

Ordinary Meeting of Council

***Held at Western Downs Regional Council's
Miles Leichhardt Centre***

On Thursday, 07 March 2024

Commencing at 9:30am

J. Taylor
CHIEF EXECUTIVE OFFICER

07 March 2024

Ordinary Meeting of Council Agenda

Location: **Miles Leichhardt Centre**
 29 Dawson Street
 Miles QLD 4415

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 15 February 2024

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The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 15 February 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 February 2024

16

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

10.1 EXECUTIVE SERVICES

10.1.1 Executive Services Confidential Report Iman People #4 - Consent Determination

The purpose of this report is to seek Council's consent to the Iman People's native title claim.

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

13. EXECUTIVE SERVICES

- 13.1 Executive Services Chief Executive Officer Report February 2024** 18
- 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 February 2024.

- 13.2 Executive Services Report Outstanding Actions February 2024** 21
- The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 15 February 2024.

14. CORPORATE SERVICES

- 14.1 Corporate Services Report Outcomes Governance Review Councillor Committee and Portfolio Structure** 29
- The purpose of this Report is to provide Council with the *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure*.

- 14.2 Corporate Services Report Entertainment and Hospitality Policy** 40
- The purpose of this Report to is present the proposed amendments to the *Entertainment and Hospitality Policy* for Council's consideration and approval.

- 14.3 Corporate Services Report Audit Committee Meeting 26 February 2024** 52
- The purpose of this report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 26 February 2024.

- 14.4 Corporate Services Financial Report February 2024** 60
- The purpose of this Report is to provide Council with the Financial Report for the period ending 23 February 2024.

14.5	Corporate Services Report Council's 2020-2024 Term in Review	72
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The purpose of this Report is to provide an overview of just some of the programmes and projects which have delivered by the Council during its 2020-2024 term.

15. INFRASTRUCTURE SERVICES

15.1	Infrastructure Services Capital Works Progress Update February 2023/24	85
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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 February 2024.

16. COMMUNITY AND LIVEABILITY

16.1	Community Liveability Report Call for Motions Australian Local Government Association National General Assembly	89
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The purpose of this report is to seek Council endorsement of motions proposed to be submitted to the Australian Local Government Association for consideration at the 2024 National General Assembly.

16.2	Community and Liveability Report Housing and Land Development Incentive Policy Amendment	98
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The purpose of this report is to seek Council's approval of some amendments to the Housing and Land Development Incentive Policy.

16.3	Community and Liveability Report Community Activation Program Round Two 2023.2024	111
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The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of Round Two of the 2023/2024 Community Activation Program; and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

16.4	Community and Liveability Report Community Projects Program Round Two 2023.2024	118
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The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024. This is in relation to the assessment and proposed adoption of Round Two of the 2023/2024 Community Projects Program

16.5	Community and Liveability Report Destination Events Program Round Two 2023.2024	125
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The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of the 2023/2024 Destination Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

16.6	Community and Liveability Report Local Events Program Round Two 2023.2024	132
	The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of Round Two of the 2023/2024 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.	
16.7	Community and Liveability Report Regional Arts Development Fund Program Round Two 2023.2024	140
	The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024. This is in relation to the assessment and proposed adoption of Round Two of the 2023/2024 Regional Arts Development Fund Program.	
16.8	Community and Liveability Report Young Entrepreneur Summit 2024 Outcomes	146
	The purpose of this report is to provide Council with the outcomes of the 2024 Young Entrepreneur Summit (YES) held in Chinchilla Country Hope Church on 14 February 2024.	
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 15 February 2024**

Date 27 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, 15 February 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 15 February 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, 15 February 2024.

Authored by: A. Lyell EXECUTIVE SERVICES ADMINISTRATION OFFICER



Ordinary Meeting of Council Minutes

Date: Wednesday, 15 February 2024

Time: 9:30am

Location: WDRC - Wandoan Customer Service Centre

Councillors:

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

Officers:

- B. Bacon, Acting Chief Executive Officer
- G. Cook, General Manager (Infrastructure Services)
- D. Fletcher, General Manager (Community & Liveability)
- B. Donald, Senior Executive Officer
- A. Lyell, Executive Services Administration Officer

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

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

3. APOLOGIES

There were no apologies.

4. CONGRATULATIONS

There were no congratulations.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 18 January 2024

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

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. K. A. Maguire

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.

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

16.2 - Community & Liveability Report Wild Dog Barrier Fence Review

Cr. K. A. Bourne

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

1. Her family has Wild Dog Barrier Fencing infrastructure bordering their properties.

Having given due consideration to her position she determined that she would leave the meeting while the matter is discussed 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 January 2024

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.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. A. N. Smith

That this Report be received and noted.

CARRIED

10. CONFIDENTIAL ITEMS

There were no Confidential Reports.

11. DEPUTATION

There were no Deputations.

12. PLANNING

There were no Planning Reports.

13. EXECUTIVE SERVICES

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

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.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. C. T. Tillman

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:
 - o Part of Lot 10 on RP75401
 - o Lots 7 - 9 on RP 75401
 - o 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.
- c. That Council apply the Communications and Engagement Strategy to ensure appropriate early engagement with landholders in the vicinity of this parcel of land.

AMENDMENT NO. 1

Moved By Cr. I. J. Rasmussen

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:
 - o Part of Lot 10 on RP75401
 - o Lots 7 - 9 on RP 75401
 - o Part of Lot 2 on RP186292

Located at Myall Street, Dalby.

Cr. I. J. Rasmussen withdrew his Amendment.

The **ORIGINAL MOTION** was **PUT** and **CARRIED**

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

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.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. K. A. Bourne

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.

FORESHADOWED MOTION

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

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 which includes Lot 1 on RP199335, Lots 1-3 RP94461 and Lot 2 on RP62125 ("Land"), noting that:
 - a. Disposing of the Land is expected to result in the Land reaching its full potential by offering land for development in Dalby 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.

The **ORIGINAL MOTION** was **PUT** and **LOST (3 to 6)**

FORESHADOWED MOTION MOVED

Moved By Cr. O. G. Moore

Seconded By Cr. C. T. Tillman

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 which includes Lot 1 on RP199335, Lots 1-3 RP94461 and Lot 2 on RP62125 ("Land"), noting that:
 - a. Disposing of the Land is expected to result in the Land reaching its full potential by offering land for development in Dalby 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.

CARRIED (7 to 2)

13.3 Executive Services Report - Leases P and JD Chinchilla Aerodrome - Surrender and Execution of Leases

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.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

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.

CARRIED

13.4 Executive Services Chief Executive Officer Report January 2024

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. A. N. Smith

That this Report be received.

CARRIED

13.5 Executive Services Report Outstanding Actions January 2024

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. C. T. Tillman

That this Report be received.

CARRIED

13.6 Executive Services Quarterly Report October to December 2023

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. I. J. Rasmussen

That this report be received and noted.

CARRIED

ADJOURN RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. C. T. Tillman

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10.33am.

The Meeting resumed at 10.46am.

14. CORPORATE SERVICES

14.1 Corporate Services Report Quarter Two 2023-24 Operational Plan and Enterprise Risk Management

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*.

COUNCIL RESOLUTION

Moved By Cr. I. J. Rasmussen

Seconded By Cr. A. N. Smith

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

CARRIED

14.2 Corporate Services Financial Report January 2024

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

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. O. G. Moore

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.

CARRIED

14.3 Corporate Services Report Write Off Outstanding Unrecoverable Liquified Petroleum Gas Accounts 2023

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.

COUNCIL RESOLUTION

Moved By Cr. C. T. Tillman

Seconded By Cr. O. G. Moore

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

CARRIED

14.4 Corporate Services Quarterly Report October to December 2023

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.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. P. T. Saxelby

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

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Report 2021-22 Flood Damage Restoration Program Progress Update and Sealed Road Damage Escalation

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.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That this Report be received.

CARRIED

15.2 Infrastructure Services Quarterly Report October to December 2023

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. P. T. Saxelby

That Council resolve to receive the Infrastructure Services Quarterly Report for the period October to December 2023.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Report Local Housing Action Plan

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. M. J. James

That this report be received and that Council endorse the Western Downs Local Housing Action Plan, as contained in Attachment A.

CARRIED

16.2 Community and Liveability Report Wild Dog Barrier Fence Review

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.

Cr. K. A. Bourne

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

Her family has Wild Dog Barrier Fencing infrastructure bordering their properties.

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

Cr. K.A. Bourne left the room at 11.47am.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. O. G. Moore

That this Report be received and a submission, as contained in Attachment A to this cover line 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.

CARRIED

Cr. K.A. Bourne re-enters the room at 11.55am.

16.3 Community and Liveability Report Community Grants Policy

The purpose of this report is to seek Council endorsement of the Community Grants Policy (Statutory).

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That this report be received and

- a. Council adopt the Community Grants Policy (Statutory).
- b. 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.

AMENDMENT NO.1

Moved By Cr. O. G. Moore

That this report be received and

- a. Council adopt the Community Grants Policy (Statutory).
- b. 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.
- c. 6 a) Total Project Cost up to \$5,000.00 - 25% contribution.

POINT OF ORDER

Cr Rasmussen asked the Chairperson to decide a Point of Order regard the procedure for debating an amendment to a motion.

Cr. O. G. Moore withdrew his motion.

FORESHADOWED MOTION

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

That this report be received and

- a. Council adopt the Community Grants Policy (Statutory).
- b. 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.
- c. 6 a) Total Project Cost up to \$5,000.00 - 25% contribution.

The **ORIGINAL MOTION** was **PUT** and **CARRIED (8 to 1)**

16.4 Community & Liveability Report Communities Partnering Framework

The purpose of this Report is to present Council with the newly developed Communities Partnering Framework and to seek adoption of this Framework.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. C. T. Tillman

That this Report be received and Council resolve to adopt the newly developed Communities Partnering Framework.

CARRIED

16.5 Community and Liveability Quarterly Report October to December 2023

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.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. M. J. James

That Council resolve to receive the Community and Liveability Quarterly Report for the period October to December 2023.

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 12.24PM.

UNCONFIRMED

Title **Executive Services Mayoral Report February 2024**

Date 29 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 February 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 February 2024:

Date	Who/Where	Details
5 February 2024	<ul style="list-style-type: none"> • Meeting with ratepayer 	Dalby
6 February 2024	<ul style="list-style-type: none"> • Chinchilla State High School 	Chinchilla
7 February 2024	<ul style="list-style-type: none"> • LGAQ Case Study Filming • Meeting with Department of Water • Meeting with Ratepayer 	Dalby Teams Warra
9 February 2024	<ul style="list-style-type: none"> • Meeting with SENEX • TSBE Boardroom Briefing 	Toowoomba Toowoomba
13 February 2024	<ul style="list-style-type: none"> • Councillor Pre-Agenda and Around the Grounds • Councillor Information Sessions 	Dalby Dalby
14 February 2024	<ul style="list-style-type: none"> • Development Assessment Panel meeting 	Dalby
15 February 2024	<ul style="list-style-type: none"> • Ordinary Meeting of Council • Local Government Association Queensland Last Supper dinner 	Wandoan Brisbane
16 February 2024	<ul style="list-style-type: none"> • Local Government Association Queensland Policy Executive meeting 	Brisbane
20 February 2024	<ul style="list-style-type: none"> • Western Downs Futures Progress meeting • Meeting with Peritus Ag 	Dalby Zoom

24 February 2024	<ul style="list-style-type: none"> • Bell Art Group Gala Opening and Presentation Awards Evening 	Bell
26 February 2024	<ul style="list-style-type: none"> • Audit Committee Meeting • Meeting with Office of Queensland Rehabilitation Commissioner 	Dalby Dalby
28 February 2024	<ul style="list-style-type: none"> • Development Assessment Panel meeting • Meeting with SENEX • Meeting with Department of Housing, Local Government, Planning and Public Works • Meeting with Department of Regional Development, Manufacturing and Water 	Teams Brisbane Brisbane Brisbane
29 February 2024	<ul style="list-style-type: none"> • Tara Hospital SOD Turning 	Tara

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 February 2024.

Attachments

Nil

Authored by: Hailey Wex, Executive Officer to the Mayor

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

Date 27 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 during the month of February 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) during the month of February 2024.

Date	Who/Where	Details
1 February 2024	<ul style="list-style-type: none"> • Councillor Information Sessions • Toowoomba and Surat Basin Enterprise - February Enterprise Evening 	Dalby Toowoomba
2 February 2024	<ul style="list-style-type: none"> • Regional Leaders Network Western Downs Futures Presentation • Meeting with Ann Leahy, Member for Warrego 	Dalby Dalby
5 February 2024	<ul style="list-style-type: none"> • Meeting with Rate Payer • Meeting with the Returning Officer 	Dalby Dalby
7 February 2024	<ul style="list-style-type: none"> • Meeting with Local Government Association Queensland • Webinar New Murray Darling Basin Laws - Restoring our Rivers Draft Framework 	Dalby Teams Meeting

9 February 2024	<ul style="list-style-type: none"> Toowoomba Surat Basin Enterprise Boardroom Briefing 	Toowoomba
13 February 2024	<ul style="list-style-type: none"> Planning & Pre-Agenda Meeting Councillor Information Sessions Meeting with Gasfields Commission 	Dalby Dalby Dalby
14 February 2024	<ul style="list-style-type: none"> Meeting with Department of Resources Development Assessment Panel Meeting Meeting with NGH Consulting 	Dalby Dalby Teams Meeting
21 February 2024	<ul style="list-style-type: none"> Central Queensland Water Assessment Group Meeting Meeting with DesignCEO 	Teams Meeting Dalby
22 February 2024	<ul style="list-style-type: none"> SMART Digital Program Project Executive Committee Meeting Darling Downs South West & Locker Chief Executive Officer Forum 	Teams Meeting Dalby
23 February 2024	<ul style="list-style-type: none"> Darling Downs South West & Locker Chief Executive Officer Forum 	Dalby
26 February 2024	<ul style="list-style-type: none"> Audit Committee Meeting Meeting with Office of the Queensland Mine Rehabilitation Commissioner 	Dalby Teams Meeting
28 February 2024	<ul style="list-style-type: none"> Development Assessment Panel Meeting Meeting with Senex Meeting with Department of Housing, Local Government, Planning and Public Works Meeting with Department of Regional Development, Manufacturing and Water Meeting with Arrow Energy 	Teams Meeting Brisbane Brisbane Brisbane Brisbane
29 February 2024	<ul style="list-style-type: none"> Meeting with Design CEO LGMA Chief Executive Officer Forum 	Phone Brisbane

Consultation (Internal/External)

Chief Executive Officer

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The foregoing represents activities undertaken by the Chief Executive Officer during the month of February 2024.

Attachments

Nil.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

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

Date 27 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 15 February 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 15 February 2024

1. Outstanding Council Meeting Action List (As at 15 February 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 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. 	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>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> <p>CARRIED</p>	
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>CARRIED</p>	Corporate Services
18/01/2024	Corporate Services Report Proposed Transfer of Council's Community Housing Portfolio to a	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>	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
	Registered Community Housing Organisation		<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>	
15/02/2024	Executive Services Report - Expression of Interest - Disposal of parcels of land at Myall Street, Dalby	AD6.6.2	<p>That this Report be received and that 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> (Qld) to invite Expressions of Interest ("EOI") to dispose of the following: <ul style="list-style-type: none"> o Part of Lot 10 on RP75401 o Lots 7 - 9 on RP 75401 o Part of Lot 2 on RP186292 <p>Located at Myall Street, Dalby, ("Land") noting that:</p> <ol style="list-style-type: none"> 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. c. That Council apply the Communications and Engagement Strategy to ensure appropriate early engagement with landholders in the vicinity of this parcel of land. <p>CARRIED</p>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
15/02/2024	Executive Services Report - Expression of Interest to Dispose of 107 Drayton Street, Dalby - Housing	AD6.6.2	<p>That this Report be received, and Council resolves:</p> <ol style="list-style-type: none"> 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) <i>Local Government Regulation 2012</i> (Qld) to invite Expressions of Interest ("EOI") to dispose of 107 Drayton St Dalby which includes Lot 1 on RP199335, Lots 1-3 RP94461 and Lot 2 on RP62125 ("Land"), noting that: <ol style="list-style-type: none"> a. Disposing of the Land is expected to result in the Land reaching its full potential by offering land for development in Dalby 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. <p>CARRIED</p>	Executive Services

Deputations List (As at 15 February 2024)

Meeting date	Item description	Council Resolution/Task	Comments	Responsible Division
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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	Corporate Services Report Outcomes Governance Review Councillor Committee and Portfolio Structure
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Date	27 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 the *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure*.

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.*

The ability of Council to meet the needs of its community and achieve strategic objectives is strongly influenced by the nature of the governance system directly impacting elected members' workload, the opportunity for the community to engage and participate, the responsiveness to issues, and the quality of governance oversight and strategic planning to ensure effective decision-making.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to receive the *Workshop Outcomes Report Governance Review – Councillors Committee Portfolio Structure*.

Background Information

Western Downs Regional Council is a current Category Three local government, represented by a Mayor and eight Councillors on an undivided basis. Council currently holds one Ordinary Meeting each month, with meetings held on a rotational basis across the region. Pre-agenda information sessions are held prior to each Ordinary Meeting, with Councillor briefing sessions and workshops held on a regular basis. There are currently no standing, special, or advisory committees constituted under section 264 of the *Local Government Regulation 2012*.

Western Downs Regional Council currently operates a number of statutory committees constituted under various local government legislation. The composition, quorum, and frequency of meetings may be detailed in the legislation or by a terms of reference adopted by Council. The following statutory committees are in place:

- (1) Western Downs Local Disaster Management Group;
- (2) Western Downs Regional Council Audit Committee; and
- (3) Wambo Shire River Improvement Trust.

Council operates a number of non-statutory committees, referred to as Reference Groups, to provide advice on key strategic issues or projects, creating partnerships between community and Council representatives to obtain a balanced view with a wide cross-section of stakeholders. Reference Groups are not statutory committees of Council and may have no elected member representation, however, will have Council representation through

Council officers and have a charter outlining the group's objects, roles, and responsibilities, etcetera. The following Reference Groups are in place with Councillors representation:

- (1) Dalby Regional Saleyards Reference Group; and
- (2) Community Grants Reference Group.

The functional areas of Council are divided into distinct portfolios, each aligned with Council's strategic objectives designed to achieve long-term success for the region. At the beginning of a new term of Council, each Councillor is assigned as spokesperson for a portfolio. Portfolios may be reviewed as Council deems appropriate in accordance with the *Councillors as Portfolio Spokespersons – Council Policy*.

At its Ordinary Meeting of 20 September 2023, Council resolved:

That Council undertake a strategic workshop to:

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.*

Report

To enact the above resolution of Council, Stevenson Consulting was engaged to perform a governance review of Councillor Committee Portfolio Structures. The *Report Governance Review – Councillor Committee Portfolio Structure* was distributed to Councillors and a subsequent Councillor workshop was held on 1 February 2024, with outcomes from the workshop detailed in the attached *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure*.

Outcomes of the Councillor workshop included:

- (1) consensus support for continuation of Councillor Portfolios, with no support for the introduction of Committees;
- (2) consensus support for continuation of the existing Portfolio allocations, that is portfolios linked to the functional (operational) areas of Council divided into distinct portfolios, with some refinement and with regard for Councillors' interest and skills;
- (3) consensus that improvements to both the portfolio system and allocations be facilitated in a review of the existing *Councillors as Portfolio Spokespersons – Council Policy*.

A further report will come to Council following review of the *Councillors as Portfolio Spokespersons – Council Policy* noting the outcomes of the Councillor Workshop held 1 February 2024.

Consultation (Internal/External)

The *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure* provides the outcome from the Councillor Workshop held 1 February 2024.

Legal/Policy Implications (Justification if applicable)

The *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure* will be utilised to inform the incoming Council regarding the committee and portfolio structures and facilitate a review of the *Councillors as Portfolio Spokespersons - Council Policy*.

Budget/Financial Implications

There are no budget nor financial implication associated with the consideration of Council committee and portfolio structures.

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

The *Workshop Outcomes Report Governance Review – Councillor Committee Portfolio Structure* is provided for Council's information.

Attachments

1. Stevenson Consulting Workshop Outcomes Report Governance Review - Councillor Committee Portfolio Structure

Authored by: K. Gillespie, GOVERNANCE COORDINATOR

GOVERNANCE REVIEW – COUNCILLOR COMMITTEE PORTFOLIO STRUCTURE

**for WESTERN DOWNS
REGIONAL COUNCIL**

WORKSHOP OUTCOMES REPORT

1 February 2024

1 BACKGROUND

Western Downs Regional Council (Council) commissioned Stevenson Consulting to conduct a governance review of its Councillor Committee Portfolio Structure.

At its Ordinary Meeting of 20 September 2023, Council resolved:

“That council undertake a strategic workshop to:

- 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.”¹*

Council advised that the purpose of the review was to enact the resolution of Council and provide councillors with an appraisal of the portfolio and committee structures.

Stevenson Consulting concluded its assignment and submitted a final report to satisfy the brief on 8 January 2024.

Council also requested Stevenson Consulting to present findings of the report to the Mayor, Councillors and senior officers, and to assist them collectively to prepare recommendations for the next term of Council.

This workshop was conducted in Dalby on 1 February 2024.

WORKSHOP OUTLINE

The workshop program was as follows;

12.30pm	Session 1 – Report Findings
1.30pm	Session 2 – Structure
2.15pm	Break
2.30pm	Session 3 – Allocation
3.30pm	Session 4 – Policy
4.15pm	Close

ATTENDEES

The following were in attendance;

- Mayor Paul McVeigh
- Deputy Mayor Andrew Smith

¹ Western Downs Regional Council, “Governance Review Committee and Councillor Portfolio System – Brief”, page 2

- Cr Kylie Bourne
- Cr Kaye Maguire
- Cr George Moore (by videoconference)
- Cr Ian Rassmussen
- Cr Peter Saxelby
- Cr Carolyn Tillman
- Cr Megan James
- Jodie Taylor
- Brett Bacon
- Graeme Cook
- Karen Gillespie
- Facilitator Gary Stevenson

SESSION 1 – REPORT FINDINGS

The General Manager Corporate Services introduced the Facilitator, Gary Stevenson and briefly provided context for the workshop.

The Facilitator presented the findings of his report referring to the attached PowerPoint presentation.

Participants asked a range of questions of the Facilitator and shared observations during and after the presentation.

SESSION 2 – STRUCTURE

The Mayor and the Facilitator led discussion regarding the respective role of Committees and Portfolios.

With the following parameters in mind, a detailed discussion ensued;

- Councillors and Executive Officers (internal) comfort,
- Public confidence,
- Productivity and efficiency,
- Sound decision-making.

Generally, participants expressed little interest in establishing a system of Standing Committees and made observations of the apparent inefficiencies at some of the other benchmarking Councils.

Much of the discussion centred on the Council's current portfolio system and its positive and negative characteristics.

The following comments demonstrated some varying perspectives;

- current system not working well with disproportionate information and knowledge sharing, insufficient briefings and only occasional media releases,
- some inconsistency in the way that portfolios are supported by officers,
- risk of portfolios being too involved in operational matters,
- support for retention of portfolios but with some improvements,
- frequency of meetings with officers varies considerable,
- need better preparation for media engagements,
- enjoy interactions with officers,
- more guidance for staff support might address inconsistencies,
- support portfolios continuation but not committees,
- current arrangement is on the right track but don't support committees,
- some broadly described portfolios should be refined,
- officers value their portfolio Councillor engagements,
- portfolio Councillor can be advocate,
- current system is working well,
- some tweaking, structure and clarity might be appropriate,
- important for portfolio Councillors to report back to others – perhaps as part of the “Around the Grounds” sessions,
- important to maintain a strategic focus rather than operational,
- supporting staff are doing a great job but could benefit from more structure.

At the end of the session, the Facilitator observed that there appeared to be consensus support for continuation of Portfolios and no support for introduction of Committees.

The Facilitator also acknowledged the consensus desire for some improvements to the system perhaps to be embedded in Policy (to be discussed in Session 4).

There were no dissenting comments expressed regarding these observations.

SESSION 3 – ALLOCATION

The Mayor and the Facilitator led discussion on the basis for the allocation of functional oversight for Portfolios.

The high-level options for coverage was discussed;

- All-encompassing coverage, or
- Prioritised select coverage.

The following second-level bases for allocation were also discussed;

- Strategic basis (eg reflecting the Corporate Plan),
- Operational basis (eg reflecting organisational structure),
- Councillors' aptitude basis (eg reflecting Councillors' skills/interests), or
- Priorities basis (eg reflecting contemporary priorities).

Reference was made to Council's Corporate Plan strategic themes during discussion.

The following comments were made;

- prefer select coverage over all-encompassing coverage,
- portfolios should be strategically focussed,
- portfolio descriptions need to be easily understood by communities,
- scale of the region makes it difficult to be all-encompassing,
- tour of portfolio-related facilities across region was helpful,
- need to focus on strategic rather than operational matters,
- current portfolio allocation (reflecting operational structure) is in effect all-encompassing,
- need to stay strategic,
- community members need to understand portfolio allocations,
- engagement with officers opens opportunity to speak about operational matters of importance to community,
- strategic focus is better,
- its good to have engagement across multiple GM's,
- support portfolios reflecting organisational structure but not too operational,
- existing portfolios should be more structured,
- can keep strategic whichever way portfolios are allocated,
- engagement with multiple GM's would be complicated,
- Corporate Plan themes would result in engagement with multiple GM's,
- need to understand the desired outcome and work back from there,
- should have regard for Councillors' roles and community expectations,
- its good for each Councillor to have an area of focus,
- don't want an inefficient outcome,
- current allocations are OK but just need finessing,
- reporting obligations need to be clarified,
- too much change might confuse the community,
- like Advocacy resting with the Mayor,
- current system is not broken and community understands it,
- others can rely on Councillors having an area of focus with better knowledge,
- need to make sure community reliance on portfolio Councillors does not usurp existing 'snap, send and solve' system,
- portfolios provide a 'go to' Councillor for staff,
- like the sharing of 'spokesperson role,
- Mayor should do advocacy,
- good to have Councillors with deeper knowledge of their portfolios,
- existing allocations could be improved with efficiency objectives.

At the end of the session, the Facilitator observed that there appeared to be consensus support for continuation of the existing allocations but with some refinement and with regard for Councillors interests and skills.

The Facilitator again acknowledged the potential for improvements to the system perhaps to be embedded in Policy (to be discussed in Session 4).

There were no dissenting comments expressed regarding these observations.

SESSION 4 – POLICY

The Mayor and the Facilitator led discussion regarding potential improvements to Council's "Councillors as Portfolio Spokespersons" Policy.

Each of the following potential changes to the existing policy (as recommended by the Facilitator based on benchmarking with other Councils) were discussed.

Policy Purpose

<i>"Set clear guidelines to define the roles and responsibilities of the Mayor and Councillors as spokespersons for the portfolios of Council."</i>	Could be expanded? Is it really only just a spokesperson role, or is it research, engagement and strategic thinking etc? Also some refer to internal relationship development and others refer to community engagement - all open for consideration.
---	--

It was generally agreed that this section should be expanded but with some caution expressed regarding the following;

- need to acknowledge Councillors do not abrogate their responsibilities because one Councillor might do specific work within their portfolio,
- need to acknowledge staff are professionals paid to do research,
- can use skills and talents of Councillors though,
- other Councillors can be conduits,
- risk of "Minister for..." syndrome if a Councillor assumes the role is in some way in charge of the portfolio functions.

Policy Scope

<i>"This policy applies to the Councillors of Western Downs Regional Council. However, the Mayor acts as spokesperson for the whole of Council."</i>	If the relationship with officers was further emphasised, the policy might apply also to relevant officers.
--	---

This proposed change was supported.

Policy Statement

<i>"The functional areas of Council are divided into distinct portfolios, each with strategic objectives and strategies designed to achieve long-term success for our region."</i>	Could be expanded to emphasise Council's commitment to effective engagement, knowledge development, decision-making and teamwork.
--	---

This proposed change was supported.

Portfolio Objectives

<ul style="list-style-type: none"> • <i>"the workload associated with being an elected member is shared across all Councillors;</i> • <i>the Councillor's individual skill, knowledge and background is utilised by linking them to an area of interest;</i> • <i>the community can identify which Councillor to approach according to the strategic issue at hand;</i> • <i>informed discussion is generated by the whole of Council;</i> • <i>Councillors act as sounding boards for strategic issues and suggestions from senior officers, members of the public, and other Councillors relating to their portfolio; and</i> • <i>Councillors are reporting back to the community."</i> 	No need for change.
--	---------------------

While there was general support for this section, the following comments were made;

- in the second dot-point the emphasis is on 'skills',
- should add 'interests' to the second dot-point,
- don't like the second dot-point,
- could include words from the Policy Purpose section,
- final dot-point doesn't belong,
- don't like 'sounding-board',
- 'sounding board' is OK,
- delete second dot-point and change fifth dot-point.

It is apparent that re-drafting of this section will be necessary.

Spokespersons

<p><i>"The Mayor acts as spokesperson for the whole of Council and is therefore Council's primary media representative. However, where appropriate Portfolio Spokespersons may also act as Council media representatives working closely with the Chief Executive Officer and/or relevant General Manager to formulate appropriate media approaches and responses. In this capacity Councillors are expected to be</i></p>	Important to differentiate legislated role of the Mayor and Councillors.
--	--

<i>available where possible for media engagements."</i>	
---	--

There was support for retention of this section.

Allocation

<i>"At the beginning of a new term of Council the Council will assign each Councillor as spokesperson for one portfolio. Portfolios may be reviewed as Council deems appropriate."</i>	Adequately described though factors to be considered in allocating portfolios could be added eg links to Corporate Plan strategic themes and interests, skills and knowledge of each Councillor.
--	--

This proposed change was supported.

Authorities

Possible new section	Could include demarcation between governance and operational realms.
----------------------	--

This proposed new section was supported.

Support

Possible new section	Could include guidelines for organisational support for portfolio Councillors functions.
----------------------	--

This proposed new section was supported but it was acknowledged that there should be cross-referencing between this Policy and the Acceptable Request Guidelines.

Reporting

Possible new section	Could consider guidelines for portfolio Councillor reporting/informing Council meetings.
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This proposed new section was supported with the suggestion that it could be incorporated into the "Around the Grounds" session at informal briefing meetings and with the caution that reporting should not duplicate operational reporting.

Term

<i>"Four-year term"</i>	Could include reference to implications of a by-election scenario.
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This proposed change was supported.

The Mayor thanked the Facilitator and participants and closed the workshop at approximately 4.15pm.

Title **Corporate Services Report Entertainment and Hospitality Policy**

Date 28 February 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this Report is to present the proposed amendments to the *Entertainment and Hospitality Policy* for Council's consideration and approval.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

- *We are recognised as a financially intelligent and responsible Council.*
- *Our agile and responsive business model enables us to align our capacity with service delivery.*

The *Local Government Principles* as outlined in the *Local Government Act 2009*, provide that Council must have transparent and effective processes, decision-making in the public interest, good governance of and by Council, and ethical and legal behaviour of Councillors and employees. It is therefore incumbent for Council to ensure that reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and employees in the ordinary course of carrying out their respective responsibilities.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves, pursuant to section 196(1) of the *Local Government Regulation 2012*, to adopt the amended *Entertainment and Hospitality Policy (Statutory)*, as contained in Attachment Three.

Background Information

The *Entertainment and Hospitality - Council Policy* was adopted by Council at its Ordinary Meeting held 15 October 2008, with several subsequent amendments, most recently at the Ordinary Meeting held 20 January 2021. The policy is scheduled for periodic review in line with Council's *Policy Framework*.

Report

The *Entertainment and Hospitality Policy* outlines the control of expenditure on official entertainment and hospitality by Council, in order to comply with the requirements of section 196 of the *Local Government Regulation 2012* and community standards.

The Policy has been reviewed to provide a clearer defined scope and definitions on the circumstances where the provision of entertainment and hospitality expenditure is appropriate and reasonable to be incurred in the course of carrying out official responsibilities. Further, the proposed amendments expand on the guiding principles for such expenditure.

Council's recently amended *Policy Framework* also provides that a policy required under legislation be reclassified as a 'Statutory Policy', therefore it is proposed to rename the *Entertainment and Hospitality Policy*, the *Entertainment and Hospitality - Statutory Policy*.

Consultation (Internal/External)

The proposed amendments to the Entertainment and Hospitality Policy have been endorsed by the Senior Leadership Team and the Executive Leadership Team.

Legal/Policy Implications (Justification if applicable)

There have been no legislative changes affecting this policy since Council's last review.

Council is required to prepare and adopt a policy about Council's spending on entertainment and hospitality pursuant to section 196 of the *Local Government Regulation 2012* which provides:

196 Entertainment and hospitality

- (1) *A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an entertainment and hospitality policy).*

Examples of entertainment or hospitality—

- *entertaining members of the public in order to promote a local government project*
- *providing food or beverages to a person who is visiting the local government in an official capacity*
- *providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons*
- *paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee.*

- (2) *A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.*

This statutory policy is therefore required to comply with Council's legislative obligations.

Budget/Financial Implications

There are no budget or financial implications associated with the consideration of this matter.

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

The current *Entertainment and Hospitality - Council Policy* has been periodically reviewed in accordance with Council's adopted Policy Framework to ensure continued legislative compliance and organisational relevance and efficiency, with proposed amendments recommended for Council's consideration.

Attachments

1. Entertainment and Hospitality - Council Policy
2. Mark Up Proposed Entertainment and Hospitality - Statutory Policy
3. Entertainment and Hospitality - Statutory Policy as proposed.

Authored by: K. Gillespie, GOVERNANCE COORDINATOR

Entertainment and Hospitality - Council Policy

Effective Date	<i>15 October 2008</i>
Policy Owner	<i>Customer Support and Governance</i>
Link to Corporate Plan	<i>Financial Sustainability</i>
Review Date	<i>July 2024</i>
Related Legislation	<i>Local Government Act 2009 Local Government Regulation 2012</i>
Related Documents	<i>Councillor Expenses and Reimbursement- Council Policy Procurement - Council Policy Drug and Alcohol - Organisational Policy</i>

Policy Version	Approval Date	Adopted/Approved
1	15/10/2008	Ordinary Meeting of Council
2	17/02/2010	Ordinary Meeting of Council
3	14/12/2011	Ordinary Meeting of Council
4	18/12/2013	Ordinary Meeting of Council
5	17/08/2016	Ordinary Meeting of Council
6	20/01/2021	Ordinary Meeting of Council

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Entertainment and Hospitality - Council Policy

1. PURPOSE

To provide a framework to manage entertainment and hospitality expenditure, to obtain the most reasonable and appropriate outcome which meets the requirements of legislative and community standards.

2. SCOPE

This Policy relates to expenditure by Council for entertainment and hospitality, providing guidelines for Council Officers and Authorised Council Representatives.

3. POLICY

3.1 Principles

Section 196 of the *Local Government Regulation 2012* (the Regulation) requires that Council adopt a policy about Council's spending on entertainment or hospitality (an Entertainment and Hospitality Policy).

Council recognises that reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and Council employees in the ordinary course of carrying out their respective responsibilities.

The following principles apply to all entertainment and hospitality expenditure by Council. All expenditure must be:-

- a) For official Council purposes and/or incurred in the public interest.
- b) Reasonable and appropriate to Council's business.
- c) Commensurate with the benefit received by Council or the public.
- d) Properly documented.
In accordance with all other related policies, procedures and practices.
- e) Expenditure incurred by Council which is not reasonable and appropriate (e.g. private expenses) must be repaid to Council immediately.

3.2 Acceptable Entertainment or Hospitality

These guidelines will apply in all cases where hosting is determined by the Council, Chief Executive Officer or appropriate General Manager to be a necessary activity.

Examples of where hosting is appropriate would include:

Civic and Public Functions

A service or function provided by Council for hosting and entertaining of:-

- a) invited members of the public for promoting an initiative or project of Council; and
- b) government officials, dignitaries or elected politicians from all levels of government visiting the local government area in an official capacity.

Included are citizenship ceremonies, community engagement activities, volunteers functions, hosting prospective senior staff, developers and investors, community organisations, media and other significant community events.

Conference, Workshops, Meetings and Seminars

Approved attendance at a conference, course, meeting, seminar, workshop or another forum that is:-



Entertainment and Hospitality - Council Policy

- a) held by the local government for its Councillors, Officers or other persons; or
- b) paid for a Councillor or Officer to attend a function as part of their official duties or obligations.

Sanctioned Social Functions

Approved social functions hosted by Council for its Councillors or Employees.

Included are annual Christmas parties and employer reward and recognition presentations for provision of services to the public, retirement functions, functions in honour of a long-standing employee or elected member.

3.3 Guidelines for Entertainment and Hospitality Expenditure

The following guidelines apply for entertainment and hospitality expenditure:

- a) Councillors and employees incurring expenditure must be able to identify the benefit to the community and how the expenditure contributes to promoting Council's policy and strategic outcomes e.g. the expenditure must be justifiable.
- b) Approval from the relevant authorised officer should be sought before expenditure is incurred. Where this is not practical, reimbursement may be sought subject to the guidelines of the policy.
- c) Personal expenses must not be paid by Council. In the event expenditure incurred by a Councillor or Officer which is not reasonable and appropriate or considered non-official/private, the Council officer or Councillors incurring the cost must make restitution to Council immediately.
- d) In granting approval for expenditure, the relevant authorised officer should ensure that such expenditure complies with the principles of this policy.
- e) Hospitality for Council visitors, guests and benefactors will typically take the form of meals and should be undertaken involving a minimum number of Councillors and employees who will be able to advance Council business by their attendance.
- f) The consumption of alcohol has social connotations and its provision has characteristics of entertainment. As representatives of Council, employees may consume alcohol only in moderation for the purposes of hospitality. Employees must be able to perform their duties in a safe manner in accordance with Council policy and the law.
- g) Purchases of alcohol on behalf of Council must be authorised by the Chief Executive Officer prior to the purchase being made.
- h) Spouse/Partner Entertainment, Accommodation & Hospitality Costs will be met by Council in instances where the spouse/partner of a Councillor or Staff member is invited by the Council or the Chief Executive Officer to attend an approved function.

3.4 Exceptions / Expanded Definition of Permissible Activities

Expansion of the permissible entertainment activities may be extended from time to time to include events authorised by the Chief Executive Officer.



Entertainment and Hospitality - ~~Council~~ Statutory Policy

Effective Date	15 October 2008
Policy Owner	Customer Support and Governance
Link to Corporate Plan	Financial Sustainability
Review Date	July 2024
Related Legislation	Local Government Act 2009 Local Government Regulation 2012
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Entertainment and Hospitality - ~~Council~~ Statutory Policy

1. PURPOSE

~~The purpose of this policy is to ensure that Council maintains public sector standards of accountability in relation to entertainment and hospitality and that any expenditure incurred by Council for entertainment or hospitality is appropriate with regards to the benefit to Council or the public.~~

~~To provide a framework to manage entertainment and hospitality expenditure, to obtain the most reasonable and appropriate outcome which meets the requirements of legislative and community standards.~~

2. SCOPE

~~This Ppolicy relates to expenditure by Council for entertainment and hospitality applies to Councillors and all employees (including contractors and volunteers) of Western Downs Regional Council, providing guidelines for Council Officers and Authorised Council Representatives.~~

~~This policy applies to any expenditure by Council for entertainment and hospitality, excluding:~~

- ~~(1) the provision of minor food and beverages such as tea, coffee, sugar, and milk located in a staff/luncheon room;~~
- ~~(2) the payment of meal allowances or similar benefits to Council staff in accordance with relevant Industrial Awards and Enterprise Bargaining Agreements; and~~
- ~~(3) entertainment and hospitality included in the standard registration package at training, workshops, conferences, and seminars.~~

3. POLICY

~~3.1~~ Principles

~~Section 196 of the Local Government Regulation 2012 (the Regulation) requires that Council adopt a policy about Council's spending on entertainment or hospitality (an Entertainment and Hospitality Policy).~~

~~Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in significant benefits to the Western Downs region. Reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and Council employees in the ordinary course of carrying out enacting their respective responsibilities. As a public funded entity, Council must ensure that public sector standards of accountability are maintained and that the practice of providing entertainment and hospitality is consistent across the organisation.~~

~~3.1~~ General Principles

~~The following general principles apply to all entertainment and hospitality expenditure by Council. All expenditure must be:~~

- ~~a)(1) Ffor official Council purposes and/or incurred in the public interest;~~
- ~~b)(2) Rreasonable and appropriate to Council's business;~~
- ~~e)(3) Ccommensurate with the benefit received by Council or the public;~~
- ~~d)(4) Pproperly documented, with the purpose for the expenditure clearly identified;~~
- ~~(5) Iin accordance with all other related policies, procedures, and practices; and~~
- ~~e)(6) Eexpenditure incurred by Council which is not reasonable and appropriate (e.g. for example, private expenses) must be repaid to Council immediately.~~

3.2 Acceptable Entertainment and/or Hospitality

~~These guidelines will apply in all cases where hosting is determined by the Council, Chief Executive Officer or appropriate General Manager to be a necessary activity.~~

Examples of where hosting entertainment and/or hospitality are appropriate ~~would~~ include:

Civic and Public Functions

A service or function provided by Council for hosting and entertaining of:



Entertainment and Hospitality - ~~Council~~ Statutory Policy

- (1) invited members of the public for promoting an initiative or project of Council; and
- (2) government officials, dignitaries, or elected politicians from all levels of government visiting the local government area in an official capacity.

Included are citizenship ceremonies, community engagement activities, volunteers functions, hosting prospective senior staff, developers and investors, community organisations, media, and other significant community events.

Conference, Functions, Workshops, Meetings, and Seminars

Approved attendance at a conference, functions, course, meeting, seminar, workshop, or another forum that is:

- (1) held by the local government for its Councillors, Officers, or other persons; or
- (2) paid for a Councillor or Officer to attend a function as part of their official duties or obligations.

Sanctioned Social Functions

Approved social functions hosted by Council for its Councillors or Employees.

Included are annual Christmas parties and employer reward and recognition presentations for provision of services to the public, retirement functions, and functions in honour of a long-standing employee or elected member.

3.3 Guiding Principles for Entertainment and Hospitality Expenditure

The following guidelines principles apply for entertainment and hospitality expenditure:

- (1) Councillors and employees incurring expenditure must be able to identify the benefit to the community and how the expenditure contributes to promoting Council's policy and strategic outcomes (e.g. that is, the expenditure must be justifiable).
- (2) Approval from the relevant authorised officer should be sought before expenditure is incurred. Where this is not practical, reimbursement may be sought subject to the guidelines principles of this policy.
- (3) Personal expenses must not be paid by Council. Expenditure incurred by Council which is not reasonable and appropriate must be repaid to Council within fourteen (14) days of being paid. In the event expenditure incurred by a Councillor or Officer which is not reasonable and appropriate or considered non-official/private, the Council officer or Councillors incurring the cost must make restitution to Council immediately.
- (4) Expenditure is to be approved by a Councillor or Council employee who has the appropriate financial delegation and the expenditure is within budget for the financial year. In granting approval for expenditure, the relevant authorised officer must ensure that such expenditure complies with the principles of this policy.
- (5) Entertainment and hospitality for Council visitors, guests, and benefactors will typically take the form of meals and should be undertaken involving at minimum number of Councillors and employees who will be able to advance Council business by their attendance.
- (6) The consumption of alcohol has social connotations and its provision has characteristics of entertainment. As representatives of Council, employees may consume alcohol only in moderation for the purposes of hospitality. Employees must be able to perform their duties in a safe manner in accordance with Council policy and the law.
- (7) Purchases of alcohol on behalf of Council must be authorised by the Chief Executive Officer prior to the purchase being made.
- (8) Spouse/Ppartner Eentertainment, Aaccommodation, and & Hhospitality Ccosts will be met by Council in instances where the spouse/partner of a Councillor or Sstaff member is invited by the Council or the Chief Executive Officer to attend an approved function.

Entertainment and Hospitality - ~~Council~~ Statutory Policy

(9) A corporate credit card may only be used to pay for entertainment or hospitality expenditure where such expenditure is consistent with this policy and payment by purchase order is not appropriate or possible.

(10) Any expenditure must comply with legal, financial, audit, and ethical requirements.

(8) _____

3.4 Exceptions / Expanded Definition of Permissible Activities

Expansion of the pPermissible entertainment activities may be extended from time to time to include events authorised by the Chief Executive Officer.



Entertainment and Hospitality - Statutory Policy

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Entertainment and Hospitality - Statutory Policy

1. PURPOSE

The purpose of this policy is to ensure that Council maintains public sector standards of accountability in relation to entertainment and hospitality and that any expenditure incurred by Council for entertainment or hospitality is appropriate with regards to the benefit to Council or the public.

2. SCOPE

This policy applies to Councillors and all employees (including contractors and volunteers) of Western Downs Regional Council.

This policy applies to any expenditure by Council for entertainment and hospitality, excluding:

- (1) the provision of minor food and beverages such as tea, coffee, sugar, and milk located in a staff/luncheon room;
- (2) the payment of meal allowances or similar benefits to Council staff in accordance with relevant Industrial Awards and Enterprise Bargaining Agreements; and
- (3) entertainment and hospitality included in the standard registration package at training, workshops, conferences, and seminars.

3. POLICY

Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in significant benefits to the Western Downs region. Reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and Council employees in the ordinary course of enacting their respective responsibilities. As a public funded entity, Council must ensure that public sector standards of accountability are maintained and that the practice of providing entertainment and hospitality is consistent across the organisation.

3.1 General Principles

The following general principles apply to all entertainment and hospitality expenditure by Council. All expenditure must be:

- (1) for official Council purposes and/or incurred in the public interest;
- (2) reasonable and appropriate to Council's business;
- (3) commensurate with the benefit received by Council or the public;
- (4) properly documented, with the purpose for the expenditure clearly identified;
- (5) in accordance with all other related policies, procedures, and practices; and
- (6) expenditure incurred by Council which is not reasonable and appropriate (for example, private expenses) must be repaid to Council immediately.

3.2 Acceptable Entertainment and/or Hospitality

Examples of where entertainment and/or hospitality are appropriate include:

Civic and Public Functions

A service or function provided by Council for hosting and entertaining of:

- (1) invited members of the public for promoting an initiative or project of Council; and
- (2) government officials, dignitaries, or elected politicians from all levels of government visiting the local government area in an official capacity.

Included are citizenship ceremonies, community engagement activities, volunteers functions, hosting prospective senior staff, developers and investors, community organisations, media, and other significant community events.

Conference, Functions, Workshops, Meetings, and Seminars

Approved attendance at a conference, function, course, meeting, seminar, workshop, or another forum that is:

- (1) held by the local government for its Councillors, Officers, or other persons; or



Entertainment and Hospitality - Statutory Policy

- (2) paid for a Councillor or Officer to attend a function as part of their official duties or obligations.

Sanctioned Social Functions

Approved social functions hosted by Council for its Councillors or Employees.

Included are annual Christmas parties and employer reward and recognition presentations for provision of services to the public, retirement functions, and functions in honour of a long-standing employee or elected member.

3.3 Guiding Principles for Entertainment and Hospitality Expenditure

The following guiding principles apply for entertainment and hospitality expenditure:

- (1) Councillors and employees incurring expenditure must be able to identify the benefit to the community and how the expenditure contributes to promoting Council's policy and strategic outcomes (that is, the expenditure must be justifiable).
- (2) Approval from the relevant authorised officer should be sought before expenditure is incurred. Where this is not practical, reimbursement may be sought subject to the guiding principles of this policy.
- (3) Personal expenses must not be paid by Council. Expenditure incurred by Council which is not reasonable and appropriate must be repaid to Council within fourteen (14) days of being paid.
- (4) Expenditure is to be approved by a Council employee who has the appropriate financial delegation and the expenditure is within budget for the financial year. In granting approval for expenditure, the relevant authorised officer must ensure that such expenditure complies with the principles of this policy.
- (5) Entertainment and hospitality for Council visitors, guests, and benefactors will typically take the form of meals and should be undertaken involving the minimum number of Councillors and employees who will be able to advance Council business by their attendance.
- (6) The consumption of alcohol has social connotations and its provision has characteristics of entertainment. As representatives of Council, employees may consume alcohol only in moderation for the purposes of hospitality. Employees must be able to perform their duties in a safe manner in accordance with Council policy and the law.
- (7) Purchases of alcohol on behalf of Council must be authorised by the Chief Executive Officer prior to the purchase being made.
- (8) Spouse/partner entertainment, accommodation, and hospitality costs will be met by Council in instances where the spouse/partner of a Councillor or staff member is invited by the Council or the Chief Executive Officer to attend an approved function.
- (9) A corporate credit card may only be used to pay for entertainment or hospitality expenditure where such expenditure is consistent with this policy and payment by purchase order is not appropriate or possible.
- (10) Any expenditure must comply with legal, financial, audit, and ethical requirements.

3.4 Exceptions / Expanded Definition of Permissible Activities

Permissible entertainment activities may be extended from time to time to include events authorised by the Chief Executive Officer.



Title **Corporate Services Report Audit Committee Meeting 26 February 2024**

Date 26 February 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this report is to provide Council with the report of the Western Downs Regional Council Audit Committee Meeting held on 26 February 2024.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

An Audit Committee is recognised as an important feature of good corporate governance. The Audit Committee plays a key role with respect to the integrity of Council's financial information and its systems of internal controls.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to receive the Unconfirmed Minutes of the Western Downs Regional Council Audit Committee Meeting held on 26 February 2024.

Background Information

Section 105(4) of the *Local Government Act 2009* requires Council to establish an audit committee. An audit committee:

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

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

Report

Council's Audit Committee met on 26 February 2024. The report and recommendations of the meeting are provided to Council pursuant to section 211(1)(c) and (d) of the *Local Government Regulation 2012*.

Consultation (Internal/External)

There was no consultation associated with this report.

Legal/Policy Implications (Justification if applicable)

Section 211(1)(c) of the *Local Government Regulation 2012* requires the audit committee to:

'as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendation about the matters'

Furthermore, the Chief Executive Officer is required to present this report at the next meeting of the local government.

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

The report of the Western Downs Regional Council Audit Committee Meeting held on 26 February 2024 provides an overview of the matters considered at the meeting and the Committee's recommendations about those matters.

Attachments

1. *Western Downs Regional Council Audit Committee Meeting Unconfirmed Minutes 26 February 2024*

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



Audit Committee Meeting Minutes

***Held at
Western Downs Regional Council's
Board Room***

On Monday, 26 February 2024

Commencing at 2:00 PM

J. TAYLOR

CHIEF EXECUTIVE OFFICER

26 February 2024

Attendance

Committee Members: Cr. I.J. Rasmussen (Chair)

Cr. P.M. McVeigh

Mr. R. Bain, Independent Member

Officers:

J. Taylor, Chief Executive Officer

B. Bacon, General Manager (Corporate Services)

P. Greet, Customer Support and Governance Manager

T. Skillington, Chief Financial Officer

K. Gillespie, Governance Coordinator

W. Burton, Performance, Risk and Reporting Officer

V. de Waal, Deloitte Touche Tohmatsu (via Teams)

J. Tait, Deloitte Touche Tohmatsu (via Teams)

J. Zabala, Crowe Australasia (via Teams)

W. Gorrie, O'Connor Marsden & Associates Pty Limited

J. Turner, O'Connor Marsden & Associates Pty Limited

1. Meeting Open

The Chair declared the meeting opened at 2:00pm

2. Apologies

David Adams, Queensland Audit Office

Mansheel Kumar, Queensland Audit Office

3. Confirmation of Minutes From Previous Meeting

Moved By Cr. P.M. McVeigh

Seconded By Mr. R. Bain

That the Unconfirmed Minutes of the Western Downs Audit Committee Meeting held on 9 October 2023, copies of which have been circulated to members are confirmed.

CARRIED

4. Outstanding Actions List

4.1 Governance Report Internal and External Outstanding Action Items as at 31 December 2023

The purpose of this report is to update the Audit Committee on outstanding internal and external audit items and seek authorisation of items recommended for closure.

Moved By Mr. R. Bain
Seconded By Cr. P.M. McVeigh

That the Audit Committee resolves to:

- (1) receive the *Governance Report Internal and External Outstanding Action Items as at 31 December 2023*; and
- (2) approve the closure of the following audit items, excluding Internal Audit Item 1f Internal Audit of Development Approval Compliance Recommendation: DAC3.1 Verification of Approved Developments Status, pending consideration of Agenda Item 5.2 Governance Report Internal Audit Development Approval Compliance November 2023:
 1. Internal Audit items:
 - a. Internal Audit of Project Delivery by Boyd's Bay Landscaping Pty Ltd Recommendation: BBL 3.1 Contract Management Framework;
 - b. Internal Audit of Project Delivery by Boyd's Bay Landscaping Pty Ltd Recommendation: BBL 3.2 Performance Monitoring;
 - c. Internal Audit of Project Delivery by Boyd's Bay Landscaping Pty Ltd Recommendation: BBL 4.1 Project Management Development;
 - d. Internal Audit of Corporate Cards Recommendation: CCO 3.1 Corporate Card Limit Reviews;
 - e. Internal Audit of Procurement and Contract Management PCM 6 Definition of Local Supplier;
 - g. Internal Audit of Cash Control and Investments CCI 3.1 Formalised Policies;
 - h. Internal Audit of Cash Control and Investments CCI 3.2 Adherence to Financial Investment Policy;
 - i. Internal Audit of Cash Control and Investments CCI 3.3 Petty Cash and Float Audit;
 - j. Internal Audit of Asset Management AM 4.2 Asset Renewal Funding Ratio;
 - k. Internal Audit of Development Approval Compliance DAC 3.2 Formalisation of Rate Categories and Charges Review and Recording Process; and
 - l. Internal Audit of Development Approval Compliance DAD 3.4 Governance and Decision Making over Rate Categories for Extractive and Intensive Industries;
 2. External Audit items
 - a. Report 15: 2022-23 Local Government 2022 REC 1 Assess Maturity Procurement Contract Management Processes (Financial Audit Report);
 - b. Report 15: 2022-23 Local Government 2022 Check Progress Prior Year Recommendations Financial Reporting Secure Employee Supplier Information and Enhance Procurement Contract Management Practices (Financial Audit Report);
 - c. QAO 2023 Closing Report 23IR-1 General Ledger Application - Inappropriate Process for User Access Provisioning;

- d. QAO 2023 Closing Report 23IR-2 General Ledger Application - Inappropriate Privileged Access and Lack of Segregation of Duties;
- e. QAO 2023 Closing Report 23IR-3 General Ledger Application - Vulnerability Assessment Report Not Maintained;
- f. QAO 2023 Closing Report 23IR-4 Operating System - Terminated User not Removed in Timely Manner; and
- g. QAO 2023 Closing Report 23IR-5 Operating System - Weakness in Password Settings Configured on the Operating System.

CARRIED

5. Internal Audit Report

5.1 Governance Report Draft Strategic Internal Audit Plan (Financial Year 2025 to Financial Year 2027)

The purpose of this Report is to present to *Draft Strategic Internal Audit Plan (Financial Year 2025 to Financial Year 2027)* including the *Annual Internal Audit Plan (Financial Year 2025)* for Audit Committee consideration, input and endorsement.

Moved By Cr. P.M. McVeigh

Seconded By Mr. R. Bain

That the Audit Committee resolves to endorse the *Strategic Internal Audit Plan (Financial Year 2025 to Financial Year 2027)* incorporating the *Annual Internal Audit Plan (Financial Year 2025)*.

CARRIED

5.2 Governance Report Internal Audit Development Approval Compliance November 2023

The purpose of this Report is to provide the Audit Committee with the findings of the *Internal Audit Development Approval Compliance November 2023*.

Moved By Mr. R. Bain

Seconded By Cr. P.M. McVeigh

That the Audit Committee:

- (1) receive the *Internal Audit Development Approval Compliance November 2023*; and
- (2) approve the closure of Internal Audit Item 1f Internal Audit of Development Approval Compliance Recommendation: DAC3.1 Verification of Approved Developments Status.

CARRIED

Mr John Zabla, Crowe Australasia left meeting at 2:45pm.

5.3 Governance Report Internal Audit Grants Management December 2023

The purpose of this Report is to provide the Audit Committee with the findings of the *Internal Audit Grants Management December 2023*.

Moved By Cr. P.M. McVeigh
Seconded By Mr. R. Bain

That the Audit Committee receive the *Internal Audit Grants Management December 2023*.

CARRIED

FINANCIAL REPORTS

6. Financial Reports Item

6.1 Finance Report 2024 External Audit Plan

The purpose of this report is to provide the Audit Committee with the Queensland Audit Office 2024 Audit Plan for the audit of Council's annual financial statements.

Moved By Mr. R. Bain
Seconded By Cr. I.J. Rasmussen

That the Committee resolves to receive the *2024 Queensland Audit Office Audit Plan*.

CARRIED

EXTERNAL AUDIT REPORTS

7. External Audit Reports Item

OTHER REPORTS

8. Other Report Item

8.1 Governance Report to Audit Committee Meeting February 2024

The purpose of this report is to provide the Audit Committee with a summary of governance, risk and internal audit activities to 12 February 2024.

Moved By Cr. P.M. McVeigh
Seconded By Mr. R. Bain

That the Audit Committee resolves to receive the *Corporate Governance Report to Audit Committee Meeting February 2024*.

CARRIED

8.2 Smart Digital Programme Status Update

The purpose of this report is to provide the Audit Committee with a status update on the SMART Digital Programme's implementation, together with actions taken or in progress to address internal audit recommendations.

Moved By Cr. P.M. McVeigh

Seconded By Mr. R. Bain

That the Audit Committee resolves to receive the *Smart Digital Programme Status Update*.

CARRIED

GENERAL BUSINESS ITEMS

9. Business Items

The Chair thanked staff and external parties for their attendance and their contribution.

The Chief Executive Officer thanked the Audit Committee on behalf of the staff and community for their service.

10. Meeting Closure

The Meeting concluded at 3:19pm

I hereby certify that the foregoing is a true record of the Minutes of the Proceedings of the Audit Committee Meeting held this 26 February 2024.

Cr. I.J. Rasmussen;

Chairman Western Downs Regional Council Audit Committee

Title **Corporate Services Financial Report February 2024**

Date 23 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 23 February 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 February 2024 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 \$240,000 (exclusive of goods and services tax) being added to the programme.

Background Information

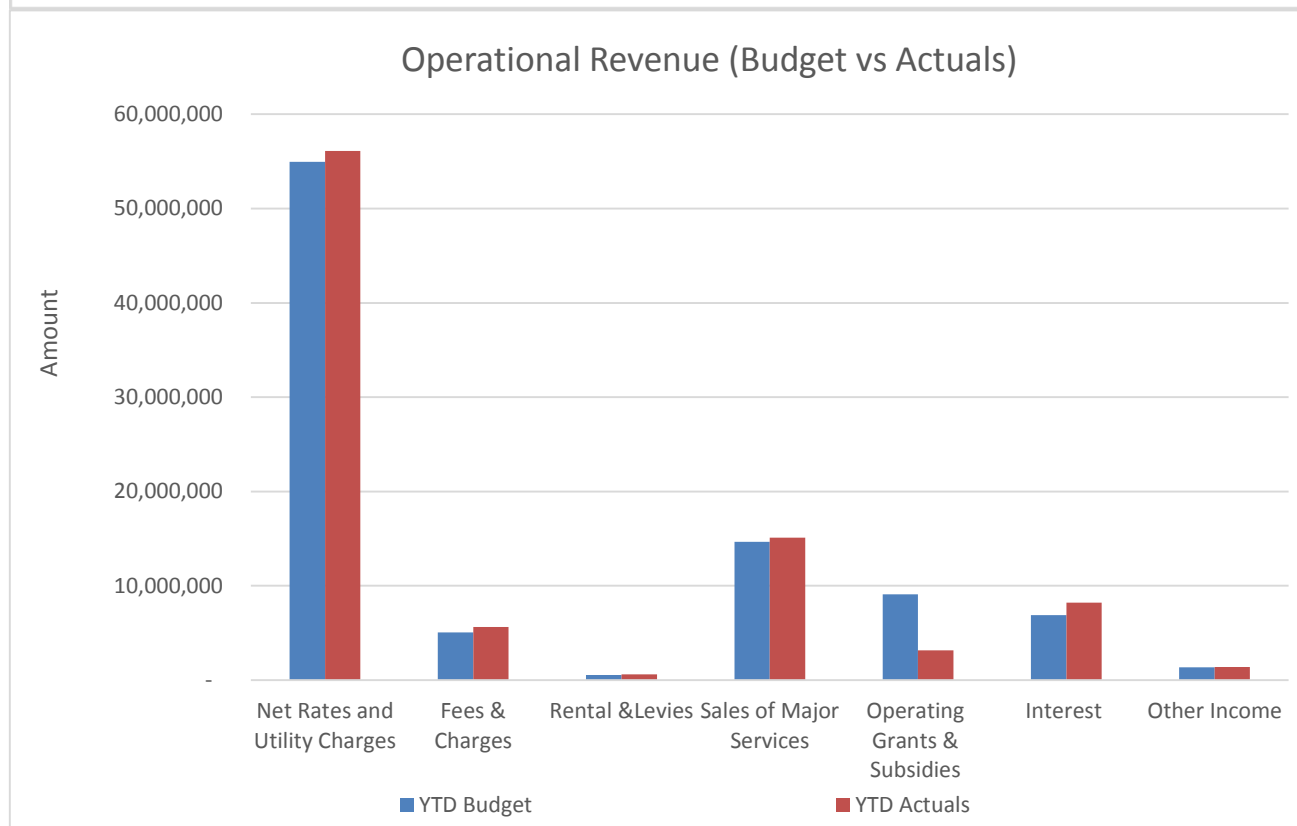
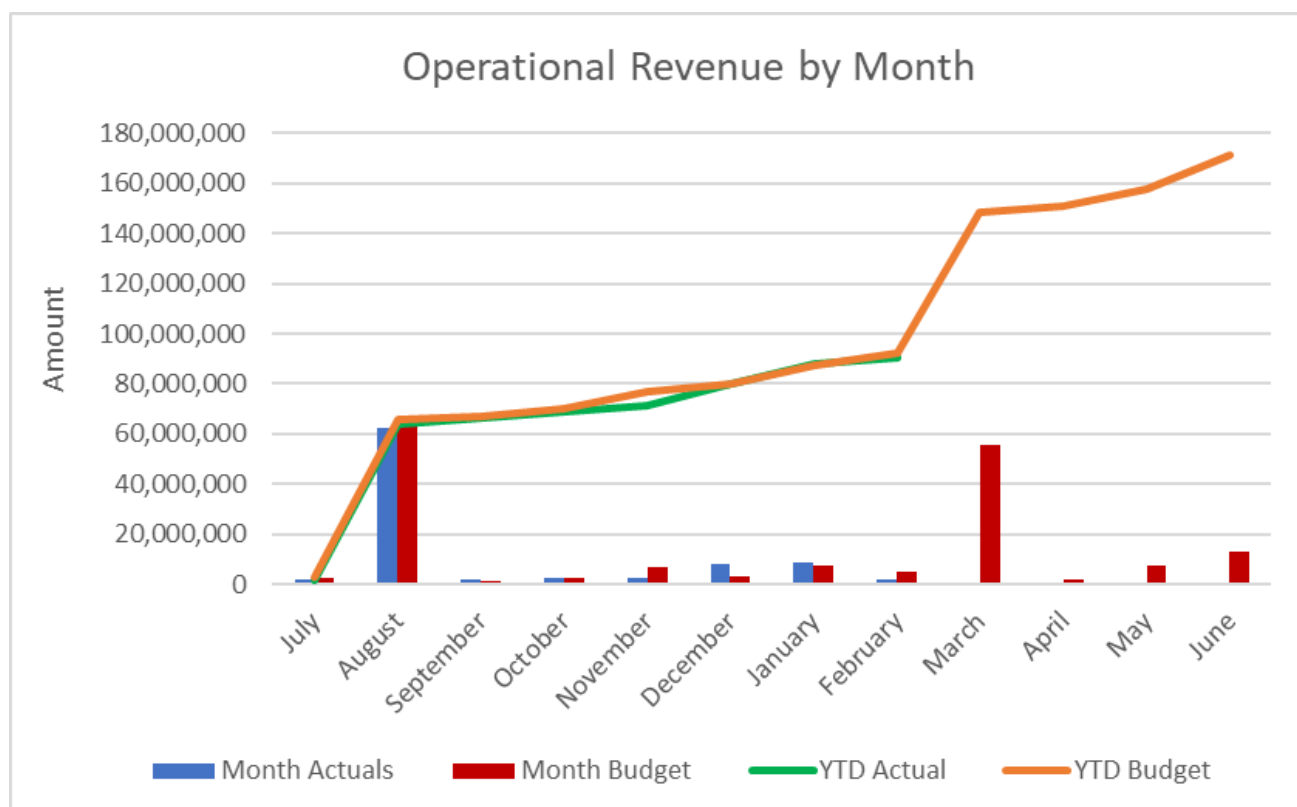
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to 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 23 February 2024 is \$17,361,156, compared to a budgeted deficit of \$18,475,429 which is \$1,114,273 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 23 February 2024 is negative 19.2 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 (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 \$2,308,125 behind budget as of 23 February 2024, due to:

↑ \$1,171,762 ahead of budget for Net Rates and Utility Charges revenue mainly because:

- (a) General Rate revenue being ahead of budget by \$322,433 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 \$796,449 due to higher throughput. Water throughput compared to this time last year is significantly higher; and

(c) discounts are essentially in line with budget.

↑ \$576,159 ahead of budget for Fees and Charges due to higher revenue received to date for building inspections, development applications, rate searches, and water sales. Revenue will increase due to one week of revenue outstanding at the time of writing this report;

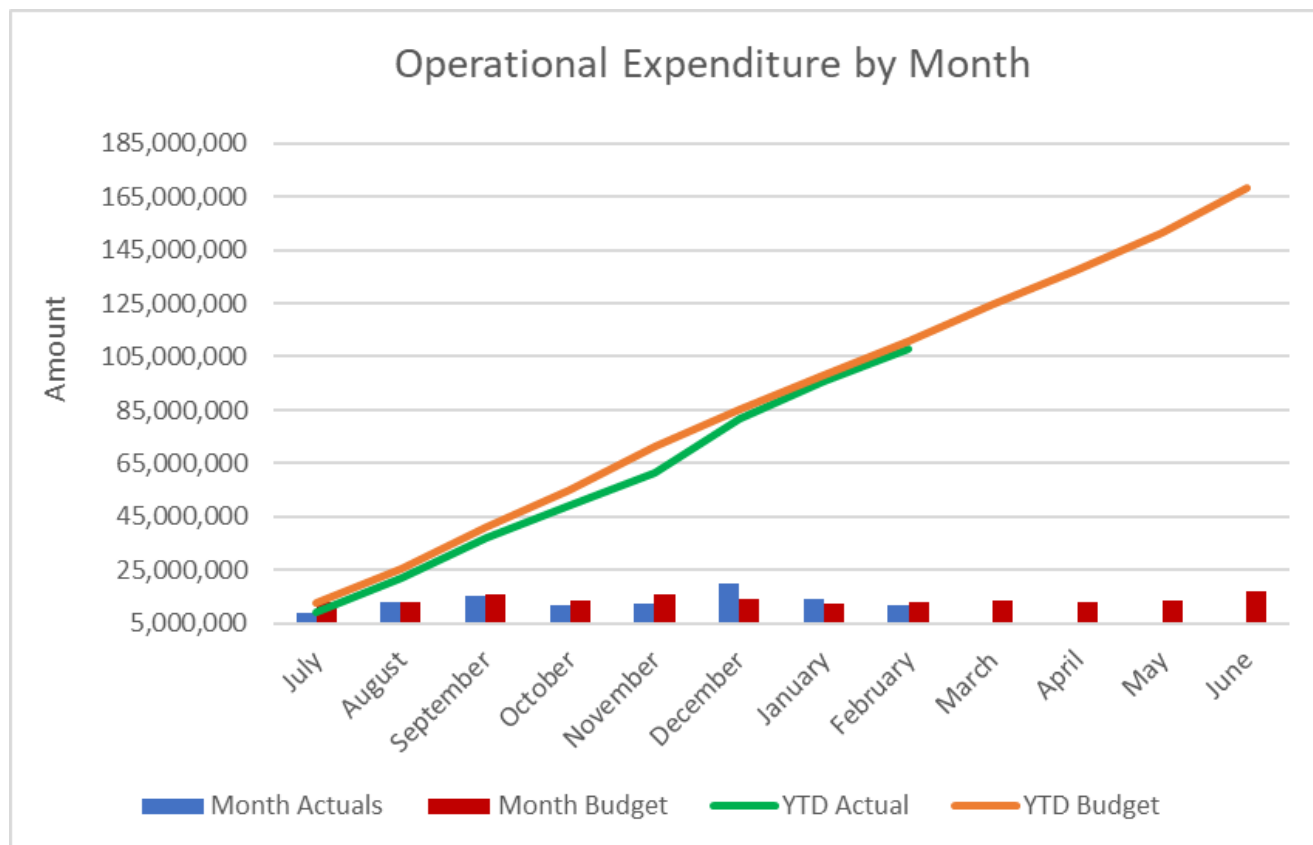
↑ \$63,520 ahead of budget for Rental and Levies due to additional revenue being received for rental properties due to rental rates being reviewed and increased to a market standard;

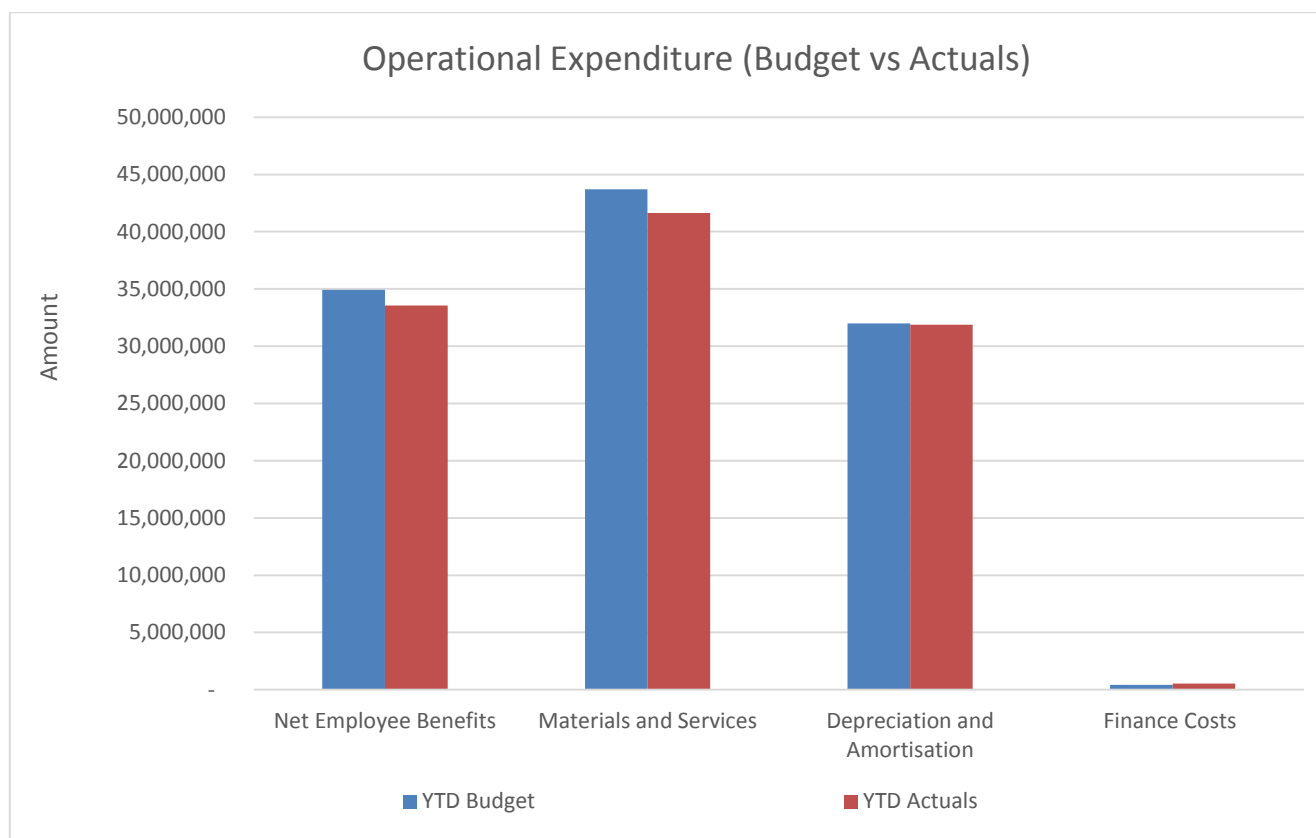
↑ \$451,235 ahead of budget for Sales of Major Services mainly due to Commercial Works being ahead of schedule and Saleyards income being ahead of budget due to the dry seasonal conditions (dry conditions caused producers to lighten their stocking rates);

↓ \$5,959,566 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. \$200,000 has been received in additional revenue for Commercial Works for a Transport Infrastructure Development Scheme (TIDS) grant. This was not budgeted;

↑ \$1,355,765 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. At the time of writing this report, February figures were not available. Revenue will increase when the February revenue has been recognised and;

↑ Other Income in line with budget.





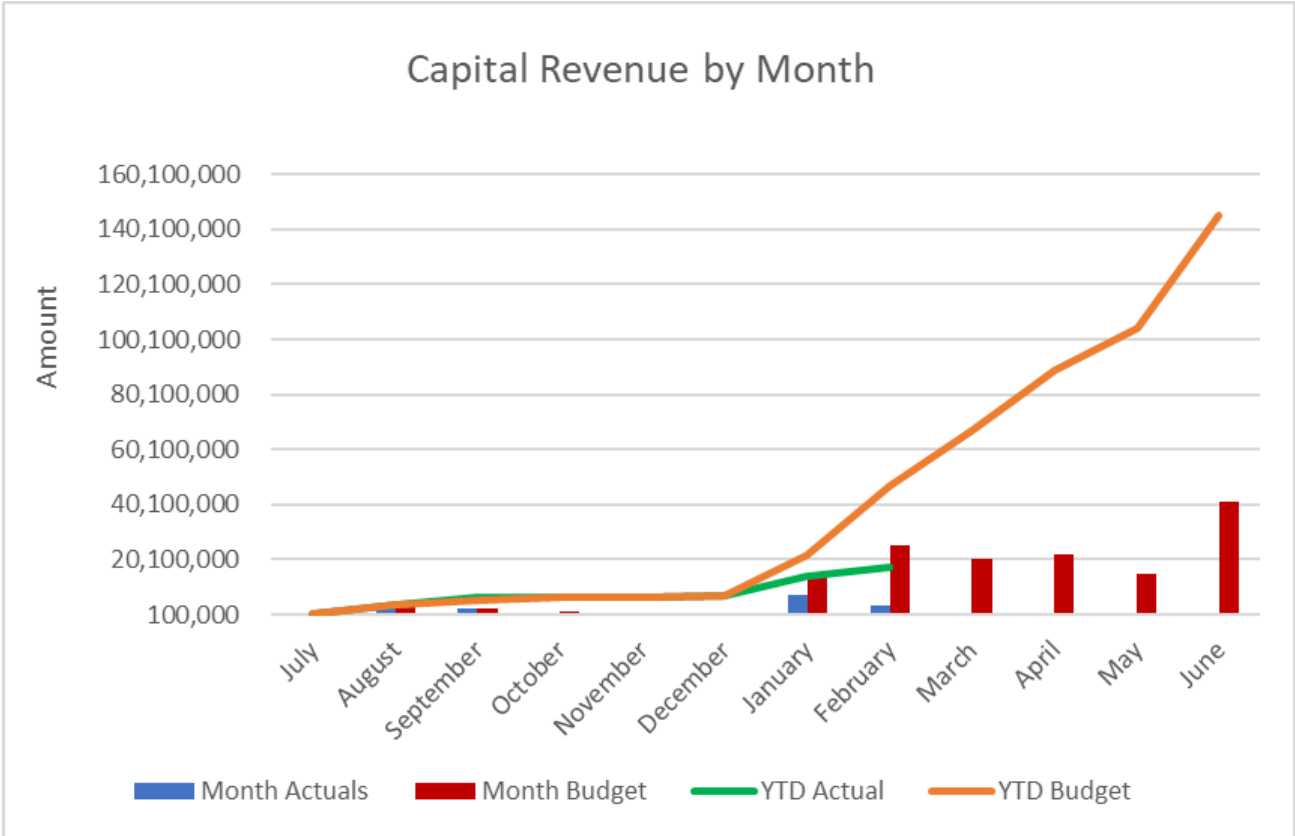
Operational Expenditure is \$3,422,398 behind budget as of 23 February 2024, due to:

- ↓ \$1,361,590 under budget for Net Employee Benefits, due to a lower full time equivalent count when compared to budget and a budget phasing issue. On average the full-time equivalent count has been behind budget by nineteen (19) positions for the year. The next enterprise bargaining agreement pay increase will occur in April 2024;
- ↓ \$2,071,284 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;
- ↓ \$104,581 under budget for Depreciation and Amortisation due to a lag in capitalising assets; and
- ↑ \$115,057 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

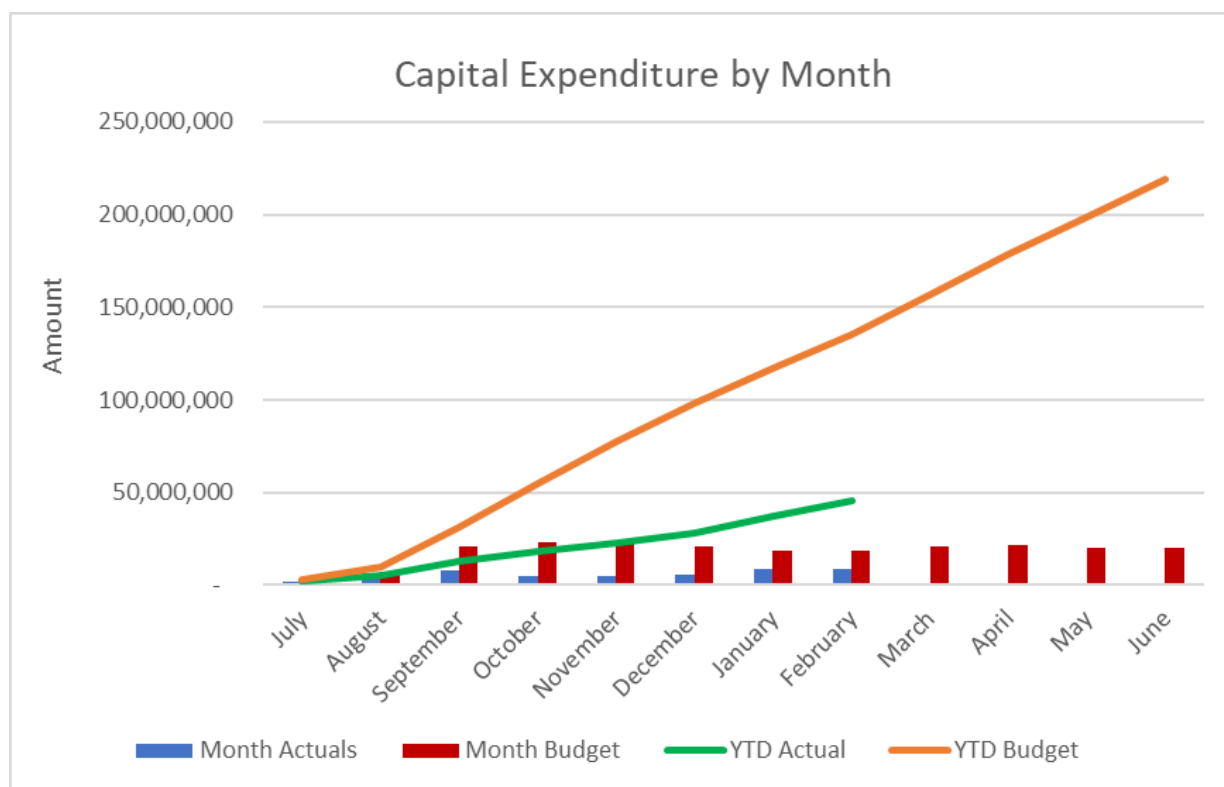
Capital Revenue

Capital Revenue is behind budget \$29,256,901 as of 23 February 2024, due 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 \$90,030,221 as of 23 February 2024 with \$45,974,768 being spent year to date. Council is behind budget due to projects being behind schedule. Please see breakdown below of underspends.



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	\$ 219,227,104	\$ 136,004,989	\$ 45,974,768	\$ 90,030,221
General	\$ 64,216,416	\$ 52,341,674	\$ 26,456,993	\$ 25,884,681
Flood	\$ 146,041,244	\$ 75,901,889	\$ 14,156,076	\$ 61,745,813
Carry-Over	\$ 8,969,444	\$ 7,761,426	\$ 5,361,699	\$ 2,399,727

- Council's general programme is behind budget \$25,884,681. 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. At this stage project managers have indicated that \$9 million will need to be carried over to 2024-25 due the projects being unable to be completed this financial year. Projects include Dalby Water Supply, landfill rehabilitation and five road projects;
- Council's flood programme is behind budget \$61,745,813. 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. At this stage project managers are indicating that \$107 million will need to be carried over to 2024-25; and
- Council's carry-over programme (projects carried over from 2022-23 to 2023-24) is behind budget \$2,399,727 due to a timing difference of works in progress/complete and invoicing and a lag in completing projects.

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.

Project	Expenditure Budget	Revenue Budget	Comment
Dalby Regional Saleyards Lot Identification Project	\$60,000	0	This project is to replace the process of pen painting. Pen painting is a process used to identify cattle lot sale pen numbers. This current process is costly, messy, and causes safety concerns. This project will modernise the Saleyards processes by installing and integrating panel scanners and screens. This is a two-year project (2023-24 and 2024-25). Total project cost is \$280,665. Council will approve the 2024-25 year budget as part of the original budget process.
Wandoan Aquatic Centre Remediation Works	\$180,000	0	As part of the recently completed Aquatic Strategy, it was identified that the Wandoan Swimming pool has a considerable useable life, and that remediation work was required to ensure it remained functional, safe, and attractive for the remainder of its useful life. This is a three-year project (2023-24 to 2025-26). Total project cost is \$1,680,000. Council will approve the 2024-25 and 2025-26 year budgets as part of the original budget process.
Total	240,000	0	

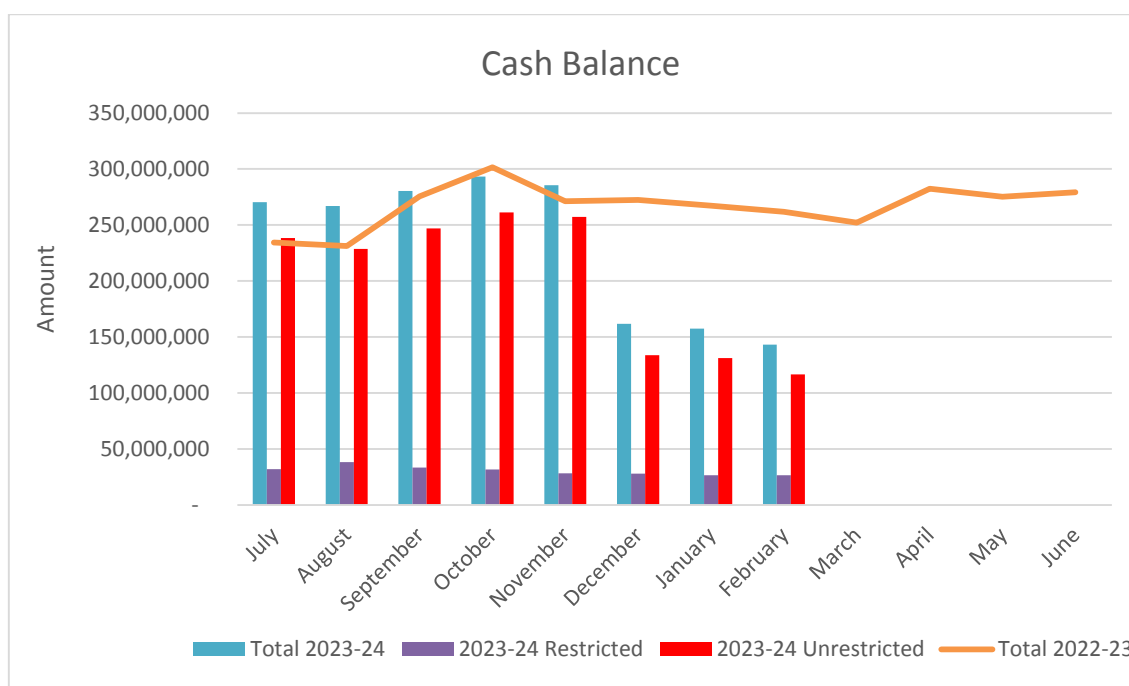
4. Cash and Investments

Council's Cash and Investments as of 23 February 2024 totalled \$252,593,896. Council's cash is made up of:

- (a) \$143,173,661 *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 23 February 2024 totalled \$143,173,661, of which \$26,474,351 is considered restricted in nature, leaving the unrestricted balance at \$116,699,310 which represents 11.6 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. At the time of writing this report the February rate was not available.

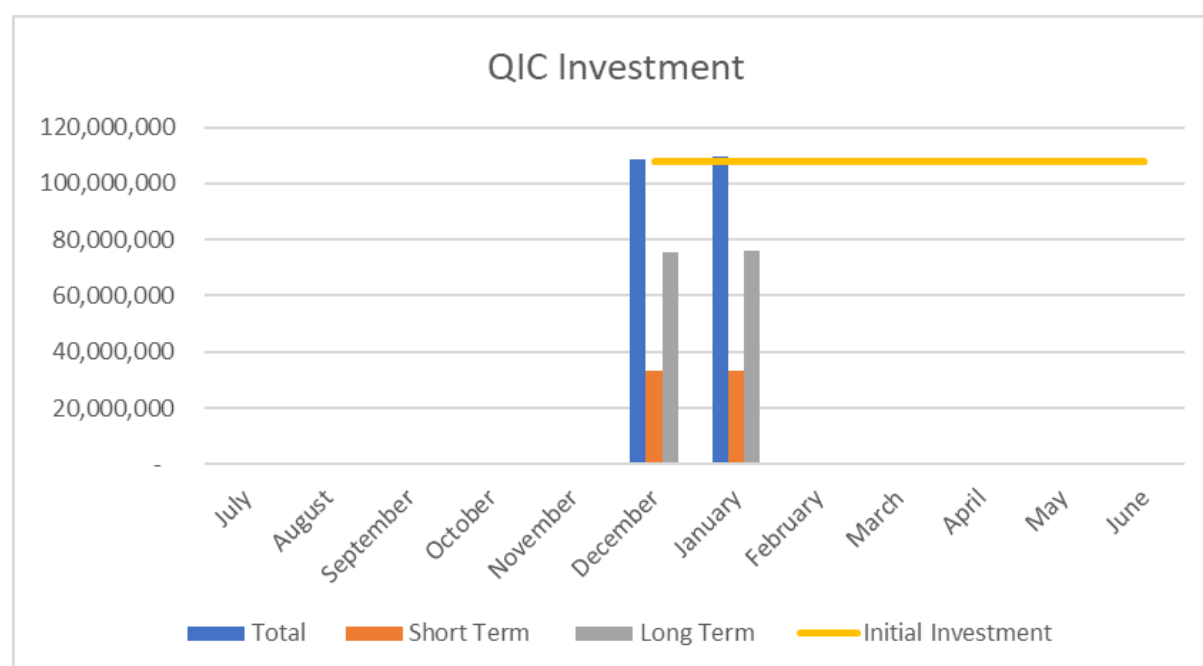


(b) Queensland Investment Corporation Investments

The balance in the Queensland Investment Corporation's investment accounts at 23 February 2024 totalled \$109,420,235 (unchanged since 31 January 2024) 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.

At the time of writing this report, February information was not available. 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 23 February 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* 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 \$1,114,273 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 February 2024

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




Western Downs Regional Council
One Page Result
Period Ending: 23 February 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)	(55,084,226)	(322,433)	(86,284,379)	(43,242,189)	(43,599,654)	(357,465)	-	-	-	-
Volumetric	(6,091,872)	(3,045,228)	(3,841,677)	(796,449)	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,836,378	2,867,633	2,814,753	(52,880)	4,447,460	2,223,730	2,205,698	(18,032)	-	-	-	-
Net Rates and Utility Charges	(109,577,660)	(54,939,388)	(56,111,150)	(1,171,762)	(81,836,918)	(41,018,459)	(41,393,956)	(375,497)	-	-	-	-
Fees and Charges	(7,792,477)	(5,044,680)	(5,620,839)	(576,159)	(3,884,383)	(2,623,784)	(3,026,670)	(402,886)	-	-	-	-
Rental and Levies	(860,111)	(554,242)	(617,762)	(63,520)	(765,111)	(506,742)	(555,324)	(48,582)	-	-	-	-
Sales of Major Services	(23,737,567)	(14,663,800)	(15,115,035)	(451,235)	-	-	-	-	(9,129,313)	(5,434,115)	(5,820,854)	(386,739)
Operating Grants & Subsidies	(17,558,322)	(9,105,515)	(3,145,949)	5,959,566	(17,558,322)	(9,105,515)	(2,945,949)	6,159,566	-	-	(200,000)	(200,000)
Interest	(10,313,000)	(6,875,333)	(8,231,098)	(1,355,765)	(10,213,000)	(6,808,667)	(8,157,340)	(1,348,673)	-	-	-	-
Other Income	(1,389,401)	(1,376,356)	(1,409,356)	(33,000)	(1,204,401)	(1,253,023)	(1,345,553)	(92,530)	-	-	-	-
Total Operating Revenue	(171,228,537)	(92,559,314)	(90,251,189)	2,308,125	(115,462,135)	(61,316,190)	(57,424,792)	3,891,398	(9,129,313)	(5,434,115)	(6,020,854)	(586,739)
Operating Expenses												
Employee Benefits	60,612,828	39,370,893	36,961,790	(2,409,103)	48,531,567	31,454,826	30,069,270	(1,385,556)	1,725,572	1,128,258	1,132,577	4,319
Less Capitalised Employee Benefits	(6,682,328)	(4,454,885)	(3,407,372)	1,047,513	(6,002,412)	(4,001,608)	(3,091,414)	910,194	-	-	-	-
Net Employee Benefits	53,930,500	34,916,008	33,554,418	(1,361,590)	42,529,155	27,453,218	26,977,856	(475,362)	1,725,572	1,128,258	1,132,577	4,319
Materials and Services	66,012,972	43,699,119	41,627,835	(2,071,284)	36,042,858	24,434,472	22,906,930	(1,527,542)	6,316,964	3,688,058	3,899,884	211,826
Depreciation and Amortisation	47,976,424	31,984,283	31,879,702	(104,581)	38,154,080	25,436,053	25,320,767	(115,286)	-	-	-	-
Finance Costs	603,000	435,333	550,390	115,057	603,000	435,333	550,124	114,791	-	-	-	-
Corporate Overhead	-	-	-	-	(3,800,946)	(2,533,963)	(2,533,963)	-	427,164	284,776	284,776	-
Total Operating Expenses	168,522,896	111,034,743	107,612,345	(3,422,398)	113,528,147	75,225,113	73,221,714	(2,003,399)	8,469,700	5,101,092	5,317,237	216,145
Operating (surplus)/deficit	(2,705,641)	18,475,429	17,361,156	(1,114,273)	(1,933,988)	13,908,923	15,796,922	1,887,999	(659,613)	(333,023)	(703,617)	(370,594)
Capital Revenue												
Capital Grants & Subsidies	(140,971,216)	(45,578,278)	(16,714,033)	28,864,245	(140,508,262)	(45,439,392)	(16,575,147)	28,864,245	-	-	-	-
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)	(333,884)	(83,884)	(300,000)	(250,000)	(252,652)	(2,652)	-	-	-	-
Disposal of Non-Current Assets	(1,240,000)	(500,000)	(66,490)	433,510	(1,240,000)	(500,000)	(66,490)	433,510	-	-	-	-
Total Capital Revenue	(145,196,216)	(46,828,278)	(17,571,377)	29,256,901	(144,733,262)	(46,689,392)	(17,351,259)	29,338,133	-	-	-	-
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	4,571,686	(428,314)	10,000,000	5,000,000	4,481,941	(518,059)	-	-	-	-
Total Capital Expenses	10,000,000	5,000,000	4,577,832	(422,168)	10,000,000	5,000,000	4,481,941	(518,059)	-	-	-	-
Net Result (surplus)/deficit	(137,901,857)	(23,352,849)	4,367,611	27,720,460	(136,667,250)	(27,780,469)	2,927,604	30,708,073	(659,613)	(333,023)	(703,617)	(370,594)
Capital Funding Applications												
Capital Expenditure - New Assets	12,305,284	8,375,138	4,563,342	(3,811,796)	4,910,689	3,682,676	1,118,320	(2,564,356)	-	-	-	-
Capital Expenditure - Upgrade Assets	6,501,084	3,712,491	2,292,232	(1,420,259)	6,325,084	3,712,491	2,292,232	(1,420,259)	-	-	-	-
Capital Expenditure - Replacement Assets	200,420,736	123,917,360	39,119,194	(84,798,166)	187,731,282	115,964,204	36,480,296	(79,483,908)	-	-	-	-
Total Capital Funding Applications	219,227,104	136,004,989	45,974,768	(90,030,221)	198,967,055	123,359,371	39,890,848	(83,468,523)	-	-	-	-



Western Downs Regional Council
One Page Result
Period Ending: 23 February 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)	(3,841,677)	(796,449)	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	32,328	32,328	616,721	257,804	237,203	(20,601)	477,924	238,962	212,455	(26,507)
Net Rates and Utility Charges	-	-	32,328	32,328	(12,083,203)	(6,092,159)	(6,911,231)	(819,072)	(9,690,677)	(4,845,339)	(4,808,274)	37,065
Fees and Charges	(34,000)	(17,000)	(22,852)	(5,852)	(1,073,000)	(536,500)	(890,987)	(354,487)	-	-	-	-
Rental and Levies	-	-	-	-	(95,000)	(47,500)	(62,438)	(14,938)	-	-	-	-
Sales of Major Services	(3,647,662)	(2,173,831)	(2,049,429)	124,402	(35,000)	(17,500)	(59,693)	(42,193)	(11,000)	(5,500)	(3,451)	2,049
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(45,000)	(30,000)	(28,011)	1,989	(35,000)	(23,333)	(16,655)	6,678
Other Income	-	-	-	-	-	-	(5,986)	(5,986)	-	-	-	-
Total Operating Revenue	(3,681,662)	(2,190,831)	(2,039,953)	150,878	(13,331,203)	(6,723,659)	(7,958,346)	(1,234,687)	(9,736,677)	(4,874,172)	(4,828,380)	45,792
Operating Expenses												
Employee Benefits	389,658	254,776	138,533	(116,243)	4,988,745	3,263,678	2,751,122	(512,556)	2,257,485	1,476,048	1,080,578	(395,470)
Less Capitalised Employee Benefits	-	-	-	-	(140,912)	(93,941)	(13,784)	80,157	-	-	(1,112)	(1,112)
Net Employee Benefits	389,658	254,776	138,533	(116,243)	4,847,833	3,169,737	2,737,338	(432,399)	2,257,485	1,476,048	1,079,466	(396,582)
Materials and Services	1,529,774	1,027,898	769,713	(258,185)	4,180,793	2,844,851	3,277,440	432,589	1,817,427	1,114,523	1,066,826	(47,697)
Depreciation and Amortisation	316,693	211,129	207,329	(3,800)	5,515,919	3,677,279	3,713,057	35,778	2,868,939	1,912,626	1,906,406	(6,220)
Finance Costs	-	-	-	-	-	-	266	266	-	-	-	-
Corporate Overhead	246,410	164,273	164,273	-	1,469,983	979,989	979,989	-	823,983	549,322	549,322	-
Total Operating Expenses	2,482,535	1,658,076	1,279,848	(378,228)	16,014,528	10,671,856	10,708,090	36,234	7,767,834	5,052,519	4,602,020	(450,499)
Operating (surplus)/deficit	(1,199,127)	(532,755)	(760,105)	(227,350)	2,683,324	3,948,197	2,749,744	(1,198,453)	(1,968,842)	178,347	(226,360)	(404,707)
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	-	-	-	-	-	-	408	408	-	-	40,623	40,623
Total Capital Expenses	-	-	-	-	-	-	408	408	-	-	40,623	40,623
Net Result (surplus)/deficit	(1,199,127)	(532,755)	(760,105)	(227,350)	2,683,324	3,948,197	2,688,150	(1,260,047)	(1,968,842)	178,347	(204,967)	(383,314)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,739,397	1,974,455	982,493	(991,962)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	9,710,590	5,257,392	2,024,275	(3,233,117)	1,700,000	1,397,500	259,355	(1,138,145)
Total Capital Funding Applications	-	-	-	-	13,449,987	7,231,847	3,006,768	(4,225,079)	1,700,000	1,397,500	259,355	(1,138,145)

<div>  <div> <div>Western Downs Regional Council</div> <div>One Page Result</div> <div>Period Ending: 23 February 2024</div> </div> </div>																
	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)	(3,157,086)	(26,518)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	294,273	147,137	127,069	(20,068)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,966,861)	(2,983,431)	(3,030,017)	(46,586)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,901,094)	(1,267,396)	(1,153,305)	114,091	-	-	-	-	(900,000)	(600,000)	(527,025)	72,975
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,036,810)	(5,114,333)	(5,119,088)	(4,755)	-	-	-	-	(2,877,782)	(1,918,521)	(2,062,520)	(143,999)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	(20,000)	(13,333)	(29,092)	(15,759)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(185,000)	(123,333)	(57,817)	65,516	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,036,810)	(5,114,333)	(5,119,088)	(4,755)	(8,072,955)	(4,387,493)	(4,270,231)	117,262	(2,877,782)	(1,918,521)	(2,062,520)	(143,999)	(900,000)	(600,000)	(527,025)	72,975
Operating Expenses																
Employee Benefits	1,216,815	801,672	781,389	(20,283)	629,012	419,341	447,831	28,490	740,645	485,117	470,041	(15,076)	133,329	87,177	90,449	3,272
Less Capitalised Employee Benefits	(472,842)	(315,228)	(266,426)	48,802	-	-	(9,273)	(9,273)	(66,162)	(44,108)	(25,363)	18,745	-	-	-	-
Net Employee Benefits	743,973	486,444	514,963	28,519	629,012	419,341	438,558	19,217	674,483	441,009	444,678	3,669	133,329	87,177	90,449	3,272
Materials and Services	5,495,484	3,541,533	4,252,060	710,527	8,878,912	5,917,885	4,373,784	(1,544,101)	1,090,638	717,138	765,277	48,139	660,122	412,761	315,921	(96,840)
Depreciation and Amortisation	23,713	15,809	15,357	(452)	557,131	371,421	346,325	(25,096)	489,439	326,293	338,149	11,856	50,510	33,673	32,312	(1,361)
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	325,509	217,006	217,006	-	270,530	180,353	180,353	-	183,194	122,129	122,129	-	54,173	36,115	36,115	-
Total Operating Expenses	6,588,679	4,260,792	4,999,386	738,594	10,335,585	6,889,000	5,339,020	(1,549,980)	2,437,754	1,606,569	1,670,233	63,664	898,134	569,726	474,797	(94,929)
Operating (surplus)/deficit	(1,448,131)	(853,541)	(119,702)	733,839	2,262,630	2,501,507	1,068,789	(1,432,718)	(440,028)	(311,952)	(392,287)	(80,335)	(1,866)	(30,274)	(52,228)	(21,954)
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	-	-	-	-	-	-	-	-	-	-	48,714	48,714	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	6,146	6,146	-	-	48,714	48,714	-	-	-	-
Net Result (surplus)/deficit	(1,448,131)	(853,541)	(119,702)	733,839	1,799,676	2,362,621	936,049	(1,426,572)	(440,028)	(311,952)	(343,573)	(31,621)	(1,866)	(30,274)	(52,228)	(21,954)
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	3,185,518	2,311,905	2,414,341	102,436	379,680	316,102	48,188	(267,914)	90,000	90,000	-	(90,000)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	176,000	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	316,769	316,769	125,745	(191,024)	443,600	463,000	229,523	(233,477)	518,495	518,495	-	(518,495)
Total Capital Funding Applications	-	-	-	-	3,502,287	2,628,674	2,540,086	(88,588)	999,280	779,102	277,711	(501,391)	608,495	608,495	-	(608,495)

Title	Council's 2020-2024 Term in Review
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Date	1 March 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 an overview of just some of the programmes and projects which have delivered by the Council during its 2020-2024 term.

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.*

The many programmes and projects delivered by Council during the current term have collectively contributed to the strategic priorities outlined in the Corporate Plan.

Material Personal Interest/Conflict of Interest

There are no material personal interests nor conflicts of interest associated with the consideration of the term in review.

Officer's Recommendation

That Council resolve to receive the Term in Review 2020-2024, as contained within Attachment One.

Background Information

The conclusion of the 2020-2024 Council term provides an opportunity to reflect upon the achievements of the Council over the four years.

Report

The *Term in Review 2020-2024*, contained within Attachment One, provides a précis of the programmes and projects which have been delivered and the activities undertaken over the course of Council's most recent term. As identified within that document, Council has delivered some critical capital projects and strategic programmes. It has responded to natural disasters and challenging events. And it has focused on securing the organisation's financial sustainability.

Consultation (Internal/External)

All departments across the organisation have contributed to the programmes and projects outlined within the *Term in Review 2022-2024* document.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with consideration of the term in review.

Budget/Financial Implications

There are no budget nor financial implications associated with consideration of the term in review.

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

The Term in Review 2020-2024, as contained within Attachment One provides an overview of just some of the programmes and projects which have delivered by the Council during its term.

Attachments

Attachment One: Term in Review 202-2024

Authored by: Brett Bacon, General Manager Corporate Services



WESTERN DOWNS REGIONAL COUNCIL

Our Achievements

March 2020 - March 2024



Experience Western Downs

It's the
people that
make it.

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 businesses and industry actively live and buy local.*

Achievements 28 March 2020 - June 2020

- (1) On 27 April 2020, Council adopted various COVID-19 Recovery Packages to support our regional economy including, a Business Recovery Planning Initiative, E-Commerce Initiative and Buy Local Platform.
- (2) Saleyards completed a total of 2,191 Covid-19 declarations in order to ensure that business and operations continued.
- (3) The Business Recovery Planning Initiative provided \$27,500 in support to 50 businesses throughout the region.

Achievements July 2020 - June 2021

- (4) 2021 Protein Conference held in partnership with Toowoomba and Surat Basin Enterprise (TSBE).
- (5) As part of the COVID-19 Recovery Package an E-Commerce Initiative was delivered via webinars and one-on-one consultations, with 24 businesses participating.
- (6) A total of ninety-three (93) local businesses participated in the Business Recovery Planning Initiative.
- (7) Council, in collaboration with the local Chambers of Commerce, launched Western Downs Youth Business programme. Workshops were held in high schools across the region with videos on Council's website to encourage, support and educate young local entrepreneurs.
- (8) The TASTE Western Downs magazine was launched and is a joint project between Council and Toowoomba and Surat Basin Enterprise (TSBE).
- (9) Council developed and launched a new Tourism Brand Campaign 'Experience Western Downs. It's the people that make it'.
- (10) A new Council initiative, Arts on Top Regional Arts Forum was held over three days at the Bunya Mountains with more than 200 attendees.
- (11) The biannual Opera @ Jimbour was held in partnership with Queensland Music Festival. A new format provided small intimate performances throughout the grounds of the historic Jimbour House.

Achievements July 2021 - June 2022

- (12) Reinvigoration of the Miles Visitor Information Centre and Historical Village Museum was delivered as part of Council's COVID-19 Recovery Package, with funding provided by the Queensland Government's COVID Works for Queensland programme.
- (13) The Protein Jobs Fair was successfully held in September 2021 in collaboration with Toowoomba Surat Basin Enterprise.
- (14) The first 'Accelerate Manufacturing: Western Downs Manufacturing Conference' was held in May, bringing together local businesses, industry experts and stakeholders.

- (15) Twenty-three (23) businesses participated in free 'How to Google My Business' workshops, delivered with local Chambers.
- (16) Council introduced Development-I, providing the public a fully transparent insight into developments occurring in the Western Downs.
- (17) The 'Housing and Land Incentive Policy' was introduced in June, encouraging residents and developers to construct units and subdivide land.
- (18) The Dalby Regional Saleyards finished the financial year selling 161,792 head of cattle, with a strong cattle market delivering a turnover surpassing \$300,000,000.
- (19) Twenty-six (26) businesses attended the free Business Coaching Program Workshop across the region.

Achievements July 2022 - June 2023

- (20) Big Skies 2022 saw close to 2,000 attendees, the event later received the bronze award in the 2022 Best Grey Nomad Festival category at the Best Nomad Awards.
- (21) The Miles Historical Village Museum was named Queensland's Best Experience.
- (22) Council partnered with the Department of Foreign Affairs and Trade and the Toowoomba and Surat Basin Enterprise to host a group of European Union ambassadors and diplomats in March 2023.
- (23) In October, the Biosecurity: Are We Ready? Forum invited farmers, agents, and livestock transporters along to receive the latest information on biosecurity and pest management.
- (24) The Dalby Regional Saleyards also saw success in 2022-23, conducting popular Saleyard tours for the first time.
- (25) The Saleyards facility was praised as an exemplar of livestock management best practice when it hosted a Vietnamese delegation as part of the Meat and Livestock Australia programme to improve animal welfare in Vietnam.
- (26) In December 2022, Council conducted a funding review for key strategic partners, including Chambers of Commerce, Major Event Committees, Toowoomba Surat Basin Enterprise, Southern Queensland Country Tourism, and Museums and Galleries.
- (27) To stimulate construction and make the region even more attractive for new units, multicomplexes, and land subdivision developments, a \$1,000,000 housing and land incentive was announced.
- (28) Council orchestrated the inaugural Western Downs Futures' Summit. This summit brought together community leaders from across the region to collaboratively outline a shared vision for the region's liveability.

Achievements July 2023 - March 2024

- (29) The 2023 Procurement Roadshow was held on in August in Chinchilla and Dalby.
- (30) Dalby successfully hosted the 36th National Caravan and Motorhome Club of Australia Rally in October 2023, attracting 1,350 participants.
- (31) Tara welcomed 226 motorhomes into region for the Caravan and Motorhome Club Australia Solo's Rally for the period 13-25 September.
- (32) Forty-six (46) event organisers from across the region participated in the Event Masterclass, held at Jubri's Hideaway. This masterclass was delivered in conjunction with Southern Queensland Country Tourism.
- (33) Big Skies Festival 2024 attracted 2,500 people, many coming from outside the region.

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 that connect our communities.*
- *We are a strong sustainable community supported by volunteers.*
- *We empower communities to develop local initiatives and events.*

Achievements 28 March 2020 - June 2020

- (1) Arts and Culture introduced the first '10 Artists Project' which involved a video project and exhibition opening.
- (2) The Covid-19 Placemaking initiative was introduced to partner with local festival committees and brighten up towns where festivals had to be cancelled due to Covid-19 restrictions.
- (3) Thirty-five (35) new banner poles were installed throughout the region.
- (4) The 'Groovin from the Garage' activation was introduced as a response to the Covid-19 impact on event delivery. Twenty-three (23) entries were received from thirteen (13) entrants.

Achievements July 2020 - June 2021

- (5) Words Out West Readers and Writers Festival was held for the second year and included sold out events, the Warra 'Schooners & Stories' night, and the Writers Retreat at Jimbour House.
- (6) Wandoan Soldier Settlers Avenue of Honour was officially opened, celebrating and honouring the contribution of the 103 soldier settler families to the development of the Wandoan community.
- (7) Council approved \$1,000,000 for the Community Infrastructure Grants Program and \$300,000 for the Community Hardship and Assistance Grants Program.
- (8) LED billboards were installed in Dalby and Chinchilla to promote community group events, programmes, and initiatives.
- (9) Groovin in the Garden was held in the Chinchilla Botanic Parkland in February with 995 tickets sold for the event.
- (10) Approximately 1,300 people attended Australia Day Events across the region.
- (11) The Western Downs Regional Artists Exhibition Website was launched.
- (12) Council approved the concept design for a new public space at 120 Cunningham Street, Dalby.
- (13) Eighteen (18) kilometres of footpaths constructed, extending Council's footpath network to 121 kilometres.
- (14) A new online volunteering platform was launched to keep the community informed about various volunteering opportunities available within Council.

Achievements July 2021 - June 2022

- (15) Chinchilla Botanic Parkland gained international recognition with the recent presentation of its third consecutive Green Flag Award.
- (16) The Jandowae Timbertown tree sculpture was completed, with funding awarded from Council's festival placemaking initiative.
- (17) '10 Artists: Chapter Two' was completed.

- (18) Libraries delivered 562 public programmes which were attended 4,330 residents.
- (19) 233 residents were assisted in setting up MyGov, Medicare, and Queensland Check in App at regional Libraries.
- (20) 'Create Your Headspace' and 'Shout Out! Youth Storytelling Competition', youth initiatives funded by the Queensland Government's Mental Health and Wellbeing Package, were launched.
- (21) Curated Council's first touring art exhibition 'Responses to the Bunya'. This exhibition features a selection of works from twenty-four (24) local artists and will tour the Southern Queensland region.
- (22) The Inaugural 'Annual Dance Affair', a new event, sashayed into the region.
- (23) 'Words Out West' was successfully delivered for a third year.
- (24) In collaboration with the University of Queensland and author Isobelle Carmody, 'My Future Town' creative workshops were delivered across the region to high school students.
- (25) With funding from the Queensland Government, Council hosted Not Just for Laughs. 'Are You Boggled Mate?' supported the event, promoting awareness of men's mental health.

Achievements July 2022 - June 2023

- (26) Australia Day Awards and events attracted over 4,200 attendees across the region.
- (27) A new activation 'Easter in Anderson Park' was attended by an estimated 180 children.
- (28) The 2022 Regional Artists' Exhibition celebrated the region's talented artists across various art forms.
- (29) The third and final chapter of the Western Downs '10 Artist Project' was launched.
- (30) The fourth annual Words Out West Readers and Writers Festival drew an attendance of 2,696 over the full calendar of events.
- (31) Western Downs Libraries launched its very first mobile app.
- (32) The new Communications and Community Engagement Strategy led to increased engagement during numerous strategy development projects. Additionally, the strategy supported the development of a new Western Regional Council website.
- (33) Community involvement for the naming of the 120 Cunningham Street site, now known as 'Mary's Place', received a total of 162 submissions.
- (34) A Community Advisory Panel was established, carrying out a series of workshops to gather input and establish activity criteria for the highly anticipated Dalby Cultural Centre project.
- (35) The Miles CBD Streetscape Project and Wandoan's Soldier Settlers Avenue of Honour were recognised as finalists in the 2023 National Street Art Awards.

Achievements July 2023 - March 2024

- (36) The Future Vision public art sculpture by artist Chris Calcutt, developed in collaboration with Dalby Welcoming Community, was officially unveiled at Dalby Delicious and DeLIGHTful Festival.
- (37) The Community Liaison and Agreements Team was created, with the aim to formalise agreements between Council and the 279 community groups currently recognised in the region.
- (38) The 10 Artists: Finale gallery exhibition opened at Dogwood Crossing, Miles.
- (39) The 2023 Regional Artists' Exhibition with the theme of 'Essence' received a record sixty (60) entries.
- (40) Mary's Place had an official opening bringing in over 450 attendees.
- (41) Redeveloped Tara aquatic centre opened.

- (42) 'Russell Park Mountain Bike Trail Project' at the Bunya Mountains, constructed under Council's COVID-19 Recovery Package in partnership with the Australian Government's Local Roads and Community Infrastructure Program, officially opened.
- (43) Tara Police Remembrance Day was held on 29 September at the Tara Lagoon Parklands, hosting over 200 attendees.
- (44) Due to its Heritage listing a Conservation Management Plan was completed for Anzac Park in Dalby.
- (45) Lake Broadwater was highly commended for ceremony location in the Wedding industry awards.

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.*

Achievements 28 March 2020 - June 2020

- (1) Audio/visual upgrades were made to the Cinemas to cater to hearing/vision impaired residents.
- (2) 95.5 per cent of 2019/20 Capital Works Programme completed at end of financial year.
- (3) The Western Downs Libraries website went through a redevelopment.
- (4) All Licensed Premises were emailed a copy of Covid-19 Safe Information Sheet and relevant businesses received educational support from the Environmental Health Team.

Achievements July 2020 – June 2021

- (5) The Western Downs Libraries launched the Words for Wellbeing Collection.
- (6) Nine (9) regional facility masterplan projects totalling \$39,500,000 were commenced.
- (7) Contracts valued at \$3,670,000 were awarded for the Tara Lagoon landscape masterplan and boardwalk projects.
- (8) Lake Broadwater, Caliguel Lagoon, and Chinchilla Weir upgrades were completed.
- (9) The Chinchilla Cinema makeover was completed, including upgrades to cinema acoustics, new flooring, aisle lighting, and new ergonomic seating.
- (10) Council contributed \$514,000 to deliver a modern netball and sporting facility at the Chinchilla State High School in conjunction with the Queensland Education Department and Chinchilla Netball Association.
- (11) A regional flood damage restoration programme commenced to reinstate Council's transport network from the damage caused by the flooding in February 2020.
- (12) 174.9 kilometres of rural unsealed roads were gravel re-sheeted. Of this, 46.7 kilometres of the regional gravel re-sheeting projects were completed by local contractor, co-funded by Drought Community Program Funding.

Achievements July 2021 – June 2022

- (13) Council signed off on a major contract to transfer its aged and community care services to accredited not-for-profit provider Southern Cross Care Queensland (SCCQ).
- (14) Lake Broadwater, Chinchilla Weir, and Caliguel Lagoon Revitalisation projects completed.
- (15) The first stage of the Waterloo Plain Environmental Park Revitalisation Project at Wandoan was completed in partnership with the Queensland Government's COVID Works for Queensland programme.
- (16) Tara Lagoon Parklands Revitalisation project completed.
- (17) Miles \$6,000,000 CBD Streetscape Revitalisation Project was completed. Project also included an interactive 'Soundtrails' which tells the story of the people, places, and industries that make up

Miles. This was in partnership with the Federal Government's COVID Works for Queensland programme.

- (18) Two new waste transfer station upgrades were delivered at Bell and Ducklo to improve facilities for the local community and enhance environmental outcomes for the region.
- (19) Wandoan Soldier Settlers Avenue of Honour Project won the Community Shaping category at the Local Government Managers Australia Queensland Awards for Excellence.
- (20) Council's rainwater tank rebate scheme was expanded to prioritise rural communities with non-potable water supplies.
- (21) Council's Disaster Dashboard received strong community support, especially through the 2021-22 flooding events.
- (22) Flood damage to Council's Road network was identified and collated for both temporary and permanent restoration works to be delivered.
- (23) Council delivered substantial roadworks across the region, including:
 - (a) 121,949 square metres of sealed pavement repairs undertaken to ensure our roads are safe and well maintained; and
 - (b) 1,570,000 litres of bitumen sprayed as part of Council's 2021-22 regional reseal programme to renew the bitumen surfacing on both rural and urban roads across the region.
- (24) 1,175 lineal metres of concrete footpath were constructed, enabling all weather pedestrian access from residential areas to central business districts and key community facilities.
- (25) An asset condition physical survey was completed on Council's local road and footpath network, providing up-to-date condition rating of these assets.

Achievements July 2022 - June 2023

- (26) In August 2022, the opening of the revitalised Miles Streetscape saw approximately 300 attendees.
- (27) The Chinchilla Botanic Parkland received the Green Flag Award for another year.
- (28) Council re-sheeted over seventy-five (75) kilometres of gravel road, as well as upgrading sixteen (16) kilometres on various roads, and the installation of 803 metres of new or reconstructed footpath.
- (29) Bullock Head Road near Tara underwent a flood immunity and transportation network strengthening upgrade worth \$1,750,000. Sundown Bridge over Wandoan Bridge also underwent a \$3,600,000 upgrade.
- (30) Council played a pivotal role, providing support to residents impacted by the February 2023 Bushfires.
- (31) The *Western Downs Aquatic Facilities Strategy 2023-2028* was formally adopted.
- (32) The *Western Downs Showground Strategy 2023-2028* was formally adopted.
- (33) The Rural Services team got out within the region with stalls at various shows to foster important conversations with landholders regarding previously unknown pest infestations.
- (34) Council updated its Welcome Guides with the inclusion of a video project, interviewing new and long-term residents to the region.

Achievements July 2023 - March 2024

- (35) \$167,000,000 of Restoration of Essential Public Assets (REPA) submissions were approved by the Queensland Reconstruction Authority (QRA).
- (36) Council received Queensland Reconstruction Authority (QRA) approval of approximately \$6,400,000 of proposed improvements on five (5) roads for Betterment funding.

- (37) An artwork by Chinchilla local Anthony 'Boy' Turnbull, Chinchilla on Charley's was licenced to create a twelve (12) metres by five (5) metres reproduction of the work for display in the Chinchilla Cinema Foyer.
- (38) The Disaster Management Team, along with many other council staff were involved in the recovery efforts from the October/November Tara Bushfire Event. The Event was one of the largest bushfire events seen in Queensland in terms of impact, with roughly 131 square kilometres of land burnt.
- (39) Chinchilla Cultural Precinct' project was completed and officially opened.
- (40) The Warra waste transfer station project was completed within budget and opened to the public.

Sustainable Organisation

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

Achievements 28 March 2020 - June 2020

- (1) Council partnered with registered training organisations to co-ordinate online learning for Trainees and Apprentices so they could continue their study during Covid-19.
- (2) Development of new Customer Service Strategy and Customer Experience Program.

Achievements July 2021 - June 2022

- (3) Western Downs was recognised as one of the leading Council's in Queensland following the release of the Queensland Audit Office Financial Audit Report Local Government 2020 Report 17: 2020-21.
- (4) Council adopted new Corporate Plan 2021 - 2026.
- (5) 2019/20 asset valuations completed and adopted by Council's Audit Committee making Council the only local government in Queensland to have this completed by 31 March 2020.
- (6) Water security bolstered with a \$16,000,000 strategy to increase water supply to residents and ensuring long-term sustainability for our growing region and economic growth over the next five years.
- (7) Council announced a record \$17,100,000 commitment to recreational spaces and cemeteries.

Achievements July 2021 - June 2022

- (8) Council won the Non-Profit / Local Government category at the 2021 Australian Service Excellence Awards (Customer Service Institute of Australia).
- (9) Council won the Large Employer of the Year Award at the Queensland Training Awards State Finals.
- (10) Council hosted the Rural Management Challenge and LGAQ Regional Branch Forum in October with Council's team 'Western Downs Experience' winning the 2021 Rural Management Challenge.
- (11) 185 applications were received for the 2022 Kickstart your Career campaign.
- (12) Water and wastewater treatment assets were upgraded or renewed in multiple areas across the region.
- (13) Critical water main replacements were completed in around Chinchilla's Central Business District as part of Council's water mains replacement programme.
- (14) Council was selected as the Southwest Queensland Regional winner in the quarterly Local Government Managers Australia Risk Excellence Awards for 2022.
- (15) Council hosted the AFL SportsReady Virtual Graduation & Awards celebration where Nicole Egel was announced the winner of the First Nations Trainee of the Year Award for Old and Northern NSW.

Achievements July 2022 - June 2023

- (16) Council was awarded the title of Large Employer of the Year at the Queensland Training Awards Regional Finals.
- (17) The Infrastructure Services Team received recognition when it was awarded Employer of the Year for the Public Sector at the IPWEA QLD 2022 Excellence Awards.
- (18) The Libraries Team was awarded the Gold Award for Local Government Authorities at the Queensland Public Libraries Association Awards for its efforts in the Shout Out Youth Storytelling Competition.
- (19) Council's Risk Reporting Framework led it to win the Local Government Mutual Scheme Risk Excellence Award for the South-Western Queensland Region at the 2022 Local Government Association of Queensland Annual Conference.
- (20) Council finalised Phase One of the SMART Digital Programme, which was set to be implemented on 4 July 2023.
- (21) Twenty (20) new apprentices and trainees commenced their careers with Council in 2023. This came after thirteen (13) of the 2022 participants obtained fulltime roles within Council.
- (22) The Mind Matters Mental Health Roadshow delivered six regional sessions, sharing insights about overcoming challenges, achieving success in adversity, and building resilience.
- (23) Council introduced 'Conversation Starter Shirts,' by TradeMutt which were designed to initiate conversations on the topic of mental health.
- (24) Council established a Corporate Action Team. This team aims to strengthen connections, collaboration, understanding, and engagement across different teams.

Achievements July 2023 - March 2024

- (25) 100% Renewables has undertaken a carbon emissions review of Council and the region. The data collected aims to identify pathways towards net-zero emissions.
- (26) Stage 2 of the 30 Marble Street Solar Carpark Installation was completed, with the solar system now connected and generating power.
- (27) Implementation of Phase 2 of the Smart Digital Programme commenced.
- (28) Council was recognised as a finalist for the Large Employer of the Year at the Queensland Training Awards State Gala.
- (29) Council recruited and placed eleven (11) new staff under the Skilling Queenslanders for Work programme in Tara.

Title	Infrastructure Services Capital Works Progress Update February 2023/24
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Date	26 February 2024
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Responsible Manager	D. Dibley, WORKS MANAGER CONSTRUCTION
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Summary

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 February 2024.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- 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.

Strategic Priority: Sustainable Organisation

- We are recognised as a financially intelligent and responsible Council.
- Our agile and responsive business model enables us to align our capacity with service delivery.
- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and noted

Background Information

On 21st June 2023, Council adopted the 2023/24 Budget including Council's Capital Works Program.

Report

To ensure Council are well informed with key infrastructure projects, monthly reports will be presented outlining recently completed projects, projects in progress and upcoming projects.

RECENTLY COMPLETED PROJECTS

1. Riverglen Road, Glenmorgan (0.00-4.6) Road Widening Works;
2. Macalister Bell Road, Macalister - Stage 2 Reconstruction Works and flood damage;
3. Dead Horse Lane (0.04-0.24) Dust Suppression Works; and
4. Bell Showgrounds Road Repairs.

PROJECTS IN PROGRESS

1. Various Gravel Resheets incorporating Flood Damage Works, ongoing;
2. Kleinschmidts Road, Jimbour East - Floodway Upgrade Works;
3. Cambridge Crossing Road, Cambridge Crossing (15.53-21.55) Reconstruction and Widening Works;
4. Jubilee Avenue, Dulacca (0.00-0.260) Upgrade to bitumen seal;
5. Macalister-Pirrinuan Road - Dust Suppression Works;
6. Dalby PCYC Rear Access Upgrade (Reseal only);
7. Zeller Street, Chinchilla (0.049-0.454) Road Widening;
8. Kings Road, Bell (1.01 - 1.49) Upgrade Works;
9. Kents Road Jimbour (2.5-4.04) Reconstruction Works;
10. Roche Creek Road, Roche Creek (10.04-13.86) - Reconstruction Works;
11. Pirrinuan Karingal Road, Pirrinuan - Resheet Works incorporating flood damage;
12. The Deep School Road, Tara - Resheet Works incorporating flood damage; and
13. Wandoan Works Depot Shed Demolition.

UPCOMING PROJECTS

1. Regional Kerb and Channel Replacement Works (Dulacca);
2. 2023/24 Reseal and Prior Works - Package 2
3. Karingal Apunyal Resheet works incorporating flood damage;
4. Willis Place, Dalby (0.0-0.125) Reconstruction Works;
5. Turner Street, Chinchilla (0.00-0.091) Reconstruction Works;
6. Apelts Road, Southwood, Resheet incorporating flood damage; and
7. Dawson Street Miles (0.01-0.310) Upgrade and reconstruction works;

COMMERCIAL WORKS

RECENTLY COMPLETED PROJECTS

1. DTMR Reseal Prior Works - Dalby Kogan Road, Kogan Condamine Road, Condamine Meandarra Road, Moonie Highway

PROJECTS IN PROGRESS

1. 2023/24 RMPC
2. 2 Warrego Highway Asphalt Pavement Repairs Package

UPCOMING PROJECTS

1. Nil to end of 2023/24 financial year

FLOOD DAMAGE RESTORATION

RECENTLY COMPLETED PROJECTS

1. QRA REPA Flood Damage Restoration 2021/22 Package 15 (Meandarra / Hannaford / Inglestone / Southwood / Moonie).

PROJECTS IN PROGRESS

1. QRA REPA Flood Damage Restoration 2021/22 Package 11 (Waikola);
2. QRA REPA Flood Damage Restoration 2021/22 Package 13 (Brigalow / Warra / Kogan / Macalister / Ranges Bridge);
3. QRA REPA Flood Damage Restoration 2021/22 Package 16 (Sujeewong / Auburn);
4. QRA REPA Flood Damage Restoration 2021/22 Package 17 (Tara);
5. QRA REPA Flood Damage Restoration 2021/22 Package 18 (Inglestone / Southwood / Westmar / Flinton);
6. QRA REPA Flood Damage Restoration 2021/22 Package 19 (Tara / Goranba / Marmadua / Weir River);
7. QRA REPA Flood Damage Restoration 2021/22 Package 20 (Wandoan / Grosmont / Roche Creek);
8. QRA REPA Flood Damage Restoration 2021/22 Package 21 (Chinchilla / Red Hill / Burncluth / Pelican / Fairyland);
9. QRA REPA Flood Damage Restoration 2021/22 Package 22 (Bell / Bunya Mountains);

10. QRA REPA Flood Damage Restoration 2021/22 Package 23 (Boonarga / Brigalow / Hopeland / Crossroads / Montrose);
11. QRA REPA Flood Damage Restoration 2021/22 Package 24 (Miles / Hookswood / Columboola / Goombi / Cameby / Rywung);
12. QRA REPA Flood Damage Restoration 2021/22 Package 25 (Eurombah / Clifford / Bundi / Grosmont / Bogandilla).

UPCOMING PROJECTS (RFQs to be issued in February)

1. QRA REPA Flood Damage Restoration 2021/22 Package 26 (Glenaubyn / Drillham / Drillham South / Miles);
2. QRA REPA Flood Damage Restoration 2021/22 Package 27 (Tara / The Gums / Moonie);
3. QRA REPA Flood Damage Restoration 2021/22 Package 28 (Weranga / Kumbarilla / Ducklo / Halliford / Ranges Bridge / Nandi / Springvale / St Ruth);
4. QRA REPA Flood Damage Restoration 2021/22 Package 29 (Blackswamp / Cameby / Rywung / Baking Board / Greenswamp).

2023/24 PROJECTS DESIGN STATUS UPDATE

Technical Services' Design Department have completed the following number of civil designs for the 2023/24 Capital Works Program:-

1. Design Program is 93% completed (38/41);
 - a. 88% - Roadworks Design Program (22/25) projects Issued for Construction (IFC);
 - b. 86% - Footpath Design Program (6/7) projects Issued for Construction.
 - c. 100% - Dust Suppressions (9/9)
2. Remaining Projects Status - 3 in total
 - Progressing
 - Markham's Hill Road (90%)
 - On Hold Awaiting Further direction
 - Dorney Street, Chinchilla (75%)
 - Wheeler Street, Chinchilla (75%)
3. Flood Damage - 2 complete, 1 Progressing
 - Giligulgul Road (100%)
 - Gurulmundi Road (95%) - at Environment Consultant for submission
4. Supplementary (Extra) jobs - 21 complete of 26 projects
 - Progressing
 - Dalby Drainage Paths Design (85%)
 - Branch Creek Road Drainage (45%)
 - Old Moonie Road Culvert Investigation (50%)

2024/25 PROJECTS DESIGN STATUS UPDATE

1. Design Program is 27% completed (12/45)
 - a. 8% - Roadworks Design Program (2/26) projects Issued for Construction (IFC)
 - b. 66.7% - Footpath Design Program (6/9) projects Issued for Construction
 - c. 40% - Dust Suppressions (4/10)

Consultation (Internal/External)

Following Council's resolution to receive the report, updates will be posted on Council's social media platforms to inform Western Downs Regional Council's community.

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Human Rights Considerations

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

All activities will be undertaken in accordance with Council's human rights obligations.

Conclusion

Works in progress, with delays due to service relocations and limited staffing.

Attachments

Nil

Authored by: Debbie Dibley, **WORKS MANAGER CONSTRUCTION**

Title	Community Liveability Report Call for Motions Australian Local Government Association National General Assembly
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Date	1 March 2019
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Responsible Manager	L. Koene, ECONOMIC DEVELOPMENT MANAGER
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Summary

The purpose of this report is to seek Council endorsement of motions proposed to be submitted to the Australian Local Government Association for consideration at the 2024 National General Assembly.

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.*

The provision of long term bulk water supply(notably Nathan Dam), safe and well maintained road network, and digital connectivity and telecommunications all contribute to a strong diverse economy and quality lifestyle.

Material Personal Interest/Conflict of Interest

There are not material personal interests nor conflicts of interest associated with the consideration of notices of motion to the Australian Local Government Association's 2024 National General Assembly.

Officer's Recommendation

That Council resolves to endorse the following motions for the Australian Local Government Association's 2024 National General Assembly:

- (1) This National General Assembly calls on the Australian Government to re-orientate infrastructure development assessment frameworks and to include consideration for infrastructure projects of national significance (such as large dams that have a longer return on investment than that realistically considered in the current framework) to unlock new economic opportunities for the nation.
- (2) This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure and backlog of work.
- (3) This National General Assembly calls on the Australian Government to increase targeted funding for place-based solutions which will increase availability and bandwidth of the cellular network across Regional Australia.

Background Information

The Australian Local Government Association National General Assembly (NGA) is held on 2 - 4 July 2024 in Canberra. This is an annual event for Local Government attracting Mayors and Councillors from across Australia. The aim of the National General Assembly is to engage with the Federal Government to drive development of National Policy, influence the future direction of Local Government Sector and our Communities.

Report

The Australian Local Government Association (ALGA) considers motions submitted by local government for inclusion on the agenda for the National General Assembly. Motions are due by 29 March 2024 and must be endorsed by Council. The Australian Local Government Association has identified 'Building Community Trust' as the key theme for the National General Assembly and it is calling for motions focussing on twelve priority areas:

- (1) Intergovernmental relations;
- (2) Financial Sustainability;
- (3) Roads and Infrastructure;
- (4) Emergency Management;
- (5) Housing and Homelessness;
- (6) Jobs and Skills;
- (7) Community Services;
- (8) Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- (9) Data, Digital Technology and Cyber Security;
- (10) Climate Change and Renewable Energy;
- (11) Environment; and
- (12) And Circular Economy.

Council considered a number of proposals for motions, and these proposals are as follows:

- (1) Long Term Bulk Water Supply / Nathan Dam;
- (2) Safe and Well Maintained Road Network; and
- (3) Digital Connectivity and Telecommunications.

Consultation (Internal/External)

Consultation has occurred with Councillors and Council's executive leadership team.

Legal/Policy Implications (Justification if applicable)

There are no legal nor policy implications associated with the consideration of notices of motion to the Australian Local Government Association's 2024 National General Assembly.

Budget/Financial Implications

There are no budget nor financial implications associated with the consideration of notices of motion to the Australian Local Government Association's 2024 National General Assembly.

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

The Australian Local Government Association National General Assembly provides Council with the opportunity to advocate on issues relevant to our region, and nationally by engaging with the Federal Government to drive

development of National Policy and to influence the future direction of Local Government Sector and our Communities.

Attachments

1. ALGA Motion - Long Term Bulk Water Supply / Nathan Dam
2. ALGA Motion - Safe and Well Maintained Road Network
3. ALGA Motion - Improved Digital Connectivity and Telecommunications

Authored by: L. Koene, ECONOMIC DEVELOPMENT MANAGER

COUNCIL NAME: WESTERN DOWNS REGIONAL COUNCIL

State* QLD

COUNCIL CONTACT PERSON

Title/Honorific* Mrs

Position Title* Chief Executive Officer (CEO)

First Name* Jodie

Last Name* Taylor

Contact Email* Jodie.Taylor@wdrc.qld.gov.au

COUNCIL CONTACT INFORMATION

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Address 2 PO Box 551

Suburb/City* Dalby

Postcode* 4405

Phone* 07 4679 4012

Council Email* Jodie.Taylor@wdrc.qld.gov.au

MOTION DETAILS

Category*

Data, digital technology and cyber security

Please select the category that best applies to the motion

Motion subject

Improved telecommunications and digital connectivity

Motion*500 words

This National General Assembly calls on the Australian Government to increase targeted funding for place-based solutions which will increase availability and bandwidth of the cellular network across Regional Australia.

National Objective* 200 words

Regional Australia is home to more than nine million people and accounts for roughly one-third of the national workforce. The regions generate about 34 percent of the nation's economic output (RAI). The Western Downs region is a strong example of the significant economic contribution regions make with a GRP per capita of \$106,392.

The 2021 Regional Telecommunications Review reported that data and connectivity has assumed a more vital role in the lives of all Australians, including Regional Australia (Australian Government, Regional telecommunications Review 2021).

A resilient and stable mobile and data connection is an essential tool to support Regional Australia's growth and transition into the digital economy. Despite some improvements, most of regional Australia still experiences the shortfalls of telecommunication and digital connectivity. The availability of suitable and resilient solutions being implemented across communities with a low-density population remains a significant issue.

One of the main reasons for this is that telecommunication providers will only increase coverage when demand reaches a level to be financially attractive. This is an issue faced by all regional and remote areas across Australia that have a low-density population.

Summary of Key Arguments* 500 words

There are clearly identified gaps in access, reliability, and speed levels of mobile and digital connectivity in many regional areas across Australia. A major issue of concern with these areas of low to no coverage is that the mobile phone network is relied upon for communication in emergency situations - particularly in the event of disaster management and during emergency situations.

Reliable connectivity is a prerequisite to enabling economic development and population in regional Australia. Digital and mobile connectivity is a requirement to attract investment, running day-to-day operations and to improve productivity to reach markets anywhere in the world. Connectivity also enhances the liveability of a region and enhances the attraction and retention of population.

Equitable access to connectivity is fast becoming a Human Right expectation as it enables communities in remote areas to have access to educational, social and health services that might otherwise not be possible. Connectivity can enable people living in regional and rural Australia to have access to many critical services not available in their areas such as Telehealth.

Regional areas in Australia contribute significantly to the economy. Regional Australia sees mining, agriculture and manufacturing being at the forefront of productivity and healthcare and construction more recently contributing the success of regions. Each of these industries are highly reliant on reliable and strong connectivity not only for day-to-day operations, but importantly, to support the implementation of workplace safety programs.

The Western Downs alone has a thriving agricultural industry that contributes more than \$1 billion to the national economy. Challenges with digital connectivity and mobile telecommunications are further exacerbated for agricultural properties which often span significant areas of this land.

Tourism, across regional Australia relies heavily on the digital economy and an efficient connection creates the backbone for promotion and participation in regional events. Without sufficient connection, many regional communities have difficulty supporting the influx of users on the network during large scale events.

Whilst the investment by the Australian Government in the \$1.1 billion-dollar *Better Connectivity Plan for Regional and Rural Australia* is welcomed, there is still a significant part of regional Australia that faces connectivity issues. Review of co-contribution requirements across funding applications is requested to assist the roll out of the programs. Co-contribution requirements for projects often results in Telecommunication providers not prioritising joint applications with areas that cannot contribute significantly.

Co-contribution is particularly difficult for Local Governments that cover a large geographic area with a (low density) small population base as these regions are more likely to experience connectivity challenges across multiple locations.

Whilst existing programs and policy are welcomed, there is a call for all levels of government to work collaboratively to achieve place-based solutions to the gaps that are specifically identified in regional areas across Australia to allow for increased availability and bandwidth of the cellular network.

DECLARATION

This motion has been endorsed by Council.

This motion complements or builds on the policy objectives of the Council's state or territory local government association.

I confirm my council is a member of the state/territory local association

COUNCIL NAME: WESTERN DOWNS REGIONAL COUNCIL

State* QLD

COUNCIL CONTACT PERSON

Title/Honorific* Mrs
Position Title* Chief Executive Officer (CEO)
First Name* Jodie
Last Name* Taylor
Contact Email* Jodie.Taylor@wdrc.qld.gov.au

COUNCIL CONTACT INFORMATION

Address 1* 30 Marble St
Address 2 PO Box 551
Suburb/City* Dalby
Postcode* 4405
Phone* 07 4679 4012
Council Email* Jodie.Taylor@wdrc.qld.gov.au

MOTION DETAILS

For more information about submitting a motion to the 2024 National General Assembly, including the motions criteria, please download the [discussion paper](#).

Category* Climate Change and Renewable Energy

Please select the category that best applies to the motion

Motion subject Long Term Bulk Water Supply

Motion*500 words

This National General Assembly calls on the Australian Government to re-orientate infrastructure development assessment frameworks and to include consideration for infrastructure projects of national significance (such as large dams that have a longer return on investment than that realistically considered in the current framework) to unlock new economic opportunities for the nation.

National Objective* 200 words

Regional Australia is home to more than nine million people and accounts for roughly one-third of the national workforce. The regions generate about 34 percent of the nation's economic output (RAI). The Western Downs region is a strong example of the significant economic contribution regions make. With a GRP of \$3.68 Billion, the GRP per capita in the Western Downs LGA is \$106,392 and on par with that of Brisbane, and nearly 65 percent higher than that of Toowoomba.

Delivery of new long-term bulk water supply for regional communities will support forecast population and industry growth, and further unlock significant economic opportunities, such as hydrogen production. This can position Australia as a leading nation exporting hydrogen and supporting decarbonisation efforts of other nations.

Current assessment frameworks, such as the Infrastructure Australia Assessment Framework, are not fit-for-purpose to assess significant new infrastructure developments. Existing frameworks are biased towards short-term infrastructure projects with an immediate to short-term payback benefit. Efforts to consider significant long-term infrastructure projects are fruitless due to the short-term economic analysis of existing frameworks.

This approach limits the nations' ability to pursue significant projects and enable long-term sustainability of regional communities.

Summary of Key Arguments* 500 words

This National General Assembly calls on the Australian Government to re-orientate infrastructure development assessment frameworks and to include consideration for infrastructure projects of national significance to unlock new economic opportunities for the nation.

A number of regional areas across Australia, including the Surat Basin, have seen strong investment in the resources industry over the past 15 years. Legacy infrastructure, as well as the available pool of highly skilled workforce, positions these regions favourably for renewable energy generation, recognised by the proposed development of renewable energy zones across Australia.

Regional Australia is at the heart of the renewable energy transition, however significant limitations to water supply are considered the single limiting factor to capitalize on new and emerging economic opportunities.

Significant renewable energy developments, such as hydrogen, can be unlocked by investing in a long-term bulk water supply, to leverage of current power infrastructure and enable green hydrogen production from water electrolysis (electrolytic hydrogen) and renewable energy sources such as solar and wind.

It is apparent that the ability to gain support and funding for large scale infrastructure projects are ultimately fruitless due to the assessment framework currently in place. Developments in regional Australia are further hampered due perceived economies of scale and complexities in modelling benefits over a long-term horizon.

In Queensland, Nathan Dam and Pipelines project was intended to provide long-term reliable water supplies to mining, power, urban and existing agricultural customers in the Surat Coal Basin and the Dawson sub-region of Central Queensland. The project was originally linked to key customers in the mining sector that allowed a significant portion of the water allocation to be linked to high value investment return.

Existing energy companies are diversifying their energy portfolios and include renewable and green sources of energy generation. There is great interest in green hydrogen production, and this opportunity has the ability to transform regional economies by creating export opportunities. In addition to the energy sector, a new bulk water supply will greatly benefit the strong agricultural sector.

The Surat Basin region has established itself as an energy hub on the back of some of Queensland's most productive agricultural land and beef production. The region's resilience during prolonged drought events has driven the need to become highly efficient in water management. These gains in consumer efficiency place the diverse industry portfolios in a prime position to take advantage of new water sources.

It is expected that investment in long-term bulk water supplies for regional areas will transform regional economies to enable new economic development opportunities, such as hydrogen. Construction of water infrastructure will create a significant number of local jobs and will greatly benefit the agricultural and renewable energy sectors, further driving economic strength.

Water security will also assist with de-urbanising metropolitan areas The Regional Australian Institute estimates that 1 out of 5 households living in metropolitan areas is considering moving regionally. Investment in long-term bulk water sources will make the regions more attractive to live and work.

DECLARATION

*

This motion has been endorsed by Council.

*

This motion complements or builds on the policy objectives of the Council's state or territory local government association.

*

I confirm my council is a member of the state/territory local association

COUNCIL NAME: WESTERN DOWNS REGIONAL COUNCIL

State* QLD

COUNCIL CONTACT PERSON

Title/Honorific* Mrs

Position Title* Chief Executive Officer (CEO)

First Name* Jodie

Last Name* Taylor

Contact Email* Jodie.Taylor@wdrc.qld.gov.au

COUNCIL CONTACT INFORMATION

Address 1* 30 Marble St

Address 2 PO Box 551

Suburb/City* Dalby

Postcode* 4405

Phone* 07 4679 4012

Council Email* Jodie.Taylor@wdrc.qld.gov.au

MOTION DETAILS

For more information about submitting a motion to the 2024 National General Assembly, including the motions criteria, please download the [discussion paper](#).

Category* Roads and infrastructure

Please select the category that best applies to the motion

Motion subject

Motion*500 words

This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure and backlog of work.

National Objective* 200 words

Regional Australia is home to more than nine million people and accounts for roughly one-third of the national workforce. The regions generate about 34 percent of the nation's economic output (RAI). The Western Downs region is a strong example of the significant economic contribution regions make. With a GRP of \$3.68 Billion, the GRP per capita in the Western Downs LGA is \$106,392 and on par with that of Brisbane, and nearly 65 percent higher than that of Toowoomba.

National Highways in regional Australia service a significant, heavy and growing freight task and the freight system is vital for the competitiveness and growth of the national economy ensuring access to domestic and export markets.

The large freight task significantly reduces the condition and the asset life of road infrastructure as opposed to light passenger vehicles. The current poor condition and aged infrastructure of national highways presents an ongoing risk of property damage, injury or death to road users in the Western Downs region.

Western Downs Regional Council advocates for more funding to be made available for asset renewals including upgrades of critical national highway infrastructure. In addition to this, continued maintenance to ensure the longevity of constructed roads to support strong industry growth should be taken into consideration.

Summary of Key Arguments* 500 words

ALGA's 2021 National State of the Assets Report (NSoA) has found that 10 percent of local government assets are not fit for purpose, and around 20-25 percent are only fair and will need attention over time. Whilst the Federal Government places focus on road infrastructure safety improvements, action must be taken on effective asset management, specifically asset renewals and strategic upgrades to reflect current industry standards

Recent funding programs have focused predominantly on metropolitan areas, with a lower proportion of funds spent in regional and remote communities. Further, the works completed in regional areas has focused on safety improvements such as wide center line treatments and flattening of batter slopes, whilst the physical road infrastructure remains in poor asset condition with this issue remaining unaddressed, continuing to present a threat to road user safety.

Regional Australia significantly contributes to the national economy, and this is expected to increase due to the assets and infrastructure constructed to support the nation's renewable energy transition. The road assets in the regional areas require investment to renew and update these critical assets as part of the larger freight network to accommodate the high percentage of heavy vehicles. A strong and modern national transport network is required to connect critical industries to supply chains and markets. The development of contemporary transportation and distribution networks supporting industry sectors is required for further development to support Australia.

Investment in road infrastructure should consider the heavy freight task in regional areas. The significant economic contribution of regional areas and the heavy freight task should be included a key criteria for the distribution of funds, in addition to the volume of road users. Regional areas in Australia rely on contemporary, safe and well-maintained state and federal road networks to enable industries' heavy freight task.

The risk to road user safety is predominantly borne by Local Government as the Network Steward for the national highway road networks within their respective regions. This risk is compounded by a minimal maintenance funding in these regions and recorded defect backlogs to bridge the larger issue of a lack of asset renewals.

In the Western Downs alone, the backlog of urgent maintenance works on the national highway network was \$6.02 million, with available funding for maintenance in 2022/23 limited to \$1.45 million.

The National Road Safety Strategy identifies that there are significantly more road deaths on regional and remote areas of Australia than major cities (10.0 (regional), 25.1 (remote) and 2.2. (major cities) per 100,000 people) and require investment to ensure roads in these areas are fit-for-purpose.

This National General Assembly calls on the Australian Government to allocate more funding to road infrastructure to sustainably manage state and federal transport infrastructure and backlog of work.

It is expected that more investment on state and federal roads across Australia will provide a safe, well-maintained, and connective road network.

DECLARATION

*

This motion has been endorsed by Council.

*

This motion complements or builds on the policy objectives of the Council's state or territory local government association.

*

I confirm my council is a member of the state/territory local association

Title	Community and Liveability Report Housing and Land Development Incentive Policy Amendment
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Date	2 February 2024
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Responsible Manager	T. Summerville, PLANNING AND ENVIRONMENT MANAGER
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Summary

The purpose of this report is to seek Council's approval of some amendments to the Housing and Land Development Incentive Policy.

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 adopt the Amended Housing and Land Development Incentive Policy as contained in Attachment A.

Background Information

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 mid 2022, as an attempt to address this shortage of supply of housing and land developments, a scheme to incentivise the development of new residential stock (both multiple dwelling and the creation of new housing lots) was adopted by Council at the Ordinary Meeting of Council on 22 June 2022. The incentive operates under the banner of the Housing and Land Development Incentive Policy (the Policy), and in general terms, offered discounts to application fees and infrastructure charges on some targeted development types.

A public promotional campaign for this policy was delivered, and Council Officers also widely promoted this initiative through direct engagement with large property owners, advocacy groups, real estate agents and the wider development industry.

To date, the takeup of this incentive has been very limited, with only three smaller scale developments that have been approved in that time that would be eligible for the infrastructure charges discount, and to date, none of

those have been completed. Furthermore, there is a very limited pipeline of development approvals for subdivisions or multiple dwellings within the Western Downs.

In response to the wider housing and land supply issues, Council has been drafting a Local Housing Action Plan, and one of the action items from that LHAP includes the review of the Housing and Land Development Incentive Policy, which was due to expire in June 2024.

In terms of the amendments proposed, these include:

- Extend timeframe – a further 18 months to 31 December 2025
- Expanded eligibility, to remove restrictions relating to flood hazard categories and transportable dwellings
- Inclusion of aged care type developments in this policy to provide additional emphasis over the importance of this development type. It is relevant to note under the original policy, 'over 50's' style developments were likely to be eligible for the incentive as these are often categorised as multiple dwellings.
- Removing a restriction on the 'reservation' of the incentive at the commencement of the development process. This will allow for the reservation of 50% of incentive prior to construction, with the balance being available on a 'first in, best dressed' basis
- Increasing the incentive 'pool' to \$5m (up from \$1m) across four existing categories. This incentive will not be in the form of additional expenditure for Council, but will operate as revenue foregone.
- Council not recovering flood study revenue (\$10,000/application cap)

It should be noted that the proposed changes to the policy are not expected to completely address all housing and land supply issues. However, it may provide some assistance to the development sector, and will be an important supply action that will operate in conjunction with the many other action items in the LHAP.

Two versions of this amended policy are contained in the attachments to this report; Attachment A includes a final version of the amended policy, and the Attachment B has a version that indicates the changes from the previous version of the policy.

Consultation (Internal/External)

Discussions have been held with Councils Senior Leadership Team, the Executive Leadership Team and the Chief Financial Officer regarding the proposed amendments. Whilst many general conversations have been held with the development industry regarding housing supply issues, no specific conversations have been held regarding the amendment to this policy.

Legal/Policy Implications (Justification if applicable)

The

Budget/Financial Implications

The design of this scheme provides the incentive in the form of a discount to application fees, to infrastructure charges and the costs of undertaking a flood study, and exists as foregone revenue, rather than an increased expense to Council.

Additionally, the capping of the infrastructure charge incentive, by value, category and by planning scheme zone, assists in the reduction of Councils exposure to risks associated with the upgrade of any trunk networks that may be necessary in specific locations as a result of new developments.

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 original Housing and Land Incentive Policy has been in operation since July 2022, and whilst it was hoped to provide a considerable incentive to address housing and land shortages, it has only had a very small uptake. This policy is due to expire in June 2024.

More broadly, Council is also developing a Local Housing Action Plan to address wider housing supply issues, however, it is considered that there are some amendments that could be made to the current policy to improve the applicability of the policy to the development community.

It should be noted that the proposed changes to the policy are not expected to completely address all housing and land supply issues. However, it may provide some assistance to the development sector, and will be an important supply action that will operate in conjunction with the many other action items in the LHAP.

Attachments

Attachment A - Amended Housing and Land Development Incentive Policy

Attachment B - Amended Housing and Land Development Incentive Policy (with changes shown from original policy)

Authored by: Todd Summerville, Planning and Environment Manager.

Housing and Land Development Incentives - Council Policy

Effective Date	1 July 2022
Policy Owner	Planning and Environment Manager
Link to Corporate Plan	Strong Diverse Economy
Review Date	30 June 2025
Related Legislation	Planning Act 2016 Local Government Act 2009 Local Government Regulation 2012
Related Documents	Infrastructure Charges Resolution (No 7.1) 2017

Policy Version	Approval Date	Adopted/Approved
1	22/06/2022	Adopted Ordinary Meeting of Council
2	15/02/2023	Approved Ordinary Meeting of Council
3	TBC Sept/Oct 2023	Draft, with ELT amendment

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.**

Housing and Land Development Incentives - Council Policy

1. PURPOSE

The purpose of this policy is to provide a series of incentives to the community to address current and forecast housing and associated land development shortages within select areas of the Western Downs Regional Council.

2. SCOPE

This policy applies to certain developments for Multiple Dwelling type Material Change of Use (MCU) and for the Reconfiguring of a Lot that have commenced use from **1 July 2022** and is subject to eligibility criteria contained within this policy.

This policy does not replace the function or application of Infrastructure Charges Resolution (No. 7.1) 2017, any subsequent resolution or the issue of an Infrastructure Charges Notice.

3. POLICY

3.1 Policy Focus

The focus of the incentive policy is to support development within the Western Downs that will also result in an increase in housing options for existing and new residents. Additional housing is necessary to support growth in industry and workforce attraction in the Western Downs Region, and to provide a high level of choice for our communities.

It is not the purpose of this policy to enhance the viability of marginal and/or speculative developments.

Form of Incentive

The incentive will provide a discount towards both Application fees and Infrastructure Charges that are payable upon commencement of use following a development approval.

3.2 Application Fee Incentives

The incentive will provide a discount towards Application fees for certain applications made for Material Change of Use (MCU), Reconfiguring of a Lot (ROL) and Building Approvals (BA). In this regard:

- 100% discount for MCU - Multiple Dwelling or Dual Occupancy Developments in Medium Density Residential Zone, Major Centre Zone, Low Density Residential Zone or Township Zone and where land is not within any medium, high or extreme flood category;
- 100% discount for ROL - Subdivision of land within Medium Density Residential Zone or Low Density Residential Zone and where land is not within any medium, high or extreme flood category; and
- Building Approvals - a 50% discount for Class 1 buildings only (this excludes extensions and alterations to existing Class 1 buildings) where Council is the building certifier.
- Costs of undertaking a Flood Study - a 100% discount (up to \$10,000 per application) for the costs of undertaking a Flood Study under the Western Downs 2014 Flood Study for residential developments in Low Density Residential, Medium Density Residential, Township or Major Centre zones

3.3 Infrastructure Charges Incentives

Upon the issue of a Decision Notice by Western Downs Regional Council to approve a Development Permit under the *Planning Act 2016*, an Infrastructure Charges Notice (ICN) is issued.

Under the provisions of this policy, the ICN will continue to be issued with the Decision Notice in accordance with the applicable resolution. This policy will offer discount for eligible developments that are completed and undertaken in compliance with this policy under an Infrastructure Agreement.



Housing and Land Development Incentives - Council Policy

Eligible Development Types:

The developments that are eligible for this discount are limited to:

- Multiple Dwelling, Dual Occupancy or Retirement Facility Developments in Medium Density Residential Zone or Major Centre Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) or Retirement facility as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within a *Medium Density Residential Zone* or *Major Centre Zone* and within the Priority Infrastructure Area, are not pre-fabricated buildings (unless they are new pre-fabricated buildings), and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$2,500,000.

- Multiple Dwelling, Dual Occupancy or Retirement Facility Developments in Low Density Residential Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) or Retirement Facility as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within the *Low Density Residential Zone* and within the Priority Infrastructure Area (except for Meandarra), are not pre-fabricated buildings (unless they are new pre-fabricated buildings) and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$1,000,000.

- Multiple Dwelling, Dual Occupancy or Retirement Facility Developments in Township Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) or Retirement Facility as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within the *Township Zone*, are not pre-fabricated buildings (unless they are new pre-fabricated buildings) and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$50,000.

- *Subdivision Developments* - A Development Application for the Reconfiguring of a Lot, or lots, within a Medium Density Residential Zone or Low Density Residential Zone and the development must be within the Priority Infrastructure area -

This category discount is capped at a maximum total combined value of \$1,250,000.

Limit of Incentive

The incentive will be reserved to a total of 50% of the infrastructure charge on a first in, first served basis, and will no longer be available once the maximum total combined value for that category discount of development has been approved by Council. The incentive-"reservation" can only be held for a maximum of twelve months from the date that the request has been made, and is applied only upon completion of an Infrastructure Agreement, as provided in the *Planning Act 2016*. The balance 50% is available upon completion of the development.

A person or entity is only eligible for one approved discount of infrastructure charges under this policy.



Housing and Land Development Incentives - Council Policy

Eligibility Criteria:

To be eligible for a discount in accordance with this Policy, a development must comply with all the following criteria:

1. the MCU or ROL development approval must be current;
2. prior to commencement of the use and prior to the expiration of this policy, the applicant must provide Council with a Commencement of Use Notification (as defined in this policy); and
3. the development is determined by Council to be compliant with conditions of approval;
4. for any MCU, Council is provided a certificate by a professional building designer or architect that confirms that the buildings are of a high aesthetic value, and comply with Performance Outcome 1 (PO 1) within the Western Downs Planning Scheme Low Density Residential, Medium Density Residential, Major Centre Zone or Accommodation Codes; and
5. commencement of use within two (2) years of the commencement of this policy.

Where a development is assessed to be eligible for this IC discount, the parties will need to enter into an Infrastructure Agreement to this effect, under the provisions of the *Planning Act 2016*. Unless an Infrastructure Agreement is entered into, the ICN issued as part of the Decision Notice will remain applicable.

Ineligible Developments:

A development is not eligible for a discount of IC's under this policy where it does not meet all of the Eligibility Criteria, and/or:

1. where a development has commenced use prior to the adoption of this policy;
2. where a development has effectively commenced prior to obtaining an effective development approval under the *Planning Act 2016*, or for a use that could have been subject to compliance action for operating without a development approval (even where a Development Permit has later been issued); and
3. where a development has previously paid IC or has outstanding IC's for that development.

3.4 Timing and Duration of Policy

This policy commences on **1 July 2022** and shall remain in force until **31 December 2025**. Any development that is subject to a discount under this policy must be completed and the use commence within this period.

3.5 Definitions

Commencement of Use notification

Commencement of Use notification means the lodgement of advice, received by Council, that complies with the requirements of any Note included in a Decision Notice. The following note is the current version used in Decision Notices:

NOTE 8 - Commencement of Use

- (i) *Prior to commencement of this use, the applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.*
- (ii) *Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the applicant is to notify*



Housing and Land Development Incentives - Council Policy

Council within 20 business days, that this approved use has lawfully commenced.

Where this note has not been included with the Decision Notice, the applicant will need to complete a "Notice of Intention to Commence Use" that was included with the Decision Notice (approximately prior to 2016). Where neither of these items were included with a Decision Notice, the applicant will need to provide written confirmation of the date that the use commenced.

Planning Scheme

Means the Western Downs Planning Scheme 2017 incorporating Amendment 1, or any Planning Scheme that supersedes that Scheme.

Priority Infrastructure Area

The Priority Infrastructure Area maps can be found in the Local Government Infrastructure Plan (LGIP) within the Western Downs Planning Scheme 2017 incorporating Amendment 1. For reference, the Priority Infrastructure Area contains parts of the following towns: Dalby, Chinchilla, Miles, Jandowae, Tara and Wandoan.



Housing and Land Development Incentives - Council Policy

Effective Date	1 July 2022
Policy Owner	Planning and Environment Manager
Link to Corporate Plan	Strong Diverse Economy
Review Date	30 June 2024-5
Related Legislation	Planning Act 2016 Local Government Act 2009 Local Government Regulation 2012
Related Documents	Infrastructure Charges Resolution (No 7.1) 2017

Policy Version	Approval Date	Adopted/Approved
1	22/06/2022	Adopted Ordinary Meeting of Council
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Housing and Land Development Incentives - Council Policy

1. PURPOSE

The purpose of this policy is to provide a series of incentives to the community to address current and forecast housing and associated land development shortages within select areas of the Western Downs Regional Council.

2. SCOPE

This policy applies to certain developments for Multiple Dwelling type Material Change of Use (MCU) and for the Reconfiguring of a Lot that have commenced use from **1 July 2022** and is subject to eligibility criteria contained within this policy.

This policy does not replace the function or application of Infrastructure Charges Resolution (No. 7.1) 2017, any subsequent resolution or the issue of an Infrastructure Charges Notice.

3. POLICY

3.1 Policy Focus

The focus of the incentive policy is to support development within the Western Downs that will also result in an increase in housing options for existing and new residents. Additional housing is necessary to support growth in industry and workforce attraction in the Western Downs Region, and to provide a high level of choice for our communities.

It is not the purpose of this policy to enhance the viability of marginal and/or speculative developments.

Form of Incentive

The incentive will provide a discount towards both Application fees and Infrastructure Charges that are payable upon commencement of use following a development approval.

3.2 Application Fee Incentives

The incentive will provide a discount towards Application fees for certain applications made for Material Change of Use (MCU), Reconfiguring of a Lot (ROL) and Building Approvals (BA). In this regard:

- 100% discount for MCU - Multiple Dwelling or Dual Occupancy Developments in Medium Density Residential Zone, Major Centre Zone, Low Density Residential Zone or Township Zone and where land is not within any medium, high or extreme flood category;
- 100% discount for ROL - Subdivision of land within Medium Density Residential Zone or Low Density Residential Zone and where land is not within any medium, high or extreme flood category; and
- Building Approvals - a 50% discount for Class 1 buildings only (this excludes extensions and alterations to existing Class 1 buildings) **where Council is the building certifier.**
- **Costs of undertaking a Flood Study - a 100% discount (up to \$10,000 per application) for the costs of undertaking a Flood Study under the Western Downs 2014 Flood Study for residential developments in Low Density Residential, Medium Density Residential, Township or Major Centre zones**

3.3 Infrastructure Charges Incentives

Upon the issue of a Decision Notice by Western Downs Regional Council to approve a Development Permit under the *Planning Act 2016*, an Infrastructure Charges Notice (ICN) is issued.

Under the provisions of this policy, the ICN will continue to be issued with the Decision Notice in accordance with the applicable resolution. This policy will offer discount for eligible developments that are completed and undertaken in compliance with this policy **under an Infrastructure Agreement.**



Housing and Land Development Incentives - Council Policy

Eligible Development Types:

The developments that are eligible for this discount are limited to:

- Multiple Dwelling, ~~or~~ Dual Occupancy **or Retirement Facility** Developments in Medium Density Residential Zone or Major Centre Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) **or Retirement Facility** as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within a *Medium Density Residential Zone* or *Major Centre Zone* **and not within any medium, high or extreme flood hazard category**, and within the Priority Infrastructure Area, are not pre-fabricated buildings (**unless they are new pre-fabricated buildings**), and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$**2,500,000**.

- Multiple Dwelling, ~~or~~ Dual Occupancy **or Retirement Facility** Developments in Low Density Residential Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) **or Retirement Facility** as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within the *Low Density Residential Zone* **and not within any medium, high or extreme flood hazard category**, and within the Priority Infrastructure Area (except for Meandarra), are not pre-fabricated buildings (**unless they are new pre-fabricated buildings**) and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$**1,0200,000**.

- Multiple Dwelling, ~~or~~ Dual Occupancy **or Retirement Facility** Developments in Township Zone -

100% discount of infrastructure charges associated with the development of a Dual Occupancy (ie Duplex) and/or Multiple Dwelling (ie a residential premise containing three or more Dwellings) **or Retirement Facility** as they are defined in the Western Downs Planning Scheme. To be eligible, the development must be located within the *Township Zone* **and not within any medium, high or extreme flood hazard category**, are not pre-fabricated buildings (**unless they are new pre-fabricated buildings**) and are certified by a professional building designer or architect as being of a high aesthetic value.

This category discount is capped at a maximum total combined value of \$50,000.

- Subdivision Developments - A Development Application for the Reconfiguring of a Lot, or lots**, within a Medium Density Residential Zone or Low Density Residential Zone **in accordance with the following scale**. To be eligible, the development must not be **and** within **any medium, high or extreme flood hazard category and within** the Priority Infrastructure area -

○ **First 1 to 5 lots: 100% discount**

○ **Next 6 to 10 lots: 50% discount**

○ **Next 11 or more lots: 25% discount**

This category discount is capped at a maximum total combined value of \$**1,250,000**.

Limit of Incentive

The incentive will be **reserved to a total of 50% of the value of the infrastructure charge available** on a first in, first served basis, and will no longer be available once the maximum total combined value for that category discount of development has been approved by Council. The **incentive cannot be "reservation" can only be**



Housing and Land Development Incentives - Council Policy

held for a maximum of twelve months from the date that the request has been made, and is applied only upon completion of an Infrastructure Agreement, as provided in the *Planning Act 2016*. The balance 50% is available upon completion of the development.

A person or entity is only eligible for one approved discount of infrastructure charges under this policy.

Eligibility Criteria:

To be eligible for a discount in accordance with this Policy, a development must comply with all the following criteria:

1. the MCU or ROL development approval must be current;
2. prior to commencement of the use and prior to the expiration of this policy, the applicant must provide Council with a Commencement of Use Notification (as defined in this policy); and
3. the development is determined by Council to be compliant with conditions of approval;
4. for any MCU, Council is provided a certificate by a professional building designer or architect that confirms that the buildings are of a high aesthetic value, ~~are not pre-fabricated buildings~~ and comply with Performance Outcome 1 (PO 1) within the Western Downs Planning Scheme Low Density Residential, Medium Density Residential, Major Centre Zone ~~or Accommodation~~ Codes; and
5. commencement of use within two (2) years of the commencement of this policy.

Where a development is assessed to be eligible for this IC discount, the parties will need to enter into an Infrastructure Agreement to this effect, under the provisions of the *Planning Act 2016* ~~statement ("Confirmation of Infrastructure Charges Discount") will be issued by Council to the applicant and recorded/noted against the relevant development file to offset any IC identified on the ICN. Unless an Infrastructure Agreement is entered into, the Confirmation of IC Discount is issued by Council,~~ the ICN issued as part of the Decision Notice will remain applicable.

Ineligible Developments:

A development is not eligible for a discount of IC's under this policy where it does not meet all of the Eligibility Criteria, and/or:

1. where a development has commenced use prior to the adoption of this policy;
2. where a development has effectively commenced prior to obtaining an effective development approval under the *Planning Act 2016*, or for a use that could have been subject to compliance action for operating without a development approval (even where a Development Permit has later been issued); and
3. where a development has previously paid IC or has outstanding IC's for that development.

3.4 Timing and Duration of Policy

This policy commences on **1 July 2022** and shall remain in force until ~~30 June 2024~~ **31 December 2025**. Any development that is subject to a discount under this policy must be completed and the use commence within this period.

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- (ii) *Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the applicant is to notify Council within 20 business days, that this approved use has lawfully commenced.*

Where this note has not been included with the Decision Notice, the applicant will need to complete a "Notice of Intention to Commence Use" that was included with the Decision Notice (approximately prior to 2016). Where neither of these items were included with a Decision Notice, the applicant will need to provide written confirmation of the date that the use commenced.

Planning Scheme

Means the Western Downs Planning Scheme 2017 incorporating Amendment 1, or any Planning Scheme that supersedes that Scheme.

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Title **Community and Liveability Report Community Activation Program Round Two 2023.2024**

Date 15 February 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of Round Two of the 2023/2024 Community Activation Program; and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

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 that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2024 copies of which have been circulated to Members, be taken as read and confirmed; and

b. That the applicant for Round Two of the 2023/2024 Community Activation Program be advised as follows:

Applicant	Project Description	Amount Approved
Miles and District Amateur Picnic Race Club	Design Proposal / Concept Plan	\$5,000.00
Total Approved		\$5,000.00

Background Information

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

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

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

There are three **Competitive Rounds** for this program per year for applications \$2,000.00 and over, and a **Responsive Round** for applications up to \$2,000.00 that is open all year.

This Report relates to Round Two of the Competitive rounds this financial year, which closed on 6 February 2024.

Report

Round Two of the Community Grants - Council Policy - Community Activation Program closed on 6 February 2024. One application was received from a Western Downs community group.

The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 15 February 2024 - Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group.

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

Consultation (Internal/External)

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

The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Two of the 2023/2024 grant applications based on their level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 15 February 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

The Community Activation Program has a budget allocation of \$15,000.00 for the 2023/2024 year.

Under the **Competitive Round One** the Reference Group approved one application for \$10,000.00.

Under the **Responsive Round** one application has been assessed, for a total amount of \$2,000.00.

Under the **Competitive Round Two** the Reference Group has reviewed one application and recommends the disbursement of funding of \$5,000.00.

The Community Projects Program has an overall budget of \$90,000.00. Operationally a transfer has been made from the Community Projects Program budget to the Community Activation Program to allow for the approval of the Round Two application.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Activation Program	\$15,000.00	Responsive Round	\$2,000.00
		Competitive Round 1	\$10,000.00
		Competitive Round 2	\$5,000.00
		Balance	\$0.00

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

The Reference Group at its Meeting on 15 February 2024 assessed the applications in accordance with the Community Grants - Council Policy - Community Activation Program and the Reference Group's recommendations are presented for Council's consideration.

Attachments

1. Minutes of Community Grants Assessment Reference Group Community Activation Program 15 February 2024.

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY ACTIVATION PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON THURSDAY 15 FEBRUARY 2024 AT 3.28pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology:

Officers: Mrs. L. Tyrrell, Miss. M. Mathews

Apology:

Welcome	
Apologies	
Conflict of Interest	
Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. O.G. Moore SECONDED Cr. K.A. Maguire</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 25 October 2023</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 were considered by Council at its Meeting on Wednesday, 25 October 2023. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 be adopted as resolutions of Council.</p>
Business Arising from Previous Minutes	

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP
RECOMMENDATION

MOVED Cr. O.G. Moore SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Two of the 2023/2024 Community Activation Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Miles and District Amateur Picnic Race Club	Design Proposal/Concept Plan	\$5,000.00	\$5,000.00		
				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
TOTAL				\$5,000.00		

General Business		Budget will be transferred from the Community Projects Program to the Community Activation Program to the value of \$2,000.00. The Community Activation Program will now be closed for applications for the remainder of this financial year.
		As there will be no further rounds for the Community Activation Program this financial year, there will be no further assessment meetings. The Chairperson declared the Meeting closed at 3.36pm.

Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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Title **Community and Liveability Report Community Projects Program Round Two 2023.2024**

Date 15 February 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024. This is in relation to the assessment and proposed adoption of Round Two of the 2023/2024 Community Projects Program

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 that:

1.Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024.

2.The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023, copies of which have been circulated to Members, be taken as read and confirmed.

b. That the applicants for Round Two of the 2023/2024 Community Projects Program be advised as follows:

Applicant	Project Description	Amount Approved
Football Dalby	2024 Football Dalby Fence Replacement	\$10,000.00
Chinchilla Golf Club	Toro Mower Cutter Deck Renewal	\$10,000.00
Total Approved		\$20,000.00

Background Information

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

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

In accordance with the Community Grants - Council Policy - Community Projects Program, Council may allocate funds in each annual budget. The Community Projects Program has a budget allocation of \$90,000.00 for the 2023/2024 financial year.

There are three **Competitive Rounds** for this program per year for applications over \$2,000.00 and a **Responsive Round** for applications \$2,000.00 and under that is open all year.

This Report relates to Round Two of the Competitive Round this financial year which closed on 6 February 2024.

This funding program aids through cash contributions to a maximum amount per application of \$10,000.00.

Report

Round Two of the Community Grants - Council Policy - Community Projects Program closed on 6 February 2024. Two applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 15 February 2024. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

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

The Reference Group consisting of Cr. K. A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman and Communities Staff assessed Round Two of the 2023/2024 grant applications based on its level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 15 February 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

The Community Projects Program has a budget allocation of \$90,000.00 for the 2023/2024 financial year.

Under the **Competitive Round One** one application was assessed for a total amount of \$4,993.20.

Under the **Responsive Round** one application has been assessed, for a total amount of \$1,920.00.

Under the **Competitive Round Two**, the Reference Group has reviewed two applications and recommends the disbursement of funding for Round Two of \$20,000.00.

Further, \$2,000.00 of unspent funds was transferred to the Community Activation Program, of which was over-subscribed, to support community groups.

That leaves a balance remaining of \$61,086.80.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Projects Program	\$90,000.00	Responsive Rounds	\$1,920.00
		Competitive Round 1	\$4,993.20
		Competitive Round 2	\$20,000.00
		Transfer to Community Activation Program	\$2,000.00
		Balance	\$61,086.80

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 Reference Group at its Meeting on 15 February 2024 assessed the applications in accordance with the Community Grants - Council Policy - Community Projects Program and the Reference Group's recommendation is presented for Council's consideration.

Attachments

1. Minutes of Community Grants Assessment Reference Group Community Projects Program 15 February 2024.

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROJECTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON THURSDAY 15 FEBRUARY 2024 AT 3.22pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology:

Officers: Mrs. L. Tyrrell, Miss M. Mathews

Apology:

Welcome	
Apologies	
Conflict of Interest	
Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. K.A. Maguire SECONDED Cr. C.T. Tillman</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 25 October 2023</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 were considered by Council at its Meeting on Wednesday, 25 October 2023. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 be adopted as resolutions of Council.</p>
Business Arising from Previous Minutes	

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP
RECOMMENDATION

MOVED Cr. P.T. Saxelby SECONDED Cr. C.T. Tillman

That it be a recommendation to Council that the applicants for Round Two of the 2023/2024 Community Projects Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Football Dalby	2024 Football Dalby Fence Replacement	\$10,000.00	\$10,000.00		
				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
2	Chinchilla Golf Club	Toro Mower Cutter Deck Renewal	\$11,109.00	\$10,000.00		
				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
TOTAL				\$20,000.00		

General Business		Budget will be transferred from the Community Projects Program to the Community Activation Program to the value of \$2,000.00. The Community Activation Program will now be closed for applications for the remainder of this financial year.
		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Community Projects Program will be held following the receipt of Applications for Round Three of the 2023/2024 financial year (May 2024).</p> <p>The Chairperson declared the Meeting closed at 3.27pm.</p>

Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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Title **Community and Liveability Report Destination Events Program Round Two 2023.2024**

Date 15 February 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of the 2023/2024 Destination Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

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 that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as follows:

a. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023, copies of which have been circulated to Members, be taken as read and confirmed.

b. That the applicants for the 2023/2024 Destination Events Program be advised as follows:

Applicant	Project Description	Amount Approved
Darling Downs Australian Stockhorse Society	2024 Australian Campdraft National Finals	\$10,000.00
Total Approved		\$10,000.00

Background Information

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

The purpose of the 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.

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

There is a Competitive Round for this program open all year for applications between \$5,000.00 and \$20,000.00.

This Report relates to an application received in January and assessed on 15 February 2024.

Report

The Community Grants - Council Policy - Destination Events Program opened on 1 July 2023. One application, from the Chinchilla Polocrosse Club was received.

The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 15 February 2024. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

The application under the Destination Events Program were coordinated by the Communities Department.

The Reference Group consisting of Cr. K. A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Economic Development Staff assessed this application based on its level of community benefit and how it met the selection criteria.

The Meeting of the Reference Group was held on 15 February 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

The Destination Events Program has a budget allocation of \$60,000.00 for the 2023/2024 year.

The Reference Group has approved an application in the September Round for \$20,000.00.

The Reference Group has reviewed one application and recommends approval of \$10,000.00.

That leaves a balance remaining of \$30,000.00.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Destination Events Program	\$60,000.00	Competitive Round 1	\$20,000.00
		Competitive Round 2	\$10,000.00
		Balance	\$30,000.00

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 Community Grants - Council Policy - Destination Events Program supports 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. This funding program may aid through cash contributions to a maximum amount per application of \$20,000.00.

The Reference Group at its Meeting on 15 February 2024 assessed the application in accordance with the Community Grants - Council Policy - Destination Events Program and the Reference Group's recommendations are presented for Council's consideration.

Attachments

1. Minutes of Community Grants Assessment Reference Group Destination Events Program 15 February 2024.

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (DESTINATION EVENTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON THURSDAY 15 FEBRUARY 2024 AT 3.36pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology:

Officers: Mrs. L. Tyrrell, Miss M. Mathews

Apology:

Welcome	
Apologies	
Conflict of Interest	
Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. K.A. Maguire SECONDED Cr. P.T. Saxelby</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 25 October 2023</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 were considered by Council at its Meeting on Wednesday, 25 October 2023. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 be adopted as resolutions of Council.</p>
Business Arising from Previous Minutes	

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP
RECOMMENDATION

MOVED Cr. C.T. Tillman

SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for the 2023/2024 Destination Events Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Darling Downs Australian Stockhorse Society	2024 Australian Campdraft National Finals	\$10,000.00	\$10,000.00		
				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
TOTAL				\$10,000.00		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Destination Events Program will be held following the receipt of Applications for Round Three of the 2023/2024 financial year (May 2024).</p> <p>Councillors paid special acknowledgement to Cr. Tillman for her dedication to the community through the many years served on grant assessment committees for Council. Cr. Tillman's strong support of the Arts and cultural sector has resulted in strong outcomes for community.</p> <p>The Chairperson declared the Meeting closed at 3.54pm.</p>
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Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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Title **Community and Liveability Report Local Events Program Round Two 2023.2024**

Date 16 February 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 in relation to the Assessment of Round Two of the 2023/2024 Local Events Program and to seek adoption of the recommendations contained in those Unconfirmed Minutes.

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 that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024.

2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as follows:

a. Apologies

That the Western Downs Regional Council Community Grants Assessment Reference Group accept the apology for non-attendance from Cr. K. A. Bourne due to a conflict of interest.

b. Confirmation of Minutes of Previous Meeting

That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 copies of which have been circulated to Members, be taken as read and confirmed; and

c. That the applicants for Round One of the 2023/2024 Local Events Program be advised as follows:

Applicant	Project Description	Amount Approved
Wandoan Show Society	2024 Wandoan Show WAGS Marquee/Grand Champion Beast of the Show	\$4,850.00

Hannaford Communities Campdraft (auspiced by The Hannaford Club)	Hannaford Community Campdraft	\$2,000.00 cash plus \$1,350.00 In Kind
Jandowae Race Club	Jandowae Races 2024	\$2,000.00 cash plus \$800.00 In Kind
Flinton Race Club	Flinton Easter Saturday Races	\$2,000.00 cash plus \$1,750.00 In Kind
Westmar Sports Club	Westmar Sports Club Campdraft	\$2,000.00 cash plus \$1,100.00 In Kind
Total Approved		\$12,850.00 Cash plus \$5,000.00 In Kind

Background Information

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

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

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

There are three **Competitive Rounds** for this program per financial year for applications over \$2,000.00, and a **Responsive Round** for applications up to and including \$2,000.00 that is open all year.

This Report relates to Round Two of the Competitive rounds this financial year, which closed on 6 February 2024.

Report

Round Two of the Community Grants - Council Policy - Local Events Program closed on 6 February 2024. A total of five applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 15 February 2024 - (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

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

The Reference Group consisting of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman, Communities Staff and the Communities Manager assessed Round Three of the 2022/2023 grant applications based on their level of community benefit and how they met the selection criteria.

Cr. K. A. Bourne was an apology for non-attendance due to a conflict of interest and was not involved in the assessment process.

The Meeting of the Reference Group was held on 20 September 2023.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

The Local Events Program has a budget allocation of \$120,000.00 plus \$20,000.00 In Kind Assistance for the 2023/2024 financial year.

Under the **Competitive Round One**, the Reference Group approved the disbursement of funding for Round One of \$36,320.00 cash and \$2,500.00 In Kind Assistance.

Under the **Responsive Round** thirty two (32) applications have been assessed, for a total amount of \$37,570 cash and \$2,600.00 In Kind Assistance.

Under the **Competitive Round Two**, the Reference Group has reviewed seven applications and recommends the disbursement of funding for Round Two of \$12,850.00 cash and \$5,000.00 In Kind Assistance.

That leaves a balance remaining of \$37,730 cash plus \$9,900 In Kind Assistance.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Local Events Program	\$120,000.00 cash plus \$30,000.00 In Kind Assistance	Responsive Rounds	\$37,570 cash plus \$2,600.00 In Kind Assistance
		Competitive Round 1	\$36,320.00 cash plus \$2,500.00 In Kind Assistance
		Competitive Round 2	\$12,850.00 cash plus \$5,000.00 In Kind Assistance
		Balance	\$37,730 cash plus \$9,900 In Kind Assistance

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 Community Grants - Council Policy - Local Events Program supports the development and growth of community events across the region and sponsorship of awards and competitions. This funding program may aid through cash and/or In-Kind Assistance contributions to a maximum amount per application of \$10,000.00.

The Reference Group at its Meeting on 15 February 2024 assessed the applications in accordance with the Community Grants - Council Policy - Local Events Program and the Reference Group's recommendations are presented for Council's consideration.

Attachments

1. Minutes of Community Grants Assessment Reference Group Local Events Program 15 February 2024.

Authored by: M. Mathews, Community Grants Support Officer.

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (LOCAL EVENTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON THURSDAY 15 FEBRUARY 2024 AT 2.44pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology: Cr. K.A. Bourne

Officers: Mrs. L. Tyrrell, Miss M. Mathews

Apology:

Welcome	
Apologies	
Conflict of Interest	<p>Cr K.A. Bourne declared a prescribed Conflict of Interest in the application submitted by Wandoan Show Society in that she may be in a position to benefit financially if approved. As such she will not take part in the assessment of any applications in the Local Events Program and will leave the room.</p> <p>MOVED Cr. O.G. Moore SECONDED Cr. P.T. Saxelby</p> <p>That the Western Downs Regional Council Community Grants Assessment Reference Group meeting for Local Events Program be chaired by Cr. Carolyn Tillman.</p> <p><u>CARRIED</u></p>
Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. K.A. Maguire SECONDED Cr. C.T. Tillman</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 25 October 2023</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 were considered by Council at its Meeting on Wednesday, 25 October 2023. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 20 September 2023 be adopted as resolutions of Council.</p>
Business Arising from Previous Minutes	

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP
RECOMMENDATION

MOVED Cr. P.T. Saxelby SECONDED Cr. K.A. Maguire

That it be a recommendation to Council that the applicants for Round Two of the 2023/2024 Local Events Program be advised as follows:

UNCONFIRMED

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Wandoan Show Society	2024 Wandoan Show WAGS Marquee/Grand Champion Beast of the Show	\$4,850.00	\$4,850.00		
				FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C. T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
2	Hannaford Communities Campdraft (auspiced by The Hannaford Club)	Hannaford Community Campdraft	\$2,000.00 cash plus \$1,350.00 In Kind	\$2,000.00 cash plus \$1,350.00 In Kind		
				FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C. T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
3	Jandowae Race Club	Jandowae Races 2024	\$2,000.00 cash plus \$800.00 In Kind	\$2,000.00 cash plus \$800.00 In Kind		
				FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C. T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
4	Flinton Race Club	Flinton Easter Saturday Races	\$2,000.00 cash plus \$1,750.00 In Kind	\$2,000.00 cash plus \$1,750.00 In Kind		
				FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C. T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
5	Westmar Sports Club	Westmar Sports Club Campdraft	\$2,000.00 cash plus \$1,100.00 In Kind	\$2,000.00 cash plus \$1,100.00 In Kind		
				FOR: Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C. T. Tillman AGAINST: DID NOT VOTE: Cr. K.A. Bourne		
TOTAL				\$12,850.00 Cash plus \$5,000.00 In Kind		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Local Events Program will be held following the receipt of Applications for Round Three of the 2023/2024 financial year (May 2024).</p> <p>The Chairperson declared the Meeting closed at 2.54pm</p>
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Batch Number:	Dataworks Number:	Retention:
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Title **Community and Liveability Report Regional Arts Development Fund Program Round Two 2023.2024**

Date 15 February 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024. This is in relation to the assessment and proposed adoption of Round Two of the 2023/2024 Regional Arts Development Fund Program.

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 that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as follows:
 - a. Confirmation of Minutes of Previous Meeting
That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 21 September 2022, copies of which have been circulated to Members, be taken as read and confirmed.
 - b. That the applicants for Round Three of the 2022/2023 Regional Arts Development Fund Program be advised as follows:

Applicant	Project Description	Amount G.S.T.)	Approved (Excl.
Katelann Grealy	Katelann Maree Music 4 Track Ep Production	\$15,770.00	
TOTAL FUNDED		\$15,770.00	

Background Information

The purpose of the Regional Arts Development Fund (RADF) is to support professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities. The program is a partnership between the Queensland Government through Arts Queensland and Western Downs Regional Council to support local arts and culture. In accordance with the Community Grants - Council Policy - RADF Program, Council may allocate funds in each annual budget. This Report relates to RADF Round Two 2023/2024 which was assessed 15 February 2024.

Report

Round Two of the RADF Program received one application from individuals across the Western Downs Regional Council area. The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 15 February 2024 (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

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

The Reference Group comprising of Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman and Communities Staff assessed Round Two of the 2023/2024 grant applications based on its level of community benefit and how it meets the selection criteria.

The Meeting of the Reference Group was held on 15 February 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

The Regional Arts Development Fund Program has a budget allocation of \$40,000.00 for the 2023/2024 financial year.

Under the **Competitive Round One**, no applications were received.

Under the **Responsive Round**, seven applications have been assessed, for a total amount of \$12,698.28.

Under the **Competitive Round Two**, the Reference Group has reviewed one application and recommends the disbursement of funding for Round Two of \$15,770.00.

That leaves a balance remaining of \$11,531.72.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
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Regional Development Program	Arts Fund	\$40,000.00	Responsive Rounds	\$12,698.28
			Competitive Round 1	\$0.00
			Competitive Round 2	\$15,770.00
			Balance	\$11,531.72

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

The Reference Group at its Meeting on 15 February 2024 assessed the applications in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program and the Reference Group's recommendations, presented for Council's consideration.

Attachments

1. Minutes of the Community Grants Assessment Reference Group Regional Arts Development Fund 15 February 2024.

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (REGIONAL ARTS DEVELOPMENT FUND PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, MILES CUSTOMER SERVICE CENTRE, DAWSON STREET, MILES ON THURSDAY 15 FEBRUARY 2024 AT 2.55pm

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Present: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman

Apology:

Officers: Mrs. L. Tyrrell, Mrs. K. Walker, Miss M. Mathews

Apology: Nil

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. O.G. Moore SECONDED Cr. K.A. Maguire</p> <p>That the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2023 copies of which have been circulated to Members, be taken as read and confirmed.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 21 June 2023</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2023 were considered by Council at its Meeting on Wednesday, 21 June 2023. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2023 be adopted as resolutions of Council.</p>
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Refer Attachment 1
	Economic Development Stream	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. C.T. Tillman SECONDED Cr. P.T. Saxelby

That it be a recommendation to Council that the applicants for Round Two of the 2023/2024 Regional Arts Development Fund Program be advised as follows:

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Katelann Grealy	Katelann Maree Music 4 Track Ep Production	\$20,015.00	\$15,770.00		
				FOR: Cr. K.A. Bourne, Cr. K.A. Maguire, Cr. O.G. Moore, Cr. P.T. Saxelby and Cr. C.T. Tillman AGAINST: DID NOT VOTE:		
	TOTAL FUNDED			\$15,770.00		

		<p>The next Meeting of the Western Downs Regional Council Community Grants Assessment Reference Group in relation to the Regional Arts Development Fund Program will be held following the receipt of Applications for Round Three of the 2023/2024 financial year (May 2024).</p> <p>The Chairperson declared the Meeting closed at 3.21pm</p>
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Batch Number:	Dataworks Number:	Retention:
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Title	Community and Liveability Report Young Entrepreneur Summit 2024 Outcomes
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Date	23 February 2024
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Responsible Manager	L. Koene, ECONOMIC DEVELOPMENT MANAGER
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Summary

The purpose of this report is to provide Council with the outcomes of the 2024 Young Entrepreneur Summit (YES) held in Chinchilla Country Hope Church on 14 February 2024.

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.
- Our business and industry actively live and buy local.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That this Report be received.

Background Information

YES is a high-energy, action-packed, one-day event for primary and secondary school students with a range of exciting challenges and fun-filled activities to learn about entrepreneurship and innovation.

YES is aimed to provoke an entrepreneurial mindset in the youth of today and encourage them to harness their unique innovative ideas and turn them into a business.

The summit program aims to boost participants' confidence and enhance a range of 'adulting skills' such as public speaking, financial literacy, ideation, collaboration, teamwork, and entrepreneurial mindset while having a positive impact on their future business or career.

The summit further aims to assist in achieving economic growth, workforce capability, and small business success while providing an environment where small businesses can grow.

Report

The Young Entrepreneur Summit (YES Summit) was delivered on 14 February 2024 at Chinchilla's Country Hope Church. This was the second annual YES delivered in the Western Downs Region.

The Young Entrepreneur Summit was again delivered in partnership with The Australian School of Entrepreneurship (ASE Group) who delivered the program content for the day and secured sponsorship from Origin and Advance Queensland.

The ASE Group delivered various workshop and networking-style activities throughout the day including:

- Having the Mayor deliver an opening address
- Keynote presentations by speed artist Antony Piters

- Panel discussions from four local young entrepreneurs
- Brainstorming exercises on ways for students to address local challenges using business ideas
- A chance for students to present their ideas to a panel of judges in a 'Shark Tank' style activity

A total of two hundred and fifty-eight tickets were sold and allocated with the following school allocation.

- Our Lady of the Southern Cross College - 60 tickets
- Dalby State High School - 30 tickets
- Chinchilla State High School - 50 tickets
- Chinchilla Christian College - 90 tickets
- Bowenville State School - 5 tickets
- Jimbour State School - 7 tickets
- The Gums State School - 5 tickets
- Tara Shire College - 11 tickets

Western Downs Regional Council sponsored two hundred and fifty tickets for schools within the Western Downs to attend the event with initial inter-region ticket interest over and above the council-sponsored tickets, leading to further tickets being sponsored by the University of Southern Queensland (UniSQ).

The summit attracted two hundred and forty-five students. Two hundred and forty were from six schools within the Western Downs Region, with another five students coming from one school outside of the region. In addition, the event was supported by three exhibitor stalls and attended by four other council and state entities.

While the initial update of the council-sponsored tickets was strong enough to surpass the two hundred and fifty tickets, other school event clashes such as swimming carnivals resulted in the overall update of the council-sponsored tickets being two hundred and forty, however without these clashes, we believe the uptake of tickets would well surpass the two hundred and fifty.

Consultation (Internal/External)

Internal:

General Manager (Communities and Liveability)
Economic Development Manager
Communities Manager

External:

Australian School of Entrepreneurship
Partner Up Queensland
Schools in the Western Downs Region
Chinchilla Community, Commerce & Industry
Dalby Chamber of Commerce & Industry
Wandoan Community, Commerce & Industry

Legal/Policy Implications (Justification if applicable)

There are no legal or policy implications associated with this report.

Budget/Financial Implications

The event was budgeted for \$11,000 (GST Inclusive).

A total of \$14,640 (GST Inclusive) was paid to deliver the Young Entrepreneur Summit.

These costs were directed toward ticket sponsorship, school transport, venue hire, and catering.

Expense	Value (\$)
250 Ticket Sponsorship	11550.00

Bus Transportation	2370.00
Catering	220.00
Venue Hire	500.00
TOTAL	14640.00

The Economic Development team has consulted schools in the region in November 2023 and it was advised that the best time for having the Summit is during the first term of school in February 2024. We acknowledge the short planning and turnaround time of the summit as it was delivered in under three months.

Bus transportation to enable schools across the Western Downs was supported by sponsors in 2023. Unfortunately, no sponsorship was guaranteed this year for bus transportation and no alternative arrangements were able to be made due to the short lead time to deliver the event.

To accommodate the preferred timing for schools and enable their participation, Council has this year absorbed the costs for bus transportation with a remainder of funds from a previously held jobs fair event.

Additional costs were also incurred for venue hire due to the newly refurbished Chinchilla Cultural Centre being unavailable due to maintenance works.

The summit will be delivered again in February 2025, more lead time will enable seeking sponsorship arrangements to cover any additional costs.

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.

All activities will be undertaken in accordance with Council's human rights obligations.

Conclusion

We acknowledge that the planning and turnaround time for the summit this year was short, as it was delivered in under three months, and for future events, we would work with a longer lead time to ensure complete engagement with all Western Downs Region schools, to ensure an event will be a sell-out.

We suggest a commitment to a further one hundred tickets to schools be made available in the region sponsored by the council, totalling three hundred and fifty inter region tickets. This would make the event a sell-out without engaging schools outside of the region.

Based on the success of the 2024 Young Entrepreneur Summit, we recommend that Council commit to funding this event in 2025.

Attachments

Nil

Authored by: Prince Lo, Economic Development Program Leader