic.

With the growing opportunities for work and relative affordability, both single and smaller families will be attracted to the region, calling for a variety of different housing types needing to be made available. This increased diversity will be important to ensure that current residents are able to continue to afford their current homes and strengthen the community fabric.

Despite the demographic changes of the region there is challenges to build dwelling types such as smaller houses, duplexes, multiple unit developments and secondary dwellings. There is the opportunity to invest in these housing types in the Western Downs region. Table 2 below provides a summary of the drivers and impacts identified for the focus area of housing diversity.

Table 2 3: Summary of key drivers and impacts for Housing Diversity

Key Focus Area: Housing Diversity	
Drivers	<ul style="list-style-type: none">• Projected shift in household compositions in the region, with an expected increase of younger single person, smaller families and consideration of aged care and homes for aging population.• Housing mix within the region is predominately larger 3-to-4-bedroom homes.• Developers and banks are averse to supporting the development of smaller mixed-use homes within the region due to lack of precedent.• Ageing demographic who will require more appropriate housing options to better accommodate their specific needs.
Impacts	<ul style="list-style-type: none">• Availability of new stock that is suitable for changing demographic needs and additional migration is low due to a lack of investment and development as well as lack of builders.

5.3 Workers Accommodation

Growth patterns and cycles in the resources and energy industry can place significant pressure on the housing market, particularly in regional and remote areas. Noting the *Queensland Energy and Jobs Plan* and the potential heavy reliance on Western Downs to deliver Renewable Energy projects it is expected that significant pressure will be placed on accommodation needs in the region.

The Western Downs region also has a thriving Agricultural industry that employed 2,805 FTE workers in 2022 (see Figure 20). The Agricultural sector is projected to continue to grow in the region support jobs over the next decade.

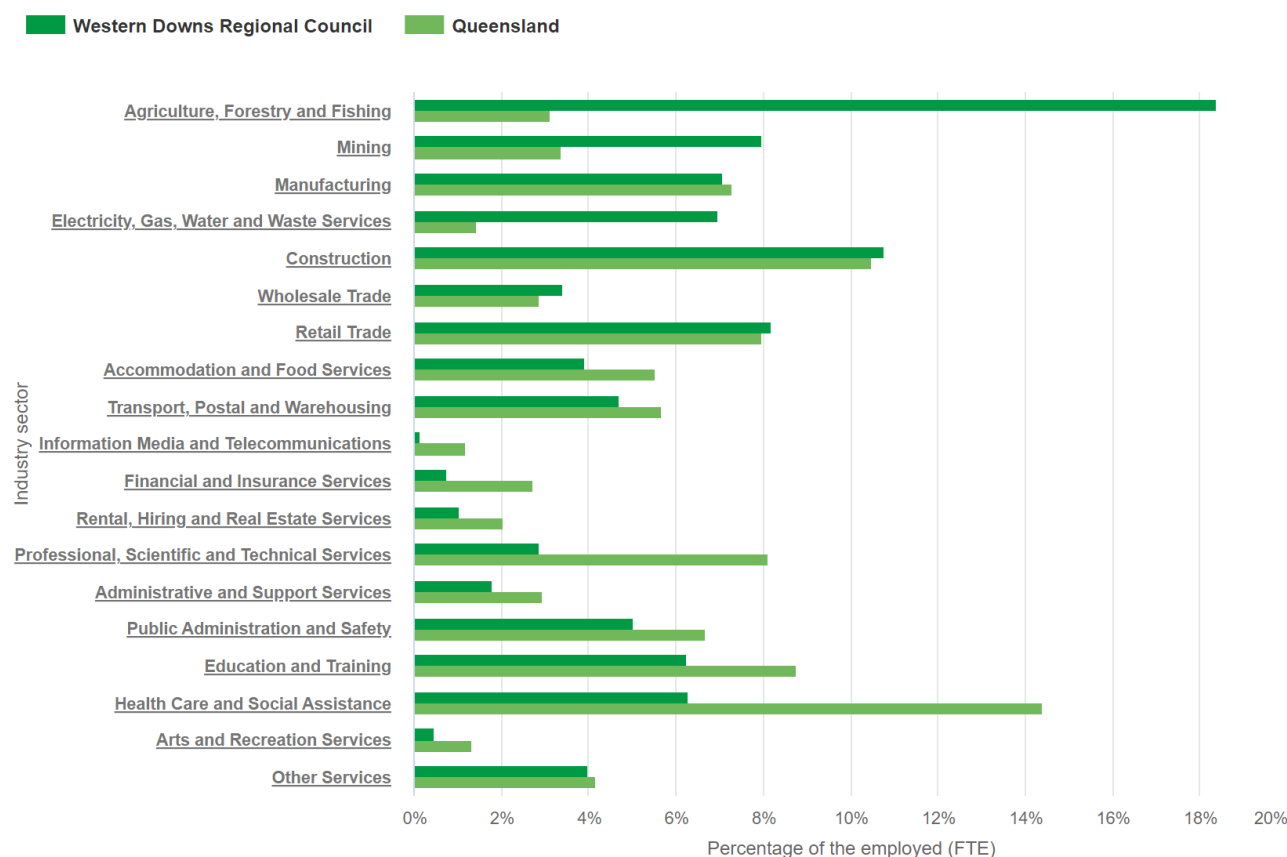


Figure 21: Employment (FTE) 2021/2022 by Industry Sector in Western Downs compared to Queensland⁶⁹

Overall, jobs available in region are expected to grow from 22,780 currently to 27,780 in 2030. This is an overall 22% growth in jobs over the next 10 years. With such a low unemployment rate, it is expected that Western Downs will see a significant proportion of jobs filled by workers outside of the region. Currently approximately 4,140 workers are located outside of the Western Downs. This dependence on workers outside the region is expected to increase over time, with around 7,788 workers from outside of the region expected to fill jobs in 2030 (28%⁴⁰).

This growth is already evident with expanding energy, resource, intensive agriculture, health and aged care and government sectors all experiencing local growth.

The Western Downs Regional Council has long promoted a 'live local' policy, encouraging resource workers to permanently live in the region, rather than in on-site camps. Noting that this may not always be possible there is a need to consider providing workers accommodation or camps within towns, rather than remote camps to enable participation in the community.

The Western Downs region is also expected to experience workforce gaps across all industries, with the construction industry expected to experience the largest increase of the local skills gap – rising from 45% to around 60% by 2030.

Each of the Mining, Rental, Hiring and Real Estate and Electricity, Gas, Water, and Waste Service industries are estimated to have gaps of over 60% of total workforce demand.

The largest workforce gap is predicted to be in Mining, with a gap of 73% of total demanded workforce in 2030. When assessing the magnitude of the skills gap it is also important to consider the impact that some of the small gaps may have on the liveability of the region. Health Care and Social Assistance, Education and Training, and Retail Trade all have local skills gaps, ranging from 10% to 14%. However, even small gaps in these essential services can act as incredible barriers to attracting workforce to the region. Essential workers in the Health Care

³⁹ National Institute of Economic and Industry Research (NIEIR), compiles and presented in economy id. by .id (informed decisions), 2023

⁴⁰ Deloitte, Western Downs Workforce Gap Analysis, August 2021.

and Social Assistance industries are showing the highest growth, rising from 6% to 14% over the decade. This represents a large gap for the region in having people with the appropriate skills to fill these places.

With the growing workforce and migration into the region, pressures will be felt in being able to cater to an increased non-resident worker population requiring accommodation that differs from the current housing mix available. Table 4 provides a summary of the drivers and impacts associated with the focus area of workers accommodation.

Table 4: Summary of key drivers and impacts for Workers Accommodation

Key Focus Area: Workers Accommodation	
Drivers	<ul style="list-style-type: none"> • Growing workforce and migration numbers into the region for upcoming energy job opportunities and growing Agricultural sector. • Housing mix within the region is predominately larger 3-to-4-bedroom homes with low vacancy rates. • Transient nature of workers to the region to deliver large scale projects and seasonal agricultural work.
Impacts	<ul style="list-style-type: none"> • Affordability of available housing and rental stock due to increase demand from non-residents and their respective higher median income than residents. • Community fabric at risk due to the transient nature of workers to the region and/or the segregation of new workers through establishment of camps. • Tourism sector benefits by having low vacancy rates due to workers in the region booking accommodation longer term. This, however, causes low accommodation vacancy for tourists visiting the region, requiring new accommodation to be attracted that focuses on tourism rather than workforce. • Skills gaps experienced and regional growth placing further pressures on key services (e.g. Healthcare and Social Services).

5.4 Social Housing

There is a high demand for social housing across Queensland and allocations are focussed on supporting households with the highest need. Weekly median household incomes in the Western Downs region are \$1,374 compared to the Queensland median of \$1,675.

There are currently 250 social housing dwellings (92 provided by Community Housing) in the Western Downs region.⁴¹ In June 2023 there were 164 people registered for social housing who had Western Downs as one of their preferences. Emergency responses during 2022 and 2023 have resulted in fluctuating and varied needs for social housing and crisis accommodation across the townships of the region.⁴²

Since 2021 there over 164 applicants on a register of need list and the average applicant has 1.66 people in the household as part of the application. According to the Census in 2021, 121 persons were sleeping rough in the region⁴³.

Anecdotal evidence suggests that homelessness is on the rise on the Western Downs, with 121 people noted as sleeping rough in the Western Downs in the 2021 census.

The council's community division carried out investigations in the six principal towns through conversations with various community groups, Chambers of Commerce and Industries, and local individuals involved in

⁴¹ Queensland Government, Social Housing Register Data Western Downs, 2023.

⁴² Queensland Government, Social Housing Register Data Western Downs, 2023.

⁴³ Australian Bureau of Statistics, Population and Housing Data, 2021 edition.

community work. These investigations found there is acute housing stress in Tara, and limited availability of rental housing throughout the region.

5.5 Cohort Specific Housing

5.5.1 First Nations

All First Nations peoples in Queensland should have a safe and secure home that meets their housing, locational and cultural needs, and provides the foundation for First Nations families and communities to thrive. However, Aboriginal and Torres Strait Islander Queenslanders still face significant housing challenges. Inroads are being made, with Aboriginal and Torres Strait Islander Queenslanders now having the highest life expectancy among Australia's First Nations peoples.

The Western Downs region has a higher proportion of Aboriginal and Torres Strait Island Peoples when compared to the State who represent the diverse groups of the Barunggam, Iman (Yiman), Bigambul, Wakka Wakka and Jarowair peoples. There are currently a number of strong and active First Nations service providers in the local area, including Goondir Health Services. Recognising the fundamental right of Aboriginal and Torres Strait Islander peoples and communities to determine the pace, shape and manner of change and decision-making at all levels, it is important that council engages with members of the community in addressing housing. Working to provide culturally appropriate dwellings and housing opportunities.

Understanding the need for a considered approach to identifying needs and opportunities for First Nations housing, more detailed information on the needs of these communities will be included in future iterations of this plan.

5.6 Improved Data and Analysis of Need

It is clear that a key limitation in relation to the next steps for this Local Housing Action Plan and the provision of housing supply, is clear and unambiguous data.

Information regarding housing availability, housing needs, homelessness and workforce housing gaps needs to be improved and published widely to inform high quality decision making on housing supply. Several of the key action items in this Housing Action Plan charge government agencies with these actions, and the sharing of this information widely will be necessary for the success of this plan.

6.0 Response Opportunities

A Local Housing Action Plan enables engagement across all levels of government, and benefits from partnerships between private and not-for-profit organisations. An initial set of tactical actions has been developed, enabling refinement through an ongoing iterative process. These actions provide for a targeted response and outcomes that will seek to either create immediate benefit or establish a foundation for the next phase of actions. More specific responses can then be determined that provide flexibility in delivery and support each of the broad areas identified.



6.1 Actions

The Council with the support of the Queensland Government through the Housing and Homelessness Action Plan 2021-2025 is committed to engage in the delivery of its initial Local Housing Action Plan through this set of actions, developed to target immediate to longer term housing responses. This is an iterative process, and these actions and target outcomes will seek to either create immediate benefit or to establish foundations that help respond to ongoing housing need.

○	Land and Development Priority Actions	State Agency Lead / Support	Targets	Timeline Starting in December 2023
1.1	State Government agencies to undertake an audit on available land to identify potential building needs or opportunities to reallocate existing and underutilised housing stock to social or affordable rental properties.	<ul style="list-style-type: none"> Western Downs Regional Council, Department of Housing and Communities 	<ul style="list-style-type: none"> Increased utilisation of available land 	Quarter 1 2024
1.2	Council will continue to dispose of land that was identified as surplus at the Ordinary Meeting on 13 January 2023, and sell the land in a phased and controlled way to avoid damaging markets.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased utilisation of available land 	A staged approach across 2024 to minimise market impacts
1.3	Council to promote opportunities for private property owners to obtain assistance from QRA Resilient Homes Fund to facilitate the improvement of flood resilience of existing housing stock within flood prone areas.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Improved awareness of programs to improve resilience of existing dwellings 	Quarter 2 2024
1.4	Following the completion of an updated Flood Study, Council will investigate opportunities for mitigation projects that can lessen the impact of major flood events.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Council determines whether any mitigation projects are pursued 	Quarter 4 2024

1.5	Council to strongly encourage and advocate to attract private sector investment in conventional subdivisions and dwellings to meet high demand in key areas (i.e., Dalby, Chinchilla, Tara and Miles) as identified in the Economic Development Strategy 2023 – 2028. Council will also advocate for improved access to finance and insurance for these priority developments.	<ul style="list-style-type: none"> Western Downs Regional Council Private Sector Investment 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 2024
1.6	Council to continue to work with the State Government on the redevelopment of the former Caravan Park site, Milne Street Tara, for emergency accommodation.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. 	Completed, as project was accelerated due to October 2023 Tara Bushfires
1.7	Through an expression of interest process, Council will offer surplus residential land in Tara (off Haddock Place) to the market for sale, targeting proposals that deliver affordable housing development proposals.	Western Downs Regional Council	<ul style="list-style-type: none"> Increased housing supply and diversity of supply 	Quarter 1 2024
1.8	Council to consider mixed-use development at the now vacant land at 107 Drayton St, Dalby.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply Rental vacancy above 2% 	Quarter 1 2024

○	Planning Priority Actions	State Agency lead/support	Target	Timeline Starting in December 2023
2.1	<p>Council to review planning scheme to improve housing diversity within the region. Opportunities for review could include:</p> <ul style="list-style-type: none"> Allowance of housing development on Rural Residential lot sizes smaller (e.g. 2,500m²) Allowance of housing development on Low Density Residential lot sizes smaller 	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 to 4 2024

	<ul style="list-style-type: none"> • Lot size diversity house and land size requirements in various locations to match land constraints with dwelling need and types. • Expansion of Medium Density Residential Zone to allow further areas to develop. 			
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○	Optimisation Priority Actions	State Agency Lead/Support	Target	Timeline Starting in December 2023
3.1	Council to amend the current Housing Land Incentive Policy to increase take up of this incentive and to assist with the viability of highly demanded residential developments.	<ul style="list-style-type: none"> • Western Downs Regional Council • Private Sector Investment 	<ul style="list-style-type: none"> • Increased housing supply and diversity of supply. • Rental vacancy above 2% 	Quarter 1 2023
3.2	Investigate and incentivise utilisation of 'vacant' houses as included in the Economic Development Strategy 2023 – 2028.	<ul style="list-style-type: none"> • Western Downs Regional Council • House owners 	<ul style="list-style-type: none"> • Increased occupancy 	Quarter 2 2024
3.3	All State Agencies with presence in the Western Downs will prepare a comprehensive assessment to ensure each agency has sufficient housing to meet community needs. Where necessary, new housing stock shall be provided in areas with extreme housing shortages	<ul style="list-style-type: none"> • Western Downs Regional Council • Queensland Government 	<ul style="list-style-type: none"> • Reduced housing stress 	Quarter 1 and 2 2024
3.4	Council to continue to advocate to State agencies (especially Coordinator General) that as part of any development approval process for large scale developments, that the proponents are properly investigating housing needs, and to prioritise opportunities to consider new housing stock or Workforce Accommodation within town centres to accommodate temporary influx of workers with new projects.	<ul style="list-style-type: none"> • Western Downs Regional Council • Queensland Government 	<ul style="list-style-type: none"> • Increased temporary accommodation 	Ongoing from Quarter 1 2024

3.5	Council to investigate funding partnerships with not-for-profit social housing providers to deliver short term outcomes for specific cohorts in the interim with longer term plans being incorporated.	<ul style="list-style-type: none"> Western Downs Regional Council Housing Providers 	<ul style="list-style-type: none"> Reduced housing stress 	Quarter 2 2024, in the context of 2024/25 Council budget
3.6	State and Federal Governments to provide more available funding to go to Western Downs for the purpose of constructing new social and affordable housing, in line with data of social housing need.	<ul style="list-style-type: none"> State and Federal Housing Departments 	<ul style="list-style-type: none"> Reduced housing stress 	Quarter 1 and 2 2024, in the context of 2024/25 budgets
3.7	In partnership with local service providers and State agencies to better coordinate the collection and analysis of social housing data, including highest need, homelessness and for each locale within the region.	<ul style="list-style-type: none"> Queensland Government 	<ul style="list-style-type: none"> Increased evaluation and reporting on housing issues. 	Quarter 1 and 2 2024

○	Master Planning Priority Actions	State Agency lead/support	Target	Timeline Starting in December 2023
4.1	Through an LGIP review process, Council will investigate opportunities to extend trunk networks for sewer/water to large parcels of Low-Density Residential land in the western corridor of Dalby to help to facilitate development.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased land availability 	Quarter 1 to 4 2024

○	Supports Priority Actions	State agency lead/support	Target	Timeline Starting in December 2023
5.1	Council to consider opportunities for additional resourcing and employee housing to staff accommodation to support the increases in development and development applications.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 and 2 2024
5.2	Council to advocate to the development industry the opportunities for developing a range of aged care accommodations in the region, including Over 50s type developments as well as higher care facilities.	<ul style="list-style-type: none"> Western Downs Regional Council Aged care providers 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Ongoing from Quarter 1 2024

○	People in need Priority Actions	State agency lead/support	Target	Timeline Starting in December 2023
6.1	Council to investigate needs of future youth housing due to address expected skills gap in Western Downs then working with State to identify suitable intervention pathways.	<ul style="list-style-type: none"> Western Downs Regional Council Queensland Government 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 and 2 2024
6.2	Council to investigate further opportunities to engage first nations people in terms of housing needs across the region and work with existing FN Housing Providers	<ul style="list-style-type: none"> Western Downs Regional Council Aboriginal and Torres Strait Islander Peoples 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 and 2 2024

6.3	State funded housing providers who operate in the Western Downs area undertake a needs assessment to determine opportunities to deliver more crisis accommodation in the region	<ul style="list-style-type: none"> Western Downs Regional Council Service providers 	<ul style="list-style-type: none"> Reduced housing stress. 	Quarter 1 and 2 2024, in the context of 2024/25 budgets
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DRAFT

○	Construction Priority Actions	State Agency lead/support	Target	Timeline Starting in December 2023
7.1	Council in partnership with industry to allow alternative housing designs to be constructed within the region.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	

○	Capital solutions	State Agency Support/Lead	Target	Timeline Starting in December 2023
8.1	Council to promote the Dalby CBD development investment prospectus to encourage development partnerships for a cohesive, contemporary town centre to attract more homes to be built in the region.	<ul style="list-style-type: none"> Western Downs Regional Council Landlords 	<ul style="list-style-type: none"> Increased housing supply and diversity of supply. Rental vacancy above 2% 	Quarter 1 2024
8.2	Council to investigate opportunities to attract more builders to the region through incentives as part of the business attraction plan, as included in the Economic Development Strategy 2023 – 2028.	<ul style="list-style-type: none"> Western Downs Regional Council 	<ul style="list-style-type: none"> Increased number of builders in region 	Quarter 1 and 2 2024

It is important to note that this Local Housing Action Plan provides an overview of available information as a basis for discussion and decision making. It should not be viewed in isolation but considered as part of broad response to supporting housing need across both the Western Downs region and the State more broadly.

6.2 Next Steps

A working group of key representatives from Western Downs Regional Council and select State Government agencies will progress actions, review findings, report quarterly and develop and test next steps.

DRAFT

Title **Community and Liveability Report Wild Dog Barrier Fence Review**

Date 1 February 2024

Responsible Manager T. Summerville, PLANNING AND ENVIRONMENT MANAGER

Summary

The purpose of this Report is to provide Council with a draft submission on the operational plan provided for the Wild Dog Barrier Fence (WDBF) for comment and endorsement.

Link to Corporate Plan

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across 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 agile and responsive business model enables us to align our capacity with service delivery.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and a submission, as contained in Attachment A to this report, be made to Biosecurity Queensland and the Wild Dog Barrier Fence Panel regarding the Wild Dog Barrier Fence Operational Plan, with the submission to address the following points:

- a) That the Wild Dog Barrier Fence is not an effective pest management tool, with evidence from Council's Vertebrate Pest Monitoring program indicating a similar prevalence of wild dogs on both sides of the fence;
- b) That the options as outlined in the draft Wild Dog Barrier Fence Operational Plan and the continuing payment of any precept payments are not acceptable to Council;
- c) That the Wild Dog Barrier Fence Panel should implement an alternative option, being the discontinuation of the operation and funding of the fence by public entities; and
- d) That Council propose the precept arrangement is discontinued in preference of Western Downs Regional Council redirecting the equivalent amount to the 2022/23 precept funding to additional on ground wild dog control programs that have credible effectiveness.

Background Information

The Wild Dog Barrier Fence (WDBF) is currently funded on a 50:50 basis by the Queensland government and the nine local governments from within the area protected by the fence. Each of the nine local governments pay an annual precept payment to the WDBF for the maintenance and management of the fence.

The 2023-2024 annual payment contribution for Western Downs Regional Council was a total of \$117,710.00.

The Department of Agriculture and Fisheries (DAF) have identified that the WDBF has been operating with a substantial deficit for several years, with the shortfall absorbed entirely by the Queensland government. As a result, DAF have provided all nine contributing local governments with a report detailing the operational plan for 2023-24 in relation to future WDBF maintenance and management. They have proposed six different options, each identifying a means to reduce the WDBF operational budget deficit.

The Department have requested Council feedback on the proposed options or the opportunity to provide alternative management strategies.

Report

Western Downs Regional Council (WDRC) has been provided with the opportunity to provide further feedback on the Wild Dog Barrier Fence (WDBF), specifically on the proposed options to reduce overall costs and budgeted deficits. The nine Councils within the WDBF area were requested to provide feedback by 31 January, 2024, however, this request for comment was not received by Council, and when followed up with the relevant agencies, and extension for this submission was given until 16 February 2024.

The draft Operational Plan for the WDBF has been included with this report as Attachment B, and a request from the Chair of the WDBF has been included as Attachment C.

Western Downs has been very supportive of all review processes thus far and is fortunate to be the only local government across Queensland with the capacity and ability to provide physical on-ground evidence of Wild Dog Distribution and activity.

A draft submission has been prepared and contained in Attachment A to this report. This submission contains information, evidence and feedback regarding the review by the Wild Dog Barrier Fence Panel (WDBFP), data collated through Council's Vertebrate Pest Monitoring Program and information received through a targeted landholder survey on overall condition, its effectiveness and the level of maintenance of the WDBF.

It is clear though that the WDBF is not an effective tool for the management of wild dog populations. This is further explored in the attached draft submission.

It is recommended that Council not support the ongoing operation of the WDBF. Whilst this fence is acknowledged as being quite iconic and has a considerable history, it is no longer effective and does not contribute to wild dog control.

In the event of Council's submission being accepted and the precept payment for the WDBF is no longer required, it is recommended that Council redirect an equivalent funding amount to 'on ground' control programs that have a credible history of being effective. These would be in addition to the current wild dog control programs council undertakes. This can be further discussed and resolved when the position on Council's submission is known.

Consultation (Internal/External)

Council's Rural Services Team has completed the following forms of consultation:

- Collection and evaluation of data collated through Council's Vertebrate Pest Monitoring Program.
- Targeted Community Survey distributed to landholders to which the WDBF forms an internal or boundary fence - within the 'clean' or 'protected' side of the fence. This feedback has been incorporated into the draft submission.
- Councillor information session held 18 January 2024

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

As discussed through this report, Council is required to make an annual payment (a 'precept') to Biosecurity Queensland for pest management matters.

At present, the whole 2023/24 precept (including other pest management functions) totals \$504,478, and is as made up of the following components:

- Darling Downs Moreton Rabbit Board: \$223,677
- **Wild Dog Barrier Fence:** **\$117,710**
- On-ground and Research: \$153,091
- Plague Pest Contingency Fund: \$0

Some of the proposals included in the operational plan review will result in an increased precept payment for Western Downs Regional Council. It is clear that any increases in precept will be unacceptable, especially where the fence is ineffective for pest management.

Provisional amounts, based on a business as usual basis, have been included in the draft 2024/25 operational budget, however, the actual precept amount will not be known until late 2024 or early 2025.

In addition to the WDBF review, Council has made representations to a LGAQ review on the barrier fences that related to the Darling Downs Moreton Rabbit Board precept payment. This has not been discussed in the context of the WDBF submission.

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Human Rights Considerations

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

All activities will be undertaken in accordance with Council's human rights obligations.

Conclusion

As detailed in this report, the Wild Dog Barrier Fence has been overwhelmingly proven to be an ineffective barrier to the movement of Wild Dogs. The continued payment of the annual precept towards the maintenance and repair of the WDBF is therefore not an efficient or viable option. The annual precept funds could be directed

towards more effective and impactful methods of Wild Dog Management which have broader community benefits.

It has been recommended that Council make a strong submission to Biosecurity Queensland that Council discontinue the annual contribution to the WDBF. A draft submission has been included as Attachment A to this report, and should this be endorsed by Council, it will be lodged on 16 February 2024.

Attachments

Attachment A - Submission to the Wild Dog Barrier Fence Panel

Attachment B - Wild Dog Barrier Fence Operational Plan 2023/24

Attachment C - Request for Comment by the Wild Dog Barrier Fence Chair

Authored by: Carissa Hallinan, Rural Services Coordinator

Western Downs Regional Council

Submission to the review of the Wild Dog Barrier Fence

2023/24 Operational Plan

1. Western Downs Regional Council's position on the Effectiveness and Integrity of the WDBF

RESPONSE: The Wild Dog Barrier Fence has **proven to be ineffective** in the management of Wild Dog's, signifying a reduction in the fences overall structural Integrity.

- (a) Western Downs Regional Council firmly believes that the Wild Dog Barrier Fence is no longer an effective tool for the management and prevention of Wild Dog movement and impact across the region. While the fence may offer some deterrent effect in certain areas, it cannot be relied upon as a comprehensive solution. Effective Wild Dog management and control requires strategic planning, cooperative and coordinated involvement of all stakeholders and adaptive and integrated methods of control.
- (b) The overwhelming on-ground evidence gathered through Council's extensive Vertebrate Pest Monitoring Program of the expansive and consistent Wild Dog activity across the whole of the Western Downs Regional Council area. The following data indicates prevalence of Wild Dogs on both sides of the fence and is evidence of the ineffectiveness of the WDBF in Wild Dog Management. This is primarily why WDRC no longer supports the fence as an effective tool in Wild Dog control.

Information relating to Council's Vertebrate Pest Monitoring Program are contained in the following pages.

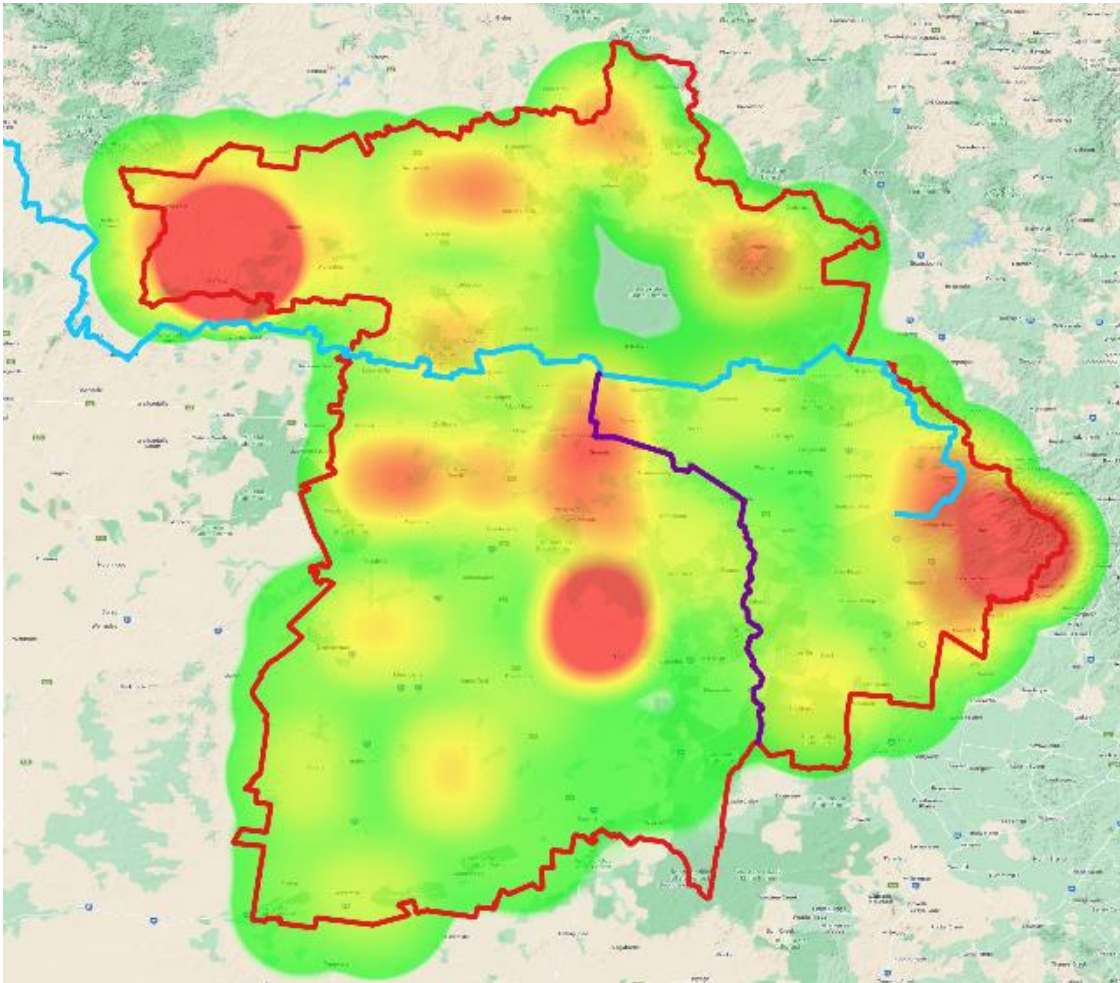


Figure 1. Wild Dog Activity comparing Clean and Dirty side of the Wild Dog Barrier Fence.

(c) Figure 1 illustrates a Heat map of Wild Dog activity across WDRC from 2019 through to November 2023. The light blue line illustrates the location of the Wild Dog Barrier Fence. The red, yellow and orange components on the map illustrate high incidence of Wild Dog activity across the region. This data is captured through Council's Vertebrate Pest Monitoring Program which consists of a camera network established across the region. Cameras are set on a 20km grid network. The data very clearly indicates that the WDBF plays no part in the management of Wild Dogs across the Western Downs area.

(d) In 2023, 56% of total Wild Dog activity captured on Council's region wide monitoring program was on the 'clean' side of the fence.

Council's vertebrate pest monitoring program provides clear evidence that the Wild Dog Barrier Fence is ineffective in its intended purpose of serving as a reliable barrier to the movement of Wild Dogs.



Photograph 1. Pack of Wild Dogs captured on monitoring camera in Glenmorgan (clean side of WDBF).



Photograph 2. Pack of Wild Dogs captured on monitoring camera in Cameby (clean side of WDBF).

2. Community survey responses received on the WDBF - overall condition, its effectiveness and the level of maintenance.

In January 2024, WDRC sought feedback from property owners on the 'clean' side of the WDBF who host the fence as either boundary or internal fencing. The survey sought information and feedback relating to overall condition, effectiveness and the level of maintenance of the fence. A total of 90 survey's were distributed with 23 responses received.

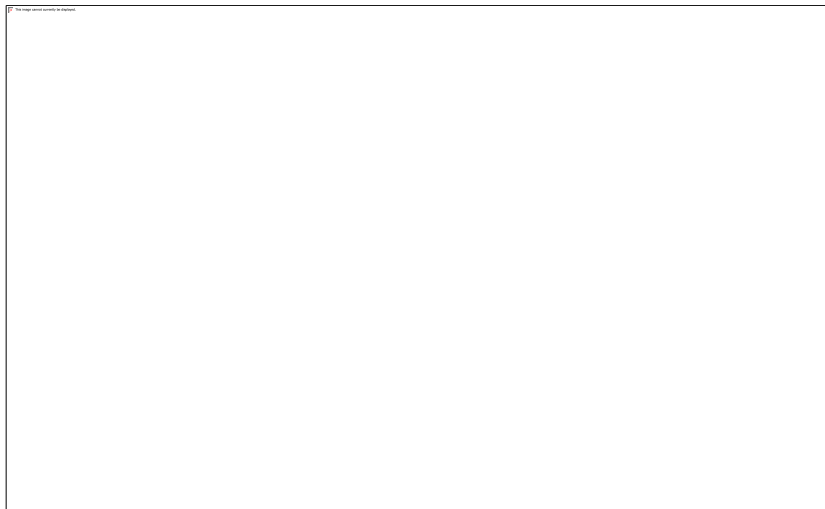


Figure 2: Rate of Overall Condition

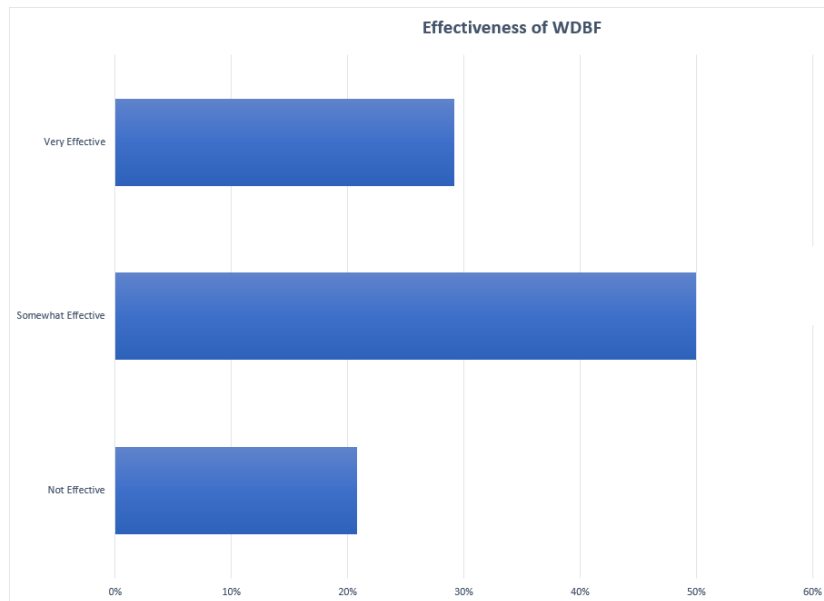


Figure 3: How effective is the WDBF?

- 56% of landholder respondents identified the WDBF to be in Poor to Fair Condition.
- 50% of landholder respondents thought the WDBF to be 'somewhat effective' with less than 30% with the opinion that the fence was 'very effective'.

The overwhelming concern or issue identified through the survey responses was the need for more frequent patrols, timely replacement and repairs and regular maintenance. The table below highlights some landholder concerns and challenges regarding the maintenance and management of the WDBF.

Have you experienced any challenges or issues associated with the Wild Dog Barrier Fence?	What suggestions do you have for improving the maintenance and upkeep of the Wild Dog Barrier Fence?
No	More regular surveys
Battery stolen from screeching siren on Jandowae - Kingaroy Rd. Replacement took a very long time to put in, rendering the crossing open to dogs.	Perhaps barbed wire about 6 inches off the ground and again at a foot!
Fence rusts out at ground level	Use heavier gauge wire or netting where it is buried in the ground
It seems to me that the maintenance has slipped in recent years	More regular patrols
No issues apart from the fact it goes through the middle of our blocks	If you want to keep dogs out work needs to be done on gateways
Access to both sides of fence during WILDFIRES	Nothing to note
No except we have wild on the side of the fence where they are supposed to be out of	
Poor maintenance of repairs. Lots of small holes driven past when they are patrolled	The patrols been done with more care and repairing holes properly
	I believe it is one true boundary we can count on in the ongoing battle against the declared destructive wild dogs.
	More regular track maintenance
Old & left over wire and fencing mesh not cleaned up from the property	More frequent inspections, liaising with landholders.
Always holes in it and occasionally contractors don't take care putting gates back up correctly.	regular patrols, no fence grading
no	
I have seen breaches but didn't know who to notify	SMS reporting option
	Replacement of some sections.
No, always good to communicate with.	For our section of the fence keep doing what you're doing
Yes. The use of very heavy machinery on very light sandy/clay soils. The issue was taken straight to Paul Gray. (0417732265)	
Cattle get through to neighbors. Holes on the bottom of the fence	Have some contact with landholders about any issues with either party.
	maintain more often
	Some replacement of fencing I think is needed as very old in a number of spots
Only purchased this property 7 months ago.	A lot of my boundary dog fence should be replaced as the posts are starting to rot off at ground level and wire netting is rusted off in places also.
Grids Filled Gravel, Netting rotten on bottom of fence in places	Replacing wire when required
No	When replacing use the heavier exclusion fencing wire
	it has reached it's end of life and needs replacing in full. It is not very effective as it is at the moment and probably needs a full time person looking after it.

Figures 4 and 5: Landholder experiences and suggestions for improvement on management of WDBF

3. Western Downs Regional Council's position on Options to reduce projected deficit as outlined by the Wild Dog Barrier Fence Panel.

- **OPTION 1** : REDUCED FREQUENCY OF PATROL TEAM.
- **OPTION 2** : STOP PLANNED MAINTENANCE
- **OPTION 3** : INCREASE PLANNED MAINTENANCE & REDUCE PATROL FREQUENCY
- **OPTION 4** : REDUCED PATROL AREAS

RESPONSE: Western Downs Regional Council **do not support** Options 1 to 4

Western Downs Regional Council **does not support an annual payment** for the maintenance and operation of the WDBF due to the overwhelming evidence of its ineffectiveness as an effective barrier to the movement of Wild Dogs.

Community survey responses also reflect the opinion that more patrols and completion of planned maintenance are required to maintain the integrity of the fence.

- **OPTION 5** : REDUCED PATROL AREAS AS PER OPTION 1. PATROLS ONLY CONDUCTED IN WESTERN DIVISION. BALONNE, BARCOO AND WDRC DO NOT PAY PRECEPT BUT RESPONSIBLE FOR WDBF MAINTENANCE.
- **OPTION 6** : RELINQUISH WESTERN DOWNS SECTION OF FENCE

RESPONSE: Western Downs Regional Council *partially supports* Option 5 or 6

Western Downs Regional Council **supports the removal of the annual payment** to the maintenance and operation of the WDBF however **does not support** the expectation to maintain the fence to WDBF standard when there is overwhelming evidence illustrating that the fence is an ineffective barrier to Wild Dog movement and therefore the integrity of the fence reduced.

Our Council considers that the fence should no longer be continue to be operated or maintained by any public entity, and the precept arrangement should be discontinued.

4. Can your Council provide any alternative Strategies for the management of the Wild Dog Barrier Fence?

RESPONSE: Western Downs Regional Council proposes Option 7: Relinquish Western Downs section of fence. WDRC commit to annual precept funding amount being directed to targeted on-ground pest management control programs.

Western Downs Regional Council would prefer to utilise current WDBF contributions to further expand and improve their existing coordinated Wild Dog management and monitoring programs as a means to support and empower the local community. The continuation of monitoring programs and research, the provision of pest data to community and strategic, coordinated on-ground control programs will be far more effective in delivering landscape scale Wild Dog Management.

Council would also commit to the establishment of a Pest Management Reference group to facilitate and coordinate priorities, programs, and expenditure of precept funds.

5. Conclusion

The evidence provided by Western Downs Regional Council strongly suggests that radically alternative approaches to Wild Dog management should be considered instead of the continuation of a pest fence. Whilst our Council appreciates that the Wild Dog Barrier Fence has a considerable history and is quite iconic, our evidence indicates that it no longer serves an effective pest management purpose.

Western Downs Regional Council does not support the ongoing operation of the fence by the public entity, and does not support any annual precept payment for its operation and maintenance. The options as provided in the Operational Plan 2023/24 Review result, in most cases, that the costs and/or precept payments borne by Western Downs Regional Council significantly increase are completely unacceptable and are rejected.

As an alternative to the fence, Council would prefer to re-direct any precept amounts into additional on ground pest control activities which have the potential to better manage the impacts of pest populations, rather than providing a fence to separate what appears to be equal populations of pests on both the clean and dirty sides of the fence.

I sincerely thank you for requesting this submission from our Council on this very important issue.

From: "Jodie Taylor" <Jodie.Taylor@wdrc.qld.gov.au>
Sent: Thu, 16 Nov 2023 17:13:50 +1000
To: "Records" <records@wdrc.qld.gov.au>
Subject: FW: Forward notice - Wild Dog Barrier Fence Budget Consultation
Attachments: WDBF 2022-23 Budget Report.pdf, WDBF Operational Plan 2023-24.pdf
Importance: High

Regards

Jodie Taylor
Chief Executive Officer

WESTERN DOWNS REGIONAL COUNCIL
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Phone 07 4679 4012 Mobile 0407 961 496 Fax 07 4679 4099
Jodie.Taylor@wdrc.qld.gov.au

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From: Joshua Dyke <Joshua_Dyke@lgaq.asn.au>

Sent: Thursday, 16 November 2023 12:28 PM

To: Matthew Magin <Matthew.Magin@balonne.qld.gov.au>; Cassandra White <CEO@Paroo.qld.gov.au>; DonnaH <DonnaH@bulloo.qld.gov.au>; Jodie Taylor <Jodie.Taylor@wdrc.qld.gov.au>; Edwina Marks <edwina.marks@maranoa.qld.gov.au>; CEO <ceo@quilpie.qld.gov.au>; ceo@murweh.qld.gov.au; Mike Lollback <Mike.Lollback@barcoo.qld.gov.au>; Des Howard <ceo@btrc.qld.gov.au>

Subject: Forward notice - Wild Dog Barrier Fence Budget Consultation

Importance: High

Good afternoon all,

This week I was invited to a Queensland Wild Dog Barrier Fence (WDBF) Panel meeting to present on the outcomes of the Synergy report on alternative WDBF funding and management options. At the meeting, Biosecurity Queensland noted a \$648,644 budget shortfall for the 2023/24 financial year, with a stance that the Department will not continue to fund shortfalls to WDBF operational and maintenance activities (as they have done for the past 7 financial years, totalling \$1,278,691).

As such, I wanted to give you forward notice that your council will receive a letter from Biosecurity Queensland on proposed options to tighten the WDBF 2023/24 FY budget so that there is no over expenditure. These proposed options are detailed in the attached document titled 'WDBF Operational Plan 2023-24'. As you will see, all options propose a significant change to WDBF management.

Current planned dates for the consultation period is:

- Requesting feedback from councils by 25 January 2024
- Decision to be made by the WDBF Panel by 13 February 2024

I have suggested all councils to be brought together for a collaborative meeting on options, however to date, this has been taken under advisement.

As you are aware, 2023 LGAQ Annual Conference Resolution #127 - Wild Dog Barrier Fence for biosecurity purposes, seeks the LGAQ to call on the State Government to maintain and fully fund the Queensland Wild Dog Barrier Fence for biosecurity purposes. This ask has initially been included in the draft LGAQ 2023/24 Queensland Government Budget submission, with further advocacy to occur in the coming months.

Happy to discuss further.

I would appreciate it if you treat this email as confidential - I am not a formal member of the Panel.

Thanks

Josh



Joshua Dyke

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Wild Dog Barrier Fence - 2022-23 Budget report

OPERATIONAL COSTS:

Nine local governments on the protected side of the WDBF currently contribute to the management of the WDBF in a 50:50 funding split arrangement between state and local governments. The local government component of the WDBF is apportioned according to livestock numbers released in the agriculture census every 5 years. A desktop review and stakeholder consultation process was undertaken by Synergies Economic Consulting to develop and model a range of management and funding options (to be discussed by Josh Dyke, LGAQ). Four options for a revised funding methodology and one alternative option for management of the WDBF were proposed for further discussion.

The WDBF budget is divided into five key components – Employee related expenses, Supplies and services, Depreciation, amortisation and deferrals, Miscellaneous expenses, and Asset write-downs, losses and decrements.

Employee related expenses include salaries, other employee entitlements and housing expenses.

Supplies and services relate to utilities, travel, contractor expenses, repairs and maintenance, vehicle leases and expenses, plant and equipment, and office expenses (telephones, data plans, stationary, photocopying).

Depreciation includes buildings, infrastructure and plant and equipment.

Miscellaneous expenses include regulatory fees, licenses, permits and sundry expenses.

Asset write-downs, losses and decrements refers to loss on sale plant and equipment.

The budget for the 2022-23 financial year comprised \$1,308,536 precepted from the nine local governments and matched by the Department of Agriculture and Fisheries, with a resulting budget expenditure of \$2,617,072. A CPI increase of 6% was applied to the 2021-22 budget.

The WDBF did not operate within budgeted expenditure for the 2022-23 period.

2022-23 Allocated budget	2022-23 Actual expenditure	Variance
\$2,700,904	\$2,843,471	- \$142,567

* \$2,617,072 annual payments + \$9,712 rent revenue

Total expenditure to 30 June 2023 was \$2,843,471 resulting in an overall deficit of \$142,567. This is the seventh year that the WDBF has operated below budgeted expenditure. **This 2022-23 shortfall of \$142,567 was underwritten by the State Government as per the previous six years – a combined total of \$1,278,691 since 2016-17.**

Wild Dog Barrier Fence Operating budget	2017	2018	2019	2020	2021	2022	2023	Grand Total
4 - Revenue								
41 - User Charges	-5,770.00	-6,042.46	-4,454.60	-5,172.81	-6,122.23	-8,724.20	-9,711.76	-45,998.06
46 - Grants & Contributions	-1,134,688.00	-1,155,111.00	-1,174,748.00	-1,192,369.00	-1,213,834.00	-1,234,468.00	-1,308,537.00	-8,413,755.00
47 - Gains & Revaluation		-134,199.36	-39,847.16	-600.00	-69,238.38			-243,884.90
48 - Other revenues		0.00	0.00	0.00	0.00			0.00
49 - Revenues from Government	-1,151,954.07	-1,155,111.79	-1,174,750.36	-1,192,369.94	-1,213,833.44	-1,234,468.37	-1,382,654.89	-8,505,142.86
4 - Revenue Total	-2,292,412.07	-2,450,464.61	-2,393,800.12	-2,390,511.75	-2,503,028.05	-2,477,660.57	-2,700,903.65	-17,208,780.82
5 - Expenses								
51 - Employee related expenses	1,268,508.01	1,230,845.31	1,233,201.62	1,426,763.09	1,321,424.42	1,583,588.48	1,421,915.59	9,486,246.52
52 - Supplies & services	527,460.98	785,685.32	662,484.73	457,164.37	632,540.00	597,889.43	534,163.66	4,197,388.49
53 - Depreciation, amortisation and deferred	528,408.23	566,351.07	629,763.64	709,591.78	742,147.24	816,924.19	877,706.99	4,870,893.14
56 - Miscellaneous expenses	6,666.92	7,195.65	8,620.16	10,290.84	-129,949.97	10,132.30	9,684.70	-77,359.40
57 - Asset writedowns, losses and decrements	303.47	10,000.00			0.00	0.00		10,303.47
5 - Expenses Total	2,331,347.61	2,600,077.35	2,534,070.15	2,603,810.08	2,566,161.69	3,008,534.40	2,843,470.94	18,487,472.22
DEFICIT - GRAND TOTAL	38,935.54	149,612.74	140,270.03	213,298.33	63,133.64	530,873.83	142,567.29	1,278,691.40

The budget shortfall has compounded over time and the current funding methodology calculation (comprising Local Government LPF contributions matched by State Government) is not sufficient to cover the increasing operational and maintenance costs of the WDBF.

A 7.4% increase will be applied to the WDBF component of the Local Government annual payments into the Land Protection Fund for 2023-24, in line with the Consumer Price Index (CPI). The local government contribution will increase by \$54,916 to \$1,405,368. The WDBF Operational Budget for 2022-23 will also increase by 7.4% in line with CPI.

Even with the increase in the operating budget, the 2023-24 expected budget shortfall for the WDBF is **estimated** (at this point in time) to be \$0.709 million.

The bulk of operating expenditure during 2022-23 occurred across the following key components:

	Budget	Actual	Variance
Employee related expenses	1,783,517.76	1,421,916.02	361,601.74
Electricity & gas	15,000.00	15,941.64	-941.64
Travel	8,080.08	3,107.90	4,972.18
Repairs & maintenance	225,840.00	142,360.54	83,479.46
Motor vehicle leases	214,888.80	208,724.62	6,164.18
Motor vehicle expenses	109,708.80	153,529.64	-43,820.84
Workshop consumables & materials	10,656.00	7,281.30	3,374.70
Telecommunications	24,182.88	27,647.76	-3,464.88
Freight & cartage	6,000.00	5,938.04	61.96
Agricultural chemicals	4,320.00	3,158.92	1,161.08
Plant & equipment	12,000.00	1,544.58	10,455.42
Fuels & oils (non-motor vehicle)	9,984.00	5,007.50	4,976.50

A total of \$877,707 depreciation expenses were incurred, including:

○ Infrastructure	\$ 508,781
○ Plant and equipment	\$ 206,755
○ Buildings	\$ 162,171

CAPITAL WORKS:

The approved Capital Works program for the WDBF for the 2022-23 financial year (replacement of designated sections of the WDBF) covered 45km of fence upgrade at a total cost of \$1,419,695. This work was completed by external contractors. Expenditure included \$827,618 contractor costs, \$591,670 for materials and \$407 WDBF costs.

The total capital works budget for 2022-23 was \$1,428,000.

The entire Capital Works program for 2022-23 was completed by 30 June 2023.

An application in 2021-22 for DAF Heavy Plant and Equipment funding for a Hino flat-bed truck able to carry a payload of 10 tonne was approved by the Capital Works Committee but deferred to the 2023-24 financial year. There has not been a budget allocation for depreciation in 2023-24 as it is not expected that the vehicle will be delivered until the 2023-24 financial year.

An application in 2021-22 for DAF Minor Works funding for three stand-alone ablution blocks for some of the remote camps – Melrose, Adavale and Pinidary was approved by the Capital Works Committee but deferred to the 2023-24 financial year. There has not been a budget allocation for depreciation in 2023-24 as it is not expected that the ablution blocks will be constructed or delivered until the 2023-24 financial year.

Request that the WDBF Panel accept this 2022-23 budget report as submitted.



Wild Dog Barrier Fence

Operational Plan 2023-24



This publication has been compiled by Biosecurity Queensland, Department of Agriculture and Fisheries.

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Summary

The Wild Dog Barrier Fence (WDBF) is approximately 2,400 km long and has been maintained and managed by the Queensland Government to protect 26.5 million ha of sheep and cattle grazing country since 1982. DAF administers the ongoing maintenance (internal) and reconstruction (external contractors – Capital Works upgrades) of the WDBF in accordance with Division 2 of the *Biosecurity Act 2014*.

The WDBF is funded 50:50 by the Queensland government and the nine local governments from within the area protected by the fence. These include the following local governments:

- Balonne Shire Council
- Barcoo Shire Council
- Blackall Tambo Regional Council
- Bulloo Shire Council
- Maranoa Regional Council
- Murweh Shire Council
- Paroo Shire Council
- Quilpie Shire Council, and
- Western Downs Regional Council

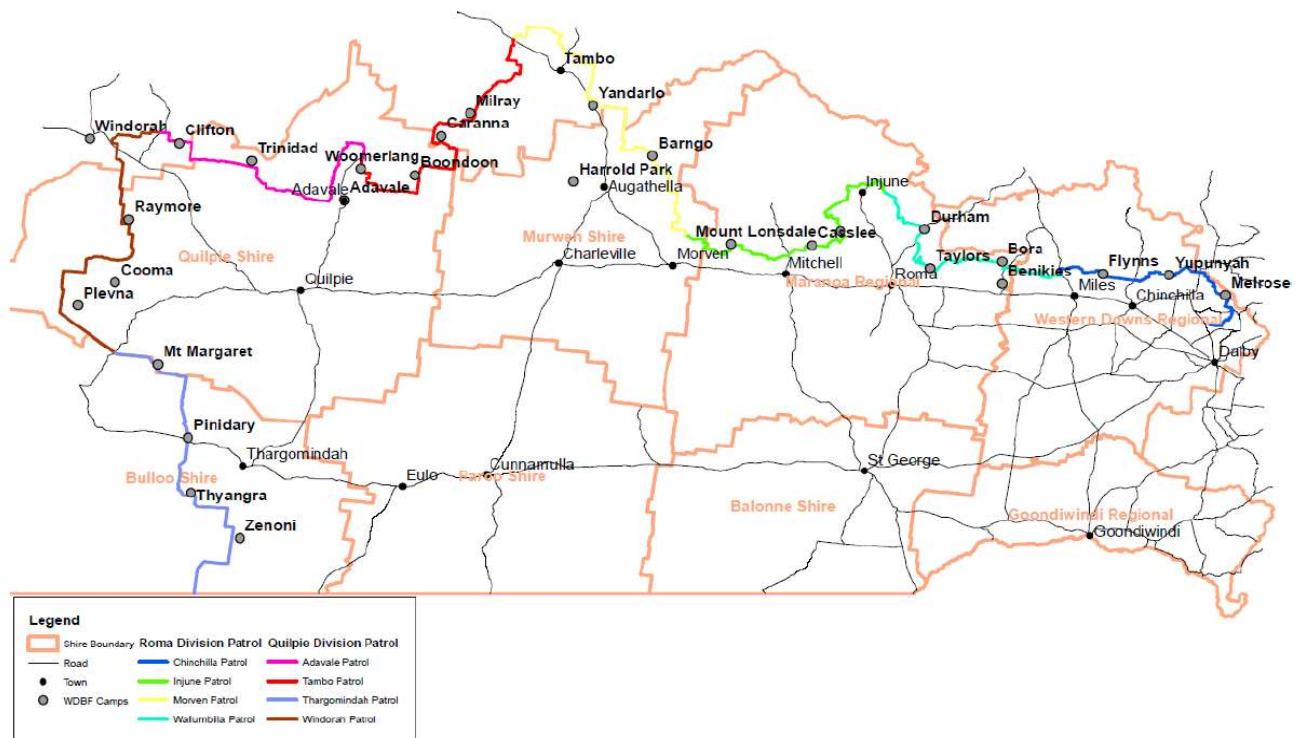
This report details the operational plan for 2023-24 in relation to planned maintenance, routine maintenance and flood restoration that is conducted by WDBF patrol staff. The objectives of the operational plan are that a high-quality fence is maintained, aging sections are upgraded, flood damage is repaired promptly, and routine damage is repaired regularly.

The WDBF has been operating with a substantial deficit for several years – the shortfall has been absorbed entirely by the Queensland government. As at 1 July 2023, the predicted 2023-24 budget to maintain the operations outlined above is \$3,459,380 million. The actual 2023-24 budget (precepted payments by nine local governments matched by Queensland government) is \$2,810,736 million, leaving a shortfall of \$648,644. This figure could increase based on recent Core Agreement negotiations with CFMEU.

WDBF Patrols

The WDBF is divided into two divisions (Eastern and Western) and eight patrol areas (four per division) to facilitate inspections, maintenance and budgeting (Figure 1). The entire length of each patrol is inspected (on average) each fortnight by two Patrol Officers (24 inspections per year) to maintain the integrity of the fence and ensure it remains in a dog-proof standard. The two divisions run as mirror images of each other in terms of staffing and operational activities, allowing for shared learnings and economies of scale in the purchase and tailoring of materials. Maintaining a depot at both ends of the fence (Quilpie and Roma) supports the two-division model, reduces lost driving time and supports both regional communities.

Figure 1 – WDBF patrols and camps



The length of each patrol is detailed in Table 1:

Table 1: WDBF patrols

Patrol Name	Length (km)
Windorah Patrol	326.6
Chinchilla Patrol	235.4
Wallumbilla Patrol	271.7
Injune Patrol	289.3
Morven Patrol	357.7
Tambo Patrol	329.4
Adavale Patrol	263.7
Thargomindah Patrol	319.6
TOTAL	2,393.4

WDBF Operations

Operational delivery, planning, resourcing and prioritising workflow for the WDBF is reviewed annually and based on recommendations from the 2019 WDBF Efficiency Audit (DAF). The audit panel considered that the fence was maintained at a high standard in the presence of increased pressures due to flood events and provided recommendations to improve operations of the fence and provide transparency in managing the asset.

In accordance with the recommendations, the entire length of the fence was comprehensively mapped and assessed for fence type (different building materials and standards over the years), indicative age and relative condition. This mapping enabled WDBF managers to develop a ten-year Capital Works program (complete replacement of 50km of WDBF per year by external fencing contractor/s and with funding provided through Queensland Government Capital Works Program - not detailed in this report) and prioritise WDBF Patrol Officer operations.

There are three main operational activities undertaken by WDBF Patrol Officers:

1. Routine maintenance – small scale repairs that are undertaken while officers are on patrol and observe that the fence has been or is close to being compromised and is no longer in a dog-proof standard. Factors that can lead to the requirement for routine maintenance include trees falling over the fence, rusted wire and netting, erosion, storm damage, tree suckers growing near fence, cattle and feral pig damage, floodway damage, cattle grid maintenance, parthenium weed infestations, high winds pushing shrubs into the fence, unintentional vehicle and machinery damage etc. Routine maintenance is carried out immediately by Patrol Officers using materials and equipment carried on the back of the vehicles.
2. Planned maintenance – assessed annually via review of maps and discussions with Patrol Officers. Smaller sections of fence (between one and ten kms) that do not yet require full replacement (Capital Works) but require upgrading are repaired to extend the life and increase the standard to a point where routine maintenance won't be required on a regular basis.
3. Flood restoration – repairs that are required after a natural disaster (predominantly floods but can also include bushfires). These repairs can be an urgent priority based on the scale of the disaster (potentially many km of fence down, and river crossings / floodways destroyed), however access issues often reduce the capacity for Patrol Officers to respond immediately. The timeframes for these events can't be predicted, and officers are therefore unable to conduct routine and planned maintenance duties until the restoration is completed.

Staffing

The entire WDBF Program is managed by a Principal Project Officer based in Roma, supported by two Senior Operations Officers (based in Roma and Quilpie). At full complement there are 16 Patrol Officers – eight in the Western Division (based in Quilpie) and eight in the Eastern Division (based in Roma). In addition, there are two Patrol Officers that have the requisite licenses to operate the graders for road maintenance along the fence service track and undertake flood restoration activities. Patrol Officers work a nine-day fortnight.

Each of the eight patrols consists of two staff and are responsible for inspecting and maintaining approximately 300 kilometres of fence each fortnight. The practice of having two person patrols ensures the department meets WHS requirements while allowing complete coverage of the fence on a fortnightly basis. This model ensures rapid continual repair of the fence and is a major factor in ensuring the WDBF is of a high quality along its entire length.

Patrol Officers are responsible for inspecting, repairing and upgrading the WDBF to a dog-proof condition, and maintaining the accommodation facilities. They are also responsible for interacting with landholders adjoining the fence and maintaining WDBF vehicles, machinery and equipment.

Patrol Officers are regularly trained in relevant courses such as WHS, firearms handling and defensive driving. WHS is critical for teams working in high-risk environments in remote locations and the Program has good safety practices in place for supporting the safety of staff. Patrol Officers are provided appropriate WHS inductions and training, there are regular radio checks when staff are working out on the fence, processes are in place for the storage and carrying of chemicals, fuel and spare tyres, motor vehicles and equipment are regularly serviced and ready to support work in a remote location, and there are multiple and appropriate standard operating procedures (SOP's) for work tasks.

The WDBF has created permanent employment in remote and regional communities, however recruitment to western Queensland has proven a challenge in the current low unemployment environment and the WDBF has not operated at a full complement of 18 Patrol Officers since 2020. The WDBF is currently operating with 12 Patrol Officers – five in the Western Division (based in Quilpie) and seven (including a grader operator) in the Eastern Division (based in Roma).

Planned maintenance

The 18.4km of planned maintenance for 2023-24 is provided in Table 2. This work will predominantly involve replacing timber strainer or running posts and salvage wires, and trenching to replace degraded wire netting and reduce the risks of animals burrowing under the fence.

Table 2: Planned maintenance 2023-24

Property	Shire / Region	Length of WDBF repaired
Simmie	Maranoa	68 Strainer Posts
Lisnalee / Dresmaine	Blackall / Tambo	Trenched 1.8 km
Plevna	Quilpie	Trenched 1 km
Chequars	Western Downs	Trenched 0.1 km
Barakula State Forest	Western Downs	Trenched 8.4 km
Bellalie	Quilpie	Trenched 3.5 km
Cargra	Murweh	Trenched 3.6 km
		Total 18.4 km

The planned maintenance takes into account the major changes in fence construction and evolution of fencing materials over time and improves longevity, efficiency and effectiveness of the fence while minimising maintenance requirements into the future.

Operational expenditure

Understanding the WDBF estimated expenditure can assist in the identification of expenses that are directly and indirectly supporting maintenance and construction of the fence. Table 3 details materials that have been purchased for routine and planned maintenance, and flood restoration since 2018-19 financial year. These purchase costs for materials inform the 2023-24 operational budget.

Table 3: Maintenance and construction expenditure

	Maintenance			Flood restoration			TOTAL EXPENSE
	Roma	Quilpie	Total	Roma	Quilpie	Total	
2018-19	\$94,976	\$29,206	\$124,182	\$1,139	\$7,082	\$8,221	\$132,403
2019-20	\$47,960	\$40,980	\$88,940	\$10,906	\$0	\$10,906	\$99,846
2020-21	\$46,417	\$13,629	\$60,046	\$0	\$0	\$0	\$60,046
2021-22	\$42,733	\$31,668	\$74,401	\$4,155	\$2,320	\$6,476	\$80,877
2022-23	\$55,631	\$34,810	\$90,441	\$0	\$0	\$0	\$90,441

Budget (as of 1 July 2023)

All money received as income is allocated to the fence as expenditure, through either employee expenses or supplies and services. The Queensland Government levies a precept on the nine local government areas benefitting from the maintenance of the WDBF and contributes an amount equal to the combined precepted total amount. This ensures funding is split equally between the Queensland Government and the nine local governments.

The WDBF has not operated within budgeted expenditure for the past seven years. Table 4 details expenditure from 2016-17 to 2022-23 with a total deficit of \$1,278,691 which has been underwritten by the Queensland government.

Table 4: WDBF expenditure 2016-17 to 2022-23

\$	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL (\$)
Revenue	2,292,412	2,450,465	2,393,800	2,390,512	2,503,028	2,477,661	2,700,904	17,208,781
Expenses	2,331,348	2,600,077	2,534,070	2,603,810	2,566,162	3,008,534	2,843,471	18,487,472
TOTAL	- 38,936	- 149,613	- 140,270	- 213,298	- 63,134	- 530,874	- 142,567	- 1,278,691

For the 2023-24 period both local governments and the Queensland Government will contribute \$1,405,368 each. The total amount available is therefore \$2,810,736 which is a 7.4% increase on the 2022-23 budget.

This figure will not be sufficient to maintain operations on the WDBF (the total expenditure for 2022-23 was \$2,843,471). The predicted 2023-24 budget is \$3,459,380 leaving a shortfall of \$648,644. This figure is expected to increase after recent negotiations with the unions to incorporate locality expenses (approximately \$31,000 annually) and PPE / uniform requirements (approximately \$29,000 annually).

The 2023-24 predicted expenditure budget of \$3,459,380 comprises \$1,831,833 of employee expenses and \$1,627,547 of depreciation, supplies and services.

The majority of supply and services charges can be attributed to:

- Motor vehicles (QFleet leases, repairs and maintenance, fuel, insurance, tyres) - \$331,165
- Maintenance (plant & equipment) - \$135,844
- Property expenses (electricity & gas, repairs & maintenance, cleaning, rates) - \$61,560
- Telecommunications - \$19,405
- Materials, plant & equipment - \$24,000

Proposals to reduce the expected \$648,644 operating deficit are provided below.

WDBF Operating Models to meet budget expectations

Options	Advantages	Disadvantages
<p>1. Reduced frequency of patrol teams – reduce number of teams from eight (16 staff) to four (eight staff). Three less vehicles required. Each patrol inspected once per month at the maximum, instead of once per fortnight. Routine maintenance, planned maintenance and flood restoration activities continue as per demand.</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i></p>	<p>Significant salary & employee expense savings</p> <p>Lease, fuel, maintenance savings</p> <p>No reduction in number of local government's (9) contributing to precepts</p>	<p>Integrity of WDBF could be compromised if inspected only once per month</p> <p>No inspections if staff required to undertake flood restoration</p> <p>Additional travel required – less time spent on inspections & maintenance</p> <p>Greater WHS risks (travel, fatigue)</p> <p>Increase Psychosocial risks to mental health of employees and stakeholders</p> <p>Inspections and planned maintenance undertaken by Patrol Officers continue with less frequency.</p> <p>Camp maintenance monthly as opposed to every fortnight</p> <p>Loss of detailed, historical knowledge of the fence</p> <p>The loss DAF revenue from wadges in small towns across Western Queensland</p> <p>Reputational damage - landholder / local government dissatisfaction</p>
<p>2. Stop planned maintenance – reduced number of teams as per Option 1 and only most urgent maintenance carried out (stock proofing as a priority).</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles) + \$5,344 (approx.) for 3.34km of maintenance</i></p>	<p>Significant salary & employee expense savings</p> <p>Vehicle lease, fuel, maintenance savings</p> <p>Regular inspections and routine maintenance undertaken by Patrol Officers continues as per reduced resources permits.</p> <p>No reduction in number of local government's (9) contributing to precepts</p>	<p>Integrity of WDBF could be compromised</p> <p>Reputational damage - landholder / local government dissatisfaction</p> <p>Planned maintenance stops.</p>

<p>3. Increase planned maintenance & reduce patrol frequency – reduced number of teams as per Option 1 and only most urgent inspection/maintenance carried out (stock proofing as a priority).</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i></p>	<p>Significant salary & employee expense savings</p> <p>Vehicle lease, fuel, maintenance savings</p> <p>No reduction in number of local government's (9) contributing to precepts.</p>	<p>Integrity of WDBF could be compromised.</p> <p>Reputational damage - landholder / local government dissatisfaction.</p> <p>General maintenance and inspections only conducted at a lessor frequency.</p> <p>Damage and breaches left unrepaired for greater periods of time.</p>
<p>4. Reduced patrol areas – reduced number of teams as per Option 1 and allocation of responsibility for inspection / maintenance of selected sections of the WDBF to landholders (based on cluster groups or adjacent properties).</p> <p>- Cluster and exclusion fences adjacent to WDBF are in all Shires excluding Paroo and Balonne</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i></p>	<p>Significant salary & employee expense savings</p> <p>Vehicle lease, fuel, maintenance savings</p>	<p>Reputational damage - landholder / local government dissatisfaction</p> <p>Issues with provision of materials – staff will still need to travel to deliver materials</p> <p>No significant savings from material costs – would still need to provide to landholders to ensure similar fence specifications retained</p> <p>Integrity of WDBF could be compromised.</p> <p>No oversight of standard of repairs, frequency of inspections etc</p>
<p>5. Reduced patrol areas – reduced number of teams as per Option 1.</p> <p>- Patrols conducted only in Western Division in areas where local government see benefit in maintaining the WDBF. Based on responses to Synergy report on the effectiveness of the WDBF (no responses from Blackall-Tambo or Maranoa)</p> <p>- Local governments in the Eastern Division including Balonne, Barcoo and Western Downs would not pay precepts but be responsible for WDBF maintenance (s44 of the <i>Biosecurity Regulation 2016</i> and s90 of <i>Biosecurity Act 2014</i>).</p> <p>- WDBF Patrol Officers would focus on areas with strong local government support including Bulloo, Murweh, Paroo, Blackall-Tambo, Maranoa and Quilpie</p>	<p>Significant salary & employee expense savings</p> <p>Vehicle lease, fuel, maintenance savings</p>	<p>Reputational damage - landholder / local government dissatisfaction</p> <p>Issues with provision of materials – staff will still need to travel to deliver materials</p> <p>No oversight of standard of repairs, frequency of inspections etc</p> <p>Reduction in number of local government's contributing to precepts. Loss of approximately \$395,000 which is matched by State (total \$790,000)</p> <p>Costs would substantially increase for local governments that were then responsible for maintenance. At \$1,171/km (current cost per km for WDBF-managed maintenance) the</p>

Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles) + \$491,820 (maintenance costs for 130km Barcoo and 290km Western Downs) – TOTAL \$1,100,303			approximate costs for each local government would be: - Barcoo (130km) - \$152,230 annually compared to \$23,459 for 2023-24 precept - Western Downs (290km) - \$339,590 annually compared to \$117,710 for 2023-24 precept
<p>6. Relinquish Western Downs section of Fence – no further maintenance on the Western Downs Region section of WDBF. This will reduce the length of the fence by approximately 290 kilometres, 50km of which has been upgraded in the past seven years and an additional 20km was reconstructed in 2023 after fires went through the Barakula State Forest area.</p> <ul style="list-style-type: none"> - The three camps located along this section can be relocated to help service the remaining 2,110km of WDBF, or sold off for revenue - Western Downs would not pay precepts and would be responsible for maintaining the fence in their region. 	Significant salary & employee expense savings	Reputational damage - landholder / local government dissatisfaction	Reduction in number of local government's contributing to precepts (from nine to eight)
	Vehicle lease, fuel, fence maintenance savings	No oversight of standard of repairs, frequency of inspections etc	Western Downs benefit by having 70km of new fence and not paying precepts
	Reduction in camp maintenance requirements		Western Downs would be expected to maintain the fence to WDBF standard. At \$1,171/km the annual costs to Western Downs would be \$339,590 compared to their 2023-24 precept contribution of \$117,710
			Other councils may want the same scenario

- Things that can't be compromised
 - Flood restoration – need to clean out and reset floodways across affected areas. Damage from rainfall of 50 – 100mm can take up to five weeks to repair, this can be extended to over ten weeks if over 200mm is received. After major flooding events (>250mm) it can take up to six months to reinstate the fence and access roads. Risks due to reduced staffing levels include:
 - Increase in time to repair the fence (usually the majority of staff are deployed to undertake flood restoration as a number one priority)
 - No other inspections can be completed while flood restoration is underway
 - Excess travel, leading to WH&S issues for staff.

Mr Daniel Fletcher,
CEO, Western Downs Regional Council

8 January 2024

Dear Mr Fletcher,

**RE: WILD DOG BARRIER FENCE (WDBF) OPERATIONAL PLAN 2023-24 –
OPTIONS TO REDUCE PROJECTED DEFICIT**

On behalf of the WDBF Panel, I am writing to provide an update on the projected operational deficit expected to be incurred by the Wild Dog Barrier Fence for the 2023-24 financial year.

The WDBF is funded 50:50 by the Queensland government and the nine local governments from within the area protected by the fence. The Panel consists of representatives from these nine local governments, AgForce and DAF, and oversees management decisions relating to WDBF operations including budget management and resource allocation. Local government is represented by Cr Andrew Smith (Western Downs), Cr Scott Scriven (Balonne), Cr Stuart Mackenzie (Quilpie) and Cr Julie Guthrie (Maranoa).

The Panel is requesting feedback on proposals developed to minimise this overspend, and recommendations of alternative strategies that will enable the continued delivery of high standard maintenance and flood restoration activities within the allocated budget.

The WDBF has been operating with a substantial deficit for the past seven years – expenses and costs have increased at a greater rate than the annual CPI figure applied to the precept payment contributed by local governments. The budget shortfall has compounded over time and the current funding methodology calculation is not sufficient to cover the increasing operational and maintenance costs of the WDBF.

This budget deficit has been absorbed entirely by the Queensland government – a combined total of \$1,278,691 since 2016-17.

As of 1 July 2023, the predicted 2023-24 expenditure to maintain planned and routine maintenance and flood restoration is \$3,459,380 million. The actual 2023-24 budget is \$2,810,736 million, leaving a shortfall of \$648,644. The Queensland government has not committed to underwrite this deficit for 2023-24.

At the WDBF Panel meeting on 14 November, several proposals were presented to reduce the expected \$648,644 operating deficit while still maintaining the integrity of the WDBF. These proposals are outlined below. The Panel has requested that a consultation process be conducted with affected local governments to review options going forward.

Due to the current funding situation, the WDBF is currently operating under Option 3 – increasing the planned maintenance and reducing the frequency of patrols as a temporary approach to address the budget shortfall.

The Panel and management team of the WDBF are constantly looking for continuous improvement both from an operational and financial perspective to facilitate an efficient program. I therefore request that you review these proposals and provide any feedback and/or alternative suggestions by 31 January 2024. The Panel will then reconvene to discuss responses and develop recommendations for future operational and budget considerations.

Please provide responses to Michelle Smith, Manager Operations (Biosecurity Queensland, Invasive Plants and Animals Program) at michelle.smith@daf.qld.gov.au, and contact Michelle on 0418 199 951 if you have any questions.

Yours sincerely,

Scott Scriven

Councillor Scott Scriven (Balonne Shire Council),
Chair, Wild Dog Barrier Fence Panel.

Options	Advantages	Disadvantages
1. Reduced frequency of patrol teams – reduce number of teams from eight (16 staff) to four (eight staff). Three less vehicles required. Each patrol inspected once per month at the maximin, instead of once per fortnight. Routine maintenance, planned maintenance and flood restoration activities continue as per demand. <i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i>	Significant salary & employee expense savings	Integrity of WDBF could be compromised if inspected only once per month
	Lease, fuel, maintenance savings	No inspections if staff required to undertake flood restoration
	No reduction in number of local government's (9) contributing to precepts	Additional travel required – less time spent on inspections & maintenance
		Greater WHS risks (travel, fatigue)
		Increase Psychosocial risks to mental health of employees and stakeholders
		Inspections and planned maintenance undertaken by Patrol Officers continue with less frequency.
		Camp maintenance monthly as opposed to every fortnight
		Loss of detailed, historical knowledge of the fence
2. Stop planned maintenance – reduced number of teams as per Option 1 and only most urgent maintenance carried out (stock proofing as a priority). <i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles) + \$5,344 (approx.) for 3.34km of maintenance</i>	Significant salary & employee expense savings	Integrity of WDBF could be compromised
	Vehicle lease, fuel, maintenance savings	Reputational damage - landholder / local government dissatisfaction
	Regular inspections and routine maintenance undertaken by Patrol Officers continues as per reduced resources permits.	Planned maintenance stops.
	No reduction in number of local government's (9) contributing to precepts	
3. Increase planned maintenance & reduce patrol frequency – reduced number of teams as per Option 1 and only most urgent inspection/maintenance carried out (stock proofing as a priority). <i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i>	Significant salary & employee expense savings	Integrity of WDBF could be compromised.
	Vehicle lease, fuel, maintenance savings	Reputational damage - landholder / local government dissatisfaction.
	No reduction in number of local government's (9) contributing to precepts.	General maintenance and inspections only conducted at a lessor frequency. Damage and breaches left unrepaired for greater periods of time.

<p>4. Reduced patrol areas – reduced number of teams as per Option 1 and allocation of responsibility for inspection / maintenance of selected sections of the WDBF to landholders (based on cluster groups or adjacent properties).</p> <p>- Cluster and exclusion fences adjacent to WDBF are in all Shires excluding Paroo and Balonne</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles)</i></p>	Significant salary & employee expense savings	Reputational damage - landholder / local government dissatisfaction
	Vehicle lease, fuel, maintenance savings	Issues with provision of materials – staff will still need to travel to deliver materials
		No significant savings from material costs – would still need to provide to landholders to ensure similar fence specifications retained
		Integrity of WDBF could be compromised.
<p>5. Reduced patrol areas – reduced number of teams as per Option 1.</p> <p>- Patrols conducted only in Western Division in areas where local government see benefit in maintaining the WDBF. Based on responses to Synergy report on the effectiveness of the WDBF (no responses from Blackall-Tambo or Maranoa)</p> <p>- Local governments in the Eastern Division including Balonne, Barcoo and Western Downs would not pay precepts but be responsible for WDBF maintenance (s44 of the <i>Biosecurity Regulation 2016</i> and s90 of <i>Biosecurity Act 2014</i>).</p> <p>- WDBF Patrol Officers would focus on areas with strong local government support including Bulloo, Murweh, Paroo, Blackall-Tambo, Maranoa and Quilpie</p> <p><i>Anticipated saving = \$608,483 (\$539,632 employee expenses, \$68,852 vehicles) + \$491,820 (maintenance costs for 130km Barcoo and 290km Western Downs) – TOTAL \$1,100,303</i></p>	Significant salary & employee expense savings	Reputational damage - landholder / local government dissatisfaction
	Vehicle lease, fuel, maintenance savings	Issues with provision of materials – staff will still need to travel to deliver materials
		No oversight of standard of repairs, frequency of inspections etc
		Reduction in number of local government's contributing to precepts. Loss of approximately \$395,000 which is matched by State (total \$790,000)
		Costs would substantially increase for local governments that were then responsible for maintenance. At \$1,171/km (current cost per km for WDBF-managed maintenance) the approximate costs for each local government would be: - Barcoo (130km) - \$152,230 annually compared to \$23,459 for 2023-24 precept - Western Downs (290km) - \$339,590 annually compared to \$117,710 for 2023-24 precept

<p>6. Relinquish Western Downs section of Fence – no further maintenance on the Western Downs Region section of WDBF. This will reduce the length of the fence by approximately 290 kilometres, 50km of which has been upgraded in the past seven years and an additional 20km was reconstructed in 2023 after fires went through the Barakula State Forest area.</p> <ul style="list-style-type: none"> - The three camps located along this section can be relocated to help service the remaining 2,110km of WDBF, or sold off for revenue - Western Downs would not pay precepts and would be responsible for maintaining the fence in their region. 	Significant salary & employee expense savings	Reputational damage - landholder / local government dissatisfaction
	Vehicle lease, fuel, fence maintenance savings	No oversight of standard of repairs, frequency of inspections etc
	Reduction in camp maintenance requirements	Reduction in number of local government's contributing to precepts (from nine to eight)
		Western Downs benefit by having 70km of new fence and not paying precepts
		Western Downs would be expected to maintain the fence to WDBF standard. At \$1,171/km the annual costs to Western Downs would be \$339,590 compared to their 2023-24 precept contribution of \$117,710
		Other councils may want the same scenario

Title **Community and Liveability Report Community Grants Policy**

Date 22 January 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this report is to seek Council endorsement of the Community Grants Policy (Statutory).

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

1. Council adopt the Community Grants Policy (Statutory).
2. Council approve an amendment to the Fees and Charges Schedule to provide an exemption of the building and planning fees for Community groups responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities.

Background Information

Council has established its grants program to provide support to community groups and individuals in recognition of the vital contribution they make to the development and community well-being of the Western Downs.

The Community Grants - Council Policy was originally adopted in 2012 with revisions periodically since that time. The Policy outlines Western Downs Regional Council's approach to providing grants and donations to community organisations and individuals. This Policy applies to all grants and donations made to community organisations and individuals within the Western Downs Regional

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

These suggested amendments to the policy outline how Council's approach to providing grants to community organisations and individuals and recognises the valuable contribution they make towards active, vibrant and empowered communities across the Western Downs.

The review addressed the alignment of the funding guidelines with the new Corporate Plan to ensure that the outcomes of the funding programs align with the strategic direction of Council. The review also looked at administrative functions of the grants program to recommend improvements to processes for grant management.

Report

The Community Grants Review commenced in 2023 and has been undertaken to respond to current trends in grant making and to ensure that the programs continue to respond to community needs and Council priorities.

To inform this review, desk top research has been undertaken alongside feedback from the Community Grants Assessment Reference Group (CGARG) and importantly, from the community. This research and feedback have formed the basis of the information contained in the review.

The review has highlighted a number of areas for organisational improvement to ensure that good governance and risk mitigation are strengthened for grants management in Council.

A summary of the recommended changes is:

1. Implementation of new three-year funding agreements for the annual race days and agricultural shows
2. Implementation of three-year funding agreements with Western Downs Regional Council High Schools for the provision of funding for the annual Dux Awards.
3. Remove the reimbursement of Council building and planning fees offered to community groups responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities from the Reimbursement Program. The waiver of this fee will now be accounted for under the Fees and Charges Schedule.
4. Increase the In Kind Assistance funding limit from \$2,000.00 per year per group to \$4,000.00 per year per group
5. Change the name of the *Local Events Program* to the *Community Events Program* with the categories and associated funding level limits of:
 - a) Local Community Events - up to \$750.00 cash
 - b) Regional Community Events - up to \$2,500.00 cash and \$2,500.00 In Kind Assistance
 - c) Significant Community Events - between \$5,000.00 and \$10,000.00 made up of cash and/or In Kind (In Kind to a maximum value of \$4,000.00)
6. Increase the upper limit of funding under the Community Projects Program to \$15,000.00 with set co-contributions as follows:
 - a) Total Project Cost up to \$5,000.00 - no contribution required
 - b) Total Project Cost \$5,001.00 to \$15,000.00 - 30% contribution required
 - c) Total Project Cost \$15,001.00 or more - 50% contribution required
 - d) Organisations will be able to state reasons for a lesser contribution on an individual basis.
 - e) Total Project Cost calculation does not include In Kind contributions.
7. In Kind Assistance applications received less than four weeks prior to requested works cannot be guaranteed of assessment and response.
8. Move to a new assessment model which consists of an internal assessment panel. The new assessment process is detailed in Attachment five (5).
9. Formalising the internal process for application for travelling event groups to seek discounted hire fees for use of Council facilities during their visitation. Groups that meet the criteria will be offered the discounted hire rate for community not for profit organisations through the Fees and Charges schedule.

The review has involved a significant revision of the Community Grants Guidelines to reflect the outlined recommendations, Policy and Corporate Plan alignment, and process improvements identified. The track changed Community Grants Guidelines document is attached. The Community Grant Programs allows community to be empowered, create partnerships, activate their communities, and build capacity through the provision of grants. The grants will assist community groups to achieve their goals.

Consultation (Internal/External)

General Manager (Community & Liveability)
Communities Department
Communities Manager
Community
Economic Development Department
Facilities Department
Governance Department

Legal/Policy Implications (Justification if applicable)

Associations Incorporation Act 1981
Corporations Act 2001 Cmth
Local Government Act 2009
Local Government Regulation 2012
Public Sector Ethics Act 1994
Statutory Bodies Financial Arrangements Act 1982

Budget/Financial Implications

Recommendations through the review will result in an anticipated increase in the operational budget request for 2024/2025 year. Modelling of the proposed increases has been undertaken as part of the review and a final budget request will be presented to Council as part of the 2024/2025 operational budget process.

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 Community Grants Policy (Statutory) and Community Grants Guidelines has been undertaken to provide suggested amendments to the framework which guides the administration of Council's grants programs in a manner that is aligned to Council's corporate strategic priorities, to respond to current trends in grant making and to ensure that the programs continue to respond to community needs.

Attachments

1. Community Grants Policy (Statutory) tracked changed version
2. Community Grants Policy (Statutory) no tracked changes
3. Community Grants Program Guidelines tracked changed version
4. Community Grants Program Guidelines no tracked changes
5. Community Grants Assessment Model

Authored by: Lavinia Tyrrell, Community Grants and Volunteering Coordinator

Community Grants Policy (Statutory)

Effective Date	
Policy Owner	<i>Communities Manager</i>
Link to Corporate Plan	<i>Active Vibrant Community</i>
Review Date	
Related Legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Statutory Bodies Financial Arrangements Act 1982</i> <i>Associations Incorporation Act 1981</i> <i>Corporations Act 2001 Cmth</i> <i>Public Sector Ethics Act 1994</i>
Related Documents	<i>Community Investment Program Guidelines</i> <i>Western Downs Regional Council Employee Code of Conduct</i> <i>Conflicts of Interest for Employees - Organisational Policy</i> <i>Fraud and Corruption Control - Council Policy</i> <i>Fraud and Corruption Control Plan</i> <i>Chief Executive Officer to Staff & Contractors Delegations Register</i>

Policy Version	Approval Date	Adopted/Approved
1	19 December 2012	Adopted Ordinary Meeting of Council
2	19 March 2014	Amended Ordinary Meeting of Council
3	6 August 2014	Amended Ordinary Meeting of Council
4	17 June 2015	Amended Ordinary Meeting of Council
5	4 November 2015	Amended Ordinary Meeting of Council
6	2 March 2016	Amended Ordinary Meeting of Council
7	17 August 2016	Amended Ordinary Meeting of Council
8	23 January 2019	Amended Ordinary Meeting of Council
9	20 May 2020	Amended Ordinary Meeting of Council
10		Amended Ordinary Meeting of Council

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

Community Grants Policy (Statutory)

1. PURPOSE

Investing in communities through grant programmes allows organisations to be empowered, create partnerships, activate their communities and build capacity. This policy outlines Council's approach to providing grants to organisations and individuals within the Western Downs region.

2. SCOPE

This policy applies to all funding and support programmes administered by Council to organisations and individuals. The current grant programmes are listed on Council's website <https://www.wdrc.qld.gov.au/living-here/grants-funding/>

3. POLICY

Western Downs Regional Council is committed to supporting organisations and individuals to make a positive and ongoing contribution to the region's communities through the provision of a Community Investment Program and other partnering arrangements. Council acknowledges the valuable contribution of organisations to deliver community, cultural, economic, sporting, and recreation outcomes in line with the strategic direction of Council's *Corporate Plan 2021-2026*.

The provision of grants to organisations and individuals will:

- (1) achieve the strategic priorities of Council's *Corporate Plan 2021-2026*;
- (2) be transparent, equitable, inclusive, in the public interest, compliant with relevant legislation, and consistent with the principles that underpin the *Local Government Act 2009*;
- (3) achieve value for money for Council and the community;
- (4) support active, vibrant, and empowered communities; and
- (5) be undertaken in accordance with a framework which will guide the provision of consistent grant governance across Council.

Each of the funding programmes has specific outcomes, priorities, and guidelines which are defined in the *Community Investment Program Guidelines* document or set out in individual partnering arrangements. These specific terms and conditions will be reviewed annually.

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

Review

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



Community Grants Policy (Statutory)

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Policy Owner	<i>Communities Manager</i>
Link to Corporate Plan	<i>Active Vibrant Community</i>
Review Date	
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Organisations and individuals eligible to apply for a Community Grant must satisfy the specific eligibility criteria of the particular grant they are applying for, as set out in the grant's guidelines.

Review

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



Community Grants Guidelines

The Community Grants Program allows community to be empowered, create partnerships, activate their communities and build capacity through the provision of grants. Council offers a variety of grant programs which will assist community groups to achieve their goals.

COMPETITIVE ROUNDS

Funding rounds for applications over \$5,000.00 will open eight (8) weeks prior to the closing date:

Grant Type	Closing Dates	For Projects/Events Commencing
Community Events Program Community Projects Program Community Association Development Program Regional Arts Development Fund (RADF) Program	Grants rounds close on 1 st Tuesday of September, February, and May	For projects/events commencing from November, April and July respectively
Destination Events Program	Grant rounds close on 1 st Tuesday of September, February and May. Please contact a member of the Major Events Team to discuss an application.	For events commencing at least 4 months after application close date.
Major Events Program	Please contact a member of the Major Events Team to discuss an application	

RESPONSIVE ROUNDS

Applications for funding \$5,000.00 and under can be submitted at any time, however, will be assessed during the first week of each month. Applications must be submitted at least 6 weeks prior to commencement.

Grant Type	Amount	Opening/Closing Dates	For Projects/Events
Community Events Program Community Projects Program Community Association Development Program Regional Arts Development Fund (RADF) Program	Up to \$5,000.00	Applications can be submitted at any time, however, will be assessed during the first week of each month	Applications must be submitted at least 6 weeks prior to commencement
Reimbursement Program	Up to \$1,000.00 per annum		
In Kind Assistance Program	Up to \$4,000.00 in value per annum		
Individual Excellence Program	\$300.00 - \$1,000.00		

Related Relevant Western Downs Regional Council documents for all applications:

- Western Downs Regional Council Corporate Plan
- Community Grants - Statutory Policy

Relevant documents for event applications:

- Western Downs Events Toolkit
- Event Plan template

Am I eligible for a Community Grant?

All organisations applying for funding should read the specific program guidelines to confirm eligibility under each program. Unless otherwise stated under the individual program, all organisations applying must meet the following criteria:

- Be a community based, non-profit incorporated organisation based within the Western Downs Regional Council local government area.
- Consideration will be given to those organisations based outside of the Western Downs Regional Council local government area where the project/event is being undertaken within the Western Downs Regional Council local government area.
- Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council local government area. An auspicings agreement form must be completed and attached to the application.
- Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated State body. The State body is to be the auspicings body for the purpose of the application.
- Must meet the specific eligibility criteria of the funding program as set out in the guidelines. A higher assessment weighting will be given to those groups who financially contribute towards the project.
- Applications for projects/events commencing prior to the notification of the outcome of the funding will not be eligible for consideration.
- Have an adequate level of public liability insurance for the project/event (where appropriate)
- Have an active ABN (Australian Business Number)

Individuals may apply under the Individual Excellence Program and Regional Arts Development Fund. Please read the criteria under these programs for eligibility requirements.

Who is not eligible to apply?

Your organisation is not eligible* if you:

- Are a commercial organisation and/or applications for projects or events for a commercial activity
- Are a Government agency or department of local, state or federal government (including Parents & Citizens groups and Hospital Auxiliaries).
- Are a religious organisation and its Auxiliaries and support groups.
- Are a political organisation or group.
- Organisations or groups that support discrimination in any form.
- Are a charitable or not-for-profit organisation that operates a commercial business (e.g. a not-for-profit commercial scale aged care facility).
- Are a Body or authority established by a Government agency e.g. Chaplaincy Programs, Landcare groups, Fish Restocking groups.
- Are an Organisation with outstanding payments to Council or previous grants that have not been successfully acquitted or have outstanding compliance matters with Council.
- Are Organisations who own or operate a commercial licensed premise and/or gaming machines however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity.
- Have objectives or a mission that conflict with those of Council or represent a reputational risk for Council to partner with or support, or be seen to partner with or support.
- Be for the sole purpose of fundraising for transfer to a third party.

Please refer to specific program guidelines to determine if exemptions apply to the above criteria.

* Exemptions to organisation eligibility can be made at the discretion of Council and/or its delegate where there is a significant public interest, the application meets the funding criteria and is consistent with the Community Grants Policy. Exemptions may also be applied where specific funding guidelines allow.

What projects are not eligible for funding?

- Recurrent projects, or funding for the payment of consumables, salaries and wages.
- Applications for equipment or materials that are solely for administrative purposes.
- Uniforms for individuals or teams.
- Projects considered the core responsibility of other levels of government.

Program specific eligibility requirements must be met and are detailed under the information for each program.

How Do I Apply?

All applications for grants under the Community Grants Program must be lodged utilising Council's online grants platform, Smarty Grants. A link to the online application forms and eligibility criteria can be found on Council's website <https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding>

Applicants are encouraged to contact a member of Council's grants team prior to submitting an application on 1300 268 624 or by email to grants@wdrc.qld.gov.au.

If you do not have a computer or access to the internet, please visit one of the Western Downs Libraries to use a computer or to access free internet.

Unsuccessful Applications

Council's decision is final. Funding decisions are approved by Council, the Chief Executive Officer or a delegated staff member. Applicants may write to Council to seek clarification on how to improve future applications.

How is my grant assessed?

Competitive Grant Rounds -

Applications for funding over \$5,000.00 will be considered in the competitive grant rounds.

- Applications will open eight (8) weeks before the closing date being the first Tuesday in February, May and September each year. Applications for funding must be submitted online by the closing date. Applications received after the closing date will not be accepted for assessment in that round.
- Eligible applications will be assessed on how well they can demonstrate that the event, project or activity meets the program outcomes and priorities.
- All decisions will be made in line with the approved assessment guidelines which can be found on Council's website and within these guidelines.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants after the formal decision is determined.
- Please allow up to 8 (eight) weeks after the closing date to be advised of the outcome of the funding application.
- Projects commencing prior to the funding decision notification is at the group's own risk.
- Payment will be made to the successful organisation's official nominated bank account.
- All applications submitted in the competitive rounds should include a copy of the latest audited financial statements.
- A full event proposal or project plan is required for applications over \$5,000.00.

Responsive Grants -

Applications for funding of \$5,000.00 and under will be considered in the responsive grant round.

- Applications are accepted at any time; however applications will be assessed during the first week of each month.
- Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.
- Final approval for the responsive grants sits with the Community Grants & Volunteering Coordinator.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants.
- Payment will be made to the successful organisation's official nominated bank account.

Grant Administration

The following principles underpin Council's approach to the administration of community funding and support:

- Good governance – decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness – processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared.
- Access and equity – documents, resources and application forms are publicly available, easy to access and understand, and provide all necessary information in a clear and concise manner.

Grants funds should not be seen by organisations as recurrent funding. Council reserves the right to change its direction on grant funding based on priorities, strategy and cost base.

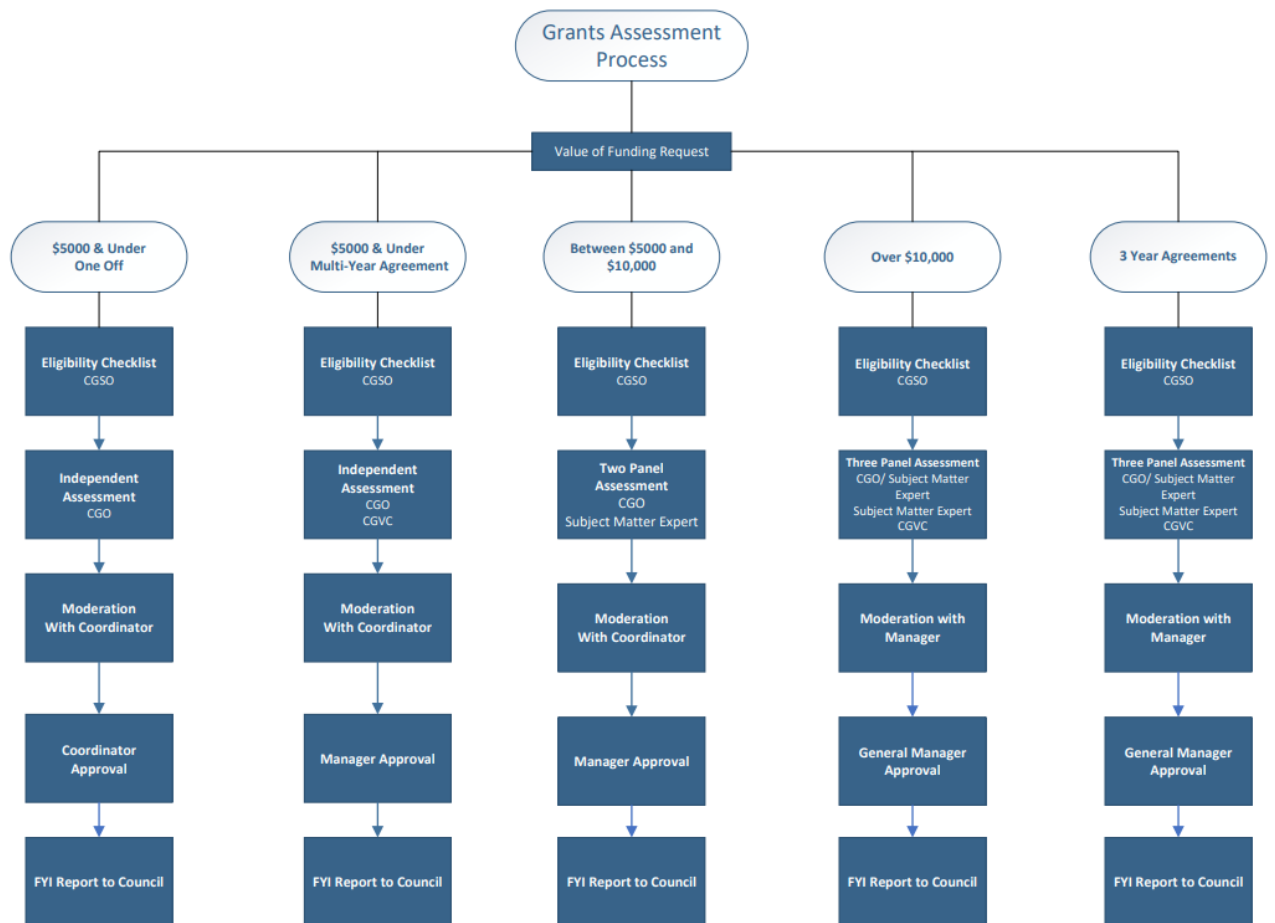
Applications are scored against funding criteria. Any application not achieving a minimum of 40% of the possible total score may not be funded.

All Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.

Acknowledging Council's Support

As a condition of funding, all grant recipients are required to publicly acknowledge Council's support in line with the level of funding received. Evidence of this acknowledgement will be required in the funding acquittal. Details of acknowledgement requirements will be outlined in your funding agreement. You can also find information on acknowledging Council's support in the "Information for Applicants" guide available on Council's website.

Funding Assessment



What will I need for my acquittal?

All grants with the exception of In Kind Assistance and Reimbursement programs, must be acquitted. As a minimum, you will be required to provide the following evidence of completion of your program, project or event:

- A fully complete acquittal form through the online grants portal.
- Evidence of acknowledgement of Council's funding support.
- Evidence of the completion of the project/event/activity.
- Financial documents such as receipts and invoices for payment of items funded under the grant.

All funding received must be acquitted within six (6) weeks of the completion of the project/event. . Eligibility for future grants will be affected by applicants who do not acquit within the guidelines.

Where can I get assistance with my application?

For information and support with funding applications, the online grants platform or assistance with planning your project, event or activity, please contact Council's grants team:

Email: grants@wdrc.qld.gov.au

Phone: 1300 268 624 and ask to speak to a member of the community grants team

Office hours: 8:00am to 5:00pm Monday to Friday

Community Events Program:

Outcome: Our communities are empowered to develop a diverse range of social, cultural and sporting events

Description: Support for social, cultural and sporting events that celebrate our diversity, connect our communities and activate our parks, open spaces and community facilities.

Priorities:

The Community Events Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- Empower our communities to develop social, cultural or sporting events
- Promote participation in volunteering
- Contribute to the local and regional economy
- Create activities that unite and connect our people

Specific Program Guidelines:

A lower priority will be given to events that intend to gift part of the profits to a Charity. If funds are granted, the organisation will be required to retain an amount at least equal to the Council grant amount which is to be directed towards the running of the next event. Council will not fund these events on a recurrent basis.

Events with the sole purpose of fundraising for transfer to a third party are not eligible for funding.

Council will not support funds towards the cost of purchase of alcohol related products.

Funding is available in three categories. Your funding request must not exceed the amount available in the appropriate category. If you are unsure which category your event falls in, please contact the Grants team for assistance:

- *Local Community Event* - An event attracting an attendance of up to 500 people and of interest to a local community or a small segment of the region. Typically, this is a single day event. Up to \$750.00 is available in this category.
- *Regional Community Event* - An event attracting an attendance up to 1000 people with the potential to attract attendees from across the Western Downs region, neighbouring regions and provide reasonable economic and social benefits to the region. The event may run more than one day. This category includes funding for:
 - Race Days (e.g. Horse, Camel, Yabbie)Up to \$2,500.00 cash and \$2,500.00 in kind is available in this category to a maximum value of \$5,000.00
- *Significant Community Event* - An event potentially running longer than one day and typically involving up to 2000 people. These events will attract visitors from outside the regional area and provide positive economic and social benefits to the region. This category includes funding for:
 - Historical activities and milestone events e.g. 50 year anniversary and milestone celebrations and significant milestone step celebrations over 50 years. Please note that School P&C's are eligible to apply under this category for historical and milestone events.
- A detailed full event proposal outlining the significance of your event (template available) must be submitted.
Funding between \$5,000.00 and \$10,000.00 is available in this category made up of cash and/or in kind. (In Kind to a maximum of \$4,000.00)
Applications in this category will be scored on a weighted criteria to determine the level of funding received. The assessment criteria will be:
 - Uniting and connecting our people
 - Volunteer participation
 - Number of attendees from outside the Western Downs Region
 - Financial viability of the event and the organisation

- Positive contribution to the local economy

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Community Projects Program:

Outcome: Our valued spaces and places connect our active community and support volunteerism

Description: Projects that support equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations and community expectations, meet changing community needs and/or increase facility usage.

Priorities:

The Community Projects Program supports organisations to undertake projects that contribute to one or more of the following:

- Contribute to well utilised community facilities that connect our communities
- Support and encourage active volunteering
- Contribute to attractive, safe and accessible facilities

Specific Program Guidelines:

- Applications up to \$15,000.00 may be requested under this funding program.
- The following applicant financial contributions are required (excluding In Kind contribution) based on the total project cost:
 - Total project cost of \$5,000.00 and under does not require an applicant financial contribution
 - Total project cost between \$5,000.01 to \$15,000.00 requires a 30% contribution
 - Total project cost of \$15,001 or more requires a 50% contribution
- Organisations will be able to state reasons for a lesser contribution on an individual basis. Community organisations that manage Council owned facilities must submit with their application, written approval from Council's Facilities Department regarding the proposed project if it directly or indirectly relates to the facility.
- Local Showground management committees and individual representatives of those committees are required to contribute a minimum 50% financial contribution to the total project cost. Total project costs exclude in-kind contributions of the organisation.
- Applications for equipment or materials that are solely for administrative purposes are not eligible.
- Applications for uniforms for individuals or teams are not eligible.
- Applications for recurrent projects are not eligible.
- Council funds cannot be requested for the payment of consumables or for salaries and wages.
- Applicants must attach at least two comparable quotes from local* businesses for the required products. *(Local in this instance is classed as the Western Downs Regional Council local government area)

Community Activation Program:

Outcome: We are a strong sustainable community supported by volunteers.

Description: To support community organisations in the Western Downs to improve planning, governance and management practices including volunteer programs. To build capacity, encourage partnerships, long-term planning and self-sufficiency.

Priorities:

The Community Activation Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- Development of improved planning, governance and management practices for community organisations
- Encourages partnerships and collaboration between community groups.
- Encourages innovative learning and capacity building opportunities.
- Support organisations to build a sustainable volunteer base through attraction, retention, training and recognition initiatives.

Specific Program Guidelines:

- Council funds cannot be requested for the payment of salaries and wages of staff members.

Specific Program Examples:

- Support community groups to strengthen their volunteer capacity through workshops and programs.
- Engagement of an expert to assist with the development of strategic plans, business plans and volunteer programs.
- Hosting community engagement activities to encourage increased membership and volunteering opportunities.

Individual Excellence Program:

Outcome: People are active and proud of where we live

Description: Celebrating and supporting individuals (or teams) for excellence in their chosen field, this program will assist individuals residing in the Western Downs Regional Council local government area who are performing or competing at a national or international level.

Priorities:

The Individual Excellence Program supports high performing individuals to participate in cultural, academic, sporting or other recreational activities or programs.

Specific Program Guidelines:

Criteria	Funding Amount
• Individuals selected in a State team to compete at a National Level	\$300.00
• Individuals selected in a National team to compete at International Level within Australia	\$300.00
• Individuals selected in a National team to compete at International Level overseas	\$500.00
• Teams (3 or more individuals) or groups selected in the above categories can apply for a group total	Up to a maximum value of \$1,000.00

Individuals and groups must meet the following criteria:

- Be a full-time resident of the Western Downs Regional Council local government area,
- Include written verification from the controlling body (e.g. copy of the letter or document of the selection)
- Be participating in a formal event or activity sanctioned and supported by the relevant state and/or national body of such sport or activity; and
- Be formally affiliated with a sporting club or association, or school, and the representative honours must be a result of official selection arising from such affiliation; and
- Be deemed or proven to have full amateur status;
- Applicants are not able to apply under this program for selection in the same sport, recreation or cultural activity at the same level in the one financial year. Applications will be considered if the individual advances to the next level of competition.
- Team applications must be made by one of the team members (or their parent/guardian if under 18 years of age) or the associated club, with verification from all team members benefiting from the funds that they agree to the application being made. Distribution of funds to team members will be the responsibility of the applicant and confirmation of such distribution will be required in the funding acquittal report.
- Application must be made prior to the attendance of the event. No funding will be made retrospectively.
- If the opportunity arises, applicants should acknowledge Council's support of their endeavours.

Dux Awards

Academic excellence is celebrated at the conclusion of each year with Schools selecting a Dux Award recipient. \$300.00 is available to Public and Private High Schools in the Western Downs Regional Council local government area to gift to the Dux Award recipient in the highest year level (Year 12 or Year 10 for P-10 Schools). Schools are required to make application online through this program.

After receipt of application and approval, a three-year agreement will be entered into between Western Downs Regional Council and the relevant Schools for the Dux Award commencing in 2024/2025 financial year. Schools are required to successfully acquit each year's grant before the following year's payment is made.

A Councillor or Council representative must be invited to present the Dux Award.

In Kind Assistance Program:

Outcome: Our communities are empowered to develop local initiatives and events

Description: Provision of services or materials within Council's core business at no charge to a community organisation. These services may include labour, plant and/or equipment.

Priorities:

The In Kind Assistance Program supports organisations to undertake projects, programs and events that contribute to one or more of the following:

- Social, cultural and sporting activities
- Attractive, safe and accessible community facilities
- Support and encourage active volunteering

Specific Program Guidelines:

- Organisations are entitled to make multiple applications for in kind assistance, however the maximum level of assistance is limited to \$4,000.00 per group in any financial year.
- School P&Cs , hospital auxiliary groups and religious groups are eligible to apply under this program for provision of equipment only. Where the requested In Kind Assistance relates to an event or activity which is not the core business of these groups and has wider community benefit, the full scope of In Kind Assistance support may be requested.
- Applications MUST be received at least four (4) weeks prior to the in-kind assistance project date in order for Council to process the application and to schedule the works. No guarantee is given that Council will be able to program or carry out the works in the time frame requested. All requests will be considered however may not be approved if Council resources are not available at the requested time.
- Requests received outside of the required timeframe will not be guaranteed of assessment or response.
- Waiver of fees and charges for Council facilities is not eligible.
- Applications for modifications to the surface of the covered arena of Dalby Showgrounds are no longer being accepted under the In Kind Assistance Program. Surface modifications are a specialised process which Council staff are no longer able to undertake. Any modifications will be at the hirers time and expense and must be discussed with Facilities staff prior to the event.

Reimbursement Program:

Outcome: Our parks, open spaces and community facilities are alive with activities and connect our communities

Description: The Reimbursement Program provides financial support to the volunteer management committees responsible for managing Council owned facilities or those facilities Council is trustee of and the approved user groups or support groups of such facilities. Funding is available towards the costs of Public Liability Insurance.

Priorities:

The Reimbursement Program supports organisations that contribute to the following:

- Recreational spaces and community facilities that connect our communities
- Support volunteering

Specific Program Guidelines:

- Organisations that are responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities are eligible to apply.
- Applicants must provide evidence of the payment e.g. receipt for public liability insurance.

Assistance Type

Public Liability Insurance Reimbursement

- Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000.00 and will be paid on a current policy only.
- Payment will be made for the public liability insurance premium, stamp duty and associated GST components only.

New Destination Events Program:

Outcome: To attract a minimum of 3 new destination events to the Western Downs annually.

Description: The aim of the Destination Events Program is to support new social, cultural, industry and sporting events for the purpose of attracting overnight visitation from outside the region which will deliver economic benefits to the Western Downs.

Priorities:

The Destination Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs Region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational event planning and a comprehensive marketing strategy

Specific Program Guidelines:

- A large-scale event preferably running longer than one day and attracting attendance in excess of 1,500 people held within the Western Downs Regional Council area.
- Will attract significant outside of region visitors (minimum 40%) to the Western Downs region and provide substantial economic and social benefits to the region.
- The concept for the event aligns with the character and culture of the local area and fosters community pride.
- This category includes funding for:
 - Boutique themed destination events
 - Industry expos and shows
 - Major sporting events / fixtures
 - New cultural / arts / music / food festivals
- An event management plan must be provided and include as a minimum:
 - accessibility and inclusion details
 - detailed event budget
 - detailed event site plan
 - marketing plan
 - risk management plan (including emergency management plan and noise management plan and traffic management plan)
- Applicants must demonstrate their operational and financial capability to deliver and market the event. This may include details of the applicants' previous experience and capabilities delivering events of a similar scale and nature.
- In respect to the event, the applicant must be able to accurately estimate the following information: -
 - Total number of attendees
 - Average length of stay of attendees (excluding locals)
 - The daily expenditure of attendees (excluding locals)
 - Economic impact data for the event
 - Alternative sources of income through sponsorship
 - Commentary on how the event will positively enhance the region's profile as a visitor destination.
 - Size and type of media coverage for the event.
- All not for profit and commercial organisations are eligible to apply for funds under this program.
- Multiple applications for the same event in the same financial year will not be considered.

- Successful applicants are required to submit an acquittal within 12 weeks post event which includes as a minimum:
 - Comprehensive financial report
 - Attendee statistical data, including origin postcode
 - Marketing report
 - Evidence of Council funding acknowledgement

Cash Grants from \$5,000.00 to \$20,000.00. No Council "In Kind" Assistance is available under this program.

Your funding request must not exceed the total amount allocated by Council and available in this category.

The following acknowledgement is required for this program:

- Western Downs Regional Council branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of Western Downs Regional Council logo
- A site provided free of charge within event zone for Western Downs Regional Council Tourism marquee

A pre-destination event meeting must be arranged between the applicant, and the Economic Development Team for a pre-lodgement discussion and guidance.

Major Events Program:

Outcome: To attract and grow visitation to the Western Downs through event-based tourism.

Description: The aim of the Major Events Program is to support organisations to deliver events that drive visitation, attraction, and tourism investment from outside the Western Downs on a recurring basis.

Priorities:

The Major Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational planning and a comprehensive marketing strategy
- Demonstrate commitment to sourcing and engaging local businesses where possible
- Provide experiences for residents through programming and volunteer opportunities
- Consider the sustainability and growth of their event to ensure it remains future fit.
- Are ongoing either through an annual or biennial schedule.

Specific Program Guidelines:

- Must be aligned to Council's corporate strategic direction as outlined in the Tourism & Destination Events Strategy 2023-2028 and the region's cultural identity, heritage and/or history
- Must be an existing large-scale event preferably running for more than one day and with an attendance of more than 1,500 people of which a minimum of 40% are from outside of The Western Downs region.
- An Event Management Plan must be provided and include, as a minimum:
 - accessibility and inclusion details
 - detailed event budget
 - detailed event site plan
 - marketing plan
 - risk management plan (including emergency management plan and noise management plan and traffic management plan)
- Potential marketing / promotion exposure must reach at minimum South-East Queensland.
- Applicants must outline the organising committee's commitment to support the local and regional economy through Local Spend.
- Funding can be used to employ professionals to provide specific services to support the management of operational risks involved with the event.
- Applicants must demonstrate their operational and financial capability to deliver and market the event. This may include details of the applicant's previous experience and capabilities delivering events of a similar scale and nature.

Exclusions:

- This program will NOT support funds for distribution as prizes money or for the purchase of prizes or for the purchase of alcohol.
- This program will not support the following events:
 - Town Christmas Celebrations
 - Local Agricultural Shows

Additional Information:

All applicants must contact a member of the Major Events Team for a pre-lodgement discussion and guidance

All not for profit and commercial organisations are eligible to apply for funds under this program.

Funding may be provided in Cash and In-Kind Assistance. In Kind Assistance requests must be submitted a minimum of 12 weeks prior to the event.

Your funding request must not exceed the total amount allocated by Council and available in this category. Applications received from commercial entities will be eligible for a maximum of \$20,000.00 in funding including any In Kind assistance requested.

The term of any approved Funding Agreement will be for 3 years from commencement of the funding agreement (spanning two events for biennial events and three events for annual events)

Funding will not be provided for events already funded under other Council funding programs.

The provision of a successful acquittal report will be required for the next year's funding to be provided. Successful applicants are required to submit an acquittal within 12 weeks post event which includes as a minimum:

- Comprehensive financial report
- Statistical data including, but limited to, data on attendees postcodes.
- Marketing report
- Evidence of Council funding acknowledgement

The following acknowledgement is required as a minimum for this program:

- Western Downs Regional Council branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of Western Downs Regional Council logo
- A site provided free of charge within event zone for Western Downs Regional Council Tourism marquee

Regional Arts Development Fund

What is RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Arts Queensland RADF Core Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

Western Downs RADF Objectives

To build local arts and cultural capacity, stimulate innovation and artistic vibrancy to have the Western Downs recognised as a region that is thriving with an active arts and culture community.

Who can apply for a Western Downs RADF grant?

The following categories of individuals, sole traders and organisations can apply for a Western Downs RADF grant:

Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators

Incorporated organisations

Unincorporated organisations which are auspiced by an incorporated body,

Applicants based outside the Western Downs Regional Council local government area are eligible to apply, however they must demonstrate how the project will directly benefit arts and culture in the Council area.

What does Western Downs RADF not support?

RADF is not intended to be used as the main income source for any professional artist or arts worker or for recurrent funding of projects or organisations, e.g., for the same component of the same event every year.

For more information on categories of individuals and organisations that are not eligible for funding through the Western Downs RADF Program, please refer to the full RADF Guidelines which can be found on Council's website <https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Programs/Regional-Arts-Funding>.

Eligibility for Western Downs RADF grants

Each person wanting to receive financial benefit from a Western Downs RADF grant must complete the [Western Downs RADF Eligibility Checklist](#). This checklist has been developed to determine the professional or emerging professional status of all artists receiving Western Downs RADF grant money.

Western Downs RADF Priority Areas:

- **Local Delivery and Participation in the Arts** - To support local creatives to deliver cultural activities for peers in the local area, and engaging audiences from the broader community.
- **Technical & Professional Skills Development - incoming group tutor** -To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or arts workers) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.
- **Technical & Professional Skills Development - outgoing individual** -To facilitate access to once-off professional or technical skills development workshops and conferences for individual local creatives to develop their careers, and for ongoing benefit of community.
- **Cultural Entrepreneurs** - To cultivate the creative industries and support local creatives to become financially viable independent producers.
- **Cultural Volunteers** - To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.
- **Local Cultural Organisations** - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for community, and to grow audiences.
- **Collections and Local History** - .To support ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible. To support the undertaking of significance and preservation assessments. To discover, document, interpret, celebrate, and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region.

For more information on the RADF program, please visit Council's website:

<https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Programs/Regional-Arts-Funding>

Community Grants Guidelines

The Community Grants Programs provides-allows community to be empowered, create partnerships, activate their communities and build capacity through the support to organisations for projects, activities and events through the following provision of grants, programs. Council offers a variety of grant programs which will assist community groups to achieve their goals.

COMPETITIVE ROUNDS

Funding rounds for applications over \$5,000.00 will open eight (8) weeks prior to the closing date:

Grant Type	Closing Dates	For Projects/Events Commencing
Community Events Program	Grants rounds close on 1 st Tuesday of September, February, and May	For projects/events commencing from November, April and July respectively
Community Projects Program		
Community Association Development Program		
Regional Arts Development Fund (RADF) Program		
Destination Events Program	Grant rounds close on 1 st Tuesday of September, February and May. Please contact a member of the Major Events Team to discuss an application.	For events commencing at least 4 months after application close date.
Major Events Program	Please contact a member of the Major Events Team to discuss an application	

RESPONSIVE ROUNDS

Applications for funding \$5,000.00 and under can be submitted at any time, however, will be assessed during the first week of each month. Applications must be submitted at least 6 weeks prior to commencement.

Grant Type	Amount	Opening/Closing Dates	For Projects/Events
Community Events Program Community Projects Program Community Association Development Program Regional Arts Development Fund (RADF) Program	Up to \$5,000.00	Applications can be submitted at any time, however, will be assessed during the first week of each month	Applications must be submitted at least 6 weeks prior to commencement
Reimbursement Program	Up to \$1,000.00 per annum		
In Kind Assistance Program	Up to \$4,000.00 in value per annum		
Individual Excellence Program	\$300.00 - \$1,000.00		

COMPETITIVE ROUNDS

Funding rounds for applications over \$5,000.00 will be open three times each financial year:
Round 1 opens in July

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GRANT TYPE	AMOUNT	OPENING/CLOSING DATES	FOR PROJECTS/EVENTS COMMENCING
Community Local Events Program	\$2,001.00-\$10,000.00	Grants rounds close on 1 st Tuesday of September, February and May	For projects/events commencing after mid November, April and July respectively
Community Projects Program	\$5,001.00-\$20,000.00		
Community Activation Program Association Development Program	\$5,001.00-\$10,000.00		
Regional Arts Development Fund (RADF) Program	Over \$2,000.00		
Infrastructure Grant Program	Up to \$200,000	One round only opening 1 June 2020 and closing 30 September 2020	Commencing after assessment process and to be completed by 31 December 2021
Destination Events Program	\$5,000.00 - Up to \$20,000.00	Applications can be submitted at any time, however, will be assessed on a monthly basis	Applications must be submitted at least 4 months prior to event commencement

RESPONSIVE ROUNDS

Applications for funding \$5,000.00 and under can be submitted at any time, however, will be assessed on a monthly basis. Applications must be submitted at least 6 weeks prior to commencement.

GRANT TYPE	AMOUNT	OPENING/CLOSING DATES	FOR PROJECTS/EVENTS COMMENCING
Community Local Events Program	Up to \$2,000.00	Applications can be submitted at any time, however, will be assessed on a monthly basis	Applications must be submitted at least 6 weeks prior to commencement
Community Projects Program			
Community Association Development Activation Program			
Regional Arts Development Fund (RADF) Program			
Reimbursement Program	Up to \$1,000.00 per annum		
In-Kind Assistance Program	Up to \$2,000.00 in value per annum		
Individual Excellence Program	\$300.00-\$1,000.00		
Community Organisation Hardship & Assistance Grant	Up to \$10,000	Applications open 1 June 2020 and will cease 1 June 2021 unless all funds are expended prior to this date	Applicants will be notified of the outcome of their application within 10 business days from the date of

			Council receiving a completed application.
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Related Relevant Western Downs Regional Council documents for all applications:

- [Western Downs Regional Council Corporate Plan](#)
- [Community Grants - Council Statutory Policy](#)

Relevant documents for event applications:

- Western Downs Events Toolkit
- Event [Management](#) Plan template

Am I eligible for a Community Grant?

All organisations applying for funding should read the specific program guidelines to confirm eligibility under each program. Unless otherwise stated under the individual program, all organisations applying must meet the following criteria:

- Be [a](#) community based, non-profit incorporated organisation based within the [boundaries of](#) Western Downs Regional Council [local government](#) area.
- Consideration will be given to those organisations based outside of the Western Downs Regional Council [boundaries-local government area](#) where the project/event is being undertaken within the [boundaries of the](#) Western Downs Regional Council [local government](#) area.
- Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council [local government](#) area. An auspicing agreement form must be completed and attached to the application.
- Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated [s](#)State body. [The Sstate body is to be the auspicing body for the purpose of the application.](#)
- Must meet the specific eligibility criteria of the funding program as set out in the guidelines. [Organisations must contribute financially and/or in-kind to the overall project costs.](#) A higher assessment weighting will be given to those groups who financially contribute towards the project.
- [Applications for projects/events commencing prior to the notification of the outcome of the funding round will not be eligible for consideration in the funding round.](#)
- [Have an adequate level of public liability insurance for the project/event \(where appropriate\)](#)
- [Have an active ABN \(Australian Business Number\)](#)

[All applications submitted in the competitive rounds should include:](#)

- [A copy of the latest audited financial statements](#)
- [A full event proposal or project plan where the application submitted is for a request of over \\$5,000.00.](#)

Individuals may apply under the Individual Excellence Program and Regional Arts Development Fund. Please read the criteria under these programs for eligibility requirements.

Who is not eligible to apply?

Your organisation is not eligible* if you [are a](#):

- [Are a c](#)Commercial organisations and/or applications for projects or events for a commercial activity [\(these organisations may apply for a grant via the Destination Events Program\)](#)
- [Are a](#) Government agency/ies or departments of local, state or federal government [\(including Parents & Citizens groups and Hospital Auxiliaries\).](#)
- [Political or religious organisations.](#)
- [Are a religious organisation and its Auxiliaries and support groups where the application is for the organisation's core business or fundraising for their core business.](#)
- [Are a political organisation or group](#)
- [Organisations or groups that support discrimination in any form.](#)

- ~~Are a c~~Charitable or not-for-profit organisations that operates a commercial business (e.g. a not-for-profit ~~commercial scale aged care facility-commercial-scale-nursing-home~~).
- ~~Are a~~ Body or authority established by a Government ~~body-agency~~ e.g. Chaplaincy Programs, Landcare groups, Fish Restocking groups.
- ~~Organisation who have outstanding Council-grants that have not been acquitted satisfactorily.~~
- ~~Organisation who has outstanding payments to Council.~~
~~Are an Organisation with outstanding payments to Council or previous grants that have not been successfully acquitted or have outstanding compliance matters with Council~~
- ~~Are an~~ Organisations who owns or operates a commercial licensed premise and/or gaming machines however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity.
- Have objectives or a mission that conflict with those of Council: ~~or represent a reputational risk for Council to partner with or support, or be seen to partner with or support.~~
- ~~Be for the sole purpose of fundraising for transfer to a third party~~

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Please refer to specific program guidelines to determine if exemptions apply to the above following criteria.

* Exemptions to organisation eligibility can be made at the discretion of Council and/or its delegate where there is a significant public interest, the application meets the funding criteria and is consistent with the Community Grants Policy. Exemptions may also be applied where specific funding guidelines allow.

What projects are not eligible for funding?

- Recurrent projects, or funding for the payment of consumables, salaries and wages.
- Applications for equipment or materials that are solely for administrative purposes.
- Uniforms for individuals or teams.
- Projects considered the core responsibility of other levels of government.

Program specific eligibility requirements must be met and are detailed under the information for each program.

How Do I Apply?

All applications for grants under the Community Grants Program ~~Community-Grants~~ must be lodged ~~on through utilising~~ Council's online grants platform, Smarty Grants. A link to the online application forms and eligibility criteria can be found on Council's website <https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding> www.wdrc.qld.gov.au/living-here/grants-and-funding/

Applicants are encouraged to contact a member of the Council's grants team prior to submitting an application on 1300 268 624 or by email to grants@wdrc.qld.gov.au.

If you do not have a computer or access to the internet, please visit one of the Western Downs Libraries to use a computer or to access free internet.

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

Unsuccessful Applications

Council's decision is final. Funding decisions are ~~endorsed approved~~ by Council, ~~CEO the Chief Executive Officer~~ or a delegated staff member. ~~Decisions cannot be appealed.~~ Applicants may write to Council to seek clarification on how to improve future applications. ~~if they believe that their application was incorrectly assessed.~~

How is my grant assessed?

~~All Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.~~

Competitive Grant Rounds -

Applications for funding over \$5,000.00 will be considered in the competitive grant rounds.

- ~~The round will open eight (8) weeks prior to the closing date.~~
- ~~Applications will open eight (8) weeks before the closing date being the first Tuesday in February, May and September each year.~~
- Applications for funding must be submitted online by the closing date. Applications received after the closing date will not be accepted for assessment in that round.
- ~~Are accepted all year, however applications will only open six (6) weeks before the closing date being assessed after the closing dates~~
- ~~Applications for grants via the Destination Events Program or Major Events Program must be submitted at least 4 months prior to event commencement~~
- Eligible applications will be assessed on how well they can demonstrate that the event, project or activity meets the program outcomes and priorities.
- ~~All Decisions of the assessment panel will be ratified at a meeting of Council made in line with the approved assessment guidelines which can be found on Council's website and within these guidelines.~~
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants after the formal decision ~~of Council is adopted~~ is determined.
- Please allow up to 8 (eight) weeks after the closing date to be advised of the outcome of the funding application.
- ~~Eligible project must not commence until formal advice of the outcome of the application is received, within two (2) months and must be completed within six (6) months of the closing date of the round. Projects commencing prior to the funding decision notification is at the group's own risk.~~
- Payment will be made to the successful organisation's direct to the officially nominated bank account ~~details held by Council.~~
- All applications submitted in the competitive rounds should include a copy of the latest audited financial statements.
- A full event proposal or project plan is required for applications over \$5,000.00.
-

Responsive Grants -

Applications for funding of \$5,000.00 and under will be considered in the responsive grant round.

- Applications are accepted all year at any time; however applications will be assessed during the first week of each month on a monthly basis.
- Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.
- Final approval for the responsive grants sits with the Community Projects & Grants & Volunteering Coordinator.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants.
- ~~Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application (Applications for grants via the Destination Events Program must be submitted at least 4 months prior to event commencement)~~
- Payment will be made to the successful organisation's direct to the official nominated bank account ~~details held by Council.~~

Grant Administration

The following principles underpin Council's approach to the administration of community funding and support:

- Good governance – decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.

- Transparency and fairness – processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared. Applications are scored against funding criteria. Any application not achieving a minimum of 40% of the possible total score will be declined.
- Access and equity – documents, resources and application forms are publicallypublicly available, easy to access and understand, and provide all necessary information in a clear and concise manner.

Grants funds should not be seen by organisations as recurrent funding. Council reserves the right to change its direction on grant funding based on priorities, strategy and cost base.

Applications are scored against funding criteria. Any application not achieving a 40% of the possible total score may not be funded.

All Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.

Acknowledging Council's Support

As a condition of funding, all grant recipients are required to publicly acknowledge Council's support in line with the level of funding received. Evidence of this acknowledgement will be required in the funding acquittal. and Details of acknowledgement requirements will be outlined in your funding agreement. You can also find information on acknowledging Council's support in the "Information for Applicants" guide available on Council's website.

for the Destination Events Program, the following acknowledgement is required as a minimum:

- WDRC branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of WDRC logo
- A site provided free of charge within event zone for WDRC Tourism marquee

Funding Assessment

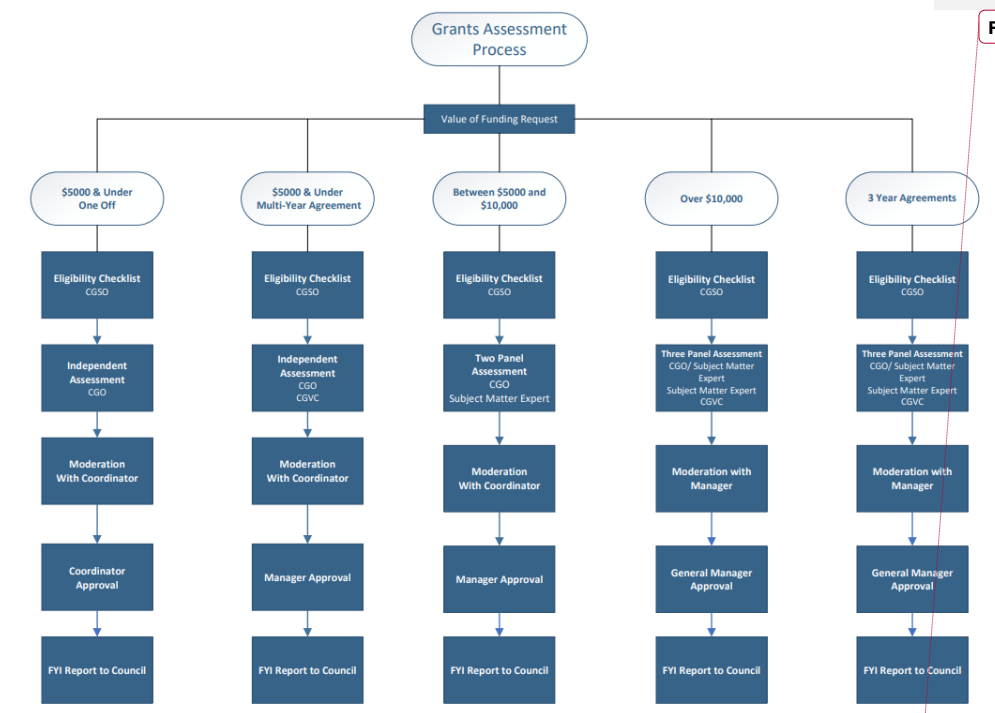
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What will I need for my acquittal?

All grants with the exception of In Kind Assistance and Reimbursement programs, must be acquitted. As a minimum, you will be required to provide the following evidence of completion of your program, project or event:

- A fully complete acquittal form through the online grants portal.
- Evidence of acknowledgement of Council's funding support.
- [Evidence of the completion of the project/event/activity.](#)
- Financial documents such as receipts and invoices for payment of items funded under the grant.

All funding received must be acquitted within six (6) weeks of the completion of the project/[event, with the exception of the Reimbursement Program and In Kind Assistance Program](#). Eligibility for future grants will be affected by applicants who do not acquit within the guidelines.

Where can I get ~~some~~ assistance with my application?

For information and support with funding applications, the online grants platform or assistance with planning your project, event or activity, please contact Council's grants team:

Email: grants@wdrc.qld.gov.au

Phone: 1300 268 624 and ask to speak to a member of the community grants team

Office hours: 8:00am to 5:00pm Monday to Friday

Community Local Events Program:

Outcome: Our communities are ~~active and vibrant~~ empowered to develop a diverse range of social, cultural and sporting events

Description: Support for ~~local~~ social, cultural and sporting events that celebrate our ~~diversity-unique experiences, what is great about our region, achieve regional participation~~, connect our communities and activate our parks, open spaces and community facilities.

Priorities:

The ~~Local Events~~Community Events Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- ~~Empower our communities to develop social, cultural or sporting events~~ Support active, vibrant communities
- ~~Support safe, connected communities~~
- ~~Unite the community through social, cultural and sporting activities~~
- ~~Encourage partnerships and collaboration between community groups~~
- ~~Promote activities that connect community in our parks, open spaces and community facilities~~
- Promote participation in -volunteering
- ~~Empower communities to develop local initiatives and events~~
- Contribute to the local and regional economy
- ~~Demonstrate sound event management principles and planning~~
- ~~Create activities that unite and connect our people~~

Specific Program Guidelines:

A lower priority will be given to events that intend to gift part of the profits to a Charity. If funds are granted, the organisation will be required to retain an amount at least equal to the Council grant amount which is to be directed towards the running of the next event. Council will not fund these events on a recurrent basis.

Events with the sole purpose of fundraising for transfer to a third party are not eligible for funding.

Council will not support funds towards the cost of purchase of alcohol related products.

Funding is available in three categories. Your funding request must not exceed the amount available in the appropriate category. If you are unsure which category your event falls in, please contact the Grants team for assistance:

- **Local Community Event** - An event attracting an attendance of up to 500 people and of interest to a local community or a small segment of the region. Typically, this is a single day event lasts only one day. Up to \$~~750~~~~500~~00 is available in this category.
- **Regional Community Event** - An event attracting an attendance ~~between 500 to up to 2000~~ 1000 people with the potential to attract attendees from across the Western Downs region, ~~and~~ neighbouring regions and provide reasonable economic and social benefits to the region. The event may run more than one day. This category includes funding for:
 - Race Days (e.g. Horse, Camel, Yabbie)Up to \$~~2,500~~00 cash and \$~~2,500~~00 in kind is available in this category to a maximum value of \$5,000.00.
- **Significant Community Event** - An ~~large scale~~ event potentially running longer than one day and typically involving ~~in excess of 500~~~~2000~~up to 2000 people. These events ~~have the potential to will~~ attract ~~substantial~~ visitors from outside the regional area and provide ~~substantial positive~~ economic and social benefits to the region. This category includes funding for:
 - ~~Town Christmas Celebrations~~
 - ~~Local Agricultural Shows~~
 - ~~Significant Community Celebrations~~
 - ~~Significant historical~~ Historical activities and milestone events e.g. ~~150 or 100~~50 year ~~year anniversary and milestone~~ celebrations and significant milestone step

celebrations over 50 years. Please note that School P&C's are eligible to apply under this category for historical and milestone events.
Up to \$5,000.00 is available in this category made up of cash and/or in kind.

- Significant Event: For applications between \$5,000.00 and \$10,000.00, you must provide a detailed full event proposal outlining the significance of your event (template available) must be submitted.
Funding between \$5,000.00 and \$10,000.00 is available in this category made up of cash and/or in kind. (In Kind to a maximum of \$34,000.00)
Applications in this category will be scored on a weighted criteria to determine the level of funding received. The assessment criteria will be:
 - Uniting and connecting our people
 - Volunteer participation
 - Number of attendees from outside the Western Downs Region
 - Financial viability of the event and the organisation
 - Positive contribution to the local economy

A lower priority will be given to events that intend to gift profits to a Charity. If funds are granted, the organisation will be required to retain an amount at least equal to the Council grant amount which is to be directed towards the running of the next event. Council will not fund these events on a recurrent basis.

Council will not support funds towards the cost of purchase of alcohol products.

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Community Projects Program:

Outcome: Our valued spaces and places connect our active community and support volunteerism

Description: Projects that support equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations and community expectations, meet changing community needs and/or increase facility usage.

Priorities:

The Community Projects Program supports organisations to undertake projects that contribute to one or more of the following:

- ~~Contribute to valued recreational spaces, sporting and community facilities~~
- Contribute to well utilised community facilities that connect our communities people
- Support and encourage active volunteeringsm
- Support active, vibrant communities
- ~~Support happy, inclusive safe, connected communities~~
- ~~Empower communities to develop local initiatives and events~~
- Contribute to attractive, safe and accessible facilities

Specific Program Guidelines:

- Applications up to \$15,000.00 may be requested under this funding program.
- The following applicant financial contributions are required (excluding In Kind contribution) based on the total project cost:
 - Total project cost of \$25,000.00 and under does not require an applicant financial contribution
 - Total project cost betweenfor \$25,000.01 to \$15,000.00 requires a 30% contribution
 - Total project cost of \$15,001 or more requires a 50% contribution
 - Organisations will be able to state reasons for a lesser contribution on an individual basis.
- Community organisations that manage Council owned facilities must submit with their application, written approval from Council's Facilities Department regarding the proposed project if it directly or indirectly relates to the facility.
- ~~Local Showground management committees and individual representatives of those committees are required to contribute a minimum 50% financial contribution to the total project cost. Total project costs exclude in-kind contributions of the organisation.~~
- Preference will be given to applications where a 50%-50% co-contribution is proposed
- Applications for equipment or materials that are solely for administrative purposes are not eligible.
- Applications for uniforms for individuals or teams are not eligible.
- ~~Applicants must attach at least two comparable quotes from local businesses for the required products.~~
- Applications for recurrent projects are not eligible.
- ~~Council funds cannot be requested for the payment of consumables or for salaries and wages.~~
- ~~Schools and universities, and their P&Cs, Hospitals and their auxiliary are not eligible.~~
- Applicants must attach at least two comparable quotes from local* businesses for the required products. *(Local in this instance is classed as the Western Downs Regional Council local government area)

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Community Activation Program:

Outcome: We are a strong sustainable community supported by volunteers. Our active communities are connected through strong development and volunteerism

Description: Assistance to community, sport and recreation organisations to make a positive contribution to active, vibrant communities in the Western Downs through capacity building, encouraging partnerships, long-term planning, good governance and self-sufficiency. **Description:** To support community organisations in the Western Downs to improve planning, governance and management practices including volunteer programs. To build capacity, encourage partnerships, long-term planning and self-sufficiency.

Priorities:

The Community Activation Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- Promotes and develops improved planning, governance and management practices skill building for community organisations
- Encourages partnerships and collaboration between community groups.
- Encourages innovative learning and capacity building opportunities.
- Promote participation in sport volunteerism, recreation volunteerism or community volunteerism. Support organisations to build a sustainable volunteer base through attraction, retention, training and recognition initiatives.

Specific Program Guidelines:

- Council funds cannot be requested for the payment of salaries and wages of staff members.

Specific Program Examples:

- Support community groups to strengthen their volunteer capacity through workshops and programs.
- Engagement of an expert to assist with the development of strategic plans, business plans and volunteer programs.
- Hosting community engagement activities to encourage increased membership and volunteering opportunities.

Individual Excellence Program:

Outcome: People are active and proud of where we liveour-region

Description: Celebrating and supporting individuals (or teams) for excellence in their chosen field, this program will assist individuals residing in the Western Downs Regional Council local government area who are performing or competing at a national or international level.

Priorities:

The Individual Excellence Program supports high performing individuals to participate in cultural, academic, sporting or other recreational activities or programs that contribute to one or more of the following:

- Promote participation in sport, recreation, or cultural activities, or community volunteerism
- Show pride in our region

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Specific Program Guidelines:

Criteria	Funding Amount
• Individuals selected in a State team to compete at a National Level	\$300.00
• Individuals selected in a National team to compete at International Level within Australia	\$300.00
• Individuals selected in a National team to compete at International Level overseas	\$500.00
• Teams (3 or more individuals) or groups selected in the above categories can apply for a group total	Up to a maximum value of \$1,000.00

Individuals and groups must meet the following criteria:

- Be a full-time resident of the Western Downs Regional Council local government area, however, consideration will be given to those individuals who reside outside of the Western Downs Regional Council boundaries where it can be demonstrated that their achievements are the direct result of their attendance of, participation in, or contribution to an event or activity within the Western Downs Region.
- Include written verification from the controlling body (e.g. copy of the letter or document of the selection)
- Be participating in a formal event or activity sanctioned and supported by the relevant state and/or national body of such sport or activity; and
- Be formally affiliated with a sporting club or association, or school, and the representative honours must be a result of official selection arising from such affiliation; and
- Be deemed or proven to have full amateur status;
- Applicants are not able to apply under this program for selection in the same sport, recreation or cultural activity at the same level in the one financial year. Applications will be considered if the individual advances to the next level of competition.
- Team applications must be made by one of the team members (or their parent/guardian if under 18 years of age) or the associated club, with verification from all team members benefiting from the funds that they agree to the application being made. Distribution of funds to team members will be the responsibility of the applicant and confirmation of such distribution will be required in the funding acquittal report.
- Application must be made prior to the attendance of the event. No funding will be made retrospectively.
- If the opportunity arises, applicants should acknowledge Council's support of their endeavours.

Dux Awards

Academic excellence is celebrated at the conclusion of each year with Schools selecting a Dux Award recipient. \$30250.00 is available to Public and Private High Schools in the Western Downs Regional Council local government area to gift to the Dux Award recipient in the highest year level (Year 12 or Year 10 for P-10 Schools). Schools are required to make application online through this program.

After receipt of application and approval, a three-year agreement will be entered into between Western Downs Regional Council and the relevant Schools for the Dux Award commencing in 2024/2025 financial year. Schools are required to successfully acquit each year's grant before the following year's payment is made.

A Councillor or Council representative must be invited to present the Dux Award.

In Kind Assistance Program:

Outcome: Our communities are empowered to develop local initiatives and events~~are active and well connected~~

Description: Provision of services or materials within Council's core business at no charge to a community organisation. These services may include labour, plant and/or equipment. Any such work would need to take into account the effect on the essential work of Council as part of the assessment process.

Priorities:

The In Kind Assistance Program supports organisations to undertake projects, programs and events that contribute to one or more of the following:

- Support active, vibrant communities~~Social, cultural and sporting activities~~
- Encourages partnerships and collaboration between community groups~~Attractive, safe and accessible community facilities~~
- Support and encourage s-participation in volunteer~~active volunteeringsm~~

Specific Program Guidelines:

- Organisations are entitled to make multiple applications for in kind assistance, however the maximum level of assistance is limited to \$4,000.00 per group in any financial year.
- School P&Cs, hospital auxiliary groups and religious groups are eligible to apply under this program for provision of equipment only. Where the requested In Kind Assistance relates to an event or activity which is not the core business of these groups and has wider community benefit, the full scope of In Kind Assistance support may be requested.
- Applications should MUST be received at least six-four (64) weeks prior to the in-kind assistance project date in order for Council to process the application and to schedule the works. No guarantee is given that Council will be able to program or carry out the works in the time frame allotted requested. All requests will be considered however may not be approved if staff or machinery Council resources are-is not available at the requested time.
- Requests received outside of the required timeframe will not be guaranteed of assessment or response.
- Waiver of fees and charges for Council facilities is not eligible.
- Organisations are entitled to make application for in-kind assistance for multiple events, however the maximum level of assistance is limited to \$2,000.00 per group in any financial year.
- Applications for modifications to the surface of the covered arena of Dalby Showgrounds are no longer being accepted under the In Kind Assistance Program. Surface modifications are a specialised process which Council staff are no longer able to undertake. Any modifications will be at the hirers time and expense and must be discussed with Facilities staff prior to the event.

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Reimbursement Program:

Outcome: Our parks, open spaces and community facilities are alive with activities and connect our communities valued spaces and places connects our community.

Description: The aim of the Reimbursement Program is to provide financial support to the volunteer management committees responsible for managing Council owned facilities or those facilities Council is trustee of and the approved user groups or support groups of such facilities. Funding is available towards the costs of Public Liability Insurance and Council's building and planning fees.

Priorities:

The Reimbursement Program supports organisations to undertake projects that contribute to one or more of the following:

- Valued recreational spaces, sporting and community facilities that connect our communities
- Well utilised community facilities that connect people
- Support volunteering
- Active, vibrant communities
- Safe communities

Specific Program Guidelines:

- Organisations that are responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities are eligible to apply.
- Applicants must provide evidence of the payment e.g. receipt for public liability insurance or Council planning and building fees.

Assistance Type

Public Liability Insurance Reimbursement

- Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000.00 and will be paid on a current policy only.
- Payment will be made for the public liability insurance premium, stamp duty and associated GST components only.

Council Planning and Building Fee Reimbursement

- Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000.00 and will be paid on presentation of a valid Council receipt which must be attached to the Reimbursement Program application.
- Reimbursement for planning and building fees will be for Council owned/controlled facilities including those facilities managed by volunteers.

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Destination Events Program:

Outcome: ~~three (1)~~We optimise tourism opportunities, unique experiences and major events

Description: The aim of the Destination Events Program is to support social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering economic benefits to the Western Downs Region through increased expenditure.

Priorities:

The Destination Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational planning

Specific Program Guidelines:

- A large-scale event potentially running longer than one day and typically involving in excess of 2,000 people.
- Have the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region.
- The concept for the event aligns with the character and culture of the local area:
 - This category includes funding for:
 - New cultural / arts / music / food festivals
 - Major sporting events / fixtures
 - Industry expos and shows
 - Boutique themed destination events
 - New destination-driven elements of existing regional major events
- There is an event management plan including the detailing of the event site and risk management.
- Demonstrated capability to deliver and market the event.
- Commercial All organisations are eligible to apply for funds under this program
- Multiple applications for the same event in the same financial year will not be considered.
- Successful applicants are required to submit an acquittal within 12 weeks post event which includes as a minimum:
 - Comprehensive financial report
 - Statistical data
 - Marketing report
 - Evidence of Council funding acknowledgement

Applications Cash grants from \$5,000.00 to \$20,000.00 are available in this category, made up of cash. No Council In-Kind Assistance is available under this program.

All applications must provide a full event proposal outlining the significance of your event (template available).

Your funding request must not exceed the total amount allocated by Council and available in this category.

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New Destination Events Program:

Outcome: To attract a minimum of 3 new destination events to the Western Downs annually.

Description: The aim of the Destination Events Program is to support new social, cultural, industry and sporting events for the purpose of attracting overnight visitation from outside the region which will deliver economic benefits to the Western Downs.

Priorities:

The Destination Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs Region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational event planning and a comprehensive marketing strategy

Specific Program Guidelines:

- A large-scale event preferably running longer than one day and attracting attendance in excess of 1,500 people held within the Western Downs Regional Council area.
- Will attract significant outside of region visitors (minimum 40%) to the Western Downs region and provide substantial economic and social benefits to the region.
- The concept for the event aligns with the character and culture of the local area and fosters community pride.
- This category includes funding for:
 - Boutique themed destination events
 - Industry expos and shows
 - Major sporting events / fixtures
 - New cultural / arts / music / food festivals
- An event management plan must be provided and include as a minimum:
 - accessibility and inclusion details
 - detailed event budget
 - detailed event site plan
 - marketing plan
 - risk management plan (including emergency management plan and noise management plan and traffic management plan)
- Applicants must demonstrate their operational and financial capability to deliver and market the event. This may include details of the applicants' previous experience and capabilities delivering events of a similar scale and nature.
- In respect to the event, the applicant must be able to accurately estimate the following information: -
 - Total number of attendees
 - Average length of stay of attendees (excluding locals)
 - The daily expenditure of attendees (excluding locals)
 - Economic impact data for the event
 - Alternative sources of income through sponsorship
 - Commentary on how the event will positively enhance the region's profile as a visitor destination.
 - Size and type of media coverage for the event.
- All not for profit and commercial organisations are eligible to apply for funds under this program.
- Multiple applications for the same event in the same financial year will not be considered.

- Successful applicants are required to submit an acquittal within 12 weeks post event which includes as a minimum:
 - Comprehensive financial report
 - Attendee statistical data, including origin postcode
 - Marketing report
 - Evidence of Council funding acknowledgement

Cash Grants from \$5,000.00 to \$20,000.00. No Council "In Kind" Assistance is available under this program.

Your funding request must not exceed the total amount allocated by Council and available in this category.

The following acknowledgement is required for this program:

- Western Downs Regional Council branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of Western Downs Regional Council logo
- A site provided free of charge within event zone for Western Downs Regional Council Tourism marquee

A pre-destination event meeting must be arranged between the applicant, and the Economic Development Team for a pre-lodgement discussion and guidance.

Major Events Program:

Outcome: To attract and grow visitation to the Western Downs through event-based tourism.

Description: The aim of the Major Events Program is to support organisations to deliver events that drive visitation, attraction, and tourism investment from outside the Western Downs on a recurring basis.

Priorities:

The Major Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational planning and a comprehensive marketing strategy
- Demonstrate commitment to sourcing and engaging local businesses where possible
- Provide experiences for residents through programming and volunteer opportunities
- Consider the sustainability and growth of their event to ensure it remains future fit.
- Are ongoing either through an annual or biennial schedule.

Specific Program Guidelines:

- Must be aligned to Council's corporate strategic direction as outlined in the Tourism & Destination Events Strategy 2023-2028 and the region's cultural identity, heritage and/or history
- Must be an existing large-scale event preferably running for more than one day and with an attendance of more than 1,500 people of which a minimum of 40% are from outside of The Western Downs region.
- An Event Management Plan must be provided and include, as a minimum:
 - accessibility and inclusion details
 - detailed event budget
 - detailed event site plan
 - marketing plan
 - risk management plan (including emergency management plan and noise management plan and traffic management plan)
- Potential marketing / promotion exposure must reach at minimum South-East Queensland.
- Applicants must outline the organising committee's commitment to support the local and regional economy through Local Spend.
- Funding can be used to employ professionals to provide specific services to support the management of operational risks involved with the event.
- Applicants must demonstrate their operational and financial capability to deliver and market the event. This may include details of the applicant's previous experience and capabilities delivering events of a similar scale and nature.

Exclusions:

- This program will NOT support funds for distribution as prizes money or for the purchase of prizes or for the purchase of alcohol.
- This program will not support the following events:
 - Town Christmas Celebrations
 - Local Agricultural Shows

Additional Information:

All applicants must contact a member of the Major Events Team for a pre-lodgement discussion and guidance

All not for profit and commercial organisations are eligible to apply for funds under this program.

Funding may be provided in Cash and In-Kind Assistance. In Kind Assistance requests must be submitted a minimum of 12 weeks prior to the event.

Your funding request must not exceed the total amount allocated by Council and available in this category. Applications received from commercial entities will be eligible for a maximum of \$20,000.00 in funding including any In Kind assistance requested.

The term of any approved Funding Agreement will be for 3 years from commencement of the funding agreement (spanning two events for biennial events and three events for annual events)

Funding will not be provided for events already funded under other Council funding programs.

The provision of a successful acquittal report will be required for the next year's funding to be provided. Successful applicants are required to submit an acquittal within 12 weeks post event which includes as a minimum:

- Comprehensive financial report
- Statistical data including, but limited to, data on attendees postcodes.
- Marketing report
- Evidence of Council funding acknowledgement

The following acknowledgement is required as a minimum for this program:

- Western Downs Regional Council branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of Western Downs Regional Council logo
- A site provided free of charge within event zone for Western Downs Regional Council Tourism marquee

SECTION A – ABOUT Regional Arts Development Fund

What is RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Arts Queensland RADF Core Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

Western Downs RADF Objectives

To build local arts and cultural capacity, stimulate innovation and artistic vibrancy to have the Western Downs recognised as a region that is thriving with an active arts and culture community.

Who can apply for a Western Downs RADF grant?

The following categories of individuals, sole traders and organisations can apply for a Western Downs RADF grant:

Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators

Incorporated organisations

Unincorporated organisations which are auspiced by an incorporated body.

Applicants based outside the Western Downs Regional Council local government area are eligible to apply, however they must demonstrate how the project will directly benefit arts and culture in the Council area.

What does Western Downs RADF not support?

RADF is not intended to be used as the main income source for any professional artist or arts worker or for recurrent funding of projects or organisations, e.g., for the same component of the same event every year.

For more information on categories of individuals and organisations that are not eligible for funding through the Western Downs RADF Program, please refer to the full RADF Guidelines which can be found on Council's website <https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Programs/Regional-Arts-Funding>.

Eligibility for Western Downs RADF grants

Each person wanting to receive financial benefit from a Western Downs RADF grant must complete the Western Downs RADF Eligibility Checklist. This checklist has been developed to determine the professional or emerging professional status of all artists receiving Western Downs RADF grant money.

Western Downs RADF Priority Areas:

- **Local Delivery and Participation in the Arts** - To support local creatives to deliver cultural activities for peers in the local area, and engaging audiences from the broader community.
- **Technical & Professional Skills Development - incoming group tutor** -To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or arts workers) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.
- **Technical & Professional Skills Development - outgoing individual** -To facilitate access to once-off professional or technical skills development workshops and conferences for individual local creatives to develop their careers, and for ongoing benefit of community.
- **Cultural Entrepreneurs** - To cultivate the creative industries and support local creatives to become financially viable independent producers.
- **Cultural Volunteers** - To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.
- **Local Cultural Organisations** - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for community, and to grow audiences.
- **Collections and Local History** - To support ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible. To support the undertaking of significance and preservation assessments. To discover, document, interpret, celebrate, and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region.

For more information on the RADF program, please visit Council's website:

<https://www.wdrc.qld.gov.au/Community-Recreation/Grants-Funding/Programs/Regional-Arts-Funding>

Infrastructure Grant Program:

Priorities: This program is designed to fund infrastructure or capital projects for not-for-profit community and sporting organisations in the Western Downs Regional Council area. Projects should be aimed at meeting the current or future needs of the organisation for:

- increased participation in sport, recreation or community involvement;
- increased facility usage;
- Improvements or upgrades to meet current health and safety requirements;
- Promoting healthy and socially inclusive activities through the development of accessible sport, recreation and community facilities;
- Encouraging sustainability in the design, development and management of facilities and spaces.

Specific Program Guidelines:

- One Round only — opening 1 June 2020 and closing 30 September 2020
- Applications will be considered for requests up to \$200,000.00 cash.
- Applicants must contribute 50% of the total project cost as a cash contribution (total project cost excludes in-kind costs). Applicant's ability to contribute must be evidenced in the application.
- Projects must be completed by 31 December 2021.
- Applicants must attach quotes sourced from local businesses for the project. If components of the project cannot be delivered by local businesses, an explanation as to why the project cannot be delivered by local businesses must be provided within the application. A local business is considered a business within the Western Downs Regional Council boundaries.
- The organisation must demonstrate ownership of land or current right to occupy/lease arrangements. Where the land is not owned by the applicant organisation, landowner's permission to undertake the project must be included in the application.
- Where the project is being undertaken on a facility that is shared by more than one group, evidence of consultation with joint users must be included.

- Applications for projects commencing prior to the notification of the outcome of the funding round will not be eligible for consideration.
- Applications for recurrent projects are not eligible.
- Council funds cannot be requested for the payment of consumables or for salaries and wages.

DRAFT

Community Organisation Hardship & Assistance Grant Program:

Description: This grant program aims to provide 'quick response' financial assistance to eligible community organisations that are either experiencing financial hardship as a result of COVID-19 related service disruptions or seeking to establish alternate service delivery models for business continuity. Support is available for:

- Financial assistance to a community or sporting organisation to remain viable during the COVID-19 crisis as a result of lost income.
- Financial hardship as a result of being unable to reclaim outlayed costs for an event or project that has had to be cancelled due to the COVID-19 crisis.
- Projects that assist organisations to develop alternate service delivery models

Priorities:

The Community Organisation Hardship and Assistance Grant Program supports organisations to undertake projects that contribute to one or more of the following:

- Promote participation in volunteering
- Support active, vibrant communities
- Support safe, well-connected communities
- Encourage partnerships and collaboration between community groups
- Contribute to the local and/or regional economy

Specific Program Guidelines:

- Applications open 1 June 2020 and will cease on 1 June 2021 unless all funds are expended prior to this date.
- Eligible groups may receive a grant of up to \$10,000.
- Applicants will be notified of the outcome of their application within 10 business days from the date of Council receiving a completed application.
- Organisation financial records (audited financial statements and bank statements) must be attached to the application.
- Evidence of payment of outlayed costs being claimed in this application must be provided.
- Where applicable, applicants must attach quotes sourced from local businesses for projects that assist to develop alternate service delivery models. If components of the project cannot be delivered by local businesses, an explanation as to why the project cannot be delivered by local businesses must be provided within the application. A local business is considered a business within the Western Downs Regional Council boundaries.
- Council funds cannot be requested for the payment of salaries and wages.

Arts On Top Bursary Program:

Description: This grant program aims to assist attendees with conference costs to the Arts On Top: Regional Arts Forum in the Bunya Mountains from 13 – 15 May 2021.

Priorities:

The Arts On Top Bursary Program supports individuals and organisations to:

- Promote participation in volunteering
- Support active, vibrant communities
- Support safe, well-connected communities
- Encourage partnerships and collaboration between community groups
- Contribute to the local and/or regional economy

Specific Program Guidelines:

- Applications open 9 February 2021 and close 19 April 2021 with notification of outcome on Monday 3 May 2021.
- Eligible applicants may receive a bursary of \$500.00. Funding can only be used towards conference registration fees, travel and accommodation expenses during the period of the conference.
- Eligible applicants must live or work in the South West Regional Arts Services Network area, which incorporates the following eight Council areas:
 - Balonne Shire Council
 - Goondiwindi Regional Council
 - Lockyer Valley Regional Council
 - Maranoa Regional Council
 - Scenic Rim Regional Council
 - Southern Downs Regional Council
 - Toowoomba Regional Council; and
 - Western Downs Regional Council
- Successful applicants will be required to complete an acquittal report within 6 weeks of attendance.

Selection Criteria:

Priority will be given to applications who demonstrate:-

1. How will the opportunity improve your contribution to your community/organisation and benefit your regional area overall? (Max 200 words)
2. How will the knowledge and skills acquired during the activity be shared within your community or organisation? (Max 200 words)
3. How you will share your experience with the wider Queensland Arts Community by contributing to:- an article or e-Newsletter?
 - a. An article
 - b. An e-Newsletter or
 - c. An innovative method, like a podcast, or a YouTube video (Provide Explanation)

Letters of support are also encouraged for Individual Bursary applications

Application Process:

To apply, applications must be filled in and submitted via Smarty Grants

Assessment Process:

Once your application is checked for eligibility it will be assessed against the selection criteria by the Grant Assessment Group.

Payment of Bursary:

There are two ways in which the bursary can be paid to successful applicants:-

Option 1: The bursary can be paid to your organisation. If you are successful, your organisation will be asked to provide a tax invoice for the amount of the funding.

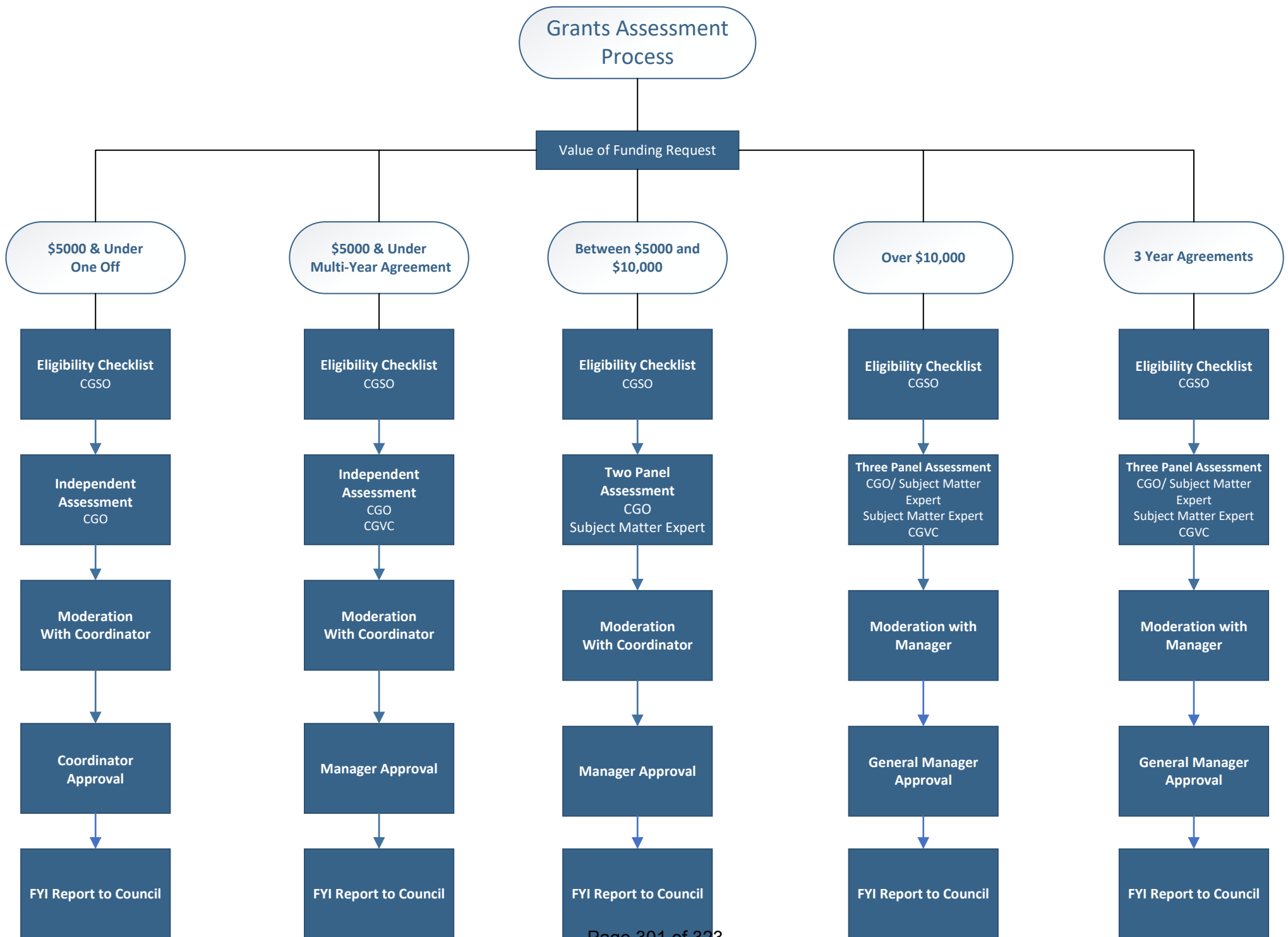
Option 2: The bursary can be paid to individual applicants. Applicants will need to provide a tax invoice quoting an ABN or a tax invoice and a signed Statement by Supplier form.

All Bursaries are GST exclusive (not applicable).

Bursary Acquittal:

Success applicants will be required to submit acquittal documentation (receipts etc), as well as a brief report within six weeks of the opportunity. They should outline how the professional development opportunity has enhanced their ability to contribute to the community or organisation.

DRAFT



Title **Community & Liveability Report Communities Partnering Framework**

Date 12 April 2019

Responsible Manager L. Koene, ECONOMIC DEVELOPMENT MANAGER

Summary

The purpose of this Report is to present Council with the newly developed Communities Partnering Framework and to seek adoption of this Framework.

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 focus on proactive, sustainable planning for the future.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and Council resolve to adopt the newly developed Communities Partnering Framework.

Background Information

Council adopted the new Economic Development Strategy 2023 - 2028 at the beginning of 2023. The vision in this strategy is for the Western Downs to be a strong, resilient and diverse economy and to strengthen liveability in the region.

Collaboration is listed as one of the guiding principles, aiming to facilitate partnerships and relationships with key stakeholders.

The Economic Development Strategy listed a key action to develop a leading and best practice Communities Partnering Framework.

The purpose of the newly developed Communities Partnering Framework is to enable partnering relationships between the private sector, community organisations and Council to deliver sustainable economic and social outcomes.

Report

Strong collaboration and partnerships are required to be able to deliver on the pillars and targets of the Economic Development Strategy 2023 - 2028, ensuring that the region delivers on the vision to be a strong, resilience and diverse economy with a growing liveability.

Communities Partnering is defined as "*a collaborative, long-term and strategic partnership, driven by a shared commitment to strengthen economic, environmental and social outcomes across the Western Downs and its communities, enabling a sustainable future.*"

Council aggressively attracts business and investment opportunities to the region and enables good development that is the right fit for our region. This Communities Partnering Framework is established to support companies with their social license to operate and Environmental Social Governance (ESG) responsibility by defining clear expectations and indicating the support Council and other organisations can provide to enable strong partnering relationships.

The Communities Partnering Framework is tailored to large businesses (employing over 200 employees or with an annual turnover of more than \$250 million) and large-scale developments with a construction cost of over \$100 million.

The Communities Partnering Framework is based on eight (8) key pillars, including: (1) core expectations, (2) trusted partnerships, (3) strong and diverse economy, (4) growing liveability, (5) It's the people that make it, (6) care for our environment, (7) First Nations, and (8) celebrate your impact.

When endorsed, a voluntary self-assessment document will be prepared to enable large scale companies in the region to share their contributions to the wider community, and celebrate their positive impact.

Consultation (Internal/External)

Internal

Planning Team
Technical Services Team
Executive Leadership Team

External

A total of sixteen (16) organisations were consulted in the initial development of the Communities Partnering Framework.

Legal/Policy Implications (Justification if applicable)

NIL

Budget/Financial Implications

NIL

Human Rights Considerations

There are no human rights implications associated with this report.

Conclusion

This Communities Partnering Framework will ensure economic, environmental and social outcomes are protected, nurtured and advanced, ensuring our children, grandchildren and future generations will be able to enjoy living, working, studying and playing right here in the Western Downs.

Attachments

- Communities Partnering Framework

Authored by: Lidewij Koene-Sloss, Economic Development Manager



Experience Western Downs

It's the
people that
make it.



WESTERN DOWNS REGIONAL COUNCIL COMMUNITIES PARTNERING FRAMEWORK

Mayor's Welcome



Welcome to the Western Downs, where it's the people that make it. Our region is home to a wonderful array of community and private sector organisations. These organisations are ingrained in the fabric of our active, vibrant communities and we love to see them prosper.

**"We're all about
being great
neighbours."**

Located only an hour from the Toowoomba Wellcamp Airport, and just two and half hours from Brisbane, the Western Downs offers a healthy regional lifestyle. Our proximity to the city affords the Western Downs region a wealth of growth and development opportunities boosted by significant investments in road and air logistics. The Western Downs is a recognised leader in agribusiness, energy and manufacturing and we are successfully advancing our region as a tourism destination.

We're a happy, inclusive community with attractive recreational spaces, first-class facilities, high-quality essential services, and unique local initiatives and events. Our people come from diverse backgrounds and ages united by social, cultural, and sporting activities and an intrinsic desire to make our communities the best they can be.

Western Downs Regional Council's Communities Partnering Framework sets our expectation that private sector companies and corporations operating in our region will be great neighbours, supporting social license through communities partnering. It's about empowering our communities to partner with the private sector, and Council, to deliver legacy outcomes we can all be proud of.

Council has built a strong culture in the community partnering space, setting a clear expectation that future developments in our region support strong economic, social and environmental outcomes. We want to build, foster, and maintain this culture of strong community partnering between the private sector, Council and the community to activate participation and connection to boost our local economy, embrace innovative opportunities and future-proof our region.

This strategy allows Council to set clear direction for the private sector to support, engage and partner with our schools, Indigenous corporations, health care agencies, social service groups, sporting organisations, clubs and not-for-profit groups. Working together, we can ensure our children, grandchildren, and future generations will thrive and strive to live, work, study and play on the Western Downs.

ACKNOWLEDGMENT OF COUNTRY

Western Downs Regional Council acknowledges the traditional owners, the Barunggam, Iman (Yiman), Bigambul, Wakka Wakka, and the Jarowair people, as the custodians of this land. We pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of the history of the region.



Corporate Plan 2021 - 2026

Western Downs Regional Council strives to be a diverse region at the forefront of the changing world.

Economic Development Strategy 2023 – 2028

VISION: The Western Downs is a strong, resilient and diverse economy and liveability is strengthened in the region by 2028.





What is Communities Partnering?

Strong collaboration and partnerships are required to be able to deliver on the pillars and targets of the Economic Development 2023 - 2028 strategy, ensuring that the region delivers on the vision to be a strong, resilient and diverse economy with a growing liveability.

Western Downs Regional Council defines Communities Partnering as **“a collaborative, long-term and strategic partnership, driven by a shared commitment to strengthen economic, environmental and social outcomes across the Western Downs and its communities, enabling a sustainable future.”**

Why is Communities Partnering important?

Companies based and operating in the Western Downs are the drivers of the region’s strong economic growth, and growing diversification. Whilst Council acknowledges the important role of small businesses in the region, large scale companies have a significant impact on the region. This communities partnering framework is tailored to large businesses who either employ over 200 employees and / or have an annual turnover of more than \$250 million.

A strong culture of Communities Partnering has been established in the Western Downs over the past two decades, enabling partnering relationships between the private sector, community organisations and Council delivering sustainable economic and social outcomes.

Council aggressively attracts business and investment opportunities to the region and enables good development that is the right fit for our region. This Communities Partnering Framework is established to support companies with their social license to operate and Environmental Social Governance (ESG) responsibility by defining clear expectations and indicating the support Council and other organisations can provide to enable strong partnering relationships.

This Communities Partnering Framework will ensure economic, environmental and social outcomes are protected, nurtured and advanced, ensuring our children, grandchildren and future generations will be able to enjoy living, working, studying and playing right here in the Western Downs.



Partnering with our Communities

CORE EXPECTATIONS - Adhere to all legislative and regulatory requirements from all levels of government.

- ✓ Submit all required documentation in good faith and on time.
- ✓ Where relevant, communicate this information to all stakeholders.

TRUSTED PARTNERSHIPS - Actively build, foster and maintain strong partnerships within the community.



- ✓ Enable respectful, early and ongoing dialogue with the community, landholders, stakeholders and Fire and Emergency Services.
- ✓ When possible, enable an 'open door' to field queries, e.g. shop front, community liaison, hotline.

STRONG AND DIVERSE ECONOMY - Actively contribute and build a diverse, strong and resilient economy.



- ✓ Grow local talent by investing in education and skills and fostering employment pathways.
- ✓ Support local content and payment for goods and services are made promptly.

GROWING LIVEABILITY - Invest in liveability in the region for future generations to live, work, play and study.



- ✓ Legacy investment in the community addressing locally identified needs, including investment in long-term housing.
- ✓ For significant projects, complete Social Impact Study addressing (cumulative) impacts on community and (social) infrastructure. Enter into Road Infrastructure Agreement (if applicable).

IT'S THE PEOPLE THAT MAKE IT - Actively contribute to, and participate in our communities.



- ✓ Strive for workforce to live local and participate in our communities, including through volunteerism.
- ✓ New residents are actively welcomed and assisted to build local connections.

CARE FOR OUR ENVIRONMENT - Take pride in our environment, and mitigate adverse impacts.



- ✓ Understand your ecological impact and mitigate any adverse impacts from planning stages through to decommissioning.
- ✓ Strive for the highest standard of co-existence between industries and land uses.

FIRST NATIONS - Develop meaningful partnerships with our First Nations community.



- ✓ Traditional Owners of the Western Downs are acknowledged and respected.
- ✓ Collaborate with Indigenous Business Connector, enabling Indigenous procurement.

CELEBRATE YOUR IMPACT - Assess your impact and celebrate your contribution to our communities.



- ✓ Consider completing a self-assessment and share your achievements and successes.
- ✓ Actively market and share your commitments and investment to the communities of the Western Downs.



Our Commitment to You

PROGRESSIVE AND RESPONSIVE COUNCIL

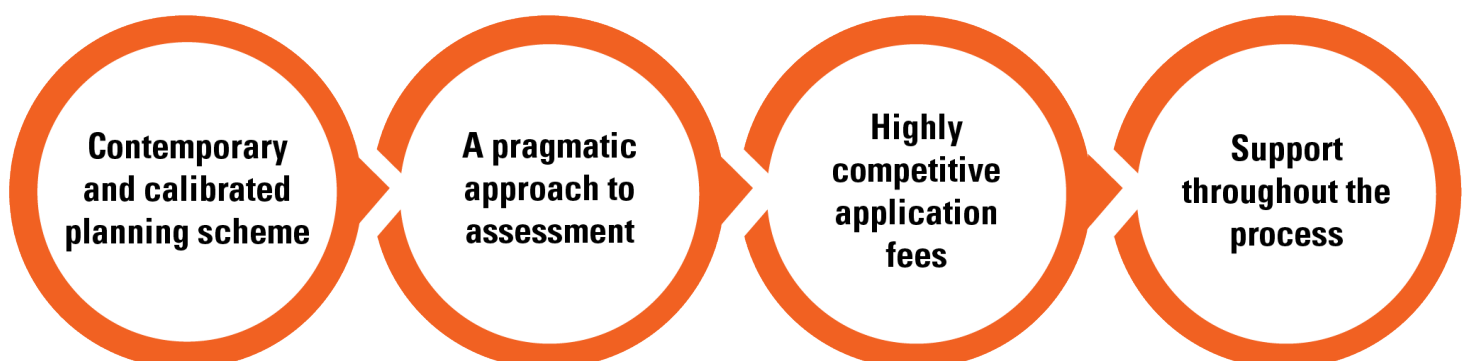
- Council aggressively attracts business and investment opportunities that are the right fit for our region.
- Whilst we meet our due diligence, we are a fast and responsive local government.
- Council is committed to actively seek and foster strategic partnerships.
- Open to arrange frequent and regular meetings to discuss any challenges and opportunities.
- Council's Economic Development team acts as conduit, ensuring one point of contact within Council.

CONTEMPORARY AND CALIBRATED PLANNING SCHEME

- Support high quality development, enabled by Council's planning scheme and a pragmatic approach to development assessment.
- Development applications are assessed on average within 13 business days.
- Many development uses, where consistent with a zone, are code assessable reducing risk for submissions and other complications.
- Pre-lodgement Meetings are encouraged to provide technical feedback on your proposal to avoid unexpected delays.
- Early guidance on impact assessments and mitigation plans.
- Attend referral meetings together with you, to support your proposed development.

ENABLING COMMUNITY CONNECTIONS

- Introduce you to key stakeholders, e.g. Chambers of Commerce, schools, community organisations, and TSBE.
- Supporting strong business capability via Chambers of Commerce and Toowoomba Surat Basin Enterprise (TSBE).
- We will help you engage with our community across the stages of development.
- We support and promote your community engagement across our channels.



Strong Economic Growth

The Western Downs is a local government area of 37,937 square kilometres 2.5 hours west of Brisbane. Despite a small population of just under 35,000 people our region produces a significant share of critical goods and services for domestic and international markets.

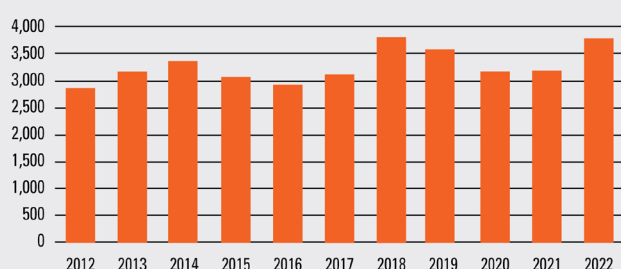
The region has experienced significant economic growth over the past decade, demonstrated by a strong increase in Gross Regional Product. Strong economic growth has resulted in an increased number and diversity of local jobs.

The Western Downs population is forecast to grow to 38,251 in 2046 (QGSO high series).



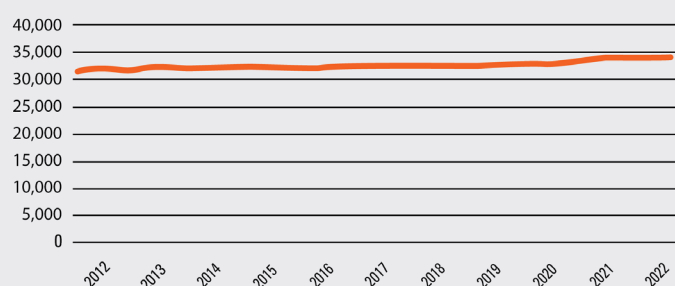
\$3.68 Billion
(+\$796 million
since 2012)

GRP \$mIn Western Downs



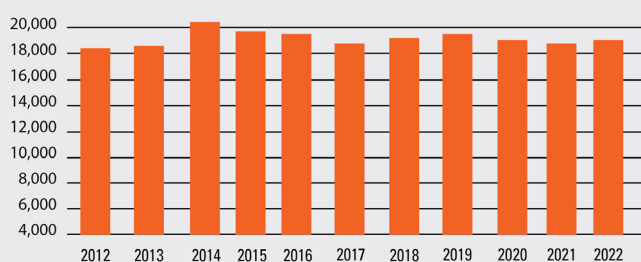
34,542
(+1,643 persons
since 2012)

Total Estimated Resident Population (ERP)



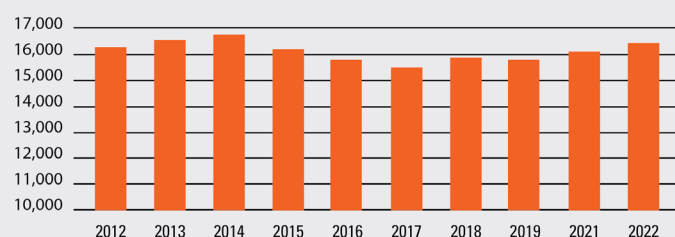
18,488
(+254 local jobs
since 2012)

Local Jobs Western Downs



16,350
(+204 employed
residents
since 2012)

Employed Residents Western Downs



BUSINESSES
4,890

TOP 5 LARGEST EMPLOYING INDUSTRIES

Industry	Number Employees	%
Agriculture	2,805	15.2
Retail Trade	1,981	10.7
Construction	1,775	9.6
Health Care and Social Assistance	1,420	7.7
Education and Training	1,327	7.2



Coal, Gas
Solar, Bio-Ethanol
Hydrogen, Wind



Diverse, resilient
Sustainable ag
sector



42% national feedlot
occupancy in a 200 km
radius of Dalby



High value
Manufacturing
output





Experience Western Downs

It's the
people that
make it.

Western Downs Regional Council

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Title	Community and Liveability Quarterly Report October to December 2023
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Date	6 February 2024
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Responsible Manager	D. Fletcher, GENERAL MANAGER (COMMUNITY & LIVEABILITY)
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Summary

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division's strategic and operational activities for the second quarter of the 2023/2024 Financial Year.

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 Council resolve to receive the Community and Liveability Quarterly Report for the period October to December 2023.

Background Information

The Community and Liveability Division 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 outlines the Community and Liveability Division activities and outcomes during the second quarter of the 2023/2024 Financial Year.

Consultation (Internal/External)

Consultation has occurred with the relevant Community and Liveability departments including:

1. Planning and Environment;
2. Communities;
3. Economic Development; and
4. Parks and Recreation.

Legal/Policy Implications (Justification if applicable)

There are no legal or policy implications.

Budget/Financial Implications

There are no budget or financial implications.

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 the report.

Attachments

1. Quarterly Report Q2 FY 23-24.pdf

Authored by: Giordann Hallsmith, Acting Executive Officer Community and Liveability



COMMUNITY & LIVEABILITY DIVISION QUARTERLY REPORT

QUARTER 2:
1 OCTOBER TO 31 DECEMBER 2023

Page 315 of 323

AT A GLANCE:

Capital and Operational Statistics

- Communities
- Parks and Recreation
- Planning and Environment
- Economic Development

Note: comparisons in these figures are based on previous quarter data.



Christmas events delivered regionally



27 local events delivered (+16)
6,215 attendees (+1,656)



29,346 physical library visitors (+1,756)
8,237 online transactions (+34)



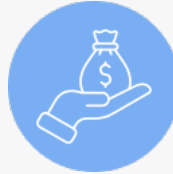
370 new library members (-66)



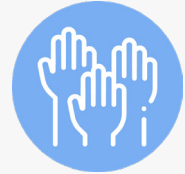
4 exhibitions delivered
Tara & District Art Exhibition opened



11 public arts programs delivered (+5)
1,080 visitors to Dogwood



\$94,435.97 in community grants
(+\$60,596)



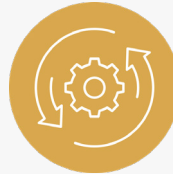
88 active volunteers (-14)
2,296 volunteer hours (-300)



45 interments (-11)



2,438 campers (-3,022)



All operational & replacement
initiatives released or in progress



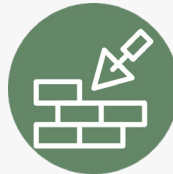
257 customer requests
processed



5 projects awarded



1 project complete (-2)



50 development assessments
decided (-10)



13 day assessment period (-2)



4,840 dogs registered (+258)



268 food licenses (=)



61 environmental health
applications (-25)



353 properties visited during Tara Bushfires
(food & water to all pets and animals)



74 properties provided Animal
Welfare Recovery Assistance



4,447 visitors through VIC (-8,015)



2 large-scale events delivered (=)



Carbon Emissions Review completed
and draft reports created



10 trainees recruited with State
Government funding



\$13k+ in income for local clubs &
communities through CMCA National Rally



5 advocacy actions made (+2)

COMMUNITIES

The Chinchilla Library, in the newly redeveloped Chinchilla Cultural Centre, opened its doors to the public in early December 2023.

Arts and Culture

Public Art

- Tara has been identified as the next location for a new public artwork. Community consultation has commenced and an EOI for an artist is being developed.
- The Public Art Strategy draft is going through a review and approval process.
- An artwork by Chinchilla local Anthony 'Boy' Turnbull, *Chinchilla on Charley's* was licenced to create a 12mx5m reproduction of the work for display in the Chinchilla Cinema Foyer.



Exhibitions

Tara and District Art Exhibition

The Tara & District Art Exhibition (formerly the Bloomin' Creative Showcase) was opened with a well attended opening event. Unfortunately the exhibition was demounted early due to the bush fire situation.

Performing Arts

Queensland Ballet delivered a series of well received community and school workshops in Chinchilla, Miles and Wandoan.

Arts and Culture Strategy

Consultants Fourfold Studio and Susan Davis OAM facilitated community engagement in collaboration with the Arts and Culture team and 'Artist Champions' from across the region. The consultants have provided an engagement insights summary, and a draft strategy will be developed from the engagement findings.

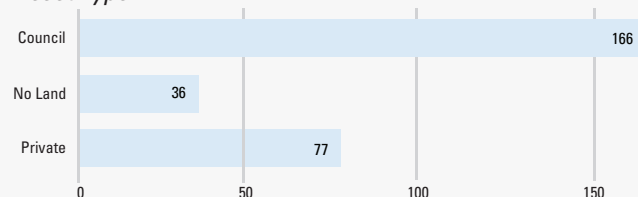
Our region's favourite arts and cultural experiences + activities...



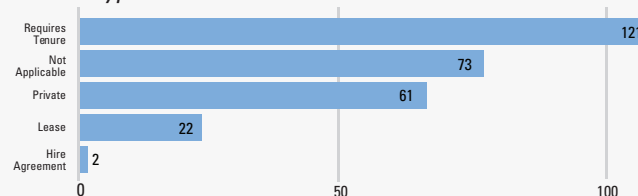
Community Liaison and Agreements

- Community engagement underway regarding formalised agreements between council and community groups.
- Research and consolidation of current, expired and required agreements undertaken.
- Internal stakeholder engagement ongoing with regard to a standard agreement template and principals that form the agreements.
- Financial Analysis of facility cost for the previous 3 years completed.
- Total of 279 Community Organisations currently identified across the region.
- 121 currently organisations require tenure from Council.

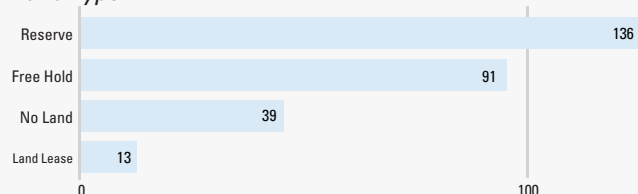
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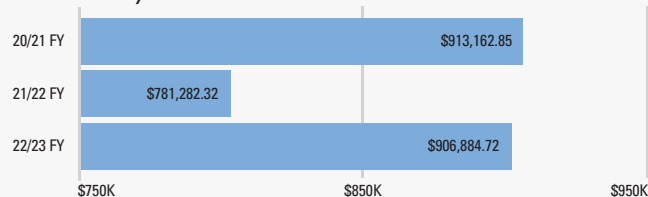
Tenure Type:



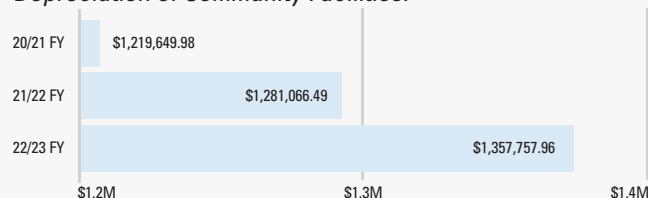
Land Type:



Total Facility Costs:



Depreciation of Community Facilities:



Community Activation

Event Name	Event Date	Location/s	Attendance #
Tara Seniors Month Tarcoola Movie	3 October	Tarcoola Retirement Village	15
Miles Seniors Month Carinya Movie	4 October	Carinya Aged Care	13
Seniors Trivia and Morning Tea	5 October	Bell Bunya Community Centre	30
Seniors Trivia and Morning Tea	11 October	Jandowae CCC	16
Tara Seniors Month Chinchilla Cinema	11 October	Chinchilla Cinema	24
Not Just For Laughs Bell	13 October	Bell Memorial Hall	102
Not Just For Laughs Chinchilla	14 October	Chinchilla Cultural Centre	158
Not Just For Laughs Dulacca	15 October	The Dulacca Pub	36
Dalby Seniors Event	17 October	Senior Citizen Hall	36
Wandoan Seniors Morning Tea & Movie	18 October	Wandoan Cultural Centre	40
Chinchilla Seniors Morning Tea	19 October	Chinchilla Botanic Parklands	46
Tara & District Art Exhibition	20-23 October	Tara Soldiers Memorial Hall	115
Miles Seniors Morning Tea	26 October	Miles Leichhardt Centre	15
Dalby Pool Party	4 November	Dalby Aquatic Centre	130
Tara Remembrance Day	11 November	Tara Bowls Club	80 - 90
Miles Remembrance Day	11 November	ANZAC Park	46
Wandoan Pool Party	11 November	Wandoan Aquatic Centre	120
Chinchilla Pool Party	12 November	Chinchilla Aquatic Centre	140
Jandowae Pool Party	18 November	Jandowae Aquatic Centre	103
Dalby Light Up Event	1 December	Mary's Place	80 - 100
Miles Christmas Carnival	2 December	Centenary Oval	800
Meandarra Community Christmas Celebration	8 December	Meandarra School of Arts Hall	150
Wandoan Christmas Carnival	8 December	Wandoan Main Street	500 - 800
Chinchilla Cultural Centre Precinct Opening	9 December	Fullers Place Chinchilla	100
Chinchilla Community Christmas Celebration	9 December	Chinchilla Botanic Parklands	2,000 - 3,000
Condamine Christmas Tree	10 December	Condamine Sports Grounds	100
Tara Community Christmas Celebration	16 December	Jack Chappel Oval Tara	500 - 600



Seniors across the region were celebrated in October.



Pool Parties made a splash in November.



Christmas events were a hit in December.

Projects and Grants

Grants

- Community Grant Engagement days held across the region – Tara and Miles.
- \$94,435.97 was distributed under the community grant programs for the quarter across 44 community groups.
- Smarty Grants Outcomes Engine under development for the Major Events and Destination Events Programs.

Other

- Australia Day Awards were successfully rolled out with 43 nominations received across the region.

Volunteering

- Spring Volunteer of the Season awarded to Beverley Lanagan.
- Total hours contributed by volunteers this quarter - 2296 hours from 88 volunteers.

- Delivered the Big Skies 2023 Volunteer Program with great success. Engaged 14 volunteers who contributed 111 hours and 15 minutes of volunteering. Note the table below only shows Big Skies hours on 1 October, not the full festival.

Report Group	Hours	Volunteers
Big Skies	26	6
Dogwood Crossing	14	1
Library Deliveries	35	3
Library Operations	254	14
Major Events & Festivals	4	1
Showgrounds	208	2
Visitor Information Centre	1,755	61
Total Hours	2,296	

Libraries

Chinchilla Library

On Monday, December 4th, 2023, the Chinchilla Library opened its doors at the newly redeveloped Chinchilla Cultural Centre. The library is a welcoming space with a giant interactive display in the entry and plenty of places for people to relax, sit, and study. It also features comfortable booths, a fantastic children's area, and a makerspace with a 3D printer, Cricut, Oculus, and photo digitisation station. The library also has an adjustable height wheelchair accessible RFID self-check station, making it easy for members to check out books and other materials.

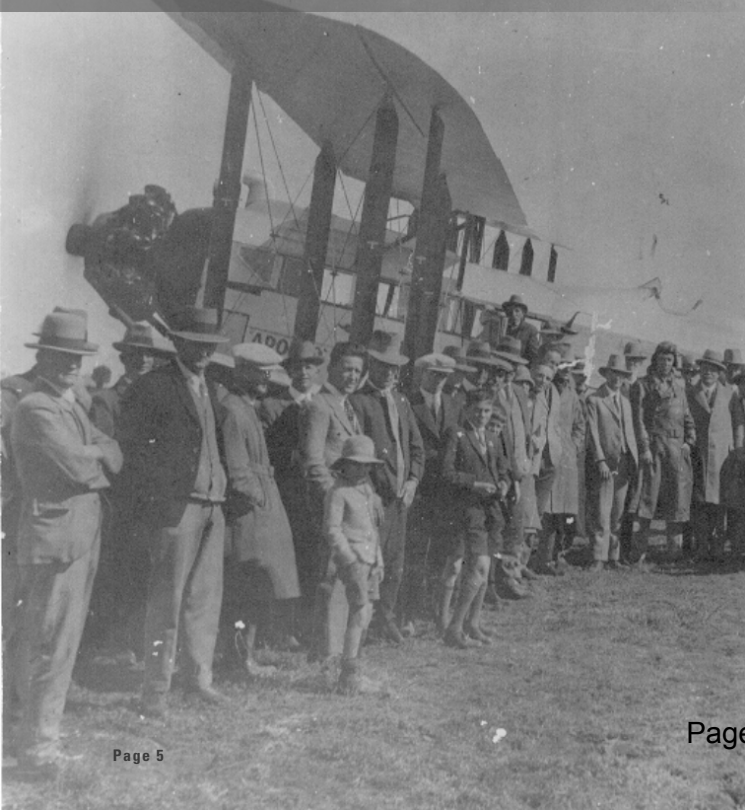
Stories of Impact

'We have a travelling family staying in Chinchilla at the moment. They hang out in the library quite regularly and often borrow our toys kits to use while they're here. Today the girls borrowed the tea set and were making 'cups of tea' for all the patrons in the library, before deciding to create a 'cafe'. Renee let them borrow a clipboard and sticky tape to make their menu and let them use the plastic toy food and grabbed a kid's cookbook off the shelf for the girls' inspiration. Their mum was so grateful and said later that 'this is the best mum day I've had for a long time. The girls are playing nicely (it's hard in the van because they don't have much room to play or separate) and enjoying each other and the new toys.' - Renee, Chinchilla

Picture Western Downs (phase two)

200 additional images have been digitised, researched, and uploaded into Picture Western Downs. These images provide a fascinating glimpse into the lives of pioneering communities in the 19th and 20th centuries. The stories behind these photos are truly captivating and offer a unique perspective on what life was like during that time.

'First landing of the Qantas mail aeroplane, Dalby, 1929' from the Picture Western Downs collection.

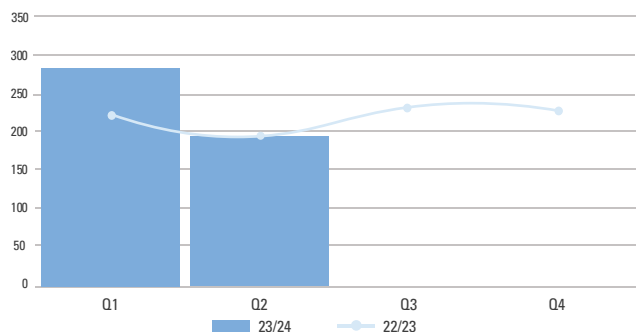


The new Chinchilla Library is a welcoming space.

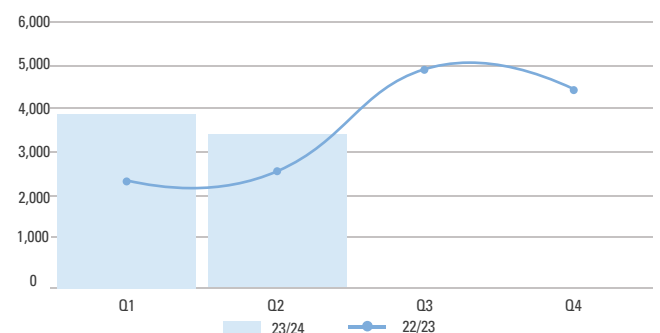
Words Out West Calendar of Events:

Date	Event
Wednesday 28 February	Chinchilla School Day
Thursday 29 February	Dalby School Day
Saturday 2 March	Schooners & Stories
Friday 8 March	Books & Bubbles
Saturday 9 March	Festival Day
Sunday 10 March	Writers Workshops
Thursday 21–Friday 22 March	Regional Author Tour

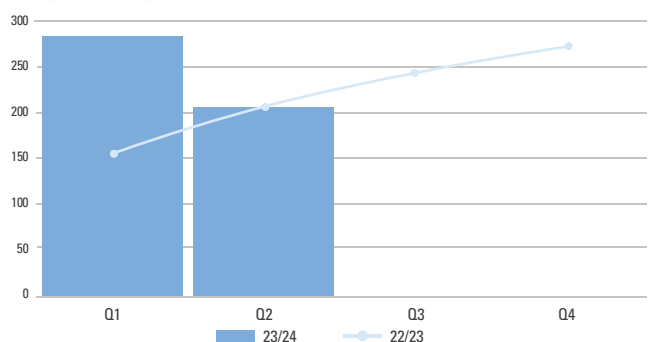
Programs Delivered:



Number of Program Attendees:



Programming Hours:



PARKS AND RECREATION

Galahs snapped at Lake Broadwater Conservation Park.

Parks and Recreation

Cemeteries

- Total interments: 45
 - Human disposal: 31
 - Ashes disposal: 14
- Reserve requests received: 16
- Interment right complications received & resolved: 13
- Memorial plaque applications actioned: 41

Camping

- Lake Broadwater
 - Campers: 1878
 - Day Guests: 900
 - Hall Hires: 2
 - Events Hosted: 1
 - 2 educational day groups (on top of day guest numbers)
- Tara Lagoon
 - Campers: 500
 - Day Guests: 30-60 per day

Projects

- Full cemetery replacement budget awarded with any outstanding projects to be completed in Q3
- Phase 2 Garden of angels upgrade complete - project complete.
- 3 capital projects awarded
- Final panel arrangements made - all operational schedules in place.
- 1 RFP released
- 1 EOI commenced
- Tara Cemetery gates project awarded

Quarter in Review

- We had 4 campsite evacuations and closures due to bushfires in Q2
- Lake Broadwater Caretakers hosted their first Christmas event - a Teddy Bears Picnic! Lots of local business got on board for raffles, food and coffee vans and general participation. Raffle raised \$900 that was donated to the Tara Fire Recovery effort.
- Lake Broadwater was highly commended for ceremony location in the Wedding industry awards.
- Lake Broadwater boat ramp is closed due to insufficient

water levels for powered craft.

- Miles District Fishing and Recreation Club lease of Karingal reserve - request for extension has been approved by Council. We are so excited for what is to come for this area - watch this space!
- Lake Broadwater hall now forms part of the Caretakers scope, and we are hugely excited to see what they can do with this space.
- EAP developed and implemented for Caliguel Lagoon

Projects Completed

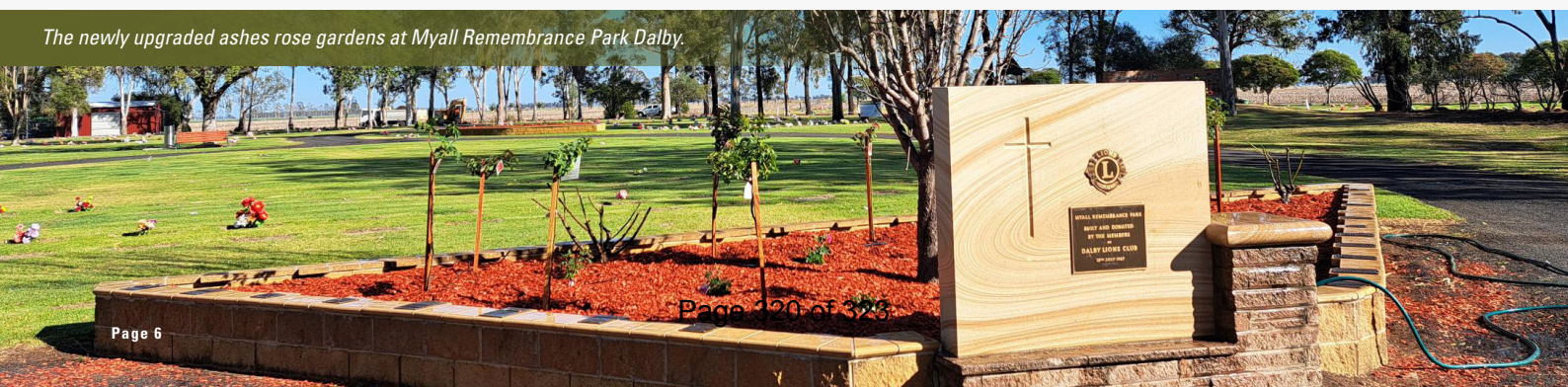
- The P&R took on a Tara work skills Trainee
- Took Operations/maintenance of the Bunya Mountains Mountain Bike Trail via a contract
- Morgan Place fence replaced
- Delivery of new gardens at the former Myall 107 site & new plantings along Condamine Street centre nature strips
- P&R staff assisted with the Libraries Seed Library workshops
- Conservation Management Plan completed for Anzac Park Dalby (due to Heritage listing)

Community Engagement

- Chinchilla Botanic Parkland Indigenous Cultural Area (continued)
- Wandoan Soldier Settler's Avenue of Roses was once again pruned by all of our regional trainees and staff currently undertaking their Cert 3 in Horticulture
- Chinchilla Cultural Centre
- Charley's Creek Chinchilla & Lions Park Jandowae 2x community sessions - 70% masterplans prepared based on the community feedback (currently out for FINAL broader engagement on the 'Have Your Say' platform)
- Dogwood Creek community engagement session held - broader consultation closed on the 8th January

CRM	Year 22	Year 23	-/+
Adopt a Tree	31	72	+41
Infrastructure maintenance	33	40	+7
Mowing	71	34	-37
Graffiti removal	4	2	-2
Routine Maintenance	37	37	=
Tree Maintenance	79	72	-7

The newly upgraded ashes rose gardens at Myall Remembrance Park Dalby.



PLANNING AND ENVIRONMENT

In this quarter, 100% of development applications were decided within allocated timeframes.

Waste

Winfields Road Cell 1B

Project is now complete with waste being deposited in the Cell. Agreement was reached with the construction contractor on costs and reported through to Council.

Warra Transfer Station

Project complete and within budget and open to public.

Weighbridge Projects (Tara & Wandoan)

Detailed design underway. The tender for the supply of the actual weighbridges was awarded to NWI who will also service all of Council's Waste site weighbridges for a 3-year period.



The Warra waste transfer station is complete, with improved on-site convenience for residents.

Planning

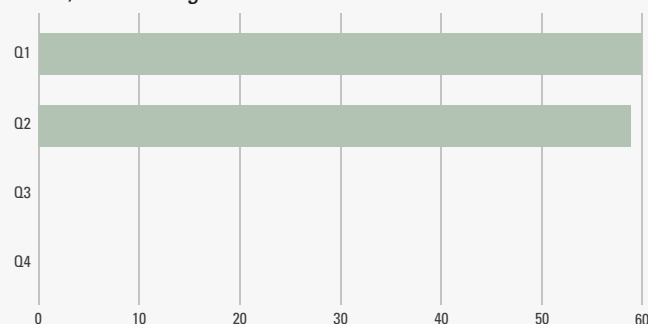
Development Assessments

- 58 development applications were received during the Quarter.
- 50 decisions were made during the Quarter (refer to graph)
- 23 of those received during the Quarter were also decided during the Quarter.
- 100% of development applications were decided within allocated timeframes.
- 100% of Code Assessable Development Applications were completed within 15 business days on average during the Quarter.
- 13 business days on average were taken to complete the process of applications during the Quarter, compared to the statutory timeframe of 70bd. (-1.1)
- 10 business days on average were taken to complete the process of applications that were received and also decided during the Quarter, compared to the statutory timeframe of 70bd.

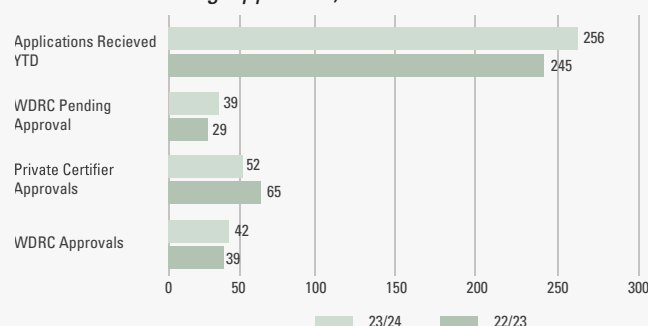
Community Standards

- 42.98 days on average to issue a building approval
- 5.56 days to issue a plumbing approval

FY 23/24 Planning Decisions Made:

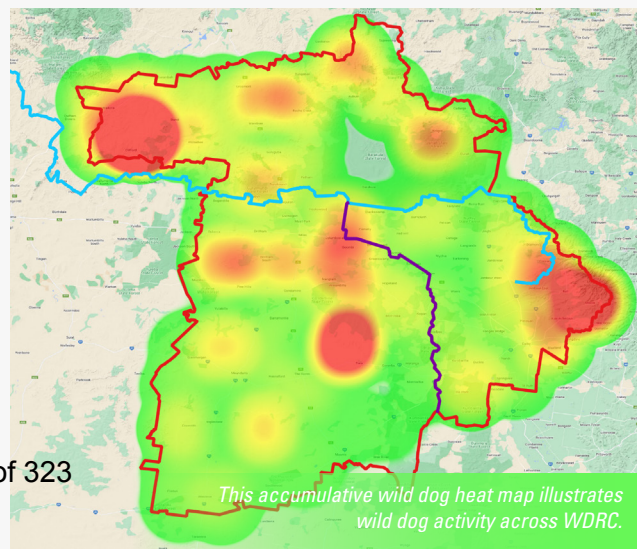


Number of Building Approvals, October to December:



Rural Services

- Comprehensive Review of Stock Route Management Plan: Progressing. Completion due 31/03/24
- Comprehensive Review of Biosecurity Plan: Progressing (completion due 30/06/24). Public consultation to align with Local Show Displays starting with Bell show on 2nd March.
- Priority Weed Projects: MoM in the Chinchilla area (partnership with Chinchilla Landcare). Unfortunately the completion of some priority weed projects was postponed due to Tara Fires and Rural Services role in Animal Welfare Checks.
- December Wild Dog Baiting Program completed: 183 landholders participated.



This accumulative wild dog heat map illustrates wild dog activity across WDRC.

ECONOMIC DEVELOPMENT

The Caravan and Motorhome Club of Australia (CMCA) spent over \$250,000 on setting up and operating the National Rally in Dalby.

Economic Development

Smart Farm AgTech Showcase

The team attended the Smart Farm AgTech Showcase at Gatton on 1 & 2 November during AgTech Month, to promote local capability and attract investment to the region.

Organised by the Queensland Government Department of Agriculture and Fisheries and Holt Innovation, the event aimed to target horticulture growers, agribusinesses, technology enthusiasts, consultants, researchers, and students from around Australia to showcase the latest advancements in AgTech.

Growers, agribusinesses, and industry had the opportunity to see AgTech in action. From protected cropping and supply chain technology, field automation, and new weeding technology, to solar-powered weeder and seeder and autonomous implement carriers.



Prince and Ally attended the Smart Farm Ag Tech Showcase to promote the region's 'Open for Business' ethos.

Dalby Black Coffee

Western Downs Regional Council hosted the Dalby Black Coffee event at Mary's Place in Dalby on 5 October during Indigenous Business Month.

Black Coffee is a grassroots Indigenous business networking gathering held in regions around Australia each month. The purpose of the Black Coffee movement is to provide a platform to connect micro and small business owners around Australia. Indigenous business owners and professionals, along with their supporters, get together and yarn with the aim to build relationships and grow networks.

Mayor Paul McVeigh delivered the official welcome and Council's Chief Procurement Officer JP Delofski provided

information on procurement opportunities with WDRC.

Health & Wellbeing 4 Biz Roadshow

WDRC delivered the Health & Wellbeing 4 Biz Roadshow across the region from 27 to 29 November in collaboration with Bunyarra Counselling. As part of the Roadshow, Bunyarra Counselling representatives visited 34 businesses across the region to provide information and support services in relation to health and wellbeing. This event was also attended by representative by the Department of Youth Justice, Employment, Small Business and Training.

Tara Bushfires - Provide Business Impact Report to the State Government

Due to the ongoing bushfire situation in Tara in September and October, Economic Development has been working with the State Government Department of Youth Justice, Employment, Small Business and Training (DYJESBT) to provide support information to the community and businesses across the region.

The team also provided updates regarding the bushfire situation and its impacts on businesses across the region to the State Government:

- DYJESBT and the Department of Agriculture, Forestry and Fisheries (DAFF) activated a natural disaster business survey for impacted businesses, which was distributed to Chambers of Commerce
- DYJESBT and the Australian Tax Office visited Tara to meet with owners of nineteen businesses and provide information about support services. Back to Work and traineeship programs were discussed with two to three interested businesses.

Carbon Emissions Review

The Economic Development team has engaged 100% Renewables to undertake a carbon emissions review of Council as an organisation and the region and its industries more broadly.

100% Renewables has completed the review and has finalised two draft reports: one focusing on Council's operations and a pathway to net-zero, and another community report on key industries and opportunities.

Both reports are currently under review (internally) and will be presented to Council in Q4.

With 33 attendees at Dalby's Black Coffee event, the Economic Development team seized the opportunity to connect with business and suppliers while working to attract new investment in the region.



Skilling Queenslanders for Work – Western Downs Tara Work Skills Traineeship

Following Council resolution in July, the Economic Development team successfully obtained funding to deliver the *Skilling Queenslanders for Work - Work Skills Traineeship* program (out-of-session) from the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) to support the upskilling of up to ten long-term unemployed persons in the Tara district through the program.

The Economic Development Team has successfully recruited a Traineeship Support Officer and ten trainees for the program with the funding.

The program was delayed due to the ongoing bushfire situation, but eventually commenced in November with an official Welcome and Sign-up event and later a Community Christmas BBQ in December.

The program is expected to be concluded in late May 2024. The Traineeship Support Officer will support the trainees to transition to further education, training, and employment opportunities in the region upon completion of the program.



Wimmera Southern Mallee Development visit Council

The Economic Development Team was approached by Wimmera Southern Mallee Development; a peak regional economic development agency in Wimmera, Victoria to visit Council to learn about our regional development synergies, basic history and how we are managing the growth of infrastructure, windfarms, mining, and the existing ag sector.

The group of 14, led by CEO Chris Sounness alongside other delegates from various councils, businesses and representatives from Victorian State Government listened to a presentation by the Economic Development team on Council's priorities and learnings on working with business and communities across different sectors, where delegates expressed interest in Council's planning scheme and how Council works with developers and landholders.

Advocacy

The Economic Development team has undertaken the following advocacy actions:

- Submission to CSG Subsidence and Co-Existence of Institutions
- Submission to the Regional Planning Interests Act Amendments
- Submission to the Improved Regulatory Efficiency for the resources industry
- Submission to the Draft Regional Water Assessment
- Submission to the Planning Australia's Permanent Migration Program 2024 – 2025

Tourism

Visitor Statistics

VIC	Q2 23/24	Q2 22/23	-/+
Dalby	1,017	1,137	-120
Chinchilla	1,314	1,648	-334
Miles	2,116	2,248	-132
Total	4,447	5,031	-584

Tourism Operator Engagement

Motelier visits during December in Dalby ensured that motels were again restocked and updated with the latest Western Downs collateral in preparation for Christmas and New Year. The addition of the self-guided Dalby Audible Walking trail was well received in Dalby, with 16 QR scans during the period.

Volunteer Engagement

Chinchilla and Dalby Tourism Volunteers travelled to Miles for this year's Christmas party, where they enjoyed a morning tea and tour at Dogwood Crossing Gallery, followed by baked Christmas lunch at the Miles Bowls Club.

Miles Volunteers also enjoyed their Christmas party, in conjunction with Miles Historical Village Museum. Staff and volunteers enjoyed a slide show of the year's achievements.

Caravan and Motorhome Club of Australia (CMCA) National Rally Local clubs & communities - Income

- Helping Hands received \$1800 from the auction & another \$1002 from the open day.
- Show Society received \$8800 from their assistance, gate keeping (at night) and garbage removal.
- Girl Guides earned approximately \$1500 from their cake stalls over four days.

Business - Income

- CMCA spent over \$250,000 on setting up and operating the event.
- Over \$125,000 in dockets collected -reflective of around 25-30% of those who participate.
- WDRC provided 10 tours which injected \$13,410 to tourism operators across region, paid for by ticket sales. Delighted to have the support of the Volunteers as tour guides
- WDRC Pop Up VIC sold approximately 160 shirts resulting in \$5624.00 in revenue. These shirts will continue to promote the Western Downs nationally and were a great success.

Caravan and Motorhome Club of Australia (CMCA) Solo Travellers

- Participants: 248 people, 242 vans and 70 first-time attendees
- Income: \$30,000 shopper dockets, \$30,000 rally expenditure

