

Ordinary Meeting of Council

***Held at Western Downs Regional Council's
Chinchilla Customer Service Centre***

On Thursday, 18 July 2024

Commencing at 9:30am

J. Taylor
CHIEF EXECUTIVE OFFICER

18 July 2024

Ordinary Meeting of Council Agenda

Location: Chinchilla Cultural Centre
80-86 Heeney Street
Chinchilla QLD 4413

Pages

1. DECLARATION OF MEETING OPENING
2. OPENING PRAYER AND MINUTE SILENCE
3. APOLOGIES
4. CONGRATULATIONS
5. CONFIRMATION OF MINUTES
 - 5.1 Adopt Ordinary Meeting of Council Minutes 20 June 2024 1
The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 20 June 2024.
 - 5.2 Adopt Minutes Special Meeting of Council Adopt 2024-25 Budget 20 June 2024 24
The purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council Adopt 2024-25 Budget held on Thursday, 20 June 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
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The purpose of this Report is to provide Council with significant meetings, forums and delegations attended by the Mayor during the month of June 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 - Dalby Aerodrome Proposed Lease W**
The purpose of this report is to consider a request to enter into a lease for the area surveyed as "W" at the Dalby Aerodrome.

10.2 CORPORATE SERVICES

- 10.2.1 Corporate Services Confidential Summary Report Quarterly Liability Update as at 30 June 2024**
The purpose of this Report is to provide Council with a quarterly update on liability matters as at 30 June 2024.

10.3 COMMUNITY AND LIVEABILITY

- 10.3.1 Community and Liveability Confidential Report Outcome of Tender MM02-24-25 for Waste Management Contracts**
This report is to present the results of a suite of operational tenders that relate to Council's Waste Operations, and for Council to decide to award tenders and form contracts.

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

13. EXECUTIVE SERVICES

- 13.1 Executive Services Report Permanent Road Closure Application - 76LY25 Kingaroy - Jandowae Road** 40
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- 13.2 Executive Services Chief Executive Officer Report June 2024** 49
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 June 2024.
- 13.3 Executive Services Report Outstanding Actions June 2024** 52
The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 16 May 2024.

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14.5	Corporate Services Financial Report June 2024 Interim The purpose of this report is to provide Council with the interim Financial Report for the period ending 30 June 2024. A final report will be provided to the October 2024 Council meeting after the Queensland Audit Office (QAO) has audited and provided its opinion. It will include a report on the business unit outcomes and the finalised capital works programme.	96
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16.	COMMUNITY AND LIVEABILITY	
16.1	Community and Liveability Report Australia Day Community Policy The purpose of this report is to present for councils' consideration, amendments to the operations of the Australia Day Awards and seek Council approval Australia Day - Community Policy.	118

16.2 Community & Liveability Report Request Council Motion to be considered at the 2024 LGAQ Annual Conference

148

This report serves to request the consideration and approval of Council motions for the upcoming 2024 Local Government Association of Queensland (LGAQ) Annual Conference.

The LGAQ is convening its Annual Conference from Monday, 21 October to Wednesday, 23 October 2024, in Brisbane. Proposed motions to the conference require formal council resolutions before being submitted to the LGAQ for inclusion in the conference agenda.

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

18. URGENT GENERAL BUSINESS

19. MEETING CLOSURE

Title **Adopt Ordinary Meeting of Council Minutes 20 June 2024**

Date 8 July 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, 20 June 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 20 June 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, 20 June 2024.

Authored by: B. Donald SENIOR EXECUTIVE OFFICER



Ordinary Meeting of Council Minutes

Date: Thursday, 20 June, 2024
Time: 9:30 am
Location: WDRC - Corporate Office - Boardroom
30 Marble Street, Dalby Qld 4405

Councillors:

- Cr. A. N. Smith
- Cr. K. A. Bourne
- Cr. O. G. Moore
- Cr. S. J. Condon
- Cr. P. T. Saxelby
- Cr. K. A. Maguire
- Cr. G. M. Olm
- Cr. M. J. James
- Cr. S. Bougoure

Officers:

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

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.32AM.

2. OPENING PRAYER AND MINUTE SILENCE

Reverend David Brown from St John's Anglican Church Dalby 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 16 May 2024

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 16 May 2024.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 16 May 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 meeting.

7. DECLARATIONS OF CONFLICTS OF INTEREST

There was no declaration of conflicts of interest.

8. PRESENTATION OF PETITIONS BY COUNCILLORS

There were no petitions presented by Councillors.

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report May 2024

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

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. P. T. Saxelby

That this Report be received and noted.

CARRIED

10. CONFIDENTIAL ITEMS

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

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

(b) industrial matters affecting employees;

(c) the local government's budget;

(d) rating concessions;

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

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

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

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

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

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COUNCIL RESOLUTION - CLOSE MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. S. Bougoure

That Council resolve to close the Meeting in accordance with Sections 254J (3) (g,h) of the *Local Government Regulation 2012* at 9:50am to discuss the following Confidential Reports:

1. Executive Services Confidential Report Dalby Aerodrome New Lease Area Agreement to Lease and Lease to Daniel Livestock Pty Ltd
2. Executive Services Confidential Report: Acquisition of Easement for Water Supply Purposes

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. S. J. Condon

Seconded By Cr. G. M. Olm

That Council resolve to reopen the Meeting at 10:02am

CARRIED

10.1 EXECUTIVE SERVICES

10.1.1 Executive Services Confidential Report Dalby Aerodrome New Lease Area Agreement to Lease and Lease to Daniel Livestock Pty Ltd

The purpose of this report is to seek Council approval to enter into an Agreement to Lease (ATL) and Lease with Daniel Livestock Pty Ltd for Dalby Aerodrome new lease area Lease AE.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Bourne

That this Report be received, and that Council resolves as follows:

1. Council notes that the exception contained in section 236(1)(c)(vii) of the *Local Government Regulation 2012* applies to the proposed lease.
2. Council approves entering into an agreement to lease and lease with Daniel Livestock Pty Ltd over the new lease area known as Lease AE at the Dalby Aerodrome, subject to commercially appropriate conditions; and
3. Council delegates authority to the Chief Executive Officer to finalise and execute all required documents relating to the agreement to lease and lease AE with Daniel Livestock Pty Ltd, including negotiating or agreeing to any amendments that are commercially appropriate and do not materially alter the conditions of the agreement to lease and the lease.

CARRIED

10.1.2 Executive Services Confidential Report Acquisition of Easement for Water Supply Purposes

The purpose of this report is to seek a resolution from Council to issue a notice of intention to resume an easement over the land identified in this report.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

It is recommended that this report be received and that Council:

1. Issues a notice of intention to resume from Lot 315 Crown Plan A342795 an easement for water supply infrastructure/reticulation purposes pursuant to the provisions of the *Acquisition of Land Act, 1967*.
2. Delegates to the Chief Executive Officer to receive and hear any objection to taking of the easement that may be made by the owner of the subject land and may in turn delegate that role to an appropriate employee of Council.
3. Will consider any report of any objection raised by the owner of the land prior to making any decision whether to compulsorily acquire the easement.

CARRIED

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

12. PLANNING

There were no planning reports.

13. EXECUTIVE SERVICES

13.1 Executive Services Report: Road Closure Application - Bell Park Lot 121 D924

The purpose of this report is to:

- a. Inform Council as to the circumstances of an application by Council for the permanent road closure of Unnamed Road 07, the road corridor on the northern and eastern boundary of Lot 121 D924.
- b. Seek a resolution from Council approving the closure of the subject road and its amalgamation into Joshua Bell Park.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. M. J. James

That this report be received and that the Council resolves as follows:

1. That, subject to receiving the required approval from the Department of Resources, Council approves the permanent closure of Unnamed Road 07.
2. Council delegates to and requests that the Chief Executive Officer advise the Department of Resources that it has no objections to the permanent road closure of Unnamed Road 07 and its amalgamation into lot 121 D924.
3. Council approves the amalgamation of the closed road into Joshua Bell Park.
4. The Chief Executive Officer causes such actions to be taken as are necessary to finalise that amalgamation.

CARRIED

13.2 Executive Services Chief Executive Officer Report May 2024

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 May 2024.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. S. Bougoure

That this Report be received.

CARRIED

13.3 Executive Services Report Outstanding Actions May 2024

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 16 May 2024.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. G. M. Olm

That this Report be received.

CARRIED

14. CORPORATE SERVICES

14.1 Corporate Services Report Audit Committee 2024 to 2024

The purpose of this report is for Council to approve the supporting internal audit framework and composition and operation of the Western Downs Regional Council Audit Committee for the term 2024 to 2028.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. M. J. James

That Council resolve to:

1. approve the *Internal Audit – Statutory Policy* (Attachment Two);
2. approve the *Western Downs Regional Council Audit Committee Terms of Reference* (Attachment Four);
3. appoint Mary Goodwin as the Independent Member of the Western Downs Regional Council Audit Committee for the current term of Council; and
4. appoint Cr Moore as Chairperson of the Western Downs Regional Council Audit Committee.

CARRIED

14.2 Corporate Services Financial Report May 2024

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

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Maguire

That Council resolves to receive the May 2024 Financial Report and:

1. note the amendments to the 2023-24 Capital Works Programme as listed in section three of this report, with additional expenditure of \$962,644 (exclusive of goods and services tax) and additional revenue of \$1,107,041 (exclusive of goods and services tax) being added to the programme.

CARRIED

11. DEPUTATION

11.1 Wulf Von Der Decken

Mr Von Der Decken provided feedback regarding the community consultation process for the Dalby cultural centre, the proposed location, and potential impacts. He suggested an alternative engagement process for interactive community feedback.

11.2 David Carvosso

Mr Carvosso addressed Council regarding the Dalby cultural centre project. He provided an overview of the history of Thomas Jack Park, stated that it should not be disturbed for a cultural centre and advised that the community would like to see Thomas Jack Park upgraded, including an expansion of the Bush Tucker Garden.

11.3 Bernadette Baber

Ms Barber addressed Council regarding the Dalby cultural centre project. As a wildlife career she has concerns for the animals, if trees were removed. She advised the community was not against a cultural centre but did not want it in Thomas Jack Park. Ms Barber questioned the purpose of the pink paint spots on trees throughout the park, wanting assurances that they were not identifying trees for removal.

11.4 Catriona Kirkpatrick

Ms Kirkpatrick addressed Council regarding the Dalby cultural centre project and Council's stormwater drainage strategy. Ms Kirkpatrick stated that stormwater drainage and control of mosquito infestations were more important than the cultural centre. She questioned if Council had a stormwater drainage strategy and if there was, if a cost estimate comparison of the strategy with and the proposed build and maintenance of the proposed Dalby cultural centre had been undertaken.

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. P. T. Saxelby

Seconded By Cr. M. J. James

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10:48am.

The Meeting resumed at 11.06am.

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Works May 23/24 Capital Works Progress Update

The purpose of this Report is for the Works Department to provide an update to Council regarding the 2023/24 Capital Works Program for the month of May 2024

COUNCIL RESOLUTION

Moved By Cr. G. M. Olm

Seconded By Cr. O. G. Moore

That this Report be received and noted.

CARRIED

16. COMMUNITY AND LIVEABILITY

16.1 Community and Liveability Council Report Dalby Cultural Centre

The purpose of this report is to provide a comprehensive update on the Dalby Cultural Centre project. This includes seeking Council's approval to advance with the concept planning phase and addressing specific resolutions adopted during the Ordinary Council Meeting on 16 May 2024.

COUNCIL RESOLUTION

Moved By Cr. A. N. Smith

Seconded By Cr. M. J. James

That this Report be received and that Council resolves to:

- 1) Recommence concept planning for the Dalby Cultural Centre project in Thomas Jack Park protecting the amenity of Lot 3 SP294272 with the following design elements included:
 - a) Art Gallery;
 - b) Cinema;
 - c) Library; and
 - d) Visitor Information Centre
2. Concurrently undertake Master planning activities for the redevelopment of Thomas Jack Park
3. Acknowledge that all planning activities associated with Thomas Jack Park and the protection of Lot 3 SP294272 are in alignment with the resolution from the Ordinary Council Meeting held September 2023, which resolved to *retain the nature of Thomas Jack Park as a community parkland within the concept designs and any future master planning of the site.*
4. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
5. Approve the commencement of a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

FORESHADOWED MOTION

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

That this Report be received and that Council

1. Approves Thomas Jack Park as the preferred site location subject to the exclusion of Lot 3 SP294272 and Lot 6 RP135017 and the approval of the concept plans
2. Recommence concept planning for the Dalby Cultural Centre project in with the following design elements included:
 - a) Cinema
 - b) Library; and
 - c) Visitor Information Centre
3. approve a maximum development footprint of 1,500m² for the Dalby Cultural Centre
4. All planning activities associated with Thomas Jack Park are to retain the nature and amenity of Thomas Jack Park as a community parkland as per the resolution from the Ordinary Council Meeting held September 2023.
5. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
6. Recommend for the 2025 /26 budget considerations the following projects
 - a) upgrades to the existing Dalby art gallery in Marble Street
 - b) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

The ORIGINAL MOTION was PUT and LOST (4 to 5)

FORESHADOWED MOTION MOVED

Moved By Cr. O. G. Moore

Seconded By Cr. G. M. Olm

That this Report be received and that Council

1. Approves Thomas Jack Park as the preferred site location subject to the exclusion of Lot 3 SP294272 and Lot 6 RP135017 and the approval of the concept plans
2. Recommence concept planning for the Dalby Cultural Centre project in with the following design elements included:
 - A) Cinema
 - B) Library; and
 - C) Visitor Information Centre
3. approve a maximum development footprint of 1,500m² for the Dalby Cultural Centre
4. All planning activities associated with Thomas Jack Park are to retain the nature and amenity of Thomas Jack Park as a community parkland as per the resolution from the Ordinary Council Meeting held September 2023.
5. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
6. Recommend for the 2025 /26 budget considerations the following projects
 - a) upgrades to the existing Dalby art gallery in Marble Street
 - b) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

PROCEDURAL MOTION

Moved By Cr. M. J. James

Cr. M. J. James moved that The Matter Lie on the Table pending further discussion until after the lunch recess.

The **PROCEDURAL MOTION** was **PUT** and **LOST (4 to 5)**

FORESHADOWED MOTION

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

1. Recommence concept planning for the Dalby Cultural Centre project in Thomas Jack Park protecting the amenity of Lot 3 SP294272 and Lot 6 RP135017 with the following design elements to be considered:
 - a) Art Gallery;
 - b) Cinema;
 - c) Library; and
 - d) Visitor Information Centre.
2. Concurrently undertake Master planning activities for the redevelopment of Thomas Jack Park.
3. Acknowledge that all planning activities associated with Thomas Jack Park and the protection of Lot 3 SP294272 and Lot 6 RP135017 are in alignment with the resolution from the Ordinary Council Meeting held September 2023, which resolved to *retain the nature of Thomas Jack Park as a community parkland within the concept designs and any future master planning of the site.*
4. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
5. Recommend for the 2025 /26 budget considerations the following project:
 - a) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

PROCEDURAL MOTION

Moved By Cr. S. Bougoure

Cr. S. Bougoure moved that The Matter Lie on the Table and Council revisit at the end of the meeting.

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

16.2 Community and Liveability Report Football Dalby Oval Naming Consideration

This Report aims to brief Council regarding a submission received to rename the current Football Dalby playing fields as 'Don McPherson Oval.' It seeks the Council's endorsement to proceed with the necessary community engagement, in accordance with the Naming Public Assets - Council Policy.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. K. A. Maguire

That this Report is received, and that Council:

1. Resolves to consider naming the asset and, in accordance with the Naming Public Assets - Council Policy, seeks nominations from the community for proposed naming of the current Football Dalby fields.

CARRIED

16.3 Community and Liveability Report Skilling Queenslanders Work Program Round 2

The purpose of this Report is to seek Council approval for the approved project variation to deliver a Round 2 of the Skilling Queenslanders for Work (SQW) Program in Tara.

COUNCIL RESOLUTION

Moved By Cr. S. Bougoure

Seconded By Cr. M. J. James

That this Report be received and that Council resolves to approve the delivery of Round 2 for the Skilling Queenslanders for Work - Work Skills Traineeship program, to support upskilling of up to eight (8) long-term unemployed persons in the Tara district through the program.

CARRIED

16.4 Community and Liveability Report Round Three 2023.2024 Community Projects Program

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 16 May 2024. This is in relation to the assessment and proposed adoption of Round Three of the 2023/2024 Community Projects Program.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. S. J. Condon

That this Report be received and that:

1. 1.Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2024.
2. 2.The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 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 15 February 2024, copies of which have been circulated to Members, be taken as read and confirmed.

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

	Applicant	Project Description	Amount Approved (ex GST)
1	Yamsion Recreation Grounds Association Inc	Purchase Mower	\$10,000.00
2	Hannaford Club Incorporated	Hall Repair Upgrades	\$5,000.00
TOTAL			\$15,000.00

CARRIED

16.5 Community and Liveability Report Round Three 2023.2024 Regional Arts Development Fund Program

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 16 May 2024. This is in relation to the assessment and proposed adoption of Round Three of the 2023/2024 Regional Arts Development Fund Program.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. K. A. Maguire

That this Report be received and that:

1. Council note the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2024.
2. The Recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 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 15 February 2024, copies of which have been circulated to Members, be taken as read and confirmed.

b. That the applicants for Round Three of the 2023/2024 Regional Arts Development Fund Program be advised as follows:

Applicant	Project Description	Amount Approved (Excl. G.S.T.)
Greg Huglin	Youth Acting for Screen and Screen Production Workshops and Red Carpet Screening Event with Academy Award Winning Cinematographer Greg Huglin	\$0.00
TOTAL FUNDED		\$0.00

CARRIED

16.6 Community and Liveability Report Nomination Special Holidays 2025

The purpose of this Report is to seek Council's endorsement of the proposed nominated Show Holidays in 2025 in line with the *Holidays Act 1983*.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. M. J. James

That this Report be received and that:

In accordance with the *Holidays Act 1983*, Council submits the following dates to be appointed as 2025 gazetted Show Holidays: -

Chinchilla	23 May 2025
Dalby	11 April 2025
Miles	20 May 2025
Tara	11 August 2025
Wandoan	4 April 2025

CARRIED

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. K. A. Maguire

Seconded By Cr. P. T. Saxelby

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 12.11pm.

The Meeting resumed at 12:48pm

AMENDMENT NO. 1

Moved By Cr. S. Bougoure

Seconded By Cr. K. A. Maguire

That this Report be received and that Council

1. Approves Thomas Jack Park as the preferred site location subject to the exclusion of Lot 3 SP294272 and Lot 6 RP135017 and the approval of the concept plans
2. Recommence concept planning for the Dalby Cultural Centre project in with the following design elements included:
 - A) Cinema
 - B) Library;
 - C) Visitor Information Centre; and
 - D) Art Gallery
3. approve a maximum development footprint of 2,500m² for the Dalby Cultural Centre
4. All planning activities associated with Thomas Jack Park are to retain the nature and amenity of Thomas Jack Park as a community parkland as per the resolution from the Ordinary Council Meeting held September 2023.
5. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
6. Recommend for the 2025 /26 budget considerations the following projects
 - a) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

CARRIED (5 to 4)

The **AMENDMENT NO. 1** became the **SUBSTANTIVE MOTION**

AMENDMENT NO.2

Moved By Cr. M. J. James

That this Report be received and that Council:

1. Approves Thomas Jack Park as the preferred site location subject to the exclusion of natural amenities in Lot 3 SP294272 and Lot 6 RP135017 and the approval of the concept plans.
2. Recommence concept planning for the Dalby Cultural Centre project in with the following design elements included:
 - A) Cinema
 - B) Library;
 - C) Visitor Information Centre; and
 - D) Art Gallery.
3. approve a maximum development footprint of 2,500m² for the Dalby Cultural Centre.
4. All planning activities associated with Thomas Jack Park are to retain the nature and amenity of Thomas Jack Park as a community parkland as per the resolution from the Ordinary Council Meeting held September 2023.
5. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.
6. Recommend for the 2025 /26 budget considerations the following projects:
 - a) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.

COUNCIL RESOLUTION - ADJOURN MEETING

Moved By Cr. K. A. Bourne

That Council resolve to adjourn the Meeting until after the Special Meeting of Council Adopt 2024-2025 Budget.

The Meeting adjourned at 1.15pm.

The Meeting resumed at 1.56pm.

PROCEDURAL MOTION

Moved By Cr. O. G. Moore

Cr. O. G. Moore moved that the motion to be put.

The **PROCEDURAL MOTION** was **PUT** and **CARRIED (5 to 4)**

The **SUBSTANTIVE MOTION** was **PUT** and **CARRIED (5 to 4)**

For: Cr Bougoure, Cr Olm, Cr Saxelby, Cr Condon, Cr Moore

Against: Cr James, Cr Maguire, Cr Bourne, Cr Smith

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 2.10pm.

Title **Adopt Minutes Special Meeting of Council Adopt 2024-25 Budget 20 June 2024**

Date 8 July 2024

Responsible Manager J. Taylor, CHIEF EXECUTIVE OFFICER

Summary

The purpose of this Report is for Council to adopt the Minutes of the Special Meeting of Council Adopt 2024-25 Budget held on Thursday, 20 June 2024.

Link to Corporate Plan

Nil

Material Personal Interest/Conflict of Interest

NIL

Officer's Recommendation

That this Report be received and that:

1. The Unconfirmed Minutes of the Special Meeting of Council Adopt 2024-25 Budget held on Thursday, 20 June 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.

Background Information

Nil

Report

Nil

Consultation (Internal/External)

Nil

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

Nil

Conclusion

Nil

Attachments

Copy of Unconfirmed Minutes of the Special Meeting of Council held on Thursday, 20 June 2024.

Authored by: A. Lyell, Executive Services Administration Officer



Special Meeting of Council Minutes

Date: Thursday, 20 June, 2024
Time: 1:00 pm
Location: WDRC - Corporate Office - Boardroom
30 Marble Street, Dalby Qld 4405

Voting Members:

- Cr. A. N. Smith
- Cr. K. A. Bourne
- Cr. O. G. Moore
- Cr. S. J. Condon
- Cr. P. T. Saxelby
- Cr. K. A. Maguire
- Cr. G. M. Olm
- Cr. M. J. James
- Cr. S. Bougoure

Officers:

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

1. DECLARATION OF THE MEETING OPEN

The Chairperson declared the meeting open at 1.16pm.

2. APOLOGIES

There were no apologies.

3. CORPORATE SERVICES

3.1 Corporate Services Report Adoption 2024-25 Operational Plan

The purpose of this report is to present to Council the *2024-25 Operational Plan*.

COUNCIL RESOLUTION

MOVED by: Cr. O.G. Moore

Seconded by: Cr. K.A. Bourne

That Council resolves to adopt the *2024-25 Operational Plan*.

CARRIED

3.2 Corporate Services Report Adoption of Budget Policies 2024-25

The *Local Government Act 2009* requires Council to adopt a number of policies related to the annual budget to ensure the effective and efficient financial governance of the organisation. The Debt Policy must be adopted annually; and the Investment Policy, Financial Management and Investment Strategy Policy and Budget Policy should be reviewed annually to ensure they continue to meet Council's strategic and operational objectives. This report will also present Council's 2024-25 Community Service Obligations. To streamline the budget process, all policies have been reviewed with some policies being merged with other policies.

COUNCIL RESOLUTION

MOVED by: Cr. K.A. Bourne

Seconded by: Cr. K.A. Maguire

That Council resolves to:

1. in accordance with Section 104 of the *Local Government Act 2009* and 191 of the *Local Government Regulation 2012* adopt the:
 - a. *Budget Policy* (Attachment One);
 - b. *Financial Management and Investment Strategy Policy* (Attachment Two);
 - c. *Investment Policy* (Attachment three); and
 - d. *Debt Policy* (Attachment Four).
2. apply a Community Service Obligation Payment to the following businesses and receive Dividend Payments from the following businesses during 2024-25:

Community Service Obligations:

- a. Water; and
- b. Waste Management.

Dividend Payments:

- c. Commercial Works;
 - d. Gas;
 - e. Sewerage;
 - f. Quarry;
 - g. Saleyards; and
 - h. Washdown Bays; and
3. rescind the below Council policies which are not legislated and have been incorporated into this report:
- a. *Code of Competitive Conduct - Council Policy*; and
 - b. *Dividend Payment - Council Policy*.

CARRIED

3.3 Corporate Services Report Adoption of 2024-25 Revenue Statement

Section 169(2)(b) of the *Local Government Regulation 2012* requires Council to include a Revenue Statement in its annual Budget. This report recommends the adoption of the Revenue Statement as part of the 2024-25 Budget.

COUNCIL RESOLUTION

MOVED by: Cr. O.G. Moore

Seconded by: Cr. S. Bougoure

That Council resolves to:

- 1. adopt the *2024-25 Revenue Statement* (Attachment One), in accordance with Section 104(5) of the *Local Government Act 2009* and sections 169 and 172 of the *Local Government Regulation 2012*;
- 2. levy the Differential General Rates and Minimum General Rates for 2024-25, as set out in the 2024-25 Revenue Statement, as pursuant to section 81 of the *Local Government Act 2009* and section 81 of the *Local Government Regulation 2012* and in accordance with the provisions of the *Revenue Policy - Statutory Policy* and the *2024-25 Revenue Statement*;
- 3. adopt the 2024-25 Utility Charges as set out in the 2024-25 Revenue Statement, in accordance with the provisions of the *Revenue Policy - Statutory Policy* and *2024-25 Revenue Statement*;

4. allow a discount of 5.0 per cent on general rates and charges as stated in the *2024-25 Revenue Statement*, in accordance with the provisions of the *Revenue Policy - Statutory Policy* and *2024-25 Revenue Statement*; and
5. adopt the application of interest, from the day the rates or charges become overdue, at the maximum rate of 12.35 per cent per annum, to be applied from 1 July 2024 on all rates and charges (excluding overdue gas accounts) which remain unpaid thirty (30) days after the due date for payment, in accordance with Sections 132 and 133 of the *Local Government Regulation 2012*.

CARRIED

3.4 Corporate Services Report Adoption of Special Charges for 2024-25

The purpose of this Report is to provide to Council, for its consideration, the special rates and charges to be levied for the 2024-25 financial year.

COUNCIL RESOLUTION

MOVED by: Cr. K.A. Bourne

Seconded by: Cr. O.G. Moore

That Council resolves to adopt the proposed 2024-25 special charges, pursuant to the provisions of the *Revenue Policy - Statutory Policy* and *2024-25 Revenue Statement*.

CARRIED

3.5 Corporate Services Report Adoption of Rates and Charges and Special Charges Concessions 2024-25

This report considers the proposed Rates and Charges and Special Charges Concessions to apply for the 2024-25 financial year and the *Rates and Utility Charges Concession – Statutory Policy* for the Western Downs Regional Council's 2024-25 budget.

COUNCIL RESOLUTION

MOVED by: Cr. P.T. Saxelby

Seconded by: Cr. M.J. James

That, in accordance with the provisions of the *Revenue Policy – Statutory Policy* and the *2024-25 Revenue Statement*, Council resolves to adopt the granting of:

1. Council Pensioner Rate Concession

- a. A Council Pensioner Rate Concession of twenty (20) per cent (up to a maximum of \$200 per annum) of gross rates and charges (except for Special Rates and Charges, Separate Rates and Charges, Emergency Management Levy Charges, Water Consumption Charges, Charges on the Land, and Miscellaneous Fees and Charges) be provided to eligible pensioners in accordance with the State Government Pensioner Rate Subsidy Scheme in 2024-25. This Concession is provided pursuant to sections 120(1)(a), 121(a), and 122(1)(b) of the *Local Government Regulation 2012*; and

- b. A Council Pensioner Rate Concession of twenty (20) per cent (up to a maximum of \$200 per annum) be provided to occupants of independent living units at aged care facilities and retirement villages and who are also pensioners under section 123(1) of the *Local Government Regulation 2012*. The concession will be provided to eligible pensioners where:
 - i. part of the rates or charges that the Council considers is attributable to the part of the land where pensioners have a right to exclusive occupancy (section 123(2) of the *Local Government Regulation 2012*), and
 - ii. the landowner agrees to pass the benefit of the rebate on to the pensioners.

2. Concealed Leaks

Pursuant to sections 120(1)(c), 121(a), and 122(1)(b) of the *Local Government Regulation 2012*, Council resolves to grant a concession to a ratepayer who is a member of a stated class of ratepayers, as follows:

Stated class of ratepayers

The concession is available to all categories/classes of ratepayers connected to Council's water supply schemes.

Type of concession

Council will allow relief by way of a concession of twenty-five (25) per cent of the water consumption charge in accordance with *Water Meters - Statutory Policy*.

Conditions

The concession is granted subject to a ratepayer:

- a. incurring water consumption charges by reason of a 'concealed leak' (as defined in *Water Meters - Statutory Policy*); and
- b. satisfying the criteria set down in *Water Meters - Statutory Policy*.

Criteria for granting concession

Council grants this concession on the basis that to require the ratepayer to pay full charges for consumption in circumstances where a concealed leak has occurred (through no fault of the ratepayer) would result in hardship.

3. Rates and Utilities Charges Concession for Community Organisations

Pursuant to sections 120(1)(c), 121(a), and 122(1)(b) of the *Local Government Regulation 2012*, Council resolves to grant a concession to a ratepayer who is a member of a stated class of ratepayers, as follows:

Stated class of ratepayers

The concession is granted to not-for-profit (or non-profit) community organisations responsible for payment of rates and utility charges as the owner or lessee of the land as defined in *Rates and Utilities Charges Concession - Statutory Policy*.

Type of concession

Council will grant to each eligible organisation the nominated concessions (expressed as percentages against each concession category) for general rates, waste utility charges, sewerage charges, water access charges, and water consumption charges.

Conditions

The conditions for granting the concession are outlined in the *Rates and Utilities Charges Concession - Statutory Policy*.

Criteria for granting concession

Community organisations will be granted this concession upon receiving approval of the concession as outlined in *Rates and Utilities Charges Concession - Statutory Policy*.

4. Haemodialysis Water Allowance

Stated class of ratepayers

Council resolves to grant the allowance to a haemodialysis patient who receives haemodialysis treatment at home under the *Rates and Utility Charges Concession - Statutory Policy*.

Type of concession

Types of conditions are outlined in the *Rates and Utility Charges Concession - Statutory Policy*.

Conditions

Conditions for granting the concession are outlined in the *Rates and Utility Charges Concession - Statutory Policy*.

5. Rescind Policies

Council resolves to rescind the *Rates and Utility Charges Concessions for Community Organisations - Council Policy* and *Haemodialysis Water Allowance Policy*.

CARRIED

3.6 Corporate Services Report Adoption of Register of Cost Recovery Fees and Commercial Charges for 2024-25

The purpose of this report is to adopt the Register of Cost Recovery Fees and Commercial Charges for 2024-25. The Fees and Charges listed in the register will take effect from 1 July 2024.

COUNCIL RESOLUTION

MOVED by: Cr. S.J. Condon

Seconded by: Cr. G.M. Olm

That Council resolves to adopt the 2024-25 Register of Cost Recovery Fees and Commercial Charges, as contained in Attachment One, to be effective from 1 July 2024.

CARRIED

3.7 Corporate Services Report Adoption of Revenue Policy, Debt Recovery Collection Policy and Procedures for Levying Rates and Charges 2024-25

This Report presents to Council the *Revenue Policy - Statutory Policy* and *Debt Recovery Collection - Statutory Policy* for the Westerns Downs Regional Council's 2024-25 budget. The report also considers the procedures for the levying of rates and charges for 2024-25 for Council's 2024-25 Budget.

COUNCIL RESOLUTION

MOVED by: Cr. K.A. Bourne

Seconded by: Cr. P.T. Saxelby

That Council resolves to:

1. adopt the *Debt Recovery Collection - Statutory Policy* (Attachment One) and *Revenue Policy - Statutory Policy* (Attachment Two), in accordance with section 169(2) and section 193 of the *Local Government Regulation 2012*;
2. rescind the *Rates and Charges Collection - Council Policy*, the *Gas Charges and Fees Collection - Council Policy* and *Accounts Receivable Debt Collection - Council Policy*; and
3. adopt the following procedures for the Levying of Rates and Charges for 2024-25, in accordance with Chapter 4 Part 1 of the *Local Government Act 2009* and the provisions of the *Revenue Policy - Statutory Policy* and *2024-25 Revenue Statement*.

Description of Rates/Charges	Frequency	Basis
Differential General Rates	Half Yearly	50% of total for year
Special Charges	Half Yearly	50% of total for year
Separate Charges	Half Yearly	50% of total for year
Waste & Recycling Collection Charges	Half Yearly	50% of total for year
Environmental Waste Levy Charges	Half Yearly	50% of total for year
Water and Recycled Water Access Charges	Half Yearly	50% of total for year
Water and Recycled Water Volumetric Charges	Half Yearly	Based on Consumption
Water and Recycled Water Volumetric Charges (High Water Consumers as determined by Council)	No more than Bi-Monthly and no less than Half Yearly	Based on Consumption
Sewerage Charges	Half Yearly	50% of total for year
Gas - non-domestic connections	Monthly	Based on Gas Consumption and periodic access charges
Gas - domestic connections	Quarterly	Based on Gas Consumption and periodic access charges

CARRIED

3.8 Corporate Services Report Adoption of Estimated Position 30 June 2024 and Financial Analysis

The purpose of this report is to submit for adoption the Statement of Estimated Financial Position as part of the 2024-25 budget and provide an analysis of variations between the 2024-25 Budget and the 2023-24 Estimated Position.

COUNCIL RESOLUTION

MOVED by: Cr. M.J. James

Seconded by: Cr. K.A. Maguire

That Council resolves to receive the Statement of Estimated Financial Position, which includes the Financial Operations (Attachment One) and Financial Position (Attachment two) of Council for the 2023-24 financial year.

CARRIED

3.9 Corporate Services Report Adoption of 2024-25 Budget including the Long-Term Financial Plan

This Report presents the 2024-25 Budget and the 2024-25 Long-Term Financial Plan for adoption.

COUNCIL RESOLUTION

MOVED by: Cr. K.A. Bourne

Seconded by: Cr. O.G. Moore

That Council resolves to:

1. adopt the 2024-25 Budget, prepared in accordance with the requirements of section 169 of the *Local Government Regulation 2012*; and
2. adopt the 2024-25 Long-Term Financial Plan, prepared in accordance with the requirements of sections 169 and 171 of the *Local Government Regulation 2012*.

CARRIED

3. MAYORAL BUDGET STATEMENT

Thank you everyone, it is my pleasure to officially present the 2024-25 Western Downs Regional Council Budget - my first as Mayor.

I'm proud to stand with my fellow Councillors to deliver a clear vision for the year ahead - a plan that allows us to continue to deliver great liveability, quality infrastructure and improved services for our region.

Thanks to years of responsible financial management by previous Councils, we continue to be one of the few debt-free Local Governments in Queensland.

The hard work we have done over recent years to build a strong financial position means we can deliver essential new infrastructure, significant capital projects and exciting community funding programs to improve life and liveability on the Western Downs.

Council has the vital role in supporting our growing communities while carefully aligning its budget with high-quality service delivery, good management of assets and balancing the cost of national supply shortages and rising costs.

We are also working hard to build back better after consecutive natural disasters whilst ensuring that the costs of living in the Western Downs remains affordable for our residents.

Our region is growing, thanks to our strong, diverse economy, and Council is planning for future growth through investment in quality essential services and the delivery of modern infrastructure.

We have carefully budgeted to deliver a budget surplus of \$2.6 million this year with total operating expenditure of \$177.8 million and a total capital investment of \$73 million.

We have an annual average general rates increase of 3.9% and 3.5% for utility charges in this budget.

Most residential households, however, will only see a 3.5% increase, which is lower than the current inflation rate thanks to Council's strong financial management in previous years.

Council will continue to offer a 5% discount on rates paid by their due date.

We will also continue to match the State Government's Rates Subsidy Scheme, offering pensioners a 20% rebate on rates and charges excluding water consumption - up to a maximum of \$200 per year.

To provide clarity and consistency for property owners across the region, Council has undertaken a review of its rating categories.

Some categories have been refined to ensure a more fair and equitable system.

As part of the process, Council has consolidated its large residential and small rural rate categories for owners of properties of less than 50 hectares.

Our priority is keeping our roads safe; Council is on target to complete the delivery of a our massive \$164 million Road Flood Damage Repair Program in early 2025.

Consecutive flooding events continue to impact the condition of our regional roads, and we are delivering major improvements in the flood resilience of our floodways to better withstand future heavy rainfall events.

We understand the huge impact of flooding events have on our communities, and Council has allocated \$50.6 million for maintenance and capital improvements to improve local roads, bridges and stormwater infrastructure.

This includes \$23.1 million in road maintenance and repairs work and \$27.5 million in capital upgrades.

Included in the capital expenditure is \$5.98 million in QRA Betterment Funding for construction of new floodways to increase the flood resilience of our roads and residential streets.

Council is also actively lobbying the State and Federal Governments for increased funding for urgent repairs and asset renewals for State-controlled roads in our region and for the national Warrego Highway.

Water continues to be our single most important resource on the Western Downs, which is why we've invested more than \$16.8 million in capital funding for our water treatment and supply infrastructure this year.

This includes a commitment over three years for development of a bore, water treatment and pipeline for Dalby to ensure the long-term viability of the town's water supply, and the commencement of a multi-year water security project for Chinchilla.

Council will also undertake a feasibility study to investigate year-round water supply at Lake Broadwater and we will start a multi-year project to raise the Condamine Weir.

Our popular water tank rebate scheme will also continue this financial year, to increase the water security of individual properties and homes in our region.

Long-term water security and supply are critical for the growth of our region and economy, and Council will continue to aggressively advocate for the construction of Nathan Dam.

Activating our communities and creating exciting new places to gather, play, learn and celebrate is another important priority for Council in 2024-25.

Planning for a new cultural facility for Dalby continues this year, as we work towards finalising the location and inclusions for this exciting landmark project.

We are also in the early stages of community consultation and planning for a new Chinchilla Aquatic Precinct.

Many of our regional pools and infrastructure are nearing end of life and we are setting our sights on strategies for replacing these much-loved community assets in our region.

Council recognises the importance of our community parks and greenspaces to residents and visitors alike, and are proud to be investing \$1.38 million in capital upgrades to improve our parklands and open spaces.

This includes a new playground for Thomas Jack Park at Dalby and creating a masterplan through community consultation to guide future upgrades to Lions Park in Tara.

The Western Downs is brimming with great experiences and attractions.

Our region is home to some of Queensland's most exciting and unique destination events like the Tara Festival of Culture and Camel Races, Big Skies 2024, Chinchilla Melon Fest 2025, and our annual Words Out West Readers and Writers Festival.

Events like these showcase our culture and give our communities the opportunity to shine, bringing visitors and tourists to the region in droves and boosting our tourism revenue.

That's why Council has allocated \$408,000 in events funding and community grants to empower local community groups to deliver new and exciting initiatives in our region.

We want to encourage our community members and visitors to explore our backyard and enjoy our facilities, so Council has allocated \$5.47 million in capital improvements to existing regional showgrounds, civic centres, community halls, and sport and recreation grounds.

As part of this, we'll be developing masterplans for new and improved facilities at the Tara and Dalby Showgrounds and remodelling the Miles Leichhardt Centre foyer and hall walkway.

Council has also invested \$620,000 to strengthen economic diversity through the delivery of Round 2 of the Skilling Queenslanders for Work Program in Tara, our locally led Economic Recovery Program, which includes development of the Buy Western Downs and #ExperienceWesternDowns platforms, and the Building Disaster Resilience Program.

It's been my privilege today, to share with you some insight into the exciting new infrastructure, services and liveability projects we will be delivering for the region in the year ahead.

I'd like to acknowledge the wonderful work of both my fellow Councillors and Council staff in preparing this budget for the Western Downs community.

We've delivered a responsible financial plan that has been carefully prepared with community needs front and centre.

This budget ensures Council can continue to deliver improved services and infrastructure that allow for future regional growth while investing in wonderful new capital projects to drive economic growth and enhance the attraction and liveability of the Western Downs for generations to come.

5. MEETING CLOSURE

The Meeting concluded at 1.46pm.

Title **Executive Services Mayoral Report June 2024**

Date 12 July 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 June 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 June 2024:

Date	Who/Where	Details
3 June 2024	<ul style="list-style-type: none"> Phone Meeting with Queensland Education 	Phone
4 June 2024	<ul style="list-style-type: none"> Councillor Information Session 	Chinchilla
5 June 2024	<ul style="list-style-type: none"> Councillor Budget Workshop Radio Interview with 4WK 	Miles Phone
6 June 2024	<ul style="list-style-type: none"> Development Assessment Panel Meeting Darling Downs and Southwest Queensland Council of Mayors 	Dalby Warwick
7 June 2024	<ul style="list-style-type: none"> Radio Interview with ABC Southern Queensland Darling Downs and Southwest Queensland Council of Mayors 	Phone Warwick
12 June 2024	<ul style="list-style-type: none"> Radio Interview with 4WK 	Phone
13 June 2024	<ul style="list-style-type: none"> Phone call with National Local Government Awards Meeting with RELA 	Phone Teams Meeting
14 June 2024	<ul style="list-style-type: none"> Meeting with ADF / JoSS Capability Discussion Meeting with Southern Cross Care 	Dalby Chinchilla
18 June 2024	<ul style="list-style-type: none"> Meeting with Eastern Rural Planning & Pre-Agenda Meeting 	Dalby Dalby

	<ul style="list-style-type: none"> Councillor Information Sessions 	Dalby
19 June 2024	<ul style="list-style-type: none"> Radio Interview 4WK Toowoomba Surat Basin Enterprises Protein Conference Twilight Function 	Phone Dalby
20 June 2024	<ul style="list-style-type: none"> Ordinary Meeting of Council Special Meeting of Council Adopt 24-25 Budget Councillor Information Session Dinner with Whanganui Council & Agribusiness Delegation 	Dalby Dalby Dalby Dalby Dalby
21 June 2024	<ul style="list-style-type: none"> Tour of Kogan Creek Power Station with Whanganui Council Meeting with Western Downs Today Radio Interview with 4WK Interview with WIN News 	Brigalow Dalby Phone Zoom meeting
24 June 2024	<ul style="list-style-type: none"> Radio Interview with ABC Radio 	Phone
25 June 2024	<ul style="list-style-type: none"> National Polocross Event 	Chinchilla
26 June 2024	<ul style="list-style-type: none"> Radio Interview with 4WK 	Phone
27 June 2024	<ul style="list-style-type: none"> Countdown to Change? Breakfast with David Crisafulli Interview with Queensland Country Life 	Toowoomba Teams meeting
28 June 2024	<ul style="list-style-type: none"> Region Tour with Paul Martyn, Director General, Department of Energy & Climate 	Region

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 June 2024.

Attachments

Nil

Authored by: Hailey Wex, Executive Officer to the Mayor

Title	ES Report - Permanent Road Closure Application - 76LY25 Kingaroy - Jandowae Road
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Date	10 July 2024
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Responsible Manager	D. Fahl, General Counsel
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Summary

The purpose of this report is to consider the application for a permanent road closure on the unformed road reserve on behalf of the registered owners of Lot 76 on Crown Plan LY25 "Bottle Tree Downs" 3260 Kingaroy-Jandowae Road, Jandowae.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

Road closure applications are considered by Council to ensure it maintains its commitments to the sustainable planning for the future of our region and orderly management of infrastructure.

Material Personal Interest/Conflict of Interest

The authors whose names are listed in this report certify that they have no affiliations with or involvement with any organization or entity with any financial interest (such as memberships, stock ownership, or other equity interest) or non-financial interest (such as personal or professional relationships, affiliations, knowledge, or beliefs) in the subject matter or material discussed below.

Officer's Recommendation

That this report be received, and that Council:

- (a) objects to the permanent road closure application made on behalf of the registered owners of Lot 76 on Crown Plan LY25;
- (b) authorises the Chief Executive Officer to provide the required form of notification to the applicants and the Department of Resources advising that it objects to the permanent closure of the subject road but that it does not object to the temporary closure of the road to enable weed and general management of the road.

Background Information

Tom and Leisa O'Brien (**O'Brien's**) are the registered owners of Lot 76 on Crown Plan LY25, known as Bottle Tree Downs (**O'Brien Land**).

The road reserve in question is an unformed road (**Road**) that runs parallel, North to South along the southwestern and northwestern boundary of the O'Brien Land. The road borders three (3) neighbouring properties on the northeastern and southeastern sides, namely:

186 LY24
75 LY24
1312 L3467

The Road has potential entrances on Kingaroy-Jandowae Road and Donald's Lane.

It is proposed that if closed, the Road be purchased by the O'Brien's and amalgamated into the O'Brien Land.

Pursuant to the *Land Act* 1992, an application to close a road must be made to the Minister, who is the ultimate decision maker.

The *Local Government Act* 2009 (s68) requires that notice must be given to the Council, which can indicate whether it has any objection to the proposal. If so, it must state the reasons.

Report

According to the O'Brien's:

- (a) the Road runs the full length of the boundary of the O'Brien Land and two-thirds the length of the boundary of an adjoining landowner, who is claimed to be not interested in purchasing the Road.
- (b) the Road is in a poor state covered in poisonous weed, such as "Mother of Millions", which is toxic to cattle, and debris;
- (c) it has not been used by the "public" since the 1950's, however, is occasionally used as a shortcut by an adjoining landowner;
- (d) they wish to obtain the Road to eliminate the weeds and debris as well as repair and replace the fencing, and will use the road reserve, once amalgamated, to move cattle from their northern paddock to their cattle yards;
- (e) fencing and elimination of noxious weeds is a benefit for the neighbouring properties;
- (f) closure of the Road does not land lock any other properties.

Consultation (Internal/External)

Infrastructure Services (Works) has objected to the permanent road closure to preserve potential future access via the Road. Works advise that, while other properties would not be landlocked, the alternate road reserve Donald's Lane is in close proximity to a stream that flows to the Jandowae Dam, which may be susceptible to flooding during flood events, which would restrict access to the following properties on Old Rosevale Road:

Lot 22 L34129
Lot 21 L34129
Lot 20 L34129
Lot 19 L34129
Lot 2 RP62333

It is noted that Donald's Lane is outside the flood overlay area, hence the frequency of inundation is not well known.

Works has no objection to a temporary road closure application being approved.

The Manager, Planning and Environment agreed with the above comments.

Utilities had no objections, however agreed with the Works department's comments.

Technical Services had no objections, however agreed with the Works departments comments.

Community Consultation - O'Brien's

O'Brien's, via their solicitor, have provided Council with copies of letters from adjoining property owners.

Neighbouring landowner of "Hazelden" (Donald family) (Lot 183 on Crown Plan LY24 and Lot 1312 on Crown Plan L3467) have stated they do not consent to the closure of the road, on the basis that it will negatively impact upon them and other landowners. However, there was no explanation offered as to why that negative impact is perceived. Those owners expressed that they were willing to discuss the maintenance of the road further.

Neighbouring landowners of "Flatfields" Lot 75 on Crown Plan LY24 have responded that they have no objection to the permanent road closure.

It should be noted that O'Brien's have requested the opportunity to be present at Council's meeting and may seek permission of the Chair to address Council.

Legal/Policy Implications (Justification if applicable)

If Council offers an objection to the road closure, the applicant is still able to submit their application to the State. Final approval of the closure will be decided by the Minister via their Department, and any objections made by the Council will be considered when they make their final decision regarding the permanent closure.

The Minister will decide whether an application is to proceed for final consideration. The Minister may decide not to allow the application to proceed if the road is used and provides continuity to the road network or is a person's only access.

It should also be noted that if the Minister takes the view that the application should proceed, the Minister can cause further enquiries to be made, including the giving of public notice and receiving any public submissions.

Budget/Financial Implications

There are no budget or financial implications identified at this time.

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

Council has options as to what decision to make:

- (a) to make an objection;
- (b) to indicate that it makes no objection.

The application has a degree of merit, given the apparent physical condition of the Road. However, advice from within Council, together with the objection raised by the Donald family raises some concerns, despite the Donald objection not articulating any clear reason for the objection.

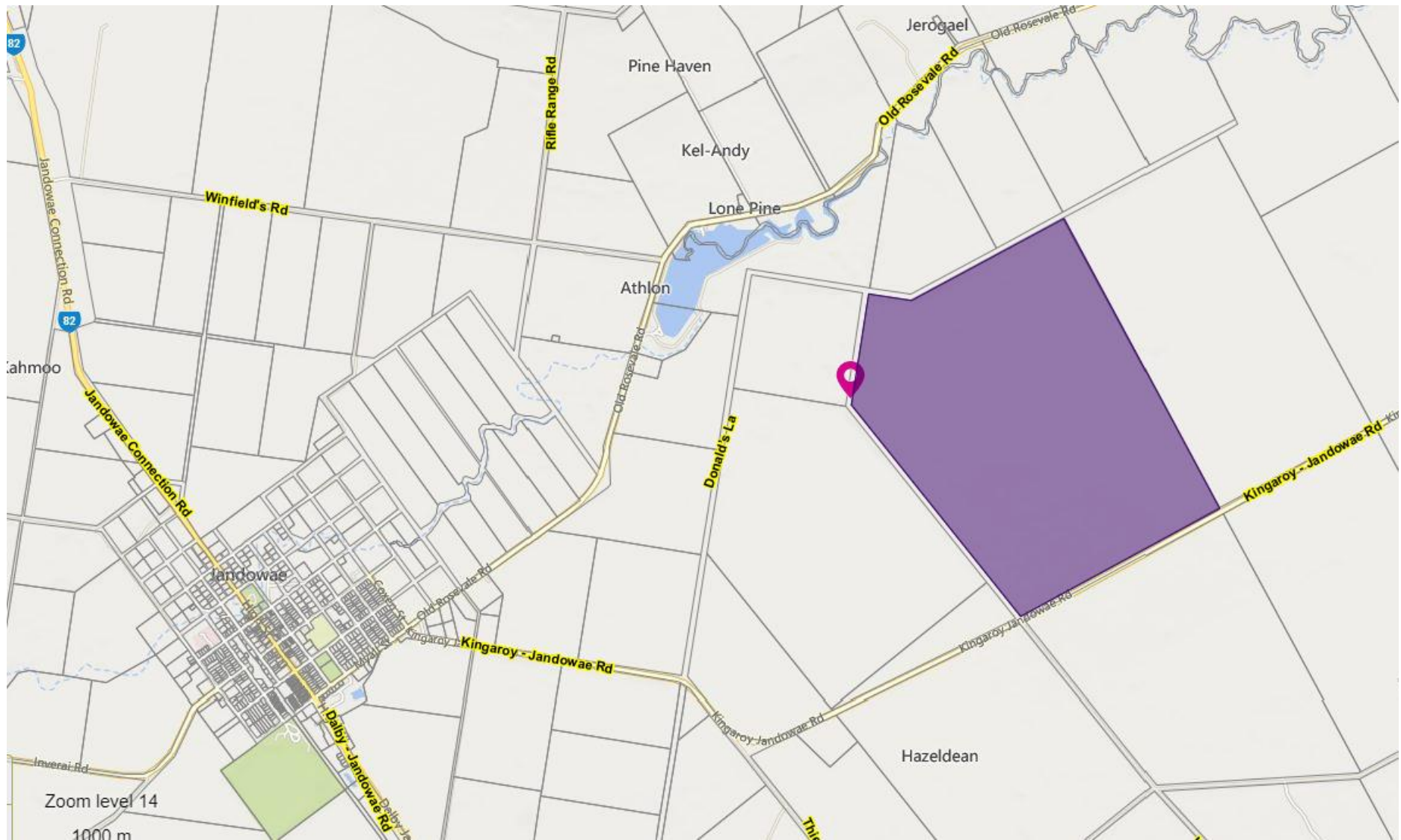
In view of Council's internal advice, if the Council decided to object, the recommended reasons would be:

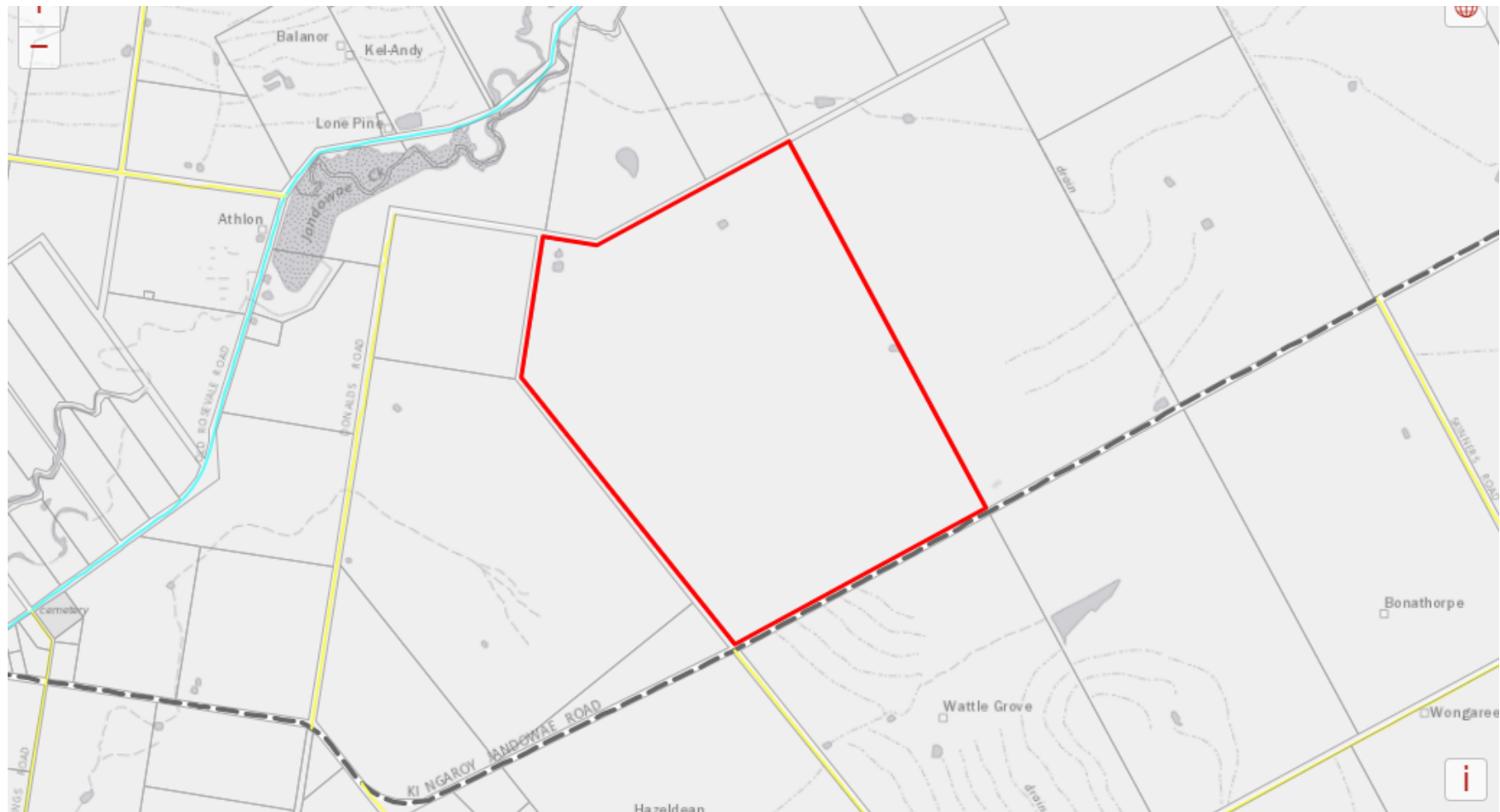
1. Council has been notified of the concern of an adjoining owner as to potential adverse impacts from the road closure.
2. There is a concern that the road may be a source of access to the external road network in the event that other road access for nearby properties becomes inundated.
3. The temporary closure of the road may be sufficient to address the concerns of the O'Brien's and to enable maintenance to be carried out.

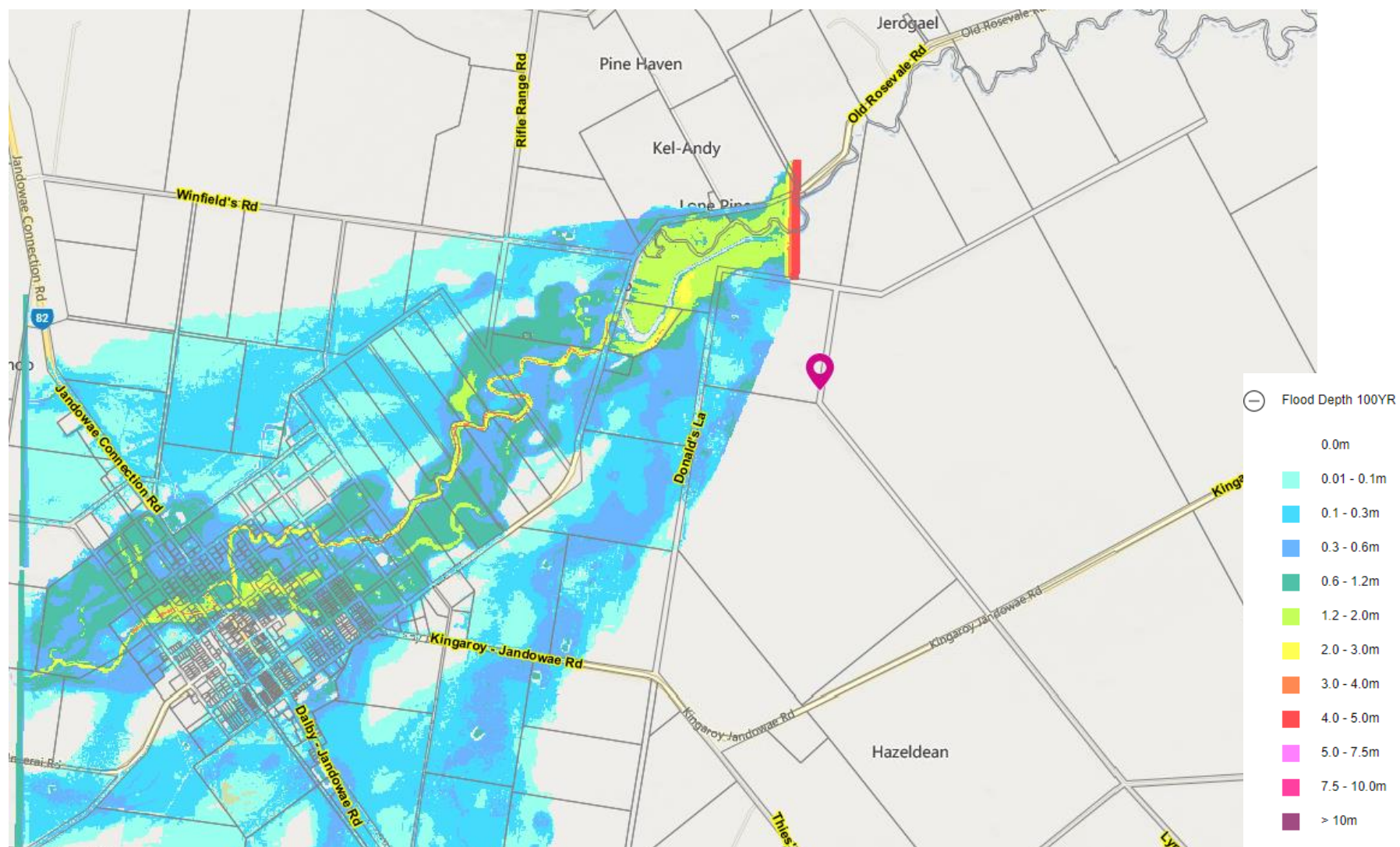
Attachments

Location plans and aerials of land and road.

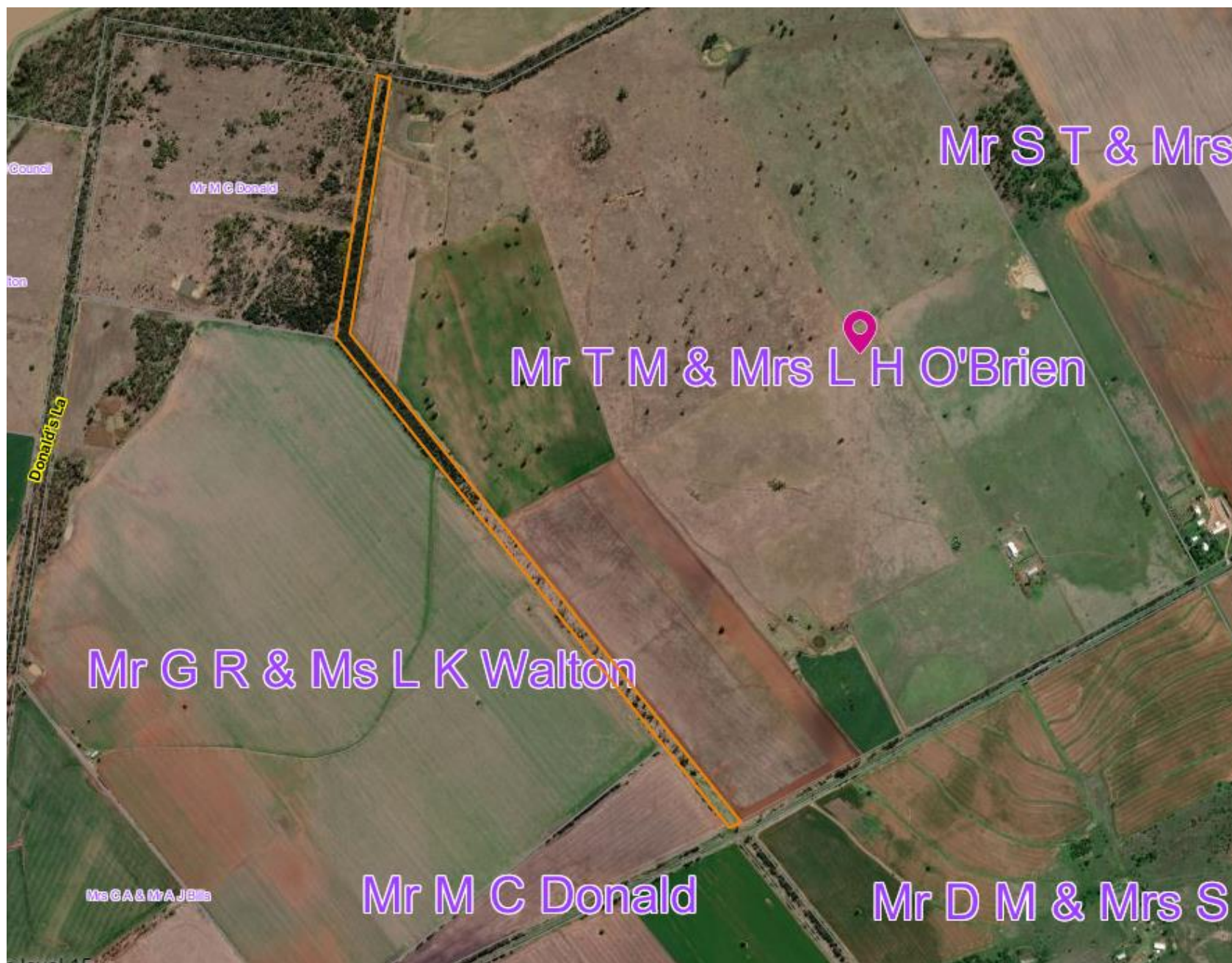
Authored by: Hannah Duffy, Paralegal

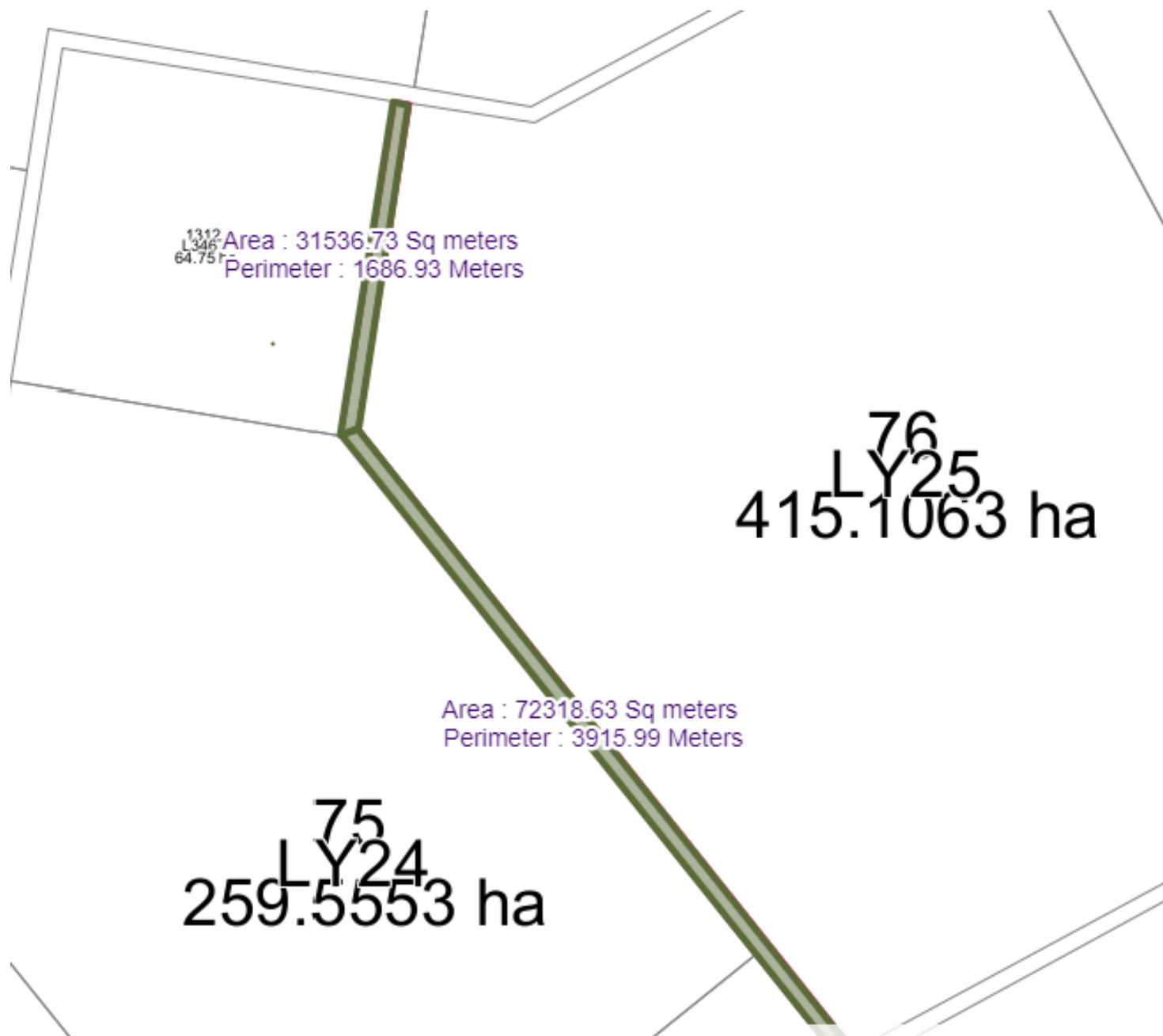












Title **Executive Services Chief Executive Officer Report June 2024**

Date 8 July 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 June 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 June 2024.

Date	Who/Where	Details
3 June 2024	<ul style="list-style-type: none"> Phone Meeting with Queensland Gas Company 	Phone
4 June 2024	<ul style="list-style-type: none"> Councillor Information Session Toowoomba Surat Basin Enterprise June Enterprise Evening 	Chinchilla Roma
5 June 2024	<ul style="list-style-type: none"> Councillor Budget Workshop 	Miles
6 June 2024	<ul style="list-style-type: none"> Development Assessment Panel Meeting Darling Downs and Southwest Queensland Council of Mayors 	Dalby Warwick
7 June 2024	<ul style="list-style-type: none"> 2024 Top Tourism Town Awards Meeting with Windlab 	Brisbane Brisbane
11 June 2024	<ul style="list-style-type: none"> Local Government Managers Australia Inspire Conference - CEO Panel 	Brisbane

12 June 2024	<ul style="list-style-type: none"> Meeting with Telstra Meeting with Clean Energy Council 	Teams Meeting Teams Meeting
13 June 2024	<ul style="list-style-type: none"> Meeting with Design CEO Meeting with RELA SMART Digital Program Executive Committee Meeting Meeting with Ratepayers 	Teams Meeting Dalby Teams Meeting Dalby
14 June 2024	<ul style="list-style-type: none"> Meeting with Shell QGC Meeting with Megan O'Shannessy, Griffith University 	Teams Meeting Dalby
17 June 2024	<ul style="list-style-type: none"> Meeting with Three Plus 	Phone
18 June 2024	<ul style="list-style-type: none"> Meeting with Eastern Rural Planning & Pre-Agenda Meeting Councillor Information Sessions 	Dalby Dalby Dalby
19 June 2024	<ul style="list-style-type: none"> Brisbane Corporate Affairs Network Event - Panel Member Meeting with Queensland Renewable Energy Council and Three Plus 	Brisbane Phone
20 June 2024	<ul style="list-style-type: none"> Ordinary Meeting of Council Special Meeting of Council Adopt 24-25 Budget Councillor Information Session Dinner with Whanganui Council & Agribusiness Delegation 	Dalby Dalby Dalby Dalby
21 June 2024	<ul style="list-style-type: none"> Tour of Kogan Creek Power Station with Whanganui Council Meeting with Western Downs Today 	Brigalow Dalby
24 June 2024	<ul style="list-style-type: none"> Meeting with Queensland Housing Ltd and Southern Cross Care QLD Meeting with Graham Fraine, Director General, State Development 	Brisbane Brisbane
26 June 2024	<ul style="list-style-type: none"> Meeting with Bielby Holdings Meeting with Community Member SMART Digital Program Project Executive Committee Meeting 	Dalby Dalby Teams Meeting
27 June 2024	<ul style="list-style-type: none"> Dinner with Paul Martyn, Director General, Department of Energy & Climate 	Dalby
28 June 2024	<ul style="list-style-type: none"> Region Tour with Paul Martyn, Director General, Department of Energy & Climate 	Region

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 June 2024.

Attachments

Nil.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

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

Date 8 July 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 16 May 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 16 May 2024

1. Outstanding Council Meeting Action List (As at 16 June 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>	
18/01/2024	Corporate Services Report Proposed Transfer of Council's Community Housing Portfolio to a Registered Community Housing Organisation	AD6.6.2	<p>That in respect to the transfer of Council's community housing portfolio to a registered community housing organisation, Council resolves to:</p> <ol style="list-style-type: none"> 1. approve Community Housing (Qld) Limited as the preferred tenderer, subject to the Director-General, Department of Housing, Local Government, Planning and Public Works' final approval; 2. approve the transfer of the community housing portfolio for the sum of zero dollars; and 3. delegate to the Chief Executive Officer to negotiate, finalise, and execute all documents necessary for the transfer of Council's community housing portfolio to Community Housing (Qld) Limited. <p style="text-align: right;">CARRIED</p>	Corporate Services
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"> ○ Part of Lot 10 on RP75401 ○ Lots 7 - 9 on RP 75401 ○ Part of Lot 2 on RP186292 <p>Located at Myall Street, Dalby, ("Land") noting that:</p> <p>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</p>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>which to explore the surrounds of Dalby and the wider region.</p> <p>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.</p> <p>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> <p>CARRIED</p>	
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
07/03/2024	Executive Services Confidential Report Iman People #4 - Consent Determination	AD6.6.2	<p>That this report be received and that Council resolves to</p> <ol style="list-style-type: none"> 1. consent to the determination of the Iman People #4 native title claim in the terms of the s 87 Agreement and Proposed Consent Order considered by Council in this report, and 2. delegate authority to the CEO to 	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<ul style="list-style-type: none"> a. negotiate and accept any changes to the s 87 Agreement or final determination consent order subject to those changes being substantially in the terms of the s 87 Agreement and proposed consent order included in this report, and b. instruct Council's lawyers to execute the final s 87 Agreement on Council's behalf. <p style="text-align: right;">CARRIED</p>	
18/04/2024	Infrastructure Services Confidential Evaluation Report Tender No MM25-23-24 - Dalby Recycled Water Scheme (Disposal) - Closed Tender	AD6.6.2	<p>That this Report be received, and that Council;</p> <ul style="list-style-type: none"> 1. Enter into a recycled water agreement with Liquid Power Co Pty Ltd (ABN 38 665 703 766) for the supply of Class A recycled water for a minimum period of 5 years, proposed to commence 1 January 2025 and the agreement includes; <ul style="list-style-type: none"> a. a fixed access charge for 5 years for a total of \$421,250.00 ex GST and; b. a volumetric charge of \$2.81 ex GST per kilolitre and; c. a total of \$1,641,040.00 ex GST "take or pay" for the final 2 years 2. Authorise the Chief Executive Officer under Section 257 of the Local Government Act 2009 (QLD) to make, amend or discharge an agreement with acceptable conditions associated with MM25-23-24 Dalby Recycled Water (Disposal). <p style="text-align: right;">CARRIED</p>	Infrastructure Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
20/06/2024	Community and Liveability Council Report Dalby Cultural Centre	AD6.6.2	<p>That this Report be received and that Council</p> <p>1. Approves Thomas Jack Park as the preferred site location subject to the exclusion of Lot 3 SP294272 and Lot 6 RP135017 and the approval of the concept plans</p> <p>2. Recommence concept planning for the Dalby Cultural Centre project in with the following design elements included: A) Cinema B) Library; C) Visitor Information Centre; and D) Art Gallery</p> <p>3. approve a maximum development footprint of 2,500m2 for the Dalby Cultural Centre</p> <p>4. All planning activities associated with Thomas Jack Park are to retain the nature and amenity of Thomas Jack Park as a community parkland as per the resolution from the Ordinary Council Meeting held September 2023.</p> <p>5. Proceed with the planning and engagement activities in accordance with the Community Engagement Plan as per attachment 2, which includes draft concept plans being presented back to council for consideration prior to advancing to detailed design.</p> <p>6. Recommend for the 2025 /26 budget considerations the following projects a) funding a business case to assess the long-term feasibility, potential benefits, and exploration of a secondary site location for a Performing Arts Centre in Dalby.</p> <p style="text-align: right;">CARRIED</p>	Community & Livability

Deputations List (As at 16 May 2024)

Meeting date	Name	Council Resolution/Task	Comments	Responsible Division
20/06/2024	Wulf Von Der Deckon	Mr Von Der Decken provided feedback regarding the community consultation process for the Dalby cultural centre, the proposed location, and potential impacts. He suggested an alternative engagement process for interactive community feedback.	Deputation received and noted. No further action and response required.	Community & Livability
20/06/2024	David Carvosso	Mr Carvosso addressed Council regarding the Dalby cultural centre project. He provided an overview of the history of Thomas Jack Park, stated that it should not be disturbed for a cultural centre and advised that the community would like to see Thomas Jack Park upgraded, including an expansion of the Bush Tucker Garden.	Deputation received and noted. No further action and response required.	Community & Livability
20/06/2024	Bernadette Baber	Ms Barber addressed Council regarding the Dalby cultural centre project. As a wildlife career she has concerns for the animals, if trees were removed. She advised the community was not against a cultural centre but did not want it in Thomas Jack Park. Ms Barber questioned the purpose of the pink paint spots on trees throughout the park, wanting assurances that they were not identifying trees for removal.	Deputation received and noted. No further action and response required.	Community & Livability
20/06/2024	Catriona Kirkpatrick	Ms Kirkpatrick addressed Council regarding the Dalby cultural centre project and Council's stormwater drainage strategy. Ms Kirkpatrick stated that stormwater drainage and control of mosquito infestations were more important than the cultural centre. She questioned if Council had a stormwater drainage strategy and if there was, if a cost estimate comparison of the strategy with and the proposed build and maintenance of the proposed Dalby cultural centre had been undertaken.	Response letter has been sent.	Community & Livability

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: B. Donald, SENIOR EXECUTIVE OFFICER

Title	Dalby Regional Saleyards Reference Group revised Terms of Reference
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Date	5 July 2024
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Responsible Manager	E Tierney, FACILITIES MANAGER
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Summary

The purpose of this Report is to recommend for adoption, revised terms of reference for the Dalby Regional Saleyards Reference Group.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- Our region is a recognised leader in agribusiness, energy, and manufacturing.

Strategic Priority: Sustainable Organisation

- We focus on proactive, sustainable planning for the future.
- Our effective asset management ensures that we responsibly maintain our community assets.

Revision of the terms of reference for the Dalby Regional Saleyards reference group will ensure that the group is structured and operates to provide an effective platform where relevant stakeholders of the Dalby Regional Saleyards provide information, advice, and views to Council on matters relating to the operations of the Dalby Regional Saleyards.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to adopt the revised *Dalby Regional Saleyards Reference Group Terms of Reference June 2024*, as contained in Attachment One.

Background Information

The Dalby Regional Saleyards Reference Group was formed in June 2020 to provide a platform where relevant stakeholders of the Dalby Regional Saleyards provide information, advice, and views to Council on matters relating to the operations of the Dalby Regional Saleyards. The objectives of the Saleyards Reference Group are to:

- (1) draw on stakeholder knowledge and build understanding on matters within the scope of the Saleyards Reference Group;
- (2) provide a deliberative forum for stakeholders to discuss issues related to matters within the scope of the Saleyards Reference Group; and
- (3) build understanding of functions, projects or activities related to matters within the scope of the Saleyards Reference Groups.

Report

At the Dalby Regional Saleyards Reference Group meeting of 7 June 2024, discussion was held around desired amendments to the June 2020 Terms of Reference. The meeting was in support of retaining the existing purpose, scope, and objectives and discussed membership representation that would best achieve the intended

objectives of the group. It was agreed that current representation of internal stakeholders, transport industry and Agents Association representatives was appropriate.

In recognition of ongoing difficulties in achieving attendance of input from the volunteer representatives, it was agreed that the group would recommend increasing the number of representatives for vendors and buyers from two (2) to three (3), removing the classification of buyers as either feedlot or individual operators. Interest in participation in the group from the Dalby Chamber of Commerce was discussed, particularly in light of the new Saleyards tourism offering. It was agreed that this broader community input to the Reference Group would be beneficial, with the group recommending Council create one (1) community representative position. The meeting agreed to recommend the creation of one (1) contractor representative position, recognising the role of contract holders as a major Saleyards stakeholders, with firsthand operational experience and broad industry knowledge.

Recommendation is also made to include the distribution of meeting minutes to Dalby Regional Saleyards Reference Group members. Previously meeting minutes were recorded, with only the action items list being distributed.

Consultation (Internal/External)

The Dalby Regional Saleyards Reference Group, consisting of internal and external stakeholders, was consulted and recommended the proposed changes.

Legal/Policy Implications (Justification if applicable)

The Saleyards Reference Group is a platform that provides information, advice, and views to Council. It has no decision-making or delegated authority. Consequently, there are no legal nor policy implications associated with revising its terms of reference.

Budget/Financial Implications

There are no budget or financial implications associated with the proposed amendments to the terms of reference.

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 Dalby Regional Saleyards Reference Group has reviewed its terms of reference. Members have recommended retention of the existing purpose, scope, and objectives and have proposed changes to the representative membership (to increase and broaden stakeholder representation) and the distribution of minutes to group members.

Attachments

1. Draft Revised Dalby Regional Saleyards Reference Group Terms of Reference June 2024
2. Dalby Regional Saleyards Reference Group Terms of Reference June 2020

Authored by: Alison Mobbs, Coordinator Strategic Planning and Development - Facilities

DALBY REGIONAL SALEYARDS REFERENCE GROUP

Terms of Reference

June 2024

Western Downs Regional Council is committed to meaningful engagement with relevant stakeholders of the Dalby Regional Saleyards on issues affecting and significantly impacting the operations of the Dalby Saleyards. Stakeholder participation and engagement is the foundation of good decision-making and is mutually beneficial to the Stakeholders and Council.

PURPOSE, SCOPE AND OBJECTIVES

The purpose of the Saleyards Reference Groups is to provide a platform where relevant stakeholders of the Dalby Regional Saleyards provide information, advice and views to Council on matters relating to the operations of the Dalby Regional Saleyards.

The objectives of the Saleyards Reference Groups are to:

- draw on stakeholder knowledge and build understanding on matters within the scope of the Saleyards Reference Group;
- provide a deliberative forum for stakeholders to discuss issues related to matters within the scope of the Saleyards Reference Group;
- build understanding of functions, projects or activities related to matters within the scope of the Saleyards Reference Groups.

The scope of the Saleyards Reference Group is limited to the following:

- facilitating the smooth operation of the Dalby Regional Saleyards
- safety
- animal welfare standards
- Share information
 - legislative changes
 - Saleyards projects
- facilitate discussion to identify opportunities for improvement

INCLUSIONS

Facilities Governance

- Asset management
- Maintenance and repairs
- Security

Stakeholders

- Governance
- Work Health and Safety
- Communication
- Information management / sharing
- Responsibilities
- Apolitical

Sale Day Protocols

- Procedural

- Behaviour

Feedback

- Complaints

Safety

- Infrastructure

Industry

- Legislative changes
- Industry best practice
- Standards
- Tools and processes
- Technology advancements
- Biosecurity
- Environmental (climate)

EXCLUSIONS

- Management of staff or resourcing
- Decisions regarding procurement
- Tendering
- Fees and charges
- Budget
- Operational decision making
- Representation of the Saleyards

MEMBERSHIP

Internal

- WDRC Facilities Manager
- WDRC Facilities Coordinator
- WDRC Safety Advisor

2 x WDRC Councillors

- 1 x chairperson
- 1 x chairperson proxy

Transport Industry Representatives

- 1 x large company representative
- 1 x small company representative

Saleyards Vendors Representatives

- 3 x representatives

Saleyards Buyers Representatives

- 3 x representatives

Dalby Agents Association Representative

- 2 x agencies

Service Provider Representative

- 1 x service provider

Community Representative

- 1 x community representative

Note:

- Meetings are not open to the public
- No quorum is required
- Membership is by application
- Membership applications are assessed by Facilities Manager and Facilities Coordinator and approved by the General Manager Corporate Services
- Renewal of Reference Group shall align with Local Government Elections
- Members to sign statement acknowledging responsibilities and commitment to share information and uphold integrity of the group
- The Chairperson has the ability to exercise discretion in respect of the attendance and behaviours of the members and can terminate membership as required.

MEETINGS

- Minimum every three months or sooner if deemed necessary.
- Held at the Dalby Saleyards Canteen with inspections of the yards as required.
- Minutes to be recorded and distributed.
- Action items to be provided to members

Western Downs Regional Council is committed to meaningful engagement with relevant stakeholders of the Dalby Regional Saleyards on issues affecting and significantly impacting the operations of the Dalby Saleyards. Stakeholder participation and engagement is the foundation of good decision-making and is mutually beneficial to the Stakeholders and Council.

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The purpose of the Saleyards Reference Groups is to provide a platform where relevant stakeholders of the Dalby Regional Saleyards provide information, advice and views to Council on matters relating to the operations of the Dalby Regional Saleyards.

The objectives of the Saleyards Reference Groups are to:

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- Procedural

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EXCLUSIONS

- Management of staff or resourcing
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- Representation of the Saleyards

MEMBERSHIP

Internal

- WDRC Facilities Manager
- WDRC Facilities Coordinator
- WDRC Safety Advisor

2 x WDRC Councillors

- 1 x chairperson
- 1 x chairperson proxy

Transport Industry Representatives

- 1 x large company representative
- 1 x small company representative

Saleyards Vendors Representatives

- 2 x Individual (not company)

Saleyards Buyers Representatives

- 1 x feedlot operator
- 1 x individual operator

Dalby Agents Association Representative

- 1 x agent

Independent Agent Representative

- 1 x agent

Note:

- Meetings are not open to the public
- No quorum is required
- Membership is by application through the duly required nomination form (mandatory)
- Membership applications are assessed by Facilities Manager and Facilities Coordinator and approved by the General Manager Corporate Services
- Renewal of Reference Group shall align with Local Government Elections
- Members to sign statement acknowledging responsibilities and commitment to share information and uphold integrity of the group
- The Chairperson has the ability to exercise discretion in respect of the attendance and behaviours of the members and can terminate membership as required.

MEETINGS

- Minimum every three months or sooner if deemed necessary.
- Held at the Dalby Saleyards Canteen with inspections of the yards as required.
- Minutes to be recorded but not distributed.
- Action items to be provided to members.

Title **Corporate Services Report Rescind Delegation of Powers and Appointment of Authorised Persons - Council Policy**

Date 2 July 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this report is to seek Council's resolution to rescind the *Delegation of Powers and Appointment of Authorised Persons - Council Policy*.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Delegations are a key element of decision making to ensure the effective governance and management of Council.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolves to rescind the *Delegation of Powers and Appointment of Authorised Persons - Council Policy*, noting it will be replaced by the *Delegations and Authorisations - Organisational Policy*.

Background Information

The *Delegation of Powers and Appointment of Authorised Persons - Council Policy* was adopted at the Ordinary Meeting of Council held 16 October 2013, with subsequent amendments following reviews in August 2015 and September 2016. The policy has been reviewed to ensure legislative compliance and organisational relativity in accordance with Council's adopted *Policy Framework*.

Report

Council performs a range of functions and exercises powers or authority under a wide range of legislation, subordinate legislation and local laws. The legislative framework for Council delegations is outlined in chapter 7, part 5 of the *Local Government Act 2009* and includes to whom Council may delegate and the requirements to annually review delegations to the Chief Executive Officer. The Chief Executive Officer is required to keep registers of delegations. A power that an Act states must be exercised by resolution is not able to be delegated. The *Acts Interpretation Act 1954* provides additional guidance on the process of formally delegating functions and powers and outlines the responsibilities of delegates when exercising a delegation.

The Local Government Association of Queensland's (LGAQ) delegation subscription service is available to Council as part of Council's annual membership fees. The service has been utilised for many years to obtain the full list of delegable powers and functions that may be exercised by a local government in Queensland.

Over 150 separate pieces of legislation are administered by employees. A delegation model has been in place for many years which seeks that Council delegates the majority of all delegable powers and functions contained in these over 150 Acts, subordinate legislation, and local laws to the Chief Executive Officer, thereby removing the need for Council to delegate powers and functions to the Chief Executive Officer on case-by-case basis.

Sub-delegations are determined by the Chief Executive Officer, with the broad delegation approach applied to General Managers and Managers. This ensures all senior leadership employees have the required powers and functions for legislation they are required to administer in their roles. Positions below a Manager are delegated specific powers and functions as required by the role, ensuring that those employees who are required to exercise a power or function, have the delegation to do so.

When exercising delegated powers and functions, delegates are subject to any conditions or limitations specified in legislation, Council policy or procedure, or by Council resolution. Nothing in this approach restricts Council from exercising a power. This is also reflected in the *Delegations and Authorisations - Organisational Policy*. The policy outlines the principles that all delegates must adhere to when exercising a delegation or authorisation, ensuring a consistent approach is applied to all delegates and authorised persons and that adherence to the policy forms part of the decision-making process.

The current *Delegation of Powers and Appointment of Authorised Persons - Council Policy* is a 'Council' policy however is considered operational in nature and is not a policy required by legislation. In accordance with Council's adopted *Policy Framework*, the policy is proposed to be reclassified as an 'Organisational' policy, thereby requiring Council to rescind the existing *Delegation of Powers and Appointment of Authorised Persons - Council Policy*.

Consultation (Internal/External)

The proposed *Delegations and Authorisations - Organisational Policy* was reviewed by Council's legal team and the proposed rescission of the *Delegation of Powers and Appointment of Authorised Persons - Council Policy* was endorsed by the Executive Leadership team meeting on 27 June 2024, with the *Delegations and Authorisation - Organisational Policy* provisionally approved, pending rescission of the *Delegation of Powers and Appointment of Authorised Persons - Council Policy*.

Legal/Policy Implications (Justification if applicable)

There is no legislative requirement for Council to adopt a policy regarding delegations and authorisations. Given the policy establishes the performance and behavioural expectations relating to delegations and authorisations across the organisation, it is considered operational in nature. The endorsement and approval authorities in the *Policy Framework* require Council level policies to be rescinded by Council resolution.

Budget/Financial Implications

There are no budget nor financial implications in respect to 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

Periodic review of the *Delegation of Powers and Appointment of Authorised Persons - Council Policy* has resulted in a recommendation to reclassify the policy as an Organisational policy in line with Council's adopted *Policy Framework*, necessitating rescission of the current *Delegation of Powers and Appointment of Authorised Persons - Council Policy*.

Attachments

1. Delegation of Powers and Appointment of Authorised Persons - Council Policy
2. Delegations and Authorisations - Organisational Policy

Authored by: K Gillespie, GOVERNANCE COORDINATOR

Delegation of Powers and Appointment of Authorised Persons - Council Policy

Effective Date	Ordinary Meeting of Council - 21 September 2016
Policy Owner	Governance Information Support
Link to Corporate Plan	Strategic Theme 1: Effective and Inclusive Governance
Review Date	August 2020
Related Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012 Acts Interpretation Act 1954 Local Government Acts Western Downs Regional Council Local Laws
Related Documents	SWP - Delegated Power and the Appointment of Statutory Authorised Persons and Administrative Authorised Officers WDRC Delegations Register (Council to CEO) WDRC Delegations Register (CEO to Employee/Contractor) WDRC Authorisations Register WDRC Administrative Authorisations Register

Policy Version	Approval Date	Adopted/Approved
1	16/10/2013	Ordinary Meeting of Council - 16 October 2013
2	05/08/2015	Ordinary Meeting of Council - 5 August 2015
3	21/09/2016	Ordinary Meeting of Council - 21 September 2016

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.**

POLICY OBJECTIVES/PURPOSE:

The purpose of this policy is to ensure Council meets its legislative delegation and authorisation requirements under the *Local Government Act 2009* and *Local Government Regulation 2012* in the most effective and efficient way possible.

Council is committed to:

1. Providing an effective and efficient framework to issue, record, administer and exercise delegations, statutory authorisations and administrative authorisations;
2. Promoting effective internal control and sound corporate governance practices in relation to delegations, statutory authorisations and administrative authorisations;
3. Providing Council employees, committees and chairs of committees with the level of delegated power and authority necessary to discharge their responsibilities from a legal and sound corporate governance perspective;
4. Supporting good decision making, efficiency and effectiveness in Council's administrative processes and complete corporate records; and
5. Eliminating legal non-compliance issues impacting upon the legal validity/enforceability of Council decisions, or Council's ability to legally enforce or litigate breaches of Local Government Acts.

ORGANISATIONAL SCOPE:

This policy applies across Council and is applicable to the Mayor, Councillors, a Standing Committee, the Chairperson of a Standing Committee, the Chief Executive Officer and all Council employees and contractors.

It does not apply to members of a Council appointed Advisory Committee as no powers may be conferred to an Advisory Committee.

POLICY:

Delegation of Power by Council or the Chief Executive Officer

1. Pertinent powers in the "Local Government Act" are delegable by Council resolution to¹:
 - (i.) the Mayor; or
 - (ii.) the Chief Executive Officer; or
 - (iii.) a standing committee; or
 - (iv.) the chairperson of a standing committee; or
 - (v.) a Councillor, for the purpose of exercising a power as a shareholder in relation to a corporate entity.

However, Council must not delegate a power that an Act states must be exercised by resolution. ²

2. The Mayor may delegate the Mayor's powers to another Councillor of Council. However, the Mayor must not delegate the power to give directions to the Chief Executive Officer or senior executive employees³.
3. The Chief Executive Officer may delegate the Chief Executive Officer's powers to an appropriately qualified employee or contractor of Council. However, the Chief Executive Officer must not delegate:
 - (a) a power delegated by the local government, if the local government has directed the Chief Executive Officer not to further delegate the power; and
 - (b) a power to keep a register of interests.⁴

¹ *Local Government Act 2009* - section 257 Delegation of local government powers; section 258 Delegation of Mayor's powers; section 259 Delegation of Chief Executive Officer powers

² *Local Government Act 2009* - section 257(2)

³ *Local Government Act 2009* - section 258 Delegation of Mayor's powers

⁴ *Local Government Act 2009* - section 259 Delegation of Chief Executive Officer powers

DELEGATION OF POWERS AND APPOINTMENT OF AUTHORISED PERSONS - COUNCIL POLICY

4. The Chief Executive Officer must establish a register of delegations that contains the particulars prescribed under a regulation. The Chief Executive Officer must record all delegations by the Council, Mayor or the Chief Executive Officer in the register of delegations. The public may inspect the register of delegations.⁵
5. While power delegated by the Chief Executive Officer pursuant to the provisions of the *Local Government Act 2009* can be exercised in favour of either an employee or contractor specified by name or the holder of a Specified Office by reference to the Specified Office concerned (section 27A *Acts Interpretation Act 1954*), the delegation of power is to be made to a Specified Office in terms of delegating the Chief Executive Officer's powers, i.e. delegations are to the position and not the person.
6. A power delegated is exercisable when the Specified Office to which the power has been delegated is occupied by a Council employee formally appointed to that Specified Office, for the period of time the employee is appointed to the Specified Office, i.e. a person officially relieving in a position with delegations automatically assumes those delegations.
7. Delegates or officers other than the Chief Executive Officer, cannot sub-delegate or on-delegate any power delegated. A delegate may appoint a person or group, such as a committee, to advise about the exercise of a delegation but the delegate remains responsible for making the decision (*Acts Interpretation Act 1954*).
8. Delegates have the responsibility of making decisions on behalf of the Council. That means that decisions may be subject to appeal or enquiry as to inappropriate administrative procedures. Delegates are therefore expected to exercise their responsibility in accordance with the provisions of the law as it would have applied to Council were it making the decision.
9. In making decisions, delegates should make themselves aware of any specific Council policies, decisions, local laws, statutory provisions, information etc. that may be relevant to the proposal. This is a key responsibility that forms an integral part of the delegation.
10. The delegation does not derogate from the power of Council to act in any matter itself. Accordingly, decisions that appear to the delegate to be of particular public interest, sensitivity, or special importance should be referred to more senior management or the Council for determination. The exercise of this judgement should be such that decisions should be referred if the delegate has any doubts about the interest in or significance of the proposal.
11. A delegated power may be exercised only in accordance with any conditions to which the delegation is subject.
12. Subject to any exemptions to delegations hereof,
 - where a power to decide or approve an application is delegated, the delegation includes the power to, where appropriate:
 - (i.) approve the application,
 - (ii.) approve the application, subject to reasonable and relevant conditions, or
 - (iii.) refuse the application.
 - where a power to do a thing is delegated, the delegation includes the power not to do it; and
 - where a power is to grant, issue or approve a thing, this includes where appropriate, the power to suspend or repeal it.
13. The power to contract is delegable pursuant to the delegation process subject to the exercise of the power being constrained by the provisions of the *Local Government Act 2009* and Council's Procurement Policy.

⁵ *Local Government Act 2009* - section 260 Local government delegations register

Exemption to delegations

1. A power that, in an Act or statutory instrument, is required to be exercised by resolution of Council, may not be delegated by Council. Such powers are expressly exempted from being delegated.

Limitations to the exercise of power

1. The Chief Executive Officer may sub-delegate the powers contained in the WDRC Delegations Registers, unless specified otherwise.
2. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated subject to the provisions of Council's Purchasing Policy.
3. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
4. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
5. The delegate will not exercise any delegated power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.
6. The delegate will comply with any conditions associated with delegations as specified in the delegation.
7. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
8. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.
9. Where the delegate refuses a particular matter, or an appeal is made in respect of the delegate's decision, the delegate may provide the appropriate advices to Council.
10. Where enforcement action is taken such as the issue of a notice or an order requiring compliance, the details of such action may be reported to Council for information.
11. The delegate will only sign documents in accordance with the "Document Signing - Organisational Policy", approved by the Executive.

Power to Appoint a Statutory Authorised Person

1. Where legislation requires that a Statutory Authorised Person is to be appointed by Council, Council's power to appoint a Statutory Authorised Person pursuant to the Local Government Acts is delegable by Council resolution to the Chief Executive Officer pursuant to the delegation process.
2. The Chief Executive Officer or a Specified Officer to whom the Chief Executive Officer has delegated the power, exercises a discretion in their own right in the appointment of Statutory Authorised Persons.
3. The Local Government Acts utilises this delegation process for the purposes of appointing Statutory Authorised Officers to exercise the defined rights of enforcement, acting reasonably in reliance on relevant information, provided in the relevant legislation. The power to appoint a Statutory Authorised

Person is delegable but the appointee is unable to on-delegate his/her appointment, i.e. a person officially relieving in a position does not automatically assume the authorisations of the person who normally holds that position.

4. An employee or contractor appointed as a Statutory Authorised Person does not exercise a discretion in their own right, but rather exercises the statutory defined rights of enforcement outlined in the relevant legislation.

Administrative Authorisation

1. Under the provisions of the *Local Government Act 2009*, the Chief Executive Officer has a number of roles including establishing and implementing goals and practices in accordance with the policies and priorities of Council and the day-to-day management of Western Downs Regional Council's affairs. Administrative authorisations are an authorisation from the Chief Executive Officer to a Council Officer, pursuant to Section 13 of the *Local Government Act 2009*.

(For example, the signing of correspondence is not a delegated power nor is it the exercise of a Statutory Authorisation. Authority to sign correspondence emanates from Section 13 of the *Local Government Act 2009* and is an Administrative Authorisation from the Chief Executive Officer, i.e. carrying out such a function equates to the performance of an administrative act which will not usually impact upon legal rights.)

2. The signing of correspondence by a Council Officer must not involve a delegation inappropriately, e.g. a person signing a letter must not purport to bind the Council to a contract unless that person occupies the Office that has the appropriate delegated power to do so.
3. Where Council has resolved to make, vary or discharge a contract, an officer occupying an office authorised by the Chief Executive Officer pursuant to Section 13 of the *Local Government Act 2009* may execute requisitions or any other transactional or administrative requirement or documentation to make, vary or discharge the contract consistent with the resolution of Council.
4. An Officer executing a purchase or requisition order who does not occupy the Specified Office holding the delegated power to do so is acting in his own right as an Administrative Authorised Officer ultimately responsible to the Specified Office that does have the delegated power to contract in relation to the matter.

REVIEW TRIGGER:

- Change in legislation affecting this policy

Delegations and Authorisations - Organisational Policy

Effective Date	TBA
Policy Owner	Customer Support and Governance
Link to Corporate Plan	Sustainable Organisation
Review Date	June 2028
Related Legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Acts Interpretation Act 1954</i> <i>Local Government Acts</i> <i>Western Downs Regional Council Local Laws</i>
Related Documents	Western Downs Regional Council Delegations Register (Council to Chief Executive Officer) Western Downs Regional Council Delegations Register (Chief Executive Officer to Employee/Contractor) Western Downs Regional Council Authorisations Register

Policy Version	Approval Date	Adopted/Approved
1	27/06/2024	Executive Leadership Team

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1. PURPOSE

The purpose of this policy is to facilitate efficient and effective decision-making, achieving the best outcome for Council and the community, through the delegation and authorisation of legislative powers and functions.

Delegations are a key element of decision making to ensure the effective governance and management of Council.

2. SCOPE

This policy applies to any entity or person who has a delegated and/or authorised legislative power or function from Council or its Chief Executive Officer.

3. POLICY

Council and the Chief Executive Officer have powers and functions to enable the administration of local government responsibilities. It is not always practical for Council or the Chief Executive Officer to personally exercise all their administrative and decision-making functions. Some of these powers and functions are 'delegable', that is, may be assigned to positions and persons with appropriate qualifications, experience, or standing to undertake this work on behalf of the Council or the Chief Executive Officer, through:

- (1) delegations;
- (2) authorisations; or
- (3) administrative authorisation.

It is important that all powers and functions are managed effectively and that decisions are validly made by a lawfully appointed delegate or authorised officer.

Council is committed to:

- (1) providing an effective and efficient framework to issue, record, administer, and exercise delegations, statutory authorisations, and administrative authorisations;
- (1) promoting effective internal control and sound corporate governance practices in relation to delegations, statutory authorisations, and administrative authorisations;
- (2) providing Council employees, committees, and chairs of committees with the level of delegated power and authority necessary to discharge their responsibilities from a legal and sound corporate governance perspective;
- (3) supporting good decision making, efficiency, and effectiveness in Council's administrative processes and complete corporate records; and
- (4) eliminating non-compliance issues impacting upon the legal validity/enforceability of Council decisions or Council's ability to enforce or litigate breaches of legislation which it is responsible for administering.

The following conditions apply to all delegated and authorised officers when exercising a power or function.

- (1) Officers with delegated powers (delegate) or authorised powers (authorised person) exercise the power in their own right, as if they were the holder of the power under the Act or Regulation.
- (2) Delegates and authorised persons must exercise their power or function in a manner that is consistent with:
 - (a) all applicable legislation, Council policies, and procedures;
 - (b) the strategic directions and priorities set by Council including the Corporate Plan, Operational Plan, and Annual Budget; and
 - (c) financial limits and Council's *Procurement - Council Policy*.
- (3) A delegate or authorised person may do anything that is lawful and reasonably incidental to their power or function.
- (4) Levels of delegation are hierarchical, following the relevant lines of the organisational chart up to and including Council. Provided there is no legal reason why a named delegate must exercise a particular

delegation, the delegate's Manager and each officer up the line of organisational authority may exercise that power.

- (5) A delegate or authorised person is not obliged to exercise a power or function and may at any time refer the decision to a higher-level position.
- (6) Delegations are conferred on a position and individuals occupying that position are responsible and accountable for decisions made under delegation. Delegations extend to individuals formally appointed to act in a position, unless specified otherwise.
- (7) If a position or a committee is made redundant or renamed so that there is a reassignment of responsibility for a particular function, the delegation is reassigned accordingly.
- (8) Only the Mayor and the Chief Executive Officer may sub-delegate powers and functions.
- (9) Statutory delegations and authorisations may be subject to limitations or conditions. Limitations and conditions will be expressed in the Delegations Register, Instrument of Delegation, or Instrument of Authorisation relevant to that power.
- (10) The power to sign documents on behalf of Council has been delegated to the Chief Executive Officer under section 236 of the *Local Government Act 2009*. This power is sub-delegated to General Managers, Managers, and Coordinators for the signing of agreements/contracts in accordance with the financial delegations register. The power to sign under this section is to give effect to a commercial or government decision already made by Council or a position holding the appropriate legislative delegation.

Legislative Authorised Persons and Local Government Workers

- (1) Legislation may require an authorised person or local government worker to be appointed. Where Council has the power to appoint, it delegates the power to the Chief Executive Officer.
- (2) Appointments as an authorised person or local government worker are made to the person, not a position, meaning the individual acting in a position does not assume the authorisations of the individual who normally holds the position.
- (3) Authorised persons ensure members of the public comply with the relevant legislation and have certain powers to achieve public compliance, including powers to enter property and issue remedial and infringement notices. An employee or contractor appointed as an authorised person does not exercise discretion in their own right but rather exercises the statutory defined rights of enforcement outlined in the relevant legislation.
- (4) Local Government Workers have entry power to enable Council to perform its responsibilities or to ensure that a person complies with the relevant legislation, including complying with a remedial notice.
- (5) Identification cards will be issued to all authorised persons and local government workers for a period of four years unless the individual is employed/contracted on a temporary basis. If an appointed individual ceases employment or contract with Council, their appointment becomes void and the individual must return their identification card.

Administrative Powers

- (1) Legislative delegable powers of a local government are distinguished from administrative and financial functions which Council exercises in the application of its powers. For instance, the signing of general correspondence, approval of timesheets or incurring of expenditure do not, in themselves, involve an exercise of power. The Chief Executive Officer authorises Managers to allocate appropriate administrative powers to subordinate positions in accordance with relevant policies, forms, procedures and financial delegation.
- (2) The signing of general correspondence includes correspondence such as external emails and letters documenting an administrative action and letters acknowledging received correspondence. Officers will be advised by their Supervisor and/or Manager on the types of correspondence they are authorised to sign.

REVIEW TRIGGER:

- Change in legislation affecting this policy

Title **Corporate Services Report Advertising Spending - Statutory Policy**

Date 2 July 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this report is to present the amended *Advertising Spending - Statutory Policy* for Council's adoption.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Public sector entities use advertising and communication to convey information to the public about policies and programmes, items of public interest, and other critical community information. Advertising expenditure utilising public money must be for the purpose of genuinely providing information to the public, applying robust review and approval processes.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolve to adopt the *Advertising Spending - Statutory Policy* (Attachment Two).

Background Information

The existing *Advertising Spending - Council Policy* has undergone periodic review in accordance with Council's adopted *Policy Framework*. The policy has been reviewed to ensure ongoing organisational relatively and legislative compliance.

Report

The *Advertising Spending - Statutory Policy* ensures Council expenditure on advertising (in any form) is only for the purposes of providing information or education in the public interest and must comply with the requirements of section 197 of the *Local Government Regulation 2012*. The policy is a statutory policy that must be adopted by Council resolution pursuant to section 197 of the *Local Government Regulation*. As such, in accordance with Council's *Policy Framework*, the policy is proposed to be reclassified as a Statutory policy.

The purpose of the policy is proposed to be amended for clarity and succinctness however the core purpose of the policy remains unchanged. Proposed amendments also provide clearer descriptions of acceptable use of Council advertising expenditure and approval of spending.

Consultation (Internal/External)

The proposed Advertising Spending - Statutory Policy as amended has been endorsed by the Senior Leadership team and the Executive Leadership team.

Legal/Policy Implications (Justification if applicable)

The advertising spending policy is one of three 'spending' policies (including the entertainment and hospitality and procurement policies) legislatively required to be adopted by Council pursuant to chapter 5, part 6 of the *Local Government Regulation 2012*. Specifically, section 197 provides:

197 Advertising spending

- (1) *A local government must prepare and adopt a policy about the local government's spending on advertising (an advertising spending policy).*
- (2) *A local government may spend money on advertising only—*
 - (a) *if—*
 - (i) *the advertising is to provide information or education to the public; and*
 - (ii) *the information or education is provided in the public interest; and*
 - (b) *in a way that is consistent with the local government's advertising spending policy.*
- (3) *Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.*

Should an advertising spending policy meeting the requirements of section 197 of the *Local Government Regulation* not be adopted, Council risks non-compliance with the relevant legislation.

Budget/Financial Implications

Costs associated with advertising are provided in the operational budget for each financial year.

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

Advertising by Council must be in the best interests of the community, provide value for money, not be used to promote a political party, group or individual and must comply with the Caretaker Period provisions during local government elections. The amended *Advertising Spending - Statutory Policy* as proposed provides additional clarity and detail, however does not present any changes in intent from the previous version.

Attachments

1. Advertising Spending - Statutory Policy (Marked Up) as proposed.
2. Advertising Spending - Statutory Policy as proposed.

Authored by: K. Gillespie, GOVERNANCE COORDINATOR

Advertising Spending - ~~Council~~ Statutory Policy

Effective Date	21 May 2008
Policy Owner	Customer Support and Governance
Link to Corporate Plan	Financial Sustainable <u>Organisation</u> <u>ility</u>
Review Date	May 2024
Related Legislation	Local Government Act 2009 Local Government Regulation 2012 Local Government Electoral Act 2011
Related Documents	Community Engagement – Council Policy <u>Communications and Community Engagement Strategy</u> Procurement - Council Policy

Policy Version	Approval Date	Adopted/Approved
1	21/05/2008	Ordinary Meeting of Council
2	16/03/2011	Ordinary Meeting of Council
3	18/12/2013	Ordinary Meeting of Council
4	17/08/2016	Ordinary Meeting of Council
5	20/01/2021	Ordinary Meeting of Council

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Advertising Spending - ~~Council~~ Statutory Policy

1 PURPOSE

~~The purpose of this policy is to ensure that Council expenditure on advertising (in any form) is only for the purposes of providing information or education which is in the public interest.:~~

~~meet legislative requirements as provided in section 197 of the Local Government Regulation 2012 (the Regulation);~~

~~ensure provide guidelines outlining the control on expenditure on advertisements placed by Council in various media to ensure that this advertising is in accordance with the public interest, and interest; and~~

~~detail appropriate approval of advertising expenditure complies with the requirements of section 197 of the Local Government Regulation 2012 (the Regulation).~~

~~1.1~~

2 SCOPE

This policy applies to any paid advertisement or notice (in any form) media that promotes an idea, goods, or services (including facilities) provided by Western Downs Regional Council.

This policy **does not** apply to advertising for:

~~a)(1)~~ the acquisition or disposal of property, plant, and equipment used, or to be used by Council in its business;

~~b)(2)~~ for tenders, quotations, or expressions of interest;

~~c)(3)~~ staff recruitment purposes; or

~~d)(4)~~ reports published in the media where no payment is made for the report.

~~2.1~~

3 POLICY

3.1 Principles

Council is committed to the efficient, economic, and responsible use of public resources and recognises that in order to achieve its strategic and operational objectives, reasonable expenditure on advertising is in the public interest to provide information or educate the public.

~~Council may spend money on advertising only:-~~

~~'(2) (a) if—~~

~~(i) the advertising is to provide information or education to the public; and~~

~~(ii) the information or education is provided in the public interest; and~~

~~—— (b) in a way that is consistent with the local government's advertising spending policy.~~

~~(3) Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.⁴~~

Advertising should be used where the purposes of Council, or the benefit of the community, is advanced. It should not be used to promote the particular achievements or plans of particular Councillors or groups of Councillors, ~~or used in an election,~~ or for any purpose intended to provide material personal gain for a Councillor or Council employee. Advertising should must not be used to influence voters in an election or affect the result of an election.

3.2 Provisions

All advertising expenditure must be:

~~a)(1)~~ reasonable;

~~b)(2)~~ cost effective;

~~c)(3)~~ within relevant budget allocation;

⁴-Local Government Regulation 2012 – section 197(2) and (3)



Advertising Spending - Council Policy

d)(4) for official purposes; and

(5) able to withstand public scrutiny.

Council may incur expenditure for advertising only if:

(1) the advertising is for providing information or education to the public; ~~and~~

(2) the information or education is provided in the public interest; and

e)(3) the advertising is consistent with the ~~the~~ acceptable use categories below.

3.3 Acceptable uses of Council advertising expenditure

3.3 The acceptable uses of Council advertising are to: are:

- (1) ~~To~~ advise the public of new or continuing services, programmes, facilities, and venues provided by Council;
- (2) ~~To~~ advertise, promote, and increase public awareness of new, changed, or continuing policy, services, programmes, facilities, and venues provided by Council;
- (3) ~~To~~ increase the use of a service, programme, activity, facility, or venue provided by Council;
- (4) ~~To~~ change the behaviour of people in Council's area within the region for the benefit of all or some of the community or to achieve the Council's objectives of Council;
- (5) ~~To~~ advise the public of the time, place, and content of scheduled meetings of Council;
- (6) ~~To~~ advise the public of the decisions or outcomes made by Council ~~at its meetings~~;
- (7) ~~To~~ request feedback or comment on proposed policies or activities of Council or other matters of interest to Council or the community;
- (8) ~~To~~ advertise matters required by legislation to be advertised;
- (9) ~~To~~ promote social education information (e.g. for example, road safety campaigns, health campaigns, emergency service information, etcetera);
- (10) ~~To~~ advise the public on proposed community events, progress on Council works, services and projects, and other matters of public interest;
- (11) ~~To~~ advise the public of due dates for payment of rates and charges;
- (12) ~~To~~ achieve Council's plans, goals, and activities;

~~(12)(13) To otherwise facilitate the administration of Council; and/or~~

~~(13)(14) To promote the Western Downs Region for the purposes of tourism, events, or economic development.~~

~~Section 90D of the Local Government Act 2009 prohibits Council publishing or distributing election material during a caretaker period prior to the local government election. Election material is anything able to, or intended to:~~

~~(1) influence an elector about voting at an election; or~~

~~(2) affect the result of an election.²~~

3.4 Authorisation Approval of Advertising Expenditure

All advertising must be co-ordinated through the Communications and Marketing team and approved by the Chief Executive Officer or delegate, and be in accordance with Council's financial delegations.

The approving officer must ensure that:

a)(1) the expenditure is in accordance with this policy;

b)(2) the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council and/or to the public; and

² Local Government Act 2019 – section 90B(2)



Advertising Spending- Council Policy

e)(3) the ~~cost expenditure~~ is ~~within~~available in the relevant budget ~~item~~ and meets the usual requirements for expenditure approvals.



Advertising Spending - Statutory Policy

Effective Date	21 May 2008
Policy Owner	Customer Support and Governance
Link to Corporate Plan	Sustainable Organisation
Review Date	May 2024
Related Legislation	Local Government Act 2009 Local Government Regulation 2012 Local Government Electoral Act 2011
Related Documents	Communications and Community Engagement Strategy Procurement - Council Policy

Policy Version	Approval Date	Adopted/Approved
1	21/05/2008	Ordinary Meeting of Council
2	16/03/2011	Ordinary Meeting of Council
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Advertising Spending - Statutory Policy

1 PURPOSE

The purpose of this policy is to ensure that Council expenditure on advertising (in any form) is only for the purposes of providing information or education which is in the public interest.

2 SCOPE

This policy applies to any paid advertisement or notice (in any form) that promotes an idea, goods, or service (including facilities) provided by Western Downs Regional Council.

This policy **does not** apply to advertising for:

- (1) the acquisition or disposal of property, plant, and equipment used or to be used by Council in its business;
- (2) for tenders, quotations, or expressions of interest;
- (3) staff recruitment purposes; or
- (4) reports published in the media where no payment is made for the report.

3 POLICY

3.1 Principles

Council is committed to the efficient, economic, and responsible use of public resources and recognises that in order to achieve its strategic and operational objectives, reasonable expenditure on advertising is in the public interest to provide information or educate the public.

Advertising should be used where the purposes of Council or the benefit of the community is advanced. It should not be used to promote the particular achievements or plans of particular Councillors or groups of Councillors or for any purpose intended to provide material personal gain for a Councillor or Council employee. Advertising must not be used to influence voters in an election or affect the result of an election.

3.2 Provisions

All advertising expenditure must be:

- (1) reasonable;
- (2) cost effective;
- (3) within relevant budget allocation;
- (4) for official purposes; and
- (5) able to withstand public scrutiny.

Council may incur expenditure for advertising only if:

- (1) the advertising is for providing information or education to the public;
- (2) the information or education is provided in the public interest; and
- (3) the advertising is consistent with the acceptable use categories below.

3.3 Acceptable uses of Council advertising expenditure

The acceptable uses of Council advertising are to:

- (1) advise the public of new or continuing services, programmes, facilities, and venues provided by Council;
- (2) advertise, promote, and increase public awareness of new, changed, or continuing policy, services, programmes, facilities, and venues provided by Council;
- (3) increase the use of a service, programme, activity, facility, or venue provided by Council;
- (4) change the behaviour of people within the region for the benefit of all or some of the community or to achieve Council's objectives;
- (5) advise the public of the time, place, and content of scheduled meetings of Council;
- (6) advise the public of the decisions or outcomes made by Council;



Advertising Spending - Council Policy

- (7) request feedback or comment on proposed policies or activities of Council or other matters of interest to Council or the community;
- (8) advertise matters required by legislation to be advertised;
- (9) promote social education information (for example, road safety campaigns, health campaigns, emergency service information, etcetera);
- (10) advise the public on proposed community events, progress on Council works, services and projects, and other matters of public interest;
- (11) advise the public of due dates for payment of rates and charges;
- (12) achieve Council's plans, goals, and activities;
- (13) otherwise facilitate the administration of Council; or
- (14) promote the Western Downs Region for the purposes of tourism, events, or economic development.

3.4 Approval of Advertising Expenditure

All advertising must be co-ordinated through the Communications and Marketing team and approved by the Chief Executive Officer or delegate, in accordance with Council's financial delegations.

The approving officer must ensure that:

- (1) the expenditure is in accordance with this policy;
- (2) the cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council and/or to the public; and
- (3) the expenditure is within budget and meets the usual requirements for expenditure approval.



Title **Corporate Services Report Complaints Management - Statutory Policy**

Date 5 July 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

The purpose of this report is to present the amended *Complaints Management - Statutory Policy* for Council's adoption.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council resolve to adopt the *Complaints Management - Statutory Policy*.

Background Information

The existing *Complaints Management - Council Policy* has undergone periodic review in accordance with Council's adopted *Policy Framework*. The policy has been reviewed to ensure ongoing organisational relatively and legislative compliance.

Report

This Policy provides for a formal process to deal with administrative action complaints in accordance with section 306 of the *Local Government Regulation 2012*.

The policy is proposed to be amended for clarity and succinctness however the core purpose of the policy remains unchanged.

The policy is a statutory policy that must be adopted by Council. Therefore, in accordance with Council's adopted *Policy Framework*, the policy is proposed to be reclassified as a Statutory policy.

The policy has been reviewed to remove references to unreasonable requests and unreasonable customer conduct which does not relate to the purpose of the policy. These elements will be addressed in other policy or procedural documents.

The policy is supported by the *Complaints Management Standard Work Practice* which provides the administrative procedures to guide the handling of administrative action complaints.

Consultation (Internal/External)

The proposed *Complaints Management - Statutory Policy* as amended has been endorsed by the Senior Leadership Team and the Executive Leadership Team.

Legal/Policy Implications (Justification if applicable)

Section 306 of the *Local Government Regulation 2012* requires that a local government must establish a process for resolving administrative action complaints and consequently must adopt written policies and procedures supporting the complaints management process.

Should a complaints management policy, meeting the requirements of section 306 of the *Local Government Regulation 2012* not be adopted, Council risks non-compliance with the regulation.

Budget/Financial Implications

Costs associated with the management of administrative action complaints are provided in the operational budget for each financial year.

Human Rights Considerations

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

Consideration has been given to relevant human rights, particularly the right to a fair hearing (section 31). It is considered that in observing and applying the law prescribed in the *Local Government Regulation 2012* and in respect of the *Complaints Management - Statutory Policy* as proposed, Council will be respecting and acting compatibly with this right and others prescribed in the Human Rights Act.

Human rights are considered during the management of each administrative action complaint.

Conclusion

The proper handling of administrative action complaints provides the community with assurances that complaint matters are being dealt with in a manner that supports administrative and procedural fairness, and provides a clear pathway for complaints to be managed and escalated through to resolution. The amended *Complaints Management - Statutory Policy* as proposed provides additional clarity and detail however does not present any changes in intent from the previous version.

Attachments

1. *Complaints Management - Statutory Policy* (Marked Up).
2. *Complaints Management - Statutory Policy* as proposed.

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

Complaints Management - Council Statutory Policy

Effective Date	3 December 2008
Policy Owner	Customer Support & Governance Manager
Link to Corporate Plan	Great Liveability Strong Diverse Economy Active Vibrant Community Quality Lifestyle Sustainable Organisation
Review Date	May 2024
Related Legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Crime and Corruption Act 2001</i> <i>Human Rights Act 2019</i>
Related Documents	Complaints Management Standard Work Practice (SWP) Administrative Action Complaints Management Process Complaints about the Chief Executive Officer (Section 48A of the Crime & Corruption Act 2001) - Council Policy Code of Conduct Customer Service Charter Guide: Handling Handling Human Rights Complaints (Version 1 October 2019)

Policy Version	Approval Date	Adopted/Approved
1	03/12/2008	Ordinary Meeting of Council
2	06/04/2011	Ordinary Meeting of Council
3	04/04/2012	Ordinary Meeting of Council
4	03/04/2013	Ordinary Meeting of Council
5	03/12/2014	Ordinary Meeting of Council
6	15/03/2017	Ordinary Meeting of Council
7	19/08/2020	Ordinary Meeting of Council

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Complaints Management - ~~Council~~ Statutory Policy

1. PURPOSE

~~The purpose of this policy is to ensure that complaints are managed in a fair, objective, effective, transparent, consistent, and accountable manner and that information obtained from the complaints management process can be used to improve Council's overall service delivery.~~

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~~The objectives of this policy are:~~

- ~~a. To ensure that the process for managing complaints relating to administrative actions is consistent with legislative requirements.~~
- ~~b. Ensure complaints are dealt with in a fair, objective, effective, transparent, consistent and accountable manner.~~
- ~~c. Facilitate the use of the information obtained from the complaints management process to improve Council's overall service delivery.~~

2. SCOPE

~~This policy applies to all administrative action complaints made to Western Downs Regional Council. This policy has been adopted in accordance with Council's obligations under Section 306 of the Local Government Regulation 2012 (Chapter 9, Part 4—Process for resolving administrative action complaints).~~

3. POLICY

3.1 Complaints Management Principles

3.1 Council will manage complaints in accordance with the following principles.

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3.1.1 Visibility and Access

- (1) ~~C~~omplaints about Council's administrative actions can only be lodged by a person directly affected (~~i.e. that is,~~ an affected person);
- (2) ~~I~~nformation about where and how to lodge a complaint is available on Council's website and at Council's customer service ~~centres/offices~~;
- (3) ~~C~~omplaints are accepted verbally and in writing through a variety of channels, such as in person, telephone, ~~hardcopy correspondence,~~ ~~electronic correspondence,~~ ~~letter, email,~~ facsimile, or ~~online/internet~~;
- (4) ~~P~~ersons ~~who are culturally and linguistically diverse or are~~ with a disability are offered every opportunity and assistance in accessing Council's complaints processes. Reasonable assistance is also provided to any complainant upon request; and
- (5) Council's complaints management process and complaints information is available to the public, customers, and staff.

3.1.2 Responsiveness

~~Council will:~~

- (1) ~~inform~~ staff of the existence and operation of its complaints management process;
- (2) ~~Council will~~ respond to complaints in a timely manner;
- (3) ~~Council will~~ monitor timeframes for resolution of complaints; and
- (4) ~~Council will~~ communicate with the relevant parties about the progress of the investigation and resolution ~~of complaint matters~~.

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3.1.3 Assessment and Action

~~Council will:~~

- (1) ~~Council will~~ ensure that complaints are dealt with fairly and objectively;

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Complaints Management - ~~Council~~ Statutory Policy

- (2) ~~Council will~~ assess the nature of complaints, how complaints should be dealt with, and by whom; ~~and~~
- (3) ~~Council will~~ refer complaints to external agencies, where required; ~~and~~
- ~~(3)(4) Council will fully co-operate with external agency investigations.-~~

3.1.4 Feedback

~~Council will~~ Council will

- (1) provide complainants with timely feedback;
- (2) ~~Council will~~ provide complainants with available review options; and
- (3) ~~Council will~~ provide feedback to relevant areas of the organisation where potential system improvements are identified.

3.1.5 Monitoring and Review

~~Council will~~ Council will

- (1) meet any statutory, policy, or procedural reporting requirements;
- (2) ~~Council will~~ identify complaint trends ~~and seek improvement to address these trends;~~ and
- (3) ~~Council will~~ monitor the time taken to resolve complaints.

3.2 Legislative Context ~~Assessing Complaints and Managing Human Rights~~

Section 268(2) of the *Local Government Act 2009* (the LG Act) defines an '**administrative action complaint**' as a complaint that—

- (a) ~~is about an administrative action of a local government, including the following, for example—~~
 - (i) ~~a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;~~
 - (ii) ~~an act, or a failure to do an act;~~
 - (iii) ~~the formulation of a proposal or intention;~~
 - (iv) ~~the making of a recommendation; and~~
- (b) ~~is made by an affected person.~~

~~Western Downs Regional~~ Council recognises that an individual has the right to provide feedback, both positive and negative, on its services and to lodge a complaint about an administrative decision made by Council.

However, if a complaint is determined to be frivolous and vexatious, or lacking in substance or detail, Council may elect to take no further action in relation to the matter and provide the complainant with written advice of the decision and the reasons for it.

The *Human Rights Act 2019* (~~HR Act~~) places requirements on Council to act and make decisions in a way that is compatible with human rights. ~~The objects of the HR Act are:~~

- a. ~~to protect and promote human rights; and~~
- b. ~~to help build a culture in the Queensland public sector that respects and promotes human rights; and~~
- c. ~~to help promote a dialogue about the nature, meaning and scope of human rights.~~

When responding to complaints, unreasonable requests, or unreasonable customer conduct, Council will ensure that the matter considers, and is compatible, with human rights. Any decision will include a statement about the consideration of human rights and the extent to which the decision is compatible with human rights.

Complaints received by Council in relation to the *Human Rights Act 2019* will be addressed within Council's formal complaints management process.

3.3 ~~Complaints Management Standard Work Practice (SWP)~~ Administrative Action Complaints Management Process



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Complaints Management - ~~Council~~ Statutory Policy

This policy will be supported by the ~~Complaints Management Standard Work Practice (SWP)~~ Administrative Action Complaints Management Process. The Complaints Management SWP provides a three-step process for the management of complaints under this policy. These steps are:

- a. ~~Stage 1 – Primary Investigation and Resolution by Operational Area.~~
- b. ~~Stage 2 – Internal Review.~~
- c. ~~Stage 3 – External Review with appropriate external agency.~~

3.4 Timeliness of Complaint Notification

A complaint about a decision or action of Council must be made no later than six months after the affected person was notified or made aware of the decision or action.

An Internal Review request must be received within twenty (20) business days of receipt by the complainant of the ~~Primary Investigation and Resolution~~ investigation outcome decision.

Complaints or applications for Internal Review received outside these timeframes will only be accepted where the ~~Manager Complaints Administrator~~ Customer Support and Governance Manager ~~Manager or Chief Executive Officer~~ decides that exceptional circumstances warrant consideration.

3.5 Unreasonable Requests

~~Ongoing, regular, repetitious enquiries or requests for information which substantially and unreasonably divert Council resources may result in action being taken to limit service or communication with a customer.~~

~~If unreasonable requests continue to be made to Council by the customer, the matter is to be referred to a Manager/General Manger to exercise their discretion in implementing this policy.~~

3.6 Unreasonable Customer Conduct

~~The Manager/General Manager may limit service or communication with a customer if there is evidence of unreasonable customer conduct.~~

~~Possible scenarios and limitations include:~~

1. ~~Where a person/group is sending a constant stream of letters/emails to Council on a wide range of issues, it may be appropriate, if the demands placed on the Council by the correspondence are excessive, to notify the person or group either that:~~
 - a. ~~only significant and serious issues will be addressed by the Council; or~~
 - b. ~~only a certain number of issues will be addressed by the Council in any given period and therefore the person or group should limit and focus their requests accordingly.~~
2. ~~Where a person is ringing or making constant visits to the Council and raising the same issues with different staff, it may be appropriate to notify them that:~~
 - a. ~~only a nominated staff member will deal with them in future and they must make an appointment with that person if they wish to discuss their matter; or~~
 - b. ~~all future contact with the Council must be in writing.~~
3. ~~In cases where it is clear a person will not accept the Council's decision on a matter and all appropriate avenues of internal review or appeal have been exhausted, if the person continues to write, telephone or visit the Council, it may be appropriate for the Council to notify them that in future:~~
 - a. ~~no phone calls will be accepted, or interviews granted concerning the specific matter already reviewed; and~~

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Complaints Management - ~~Council~~ Statutory Policy

- b. ~~all further communication with the Council must be in writing; and~~
- c. ~~correspondence will be received, read and filed but Council will only acknowledge or respond if significant new information is provided or a new issue is raised which in the Council's opinion, warrants fresh action.~~

~~If unreasonable requests continue to be made to Council by the customer, the matter is to be referred to a General Manager to exercise their discretion in implementing this policy.~~

3.7 ~~Aggressive/Abusive Customers~~

~~In situations where customers at Council premises become aggressive or abusive, Senior Staff should attempt to moderate the situation and if unsuccessful, direct the offending customer to leave the Council premises.~~

~~If the person refuses to leave Council premises when requested to, the officer is to call the Police.~~

~~In situations where a customer become aggressive to staff in an area that is not a Council-controlled area (e.g. on the customer's property), the Council officer shall politely advise the customer that their behaviour is unacceptable and that they will not participate in the situation.~~

~~The Council Officer shall then leave the area.~~

~~Where customer behaviour on the phone is insulting, vilifying, demeaning or offensive to Council Officers:~~

- ~~1. Council Officers are to issue two warnings to the customer that if language/behaviour continues, the call will be terminated.~~
- ~~2. If the nature of the call was such that, in the opinion of the Council Officer, the call was extremely offensive, the call should be terminated. The definition of what constitutes "Offensive" language is at the discretion of the Council Officer. A written or audio record of the incident including time, date, details of call and the name of the caller, if known, should be made as soon as possible after a call has been terminated and forwarded to the Supervisor or Manager.~~

~~Prior to terminating the call, a Council Officer must advise the customer that termination will occur:~~

~~Where a Customer approaches a Council Officer when not on duty, the Officer should politely advise the Customer that this is not the time or place to discuss Council business and that, if necessary, an appointment can be made to discuss the problem with the appropriate Officer at a more appropriate time. Where necessary it may be acceptable to:~~

- ~~1. Walk away to avoid confrontation; or~~
- ~~2. If the Officer feels threatened by the language or behaviour of the customer, call the Police.~~

~~Council officers should record any instances of unreasonable customer contact by making an applicable file note in Council electronic records management system.~~



Complaints Management - Statutory Policy

Effective Date	3 December 2008
Policy Owner	Customer Support & Governance Manager
Link to Corporate Plan	Strong Diverse Economy Active Vibrant Community Quality Lifestyle Sustainable Organisation
Review Date	May 2024
Related Legislation	Local Government Act 2009 Local Government Regulation 2012 Crime and Corruption Act 2001 Human Rights Act 2019
Related Documents	Administrative Action Complaints Management Process Complaints about the Chief Executive Officer (Section 48A of the Crime & Corruption Act 2001) - Council Policy Code of Conduct Customer Service Charter Guide: Handling Human Rights Complaints (Version 1 October 2019)

Policy Version	Approval Date	Adopted/Approved
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Complaints Management - Statutory Policy

1. PURPOSE

The purpose of this policy is to ensure that complaints are managed in a fair, objective, effective, transparent, consistent, and accountable manner and that information obtained from the complaints management process can be used to improve Council's overall service delivery.

2. SCOPE

This policy applies to all administrative action complaints made to Western Downs Regional Council.

3. POLICY

3.1 Complaints Management Principles

Council will manage complaints in accordance with the following principles.

3.1.1 Visibility and Access

- (1) complaints about Council's administrative actions can only be lodged by a person directly affected (that is, an affected person);
- (2) information about where and how to lodge a complaint is available on Council's website and at Council's customer service centres;
- (3) complaints are accepted verbally and in writing through a variety of channels, such as in person, telephone, hardcopy correspondence, electronic correspondence, facsimile, or online;
- (4) persons who are culturally and linguistically diverse or are with a disability are offered every opportunity and assistance in accessing Council's complaints processes. Reasonable assistance is also provided to any complainant upon request; and
- (5) Council's complaints management process and complaints information is available to the public, customers, and staff.

3.1.2 Responsiveness

Council will:

- (1) inform staff of the existence and operation of its complaints management process;
- (2) respond to complaints in a timely manner;
- (3) monitor timeframes for resolution of complaints; and
- (4) communicate with the relevant parties about the progress of the investigation and resolution of complaint matters.

3.1.3 Assessment and Action

Council will:

- (1) ensure that complaints are dealt with fairly and objectively;
- (2) assess the nature of complaints, how complaints should be dealt with, and by whom;
- (3) refer complaints to external agencies, where required; and
- (4) fully co-operate with external agency investigations.

3.1.4 Feedback

Council will:

- (1) provide complainants with timely feedback;
- (2) provide complainants with available review options; and
- (3) provide feedback to relevant areas of the organisation where potential system improvements are identified.

3.1.5 Monitoring and Review

Council will:



Complaints Management - Statutory Policy

- (1) meet any statutory, policy, or procedural reporting requirement;
- (2) identify complaint trends and seek improvement to address these trends; and
- (3) monitor the time taken to resolve complaints.

3.2 Assessing Complaints and Managing Human Rights

Council recognises that an individual has the right to provide feedback, both positive and negative, on its services and to lodge a complaint about an administrative decision made by Council. However, if a complaint is determined to be frivolous and vexatious or lacking in substance or detail, Council may elect to take no further action in relation to the matter and provide the complainant with written advice of the decision and the reasons for it.

The *Human Rights Act 2019* places requirements on Council to act and make decisions in a way that is compatible with human rights. When responding to complaints, unreasonable requests, or unreasonable customer conduct, Council will ensure that the matter considers and is compatible with human rights. Any decision will include a statement about the consideration of human rights and the extent to which the decision is compatible with human rights. Complaints received by Council in relation to the *Human Rights Act 2019* will be addressed within Council's formal complaints management process.

3.3 Administrative Action Complaints Management Process

This policy will be supported by the *Administrative Action Complaints Management Process*.

3.4 Timeliness of Complaint Notification

A complaint about a decision or action of Council must be made no later than six months after the affected person was notified or made aware of the decision or action.

An Internal Review request must be received within twenty (20) business days of receipt by the complainant of the investigation outcome.

Complaints or applications for Internal Review received outside these timeframes will only be accepted where the Customer Support and Governance Manager decides that exceptional circumstances warrant consideration.



Title Corporate Services Financial Report June 2024 Interim

Date 30 June 2024

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

The purpose of this report is to provide Council with the interim Financial Report for the period ending 30 June 2024.

A final report will be provided to the October 2024 Council meeting after the Queensland Audit Office (QAO) has audited and provided its opinion. It will include a report on the business unit outcomes and the finalised capital works programme.

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 resolves to receive the June 2024 Interim Financial Report and:

- (1) note the amendments to the 2023-24 Capital Works Programme as listed in section three of this report, with additional expenditure of \$42,751 (exclusive of goods and services tax) being added to the programme for a multi-year project;
- (2) resolve to approve the removal of budgeted capital expenditure from the 2023-24 Capital Works Programme for \$93,950 (exclusive of goods and services tax) as listed in section three of this report;
- (3) note the amendments to the 2024-25 Capital Works Programme as listed in section three of this report, with additional expenditure of \$2,103,071 (exclusive of goods and services tax) and additional revenue of \$1,107,041 (exclusive of goods and services tax) being added to the programme; and
- (4) resolve to approve the deferral of one project from 2024-25 to 2025-26 for \$661,500 (exclusive of goods and services tax) as listed in section three of this report.

Background Information

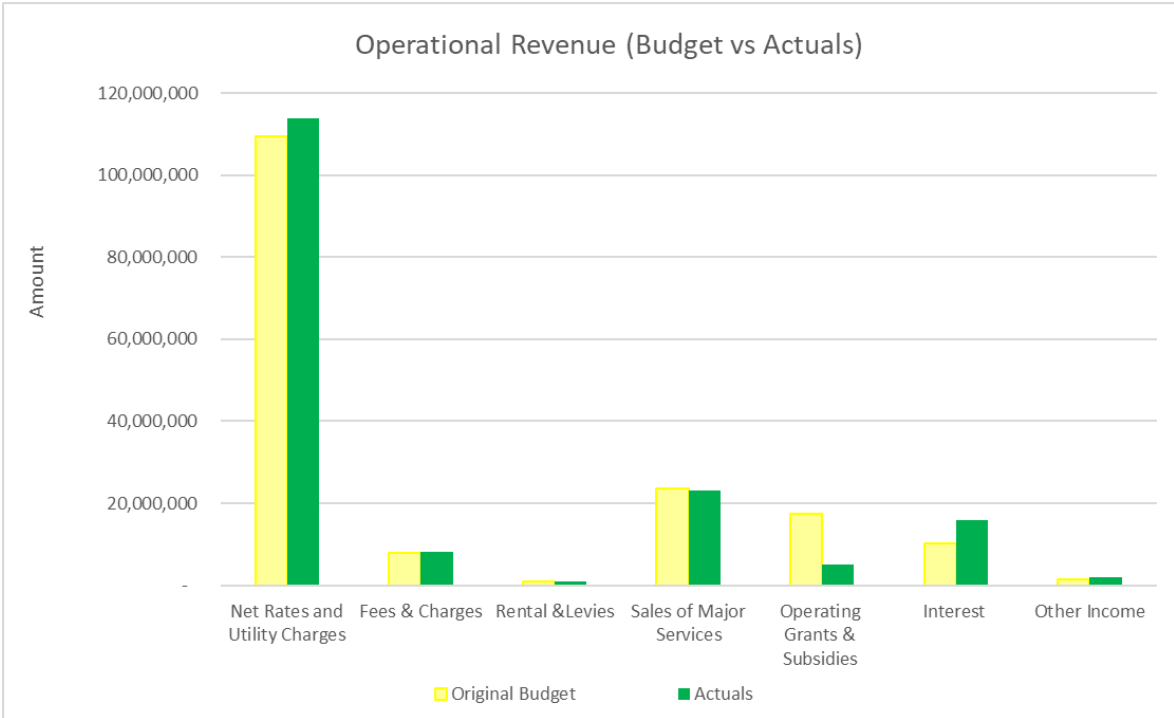
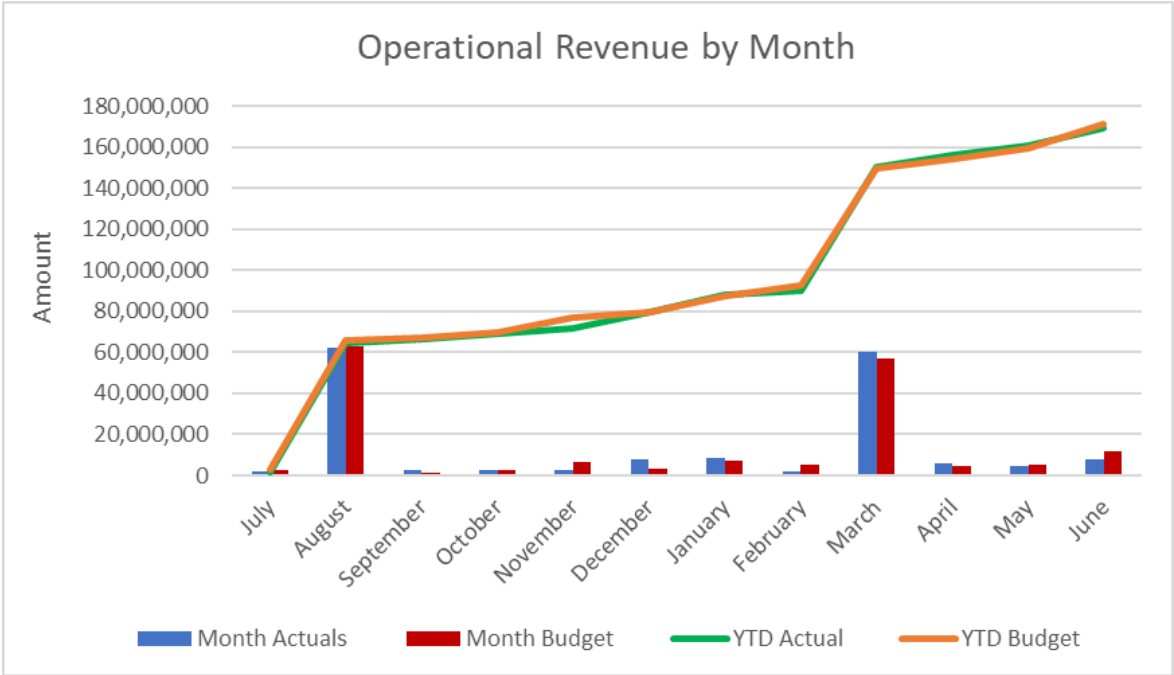
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to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

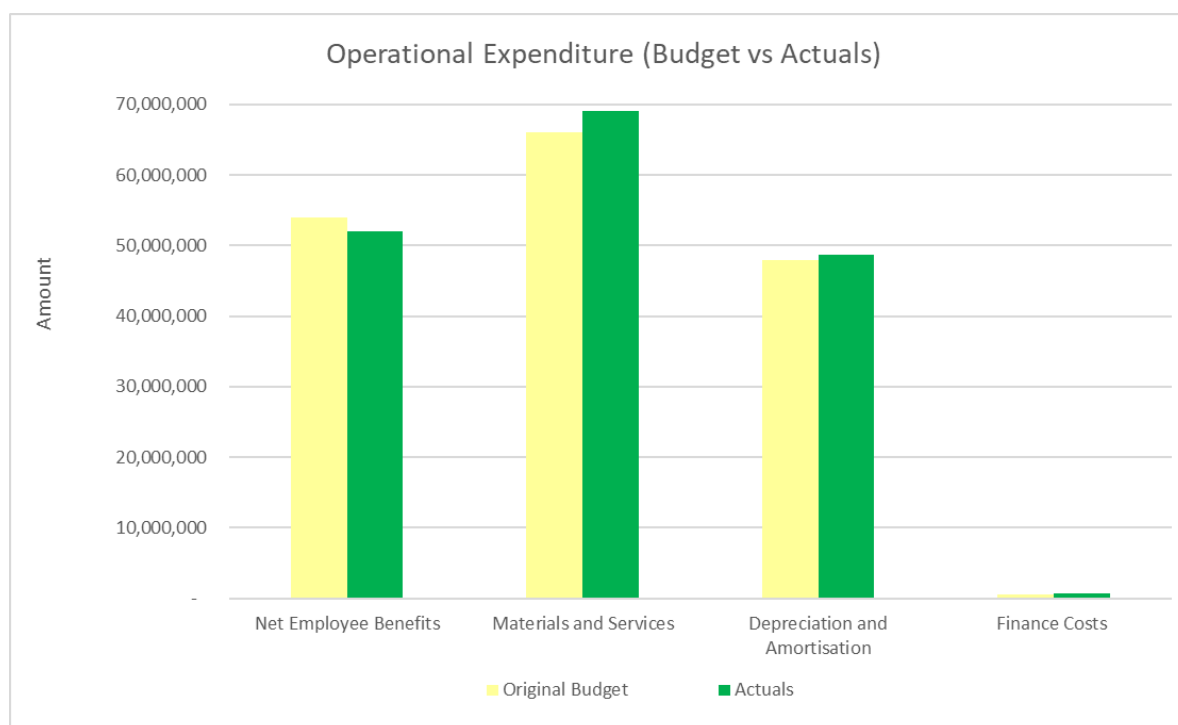
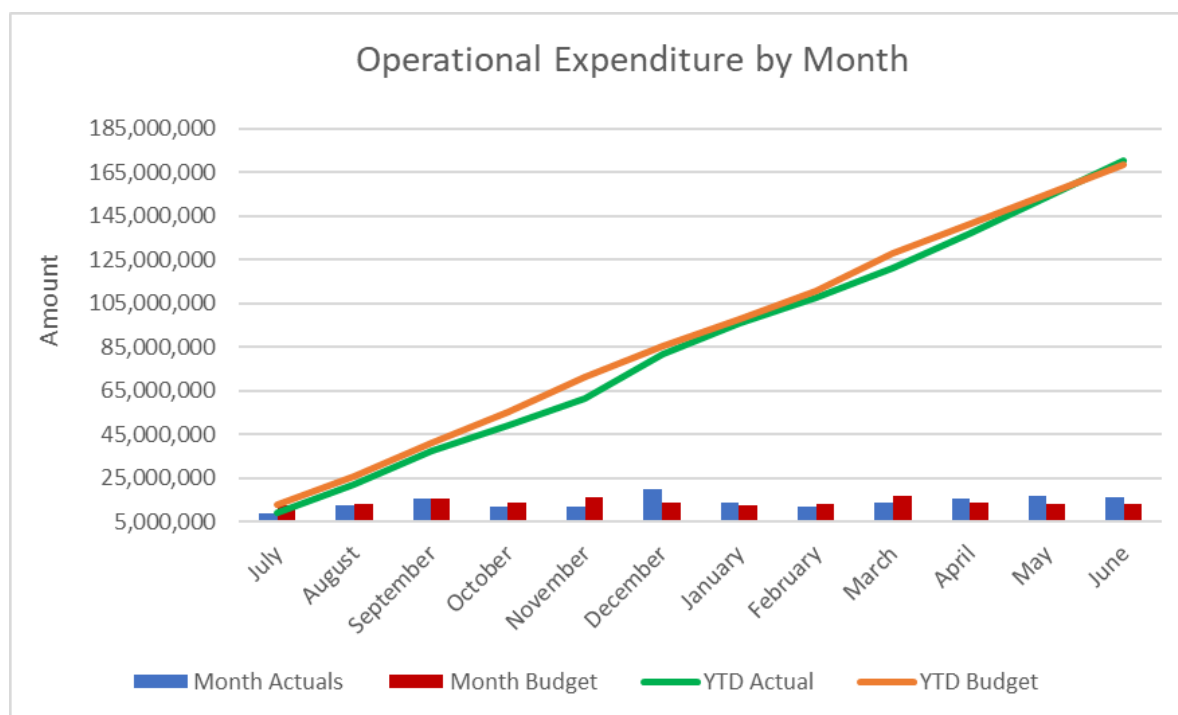
The interim operating position as of 30 June 2024 is a \$1,328,252 deficit, compared to a budgeted surplus of \$2,705,641 which is \$4,033,893 behind budget. The Operating Surplus ratio as of 30 June 2024 is negative 0.8 per cent, which is below Council's target of 1.0 per cent. End of year adjustments are still being finalised with accruals, prepayments, and provisioning to be finalised. It is expected that the operating position will remain at a small deficit. Council has made a deficit due to the Financial Assistance Grant not being prepaid into the 2023-24 financial year. This has had a negative effect on the operating position with \$14,872,514 not being recognised.

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



Operational Revenue is \$2,130,179 behind budget as of 30 June 2024. Some revenue remains outstanding for the 2023-24 year. Once this revenue is recognised, operational revenue is expected to meet budget for the year. Variances are detailed below:

- ↑ \$4,266,469 ahead of budget for Net Rates and Utility Charges revenue mainly because:
- (a) general rate and utility charges revenue is ahead of budget by \$2,599,490. Revenue will reduce once the final fire levy payment is paid for the year, however overall, budget will exceed due to Queensland Valuation and Sales (QVAS) adjustments. These adjustments relate to new leases and properties coming on the books, backdating of notices, and splitting of assessments. Most of this additional revenue relates to windfarm properties;
 - (b) volumetric water has exceeded budget by \$1,454,325 for the year due to increased throughput. Consumption is significantly higher compared to last financial year; and
 - (c) discounts are behind budget due to discounts for the last water levy outstanding. Discounts are expected to go over budget for the year due to the additional assessments coming onto the books.
- ↑ \$414,033 ahead of budget for Fees and Charges. There is still outstanding revenue to be accounted for with waste disposal fees, washdown bay fees and general fees and charges revenue outstanding. Once this is accounted for, revenue will exceed budget for the year due to higher throughput of building inspections, development applications, rate searches, cemetery fees, aerodrome fees, waste disposal fees, camping and recreation ground fees, and water sales;
- ↑ \$36,949 ahead of budget for Rental and Levies. Revenue has exceeded budget for the year due to additional revenue being received for rental properties due to rental rates being reviewed and increased to a market standard;
- ↓ \$548,167 behind budget for Sales of Major Services due to outstanding revenue for the Saleyards, gas sales and gravel sales. Saleyards revenue and gravel sales are expected to exceed budget for the year, due to higher throughput of cattle numbers and increased gravel required for the flood works. Gas sales are expected to come in on budget and Commercial Works won't meet budget for the year due to the Department of Transport and Main Roads deferring a project from this year to a future year;
- ↓ \$12,482,823 behind budget for Operating Grants and Subsidies due to no pre-payment (2024-25 allocation) being received for the financial assistance grant. Almost all the 2023-24 grant was paid into the 2022-23 financial year. \$731,486 payments have been made in 2023-24 with no further income received this financial year. Additional grants and contributions have been received throughout the year with a Transport Infrastructure Development Scheme (TIDS) grant for Commercial works, disaster funding for disaster events, an increase in trainee/apprentice grants, Locally Led Economic Recovery grant, and a Disaster Resilience Project contribution sponsored by Shell Australia Pty Ltd received;
- ↑ \$5,629,812 ahead of budget for Interest revenue. Interest revenue will increase once the Interest revenue for June has been recognised. Interest revenue will exceed budget for the year due to a high cash balance, receiving higher interest earnings and recognising the gain (increase in market value of investment) on the Queensland Investment Corporation investments. As of 31 May, \$9,695,741 has been received from Queensland Treasury Corporation and general account for interest revenue, \$153,941 for interest earned on overdue rates, \$1,515,406 for Queensland Investment Corporation interest revenue (as of 31 March 2024 as this is only recognised quarterly) and \$3,909,322 for change in market value for Queensland Investment Corporation; and
- ↑ \$553,547 ahead of budget for Other Income due to additional revenue being received for ticket sales (cinema), disposal proceeds (plant and equipment items sold at auction which are not listed on the asset register), insurance revenue (not budgeted) and miscellaneous reimbursements being received.



Operational Expenditure is \$1,903,714 over budget as of 30 June 2024. Some expenditure remains outstanding for the 2023-24 year. Once this expenditure is recognised, expenditure will increase. Variances are detailed below:

- ↓ \$1,879,092 behind budget for Net Employee Benefits. This underspend is mainly due to;
- (a) Employee Benefits being under budget due to one week of wages not accounted for, a lower full time equivalent count when compared to budget and the end of year provision not yet being recognised (Annual leave and Long Service leave true up); and

(b) capitalised wages will come under budget (negative effect on the operating position as wages are expensed to the operating budget opposed to the capital projects) due to vacancies and works having to be performed by contractors instead of the internal workforce;

↑ \$3,015,924 over budget for Materials and Services. Expenditure remains outstanding and once this is recognised, this amount will increase. Materials and Services have exceeded budget for the year due mainly to Quarry Materials and Services going 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, increased costs in chemicals to treat water (increased revenue for this increased throughput), increased contractors being used due to labour shortages, enhanced drainage maintenance, and increased costs for fleet maintenance;

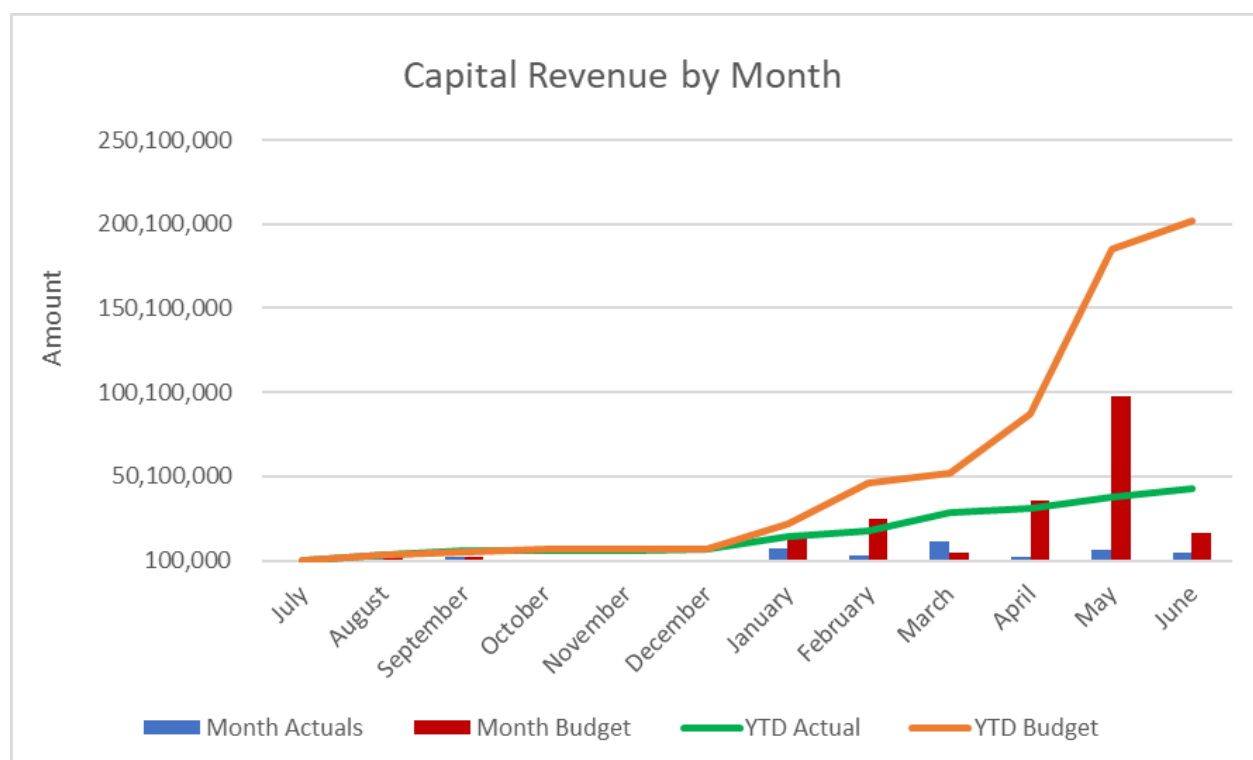
↑ \$742,176 over budget for Depreciation and Amortisation due to higher valuations (increase in the value of council assets); and

↑ \$24,706 over budget for Finance costs. June expenses are outstanding. Finance costs have exceeded budget due to the management fees for the Queensland Investment Corporation investments. These were not budgeted.

2. Capital Revenue and Expenditure

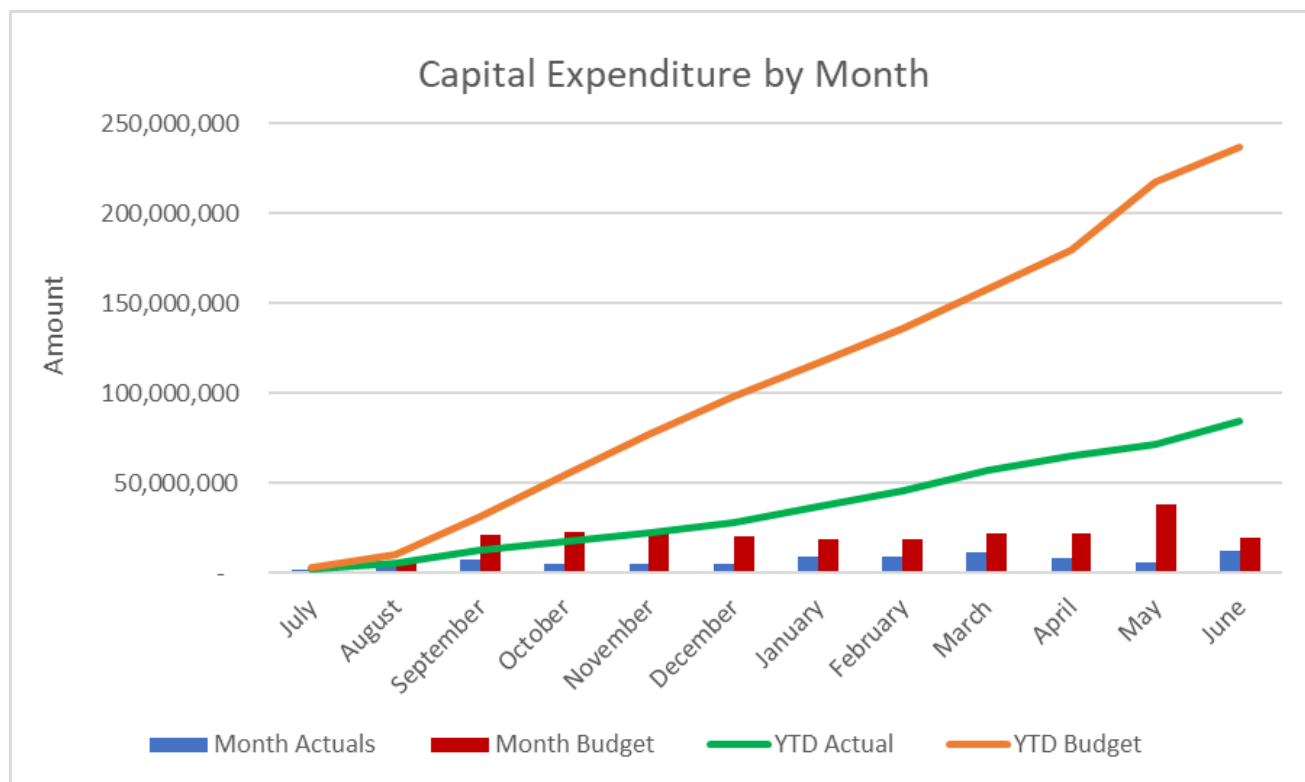
Capital Revenue

Capital Revenue is behind budget \$159,180,481 as of 30 June 2024, due mainly to the flood works. \$42,807,608 has been received for the 2023-24 financial year. The flood programme has been extended to early 2025 and the expenditure and income budgets will be realigned in the 2024-25 financial year. The capital revenue budget has been based on approval values, to date the cost of works are coming in better than budget. Revenue will also reflect this, with Council only getting paid for costs incurred. Budget will be carried over to the 2024-25 year to account for this. Contributions will remain behind budget due to a funded project being deferred to 2024-25. 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 \$153,170,815 as of 30 June 2024 with \$84,249,133 being spent year to date. Some expenditure remains outstanding for the 2023-24 year. Once this expenditure is recognised, expenditure will increase, with an estimated spend for the year of \$90,051,749. 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 Actuals	Variance (YTD Budget less YTD Actuals)
Total Council	\$ 237,419,948	\$ 84,249,133	\$ 153,170,815
General Programme	\$ 65,817,463	\$ 45,827,619	\$ 19,989,844
Flood Programme	\$ 164,851,812	\$ 31,907,402	\$ 132,944,410
Carry-Over Programme (2022-23 projects)	\$ 6,750,673	\$ 6,514,112	\$ 236,561

- Council's general programme is behind budget \$19,989,844. This is due to outstanding expenditure and a lag in completing projects. Managers are indicating that \$16,184,849 will need to be carried over to 2024-25, due to projects being unable to be completed this financial year. Major projects to be carried over include Tara & Wandoan Weighbridge projects, Dalby Washdown Mitigation, Bell Wind Turbine, Tara Lagoon Walkway Light up, Extend Leasing Space at Dalby Aerodrome, New Office & Toilet Facility at the Chinchilla Washdown, Dalby Water Supply, Upgrade Waterloo Plains, Regional Sculpture Trail/ Public Art, Wandoan War Memorial Hall Restumping, a few yellow fleet items, Mary Street Dalby stormwater drainage, Miles Aquatic Filter Replacement, and multiple road projects;
- Council's flood programme is behind budget \$132,944,410. 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. A majority of the flood programme is due for completion in early 2025. Around \$130,529,863 will need to be carried over to 2024-25. If costs remain lower than the approved value, not all budget will be required next financial year, however due to the uncertainty of the market, the full amount will be carried over; and

- (c) Council's carry-over programme (projects carried over from 2022-23 to 2023-24) is behind budget and will require \$290,961 to be carried over to 2024-25. Projects to carry over are the Dalby Customer Service Centre Solar Panelling (close out work), Wandoan Washdown Bay upgrade and Mary Street Dalby stormwater drainage (multiyear project) projects.

The entire Capital Works Programme will be provided to Council in the Final June report.

3. Capital Budget Adjustments

Capital adjustments are required to the 2023-24 and 2024-25 capital works programmes. These adjustments are listed below. Approval already sought or to be sought are in accordance with both the *2023-24* and *2024-25 Budget Policies*.

2023-24 Capital Programme

Project	Expenditure Budget	Revenue Budget	Comment
ADD PROJECT: Girrahween Design and Road Construction Project - Miles (Arrow Energy Funded) Approval: Chief Executive Officer	\$42,751	\$0	Fully funded resource sector project. This is a multi-year project. 2023-24 costs are for design. 2024-25 costs are for construction. Total costs are \$962,644. This project has been approved by the Chief Executive Officer.
REMOVE PROJECT: Public Conveniences Renewal Programme Approval: Council	\$93,950	\$0	In this renewal programme, two toilet blocks were marked to be renewed. It is requested these projects be removed due to the following; <ol style="list-style-type: none"> 1- Don McPherson (Dog Park) Toilet Renewal (Dalby). Propose to remove due to quotes received being well over budget and not value for money. Will consider full replacement of this facility in 2028-29. 2- Westmar Toilet Renewal. Propose to remove due to this facility being a TMR (Department of Transport & Main Roads) asset and not councils. An application has been lodged with TMR to update this facility.

2024-25 Capital Programme

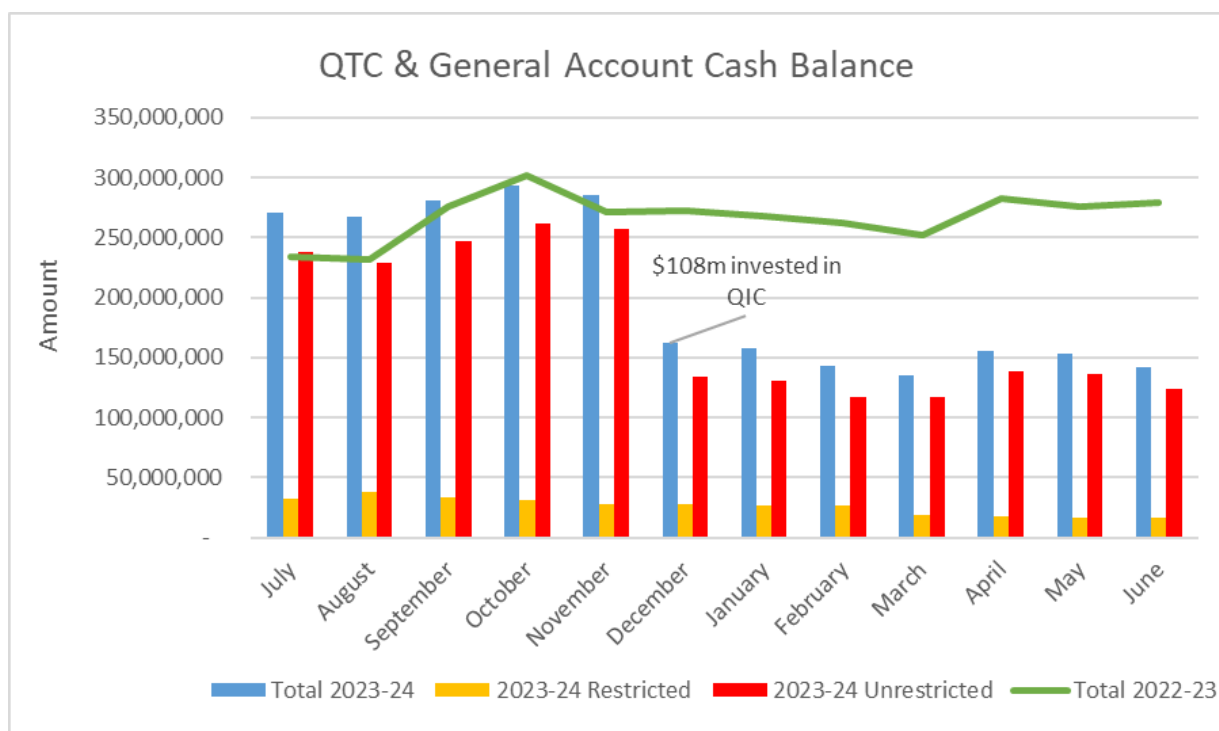
Project	Expenditure Budget	Revenue Budget	Comment
ADD PROJECT: Girrahween Design and Road Construction Project - Miles (Arrow Energy Funded) Approval: Chief Executive Officer	\$919,893	\$1,107,041	Fully funded resource sector project. This is a multi-year project. 2023-24 costs are for design. 2024-25 costs are for construction. Total costs are \$962,644. This project has been approved by the Chief Executive Officer.
ADD PROJECT: Edward Street, Chinchilla - Reconstruction of road - Special Charge Approval: Council	\$711,428	\$0	This project is for the road construction of Edward Street as per the special charges of \$518,288 levied over the 2022-23, 2023-24 and 2024-25 financial year. It is requested that Council approve this project.
DEFER PROJECT: Atkins Street (0-0.588) Road Reconstruct Approval: Council	(\$661,500)	\$0	Atkins St - Barber St to Zeller St (0 - 0.588) - Reconstruct to Urban Access Standard. Move project from 2024-25 to 2025-26 for stormwater componentry associated with kerb and channel infrastructure. As per council information session 16/05/24.
ADDITIONAL BUDGET: Additional budget allocation to approved 2024/25 Chinchilla town streets: Windmill Rd (0 - 0.623) - Reconstruct Approval: Council	\$293,250	\$0	Increased budget allocated for stormwater componentry associated with the road reconstruction including kerb and channel infrastructure projects. As per council information session 16/05/24.
ADDITIONAL BUDGET: Additional budget allocation to approved 2024/25 Chinchilla town streets: Evans St (0 - 0.597) - Reconstruct Approval: Council	\$178,500	\$0	Increased budget allocated for stormwater componentry associated with the road reconstruction including kerb and channel infrastructure projects. As per council information session 16/05/24.

4. Council's Cash and Investments as of 30 June 2024 totalled \$254,652,892. Council's cash is made up of:

- (a) \$141,444,619 *QTC Cash Fund and General Bank Account*; and
- (b) \$113,208,273 *QIC Investment Fund (as of 31 May 2024)*.

(a) Queensland Treasury Corporation Cash Fund and General bank account

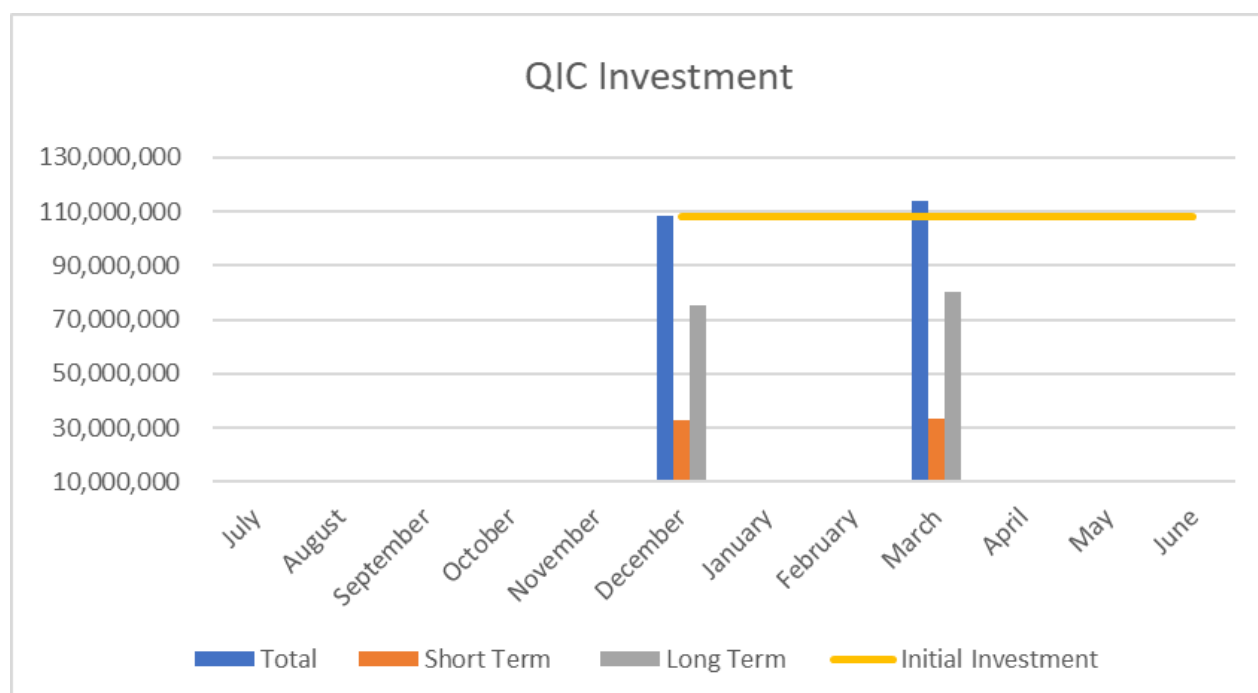
The balance in the Queensland Treasury Corporation (QTC) cash fund and general bank account at 30 June 2024 totalled \$141,444,619, of which \$17,036,271 is considered restricted in nature, leaving the unrestricted balance at \$124,408,348 which represents 12.4 months of operating expenses, excluding depreciation in which Council could sustain itself without receiving any forms of income. This position exceeds the legislative and Council's target of four months. Cash is behind the expected June target due to \$14,872,514 not being received for the prepaid Financial Assistance Grant. Council is very fortunate that it can sustain itself without this payment. The unrestricted balance as of 30 June 2023 was \$244,090,012 (this amount included QIC funds). The interest rate received for the Queensland Treasury Corporation Cash fund as of 30 June 2024 was 4.82 per cent.



(b) Queensland Investment Corporation Investments

The balance in the Queensland Investment Corporation's (QIC) investment accounts at 31 May 2024 totalled \$113,208,273. Distributions (interest revenue) are recognised quarterly, where the change in market value is recognised monthly. Distributions are up until 31 March 2024 and market value is up until 31 May 2024. The Queensland Investment Corporation's accounts were established on the 20 of December 2023, with \$108,000,000 invested with twenty-five (25) per cent invested in the Short-Term account and seventy-five (75) per cent in the Long-Term account. Interest received for these accounts are reinvested back into the investments as units. Council can at any point call upon these funds.

- (a) \$33,980,790 Queensland Investment Corporation's Short-Term Investment; and
- (b) \$79,227,483 Queensland Investment Corporation's Long-Term Investment.



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 interim position for the period ending 30 June 2024. It is expected that Council will make a slight deficit to a slight profit for the year due to the Financial Assistance Grant not being prepaid. If this grant had been prepaid, Council would have exceeded budget and made around a \$12,000,000 profit. Council remains in a strong position, with sufficient cash in the bank.

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 behind budget and is making a deficit. End of year adjustments are still being finalised with accruals, prepayments, and provisioning to be finalised. It is expected that the operating position will remain at either a small deficit or small profit.

Attachments

1. One Page Report June 2024 (interim)

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



Western Downs Regional Council
One Page Result
Period Ending: 30 June 2024 (interim)

	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)	(109,322,166)	(111,921,656)	(2,599,490)	(86,284,379)	(86,284,379)	(88,966,081)	(2,681,702)	-	-	-	-
Volumetric	(6,091,872)	(6,091,872)	(7,546,197)	(1,454,325)	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,836,378	5,836,378	5,623,724	(212,654)	4,447,460	4,447,460	4,469,370	21,910	-	-	-	-
Net Rates and Utility Charges	(109,577,660)	(109,577,660)	(113,844,129)	(4,266,469)	(81,836,918)	(81,836,918)	(84,496,711)	(2,659,793)	-	-	-	-
Fees and Charges	(7,792,477)	(7,792,477)	(8,206,510)	(414,033)	(3,884,383)	(3,884,383)	(4,339,188)	(454,805)	-	-	-	-
Rental and Levies	(860,111)	(860,111)	(897,060)	(36,949)	(765,111)	(765,111)	(816,937)	(51,826)	-	-	-	-
Sales of Major Services	(23,737,567)	(23,737,567)	(23,189,400)	548,167	-	-	-	-	(9,129,313)	(9,129,313)	(8,723,948)	405,365
Operating Grants & Subsidies	(17,558,322)	(17,558,322)	(5,075,499)	12,482,823	(17,558,322)	(17,558,322)	(4,404,199)	13,154,123	-	-	(671,300)	(671,300)
Interest and Other Investment Revenue	(10,313,000)	(10,313,000)	(15,942,812)	(5,629,812)	(10,213,000)	(10,213,000)	(15,848,662)	(5,635,662)	-	-	-	-
Other Income	(1,389,401)	(1,389,401)	(1,942,948)	(553,547)	(1,204,401)	(1,204,401)	(1,675,640)	(471,239)	-	-	-	-
Total Operating Revenue	(171,228,537)	(171,228,537)	(169,098,358)	2,130,179	(115,462,135)	(115,462,135)	(111,581,337)	3,880,798	(9,129,313)	(9,129,313)	(9,395,248)	(265,935)
Operating Expenses												
Employee Benefits	60,612,828	60,612,828	57,885,256	(2,727,572)	48,531,567	48,531,567	47,222,044	(1,309,523)	1,725,572	1,725,572	1,597,430	(128,142)
Less Capitalised Employee Benefits	(6,682,328)	(6,682,328)	(5,833,848)	848,480	(6,002,412)	(6,002,412)	(5,390,346)	612,066	-	-	-	-
Net Employee Benefits	53,930,500	53,930,500	52,051,408	(1,879,092)	42,529,155	42,529,155	41,831,698	(697,457)	1,725,572	1,725,572	1,597,430	(128,142)
Materials and Services	66,012,972	66,012,972	69,028,896	3,015,924	36,042,858	36,042,858	38,610,386	2,567,528	6,316,964	6,316,964	6,764,926	447,962
Depreciation and Amortisation	47,976,424	47,976,424	48,718,600	742,176	38,154,080	38,154,080	38,638,270	484,190	-	-	-	-
Finance Costs	603,000	603,000	627,706	24,706	603,000	603,000	627,440	24,440	-	-	-	-
Corporate Overhead	-	-	-	-	(3,800,946)	(3,800,946)	(3,800,946)	-	427,164	427,164	427,164	-
Total Operating Expenses	168,522,896	168,522,896	170,426,610	1,903,714	113,528,147	113,528,147	115,906,848	2,378,701	8,469,700	8,469,700	8,789,520	319,820
Operating (surplus)/deficit	(2,705,641)	(2,705,641)	1,328,252	4,033,893	(1,933,988)	(1,933,988)	4,325,511	6,259,499	(659,613)	(659,613)	(605,728)	53,885
Capital Revenue												
Capital Grants & Subsidies	(196,656,048)	(196,656,048)	(37,762,158)	158,893,890	(196,193,094)	(196,193,094)	(37,661,580)	158,531,514	-	-	-	-
Contributions	(3,692,041)	(3,692,041)	(3,905,332)	(213,291)	(3,692,041)	(3,692,041)	(3,905,332)	(213,291)	-	-	-	-
Contributions - Contributed Assets	(100,000)	(100,000)	-	100,000	(100,000)	(100,000)	-	100,000	-	-	-	-
Contributions from Developers - Cash	(300,000)	(300,000)	(889,034)	(589,034)	(300,000)	(300,000)	(600,835)	(300,835)	-	-	-	-
Disposal of Non-Current Assets	(1,240,000)	(1,240,000)	(251,084)	988,916	(1,240,000)	(1,240,000)	(251,084)	988,916	-	-	-	-
Total Capital Revenue	(201,988,089)	(201,988,089)	(42,807,608)	159,180,481	(201,525,135)	(201,525,135)	(42,418,831)	159,106,304	-	-	-	-
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	12,111	12,111	-	-	-	-	-	-	-	-
Capital Expense Write-Off	10,000,000	10,000,000	16,886,719	6,886,719	10,000,000	10,000,000	16,723,220	6,723,220	-	-	-	-
Total Capital Expenses	10,000,000	10,000,000	16,898,830	6,898,830	10,000,000	10,000,000	16,723,220	6,723,220	-	-	-	-
Net Result (surplus)/deficit	(194,693,730)	(194,693,730)	(24,580,526)	170,113,204	(193,459,123)	(193,459,123)	(21,370,100)	172,089,023	(659,613)	(659,613)	(605,728)	53,885
Capital Funding Applications												
Capital Expenditure - New Assets	12,338,126	12,338,126	7,081,715	(5,256,411)	4,943,531	4,943,531	3,064,257	(1,879,274)	-	-	-	-
Capital Expenditure - Upgrade Assets	6,684,013	6,684,013	4,243,126	(2,440,887)	6,508,013	6,508,013	4,243,126	(2,264,887)	-	-	-	-
Capital Expenditure - Replacement Assets	218,397,809	218,397,809	72,924,292	(145,473,517)	205,899,379	205,899,379	67,530,302	(138,369,077)	-	-	-	-
Total Capital Funding Applications	237,419,948	237,419,948	84,249,133	(153,170,815)	217,350,923	217,350,923	74,837,685	(142,513,238)	-	-	-	-



Western Downs Regional Council
One Page Result
Period Ending: 30 June 2024 (interim)

	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)	(6,608,052)	(6,610,835)	(2,783)	(10,168,601)	(10,168,601)	(10,013,829)	154,772
Volumetric	-	-	-	-	(6,091,872)	(6,091,872)	(7,546,197)	(1,454,325)	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	46,768	46,768	616,721	616,721	421,313	(195,408)	477,924	477,924	428,650	(49,274)
Net Rates and Utility Charges	-	-	46,768	46,768	(12,083,203)	(12,083,203)	(13,735,719)	(1,652,516)	(9,690,677)	(9,690,677)	(9,585,179)	105,498
Fees and Charges	(34,000)	(34,000)	(32,910)	1,090	(1,073,000)	(1,073,000)	(1,276,555)	(203,555)	-	-	(5,068)	(5,068)
Rental and Levies	-	-	-	-	(95,000)	(95,000)	(80,123)	14,877	-	-	-	-
Sales of Major Services	(3,647,662)	(3,647,662)	(2,898,703)	748,959	(35,000)	(35,000)	(84,318)	(49,318)	(11,000)	(11,000)	(5,175)	5,825
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Other Investment Revenue	-	-	-	-	(45,000)	(45,000)	(49,078)	(4,078)	(35,000)	(35,000)	(25,005)	9,995
Other Income	-	-	-	-	-	-	(5,986)	(5,986)	-	-	-	-
Total Operating Revenue	(3,681,662)	(3,681,662)	(2,884,845)	796,817	(13,331,203)	(13,331,203)	(15,231,779)	(1,900,576)	(9,736,677)	(9,736,677)	(9,620,427)	116,250
Operating Expenses												
Employee Benefits	389,658	389,658	211,772	(177,886)	4,988,745	4,988,745	4,434,924	(553,821)	2,257,485	2,257,485	1,674,097	(583,388)
Less Capitalised Employee Benefits	-	-	-	-	(140,912)	(140,912)	(13,784)	127,128	-	-	(2,793)	(2,793)
Net Employee Benefits	389,658	389,658	211,772	(177,886)	4,847,833	4,847,833	4,421,140	(426,693)	2,257,485	2,257,485	1,671,304	(586,181)
Materials and Services	1,529,774	1,529,774	1,279,250	(250,524)	4,180,793	4,180,793	5,507,135	1,326,342	1,817,427	1,817,427	1,818,073	646
Depreciation and Amortisation	316,693	316,693	317,441	748	5,515,919	5,515,919	5,739,291	223,372	2,868,939	2,868,939	2,911,520	42,581
Finance Costs	-	-	-	-	-	-	266	266	-	-	-	-
Corporate Overhead	246,410	246,410	246,410	-	1,469,983	1,469,983	1,469,983	-	823,983	823,983	823,983	-
Total Operating Expenses	2,482,535	2,482,535	2,054,873	(427,662)	16,014,528	16,014,528	17,137,815	1,123,287	7,767,834	7,767,834	7,224,880	(542,954)
Operating (surplus)/deficit	(1,199,127)	(1,199,127)	(829,972)	369,155	2,683,324	2,683,324	1,906,036	(777,289)	(1,968,842)	(1,968,842)	(2,395,547)	(426,704)
Capital Revenue												
Capital Grants & Subsidies	-	-	-	-	-	-	38,308	38,308	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	(194,686)	(194,686)	-	-	(93,513)	(93,513)
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-	-	(156,378)	(156,378)	-	-	(93,513)	(93,513)
Capital Expenses												
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	-	-	-	-	29,364	29,364	-	-	55,160	55,160
Total Capital Expenses	-	-	-	-	-	-	29,364	29,364	-	-	55,160	55,160
Net Result (surplus)/deficit	(1,199,127)	(1,199,127)	(829,972)	369,155	2,683,324	2,683,324	1,779,022	(904,303)	(1,968,842)	(1,968,842)	(2,433,900)	(465,057)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,739,397	3,739,397	1,138,614	(2,600,783)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	9,710,590	9,710,590	3,365,617	(6,344,973)	1,700,000	1,700,000	1,431,802	(268,198)
Total Capital Funding Applications	-	-	-	-	13,449,987	13,449,987	4,504,231	(8,945,756)	1,700,000	1,700,000	1,431,802	(268,198)



Western Downs Regional Council
One Page Result
Period Ending: 30 June 2024 (interim)

	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)	(6,261,135)	(6,330,911)	(69,776)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	294,273	294,273	257,623	(36,650)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,966,861)	(5,966,861)	(6,073,288)	(106,427)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,901,094)	(1,901,094)	(1,903,250)	(2,156)	-	-	-	-	(900,000)	(900,000)	(649,539)	250,461
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,036,810)	(8,036,810)	(8,227,208)	(190,398)	-	-	-	-	(2,877,782)	(2,877,782)	(3,250,048)	(372,266)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Other Investment Revenue	-	-	-	-	(20,000)	(20,000)	(20,067)	(67)	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(185,000)	(185,000)	(261,322)	(76,322)	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,036,810)	(8,036,810)	(8,227,208)	(190,398)	(8,072,955)	(8,072,955)	(8,257,927)	(184,972)	(2,877,782)	(2,877,782)	(3,250,048)	(372,266)	(900,000)	(900,000)	(649,539)	250,461
Operating Expenses																
Employee Benefits	1,216,815	1,216,815	1,200,122	(16,693)	629,012	629,012	676,561	47,549	740,645	740,645	731,721	(8,924)	133,329	133,329	136,585	3,256
Less Capitalised Employee Benefits	(472,842)	(472,842)	(370,529)	102,313	-	-	(9,681)	(9,681)	(66,162)	(66,162)	(46,715)	19,447	-	-	-	-
Net Employee Benefits	743,973	743,973	829,593	85,620	629,012	629,012	666,880	37,868	674,483	674,483	685,006	10,523	133,329	133,329	136,585	3,256
Materials and Services	5,495,484	5,495,484	6,576,853	1,081,369	8,878,912	8,878,912	6,812,038	(2,066,874)	1,090,638	1,090,638	1,235,892	145,254	660,122	660,122	424,343	(235,779)
Depreciation and Amortisation	23,713	23,713	22,626	(1,087)	557,131	557,131	545,793	(11,338)	489,439	489,439	493,149	3,710	50,510	50,510	50,510	-
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	325,509	325,509	325,509	-	270,530	270,530	270,530	-	183,194	183,194	183,194	-	54,173	54,173	54,173	-
Total Operating Expenses	6,588,679	6,588,679	7,754,581	1,165,902	10,335,585	10,335,585	8,295,241	(2,040,344)	2,437,754	2,437,754	2,597,241	159,487	898,134	898,134	665,611	(232,523)
Operating (surplus)/deficit	(1,448,131)	(1,448,131)	(472,627)	975,504	2,262,630	2,262,630	37,314	(2,225,316)	(440,028)	(440,028)	(652,807)	(212,779)	(1,866)	(1,866)	16,072	17,938
Capital Revenue																
Capital Grants & Subsidies	-	-	-	-	(462,954)	(462,954)	(138,886)	324,068	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	(462,954)	(462,954)	(138,886)	324,068	-	-	-	-	-	-	-	-
Capital Expenses																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	12,111	12,111	-	-	-	-	-	-	-	-
Capital Expense Write-Off	-	-	2,136	2,136	-	-	27,385	27,385	-	-	49,454	49,454	-	-	-	-
Total Capital Expenses	-	-	2,136	2,136	-	-	39,496	39,496	-	-	49,454	49,454	-	-	-	-
Net Result (surplus)/deficit	(1,448,131)	(1,448,131)	(470,491)	977,640	1,799,676	1,799,676	(62,076)	(1,861,752)	(440,028)	(440,028)	(603,353)	(163,325)	(1,866)	(1,866)	16,072	17,938
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	3,185,518	3,185,518	2,515,971	(669,547)	379,680	379,680	362,873	(16,807)	90,000	90,000	-	(90,000)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	176,000	176,000	-	(176,000)	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	125,745	125,745	125,745	-	443,600	443,600	469,116	25,516	518,495	518,495	1,710	(516,785)
Total Capital Funding Applications	-	-	-	-	3,311,263	3,311,263	2,641,716	(669,547)	999,280	999,280	831,989	(167,291)	608,495	608,495	1,710	(606,785)

Title	IS Report Tree Removal Jandowae Pool Access Road
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Date	4 July 2024
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Responsible Manager	Debbie Dibley, WORKS MANAGER CONSTRUCTION
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Summary

The purpose of this report is to seek Council's approval to remove a tree on Council's Road reserve to facilitate the road upgrade of Jandowae Pool Access Road.

Link to Corporate Plan

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.
-

Strategic Priority: Sustainable Organisation

- Our effective asset management ensures that we responsibly maintain our community assets.

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this report be received and that:

1. Council approves the removal of the one (1) tree within the cul-de-sac of Jandowae Pool Access Road, Jandowae as part of the road upgrade proejct.

Background Information

The construction of the road upgrade of Jandowae Pool Access Road, Jandowae is an approved capital project as per Council's adopted 2024/2025 Capital Works Program. The project consists of upgrading the existing unsealed gravel pavement road asset to a bitumen sealed road.

Report

The existing road alignment on Jandowae Pool Access Road has an informal gravel cul-de-sac with a tree in the centre which vehicles currently navigate. There is an existing Ergon power pole outside of the existing road footprint which services the properties.

The road upgrade project requires the upgrade to be designed to contemporary design standards, the design will also consider the turning paths for the design vehicle, which will include service trucks. There are numerous mature trees in the existing road corridor which the current road alignment accommodates.

To ensure safe access for all vehicles as part of the the road upgrade including the construction of the cul-de-sac the tree in the centre of the existing cul-de-sac is required to be removed. An alternative option is the adjust the alignment of the cul-des-sac, however this would impede on an existing ergon power pole, if this alternate option was constructed the power pole would need to be relocated at a significant expense.

The two design options are outlined below:

1. **Remove of One Tree**

This is the most cost-effective solution. Removing the tree would eliminate the need to alter the power pole's position. This approach ensures the road meets necessary design standards and the road remains on its current alignment. Consultation has occurred within Council's Environmental, Technical Services and Works departments.

2. **Relocate the Power Pole**

If Council chooses to not approve for the tree to be removed, the project will require the cul-de-sac being constructed on a new alignment. This alignment would require an existing Ergon power pole to be relocated, at an approximate additional \$90,000 expense and a time delay in delivering the project while this power pole is relocated by Ergon Energy.

Consultation (Internal/External)

Internal

Council's Environmental department have reviewed the tree and have advised that the tree is not considered remnant vegetation and does not appear to be a significant habitat tree there are no issues with the tree being removed.

Council's Technical Services department have advised that the cul-de-sac design requires a 9 metre turning radius for service trucks, which has historically been deemed acceptable.

Legal/Policy Implications (Justification if applicable)

In accordance with Urban Street Trees - Council Policy Council approval is required to remove this tree.

Budget/Financial Implications

If the tree is not approved to be removed, the project will be designed to include a new alignment for the cul-de-sac and an additional budget allocation of approximately \$90,000 will be required to deliver the project. As the power pole is an Ergon Energy asset, this relocation would be completed by Ergon when they are available to complete the work. The project delivery would be delayed until the power pole is relocated.

Human Rights Considerations

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

There are no human rights implications associated with this report.

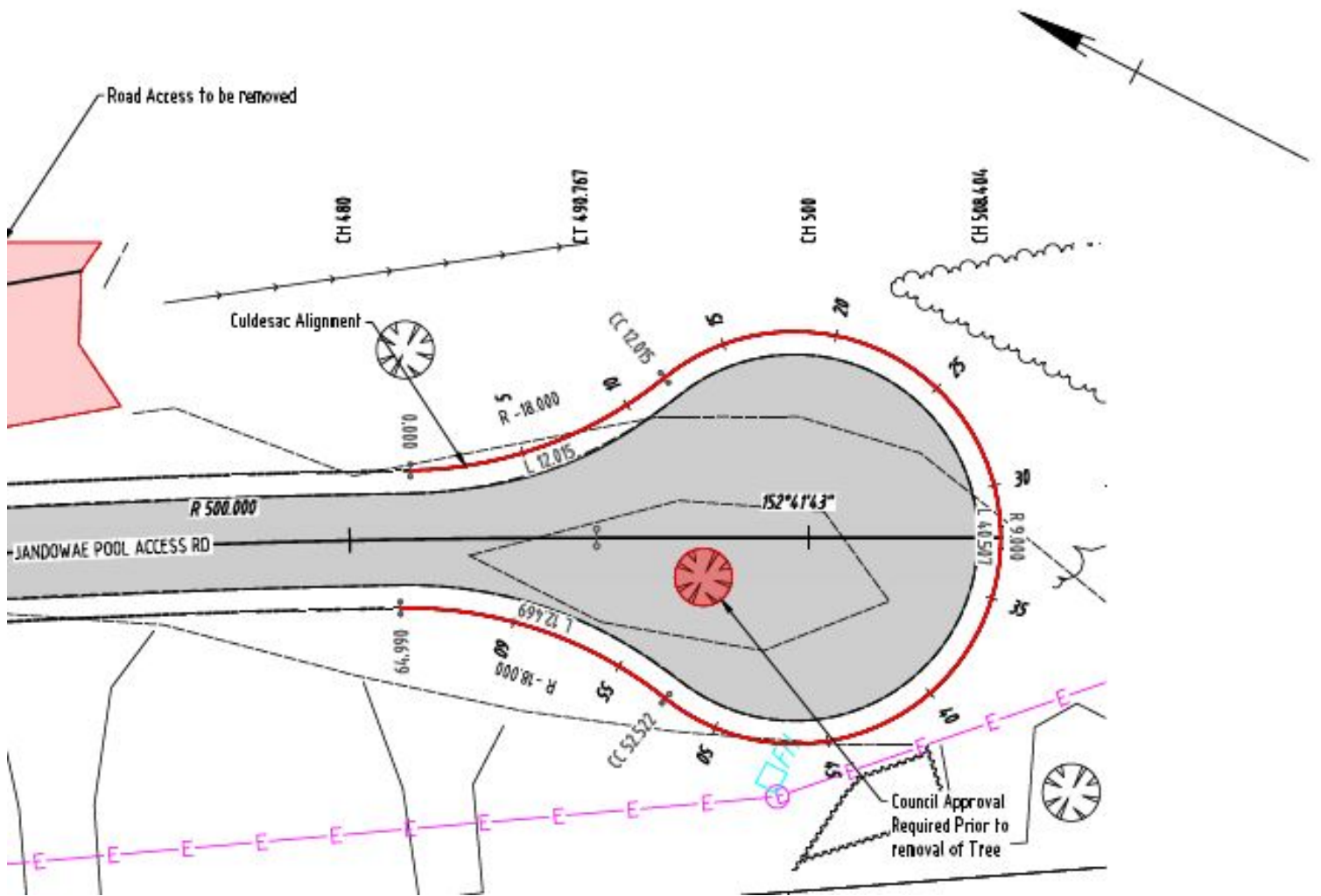
Conclusion

It is recommended that Council approves the removal of one (1) tree within the cul-de-sac of Jandowae Pool Access Road, Jandowae as part of the 2024/25 road upgrade project to comply with the current road design standards.

Attachments

Attachment 1 - Road Alignment
Attachment 2 - Map view of the tree

Authored by: Shalika Low, Senior Project Manager





10. Elerslea Lane East Flood damage restoration;
11. Cunningham Street, Dalby (Wood Street to Coxen Street) Footpath Replacement;
12. Ducklo School Gravel resheet incorporating flood damage restoration;
13. Bunya Street, Dalby (Bridge Club to Nicholson Street) Footpath Replacement.

PROJECTS IN PROGRESS

1. McCaskers Road, Tara (0.08-5.10) Bitumen seal upgrade from unsealed gravel pavement;
2. Staines, Machaness and Kytes Roads, Tara Gravel resheet including flood damage restoration;
3. Lawson Street - Burke to Leichhardt, Dalby (0 - 0.155) Reconstruction;
4. Burke Street, Dalby - (0.31 - 0.46) Reconstruction;
5. Upper Humbug Road, Tara (Ch 12.840-19.107) Bitumen seal upgrade from unsealed gravel pavement;
6. Myall Park and Retreat Road, Miles Intersection Realignment;
7. Murilla Street, Miles (Tully Street to Ch 280m); Footpath Replacement;
8. 24/25 Regional Bitumen Reseal Program planning.

UPCOMING PROJECTS 24/25 FY

1. Macalister Bell Road, Macalister - Reconstruction and Widening;
2. Brigalow Canaga Road, Brigalow (5.03-8.50) - Reconstruction;
3. Brigalow Street, Jandowae (230-380) & (370-460) Bitumen dust suppressions
4. Hill & Coxen Street, Jandowae - Bitumen seal upgrade from unsealed gravel pavement; and
5. Surcingle Road, Chinchilla (2640-2840) - Bitumen dust suppression.

COMMERCIAL WORKS

Recently Completed Projects

- DTMR Reseal Prior Works - Dalby - Kogan Road, Kogan - Condamine Road, Condamine - Meandarra Road, Moonie Hwy;
- Warrego Highway Asphalt Pavement Repair Package;
- 2023/24 RMPC; and
- Bunya Highway drainage and vegetation control works at Porters Gap.

PROJECTS IN PROGRESS

- 2024/25 RMPC.

UPCOMING PROJECTS

- Warra Canaga Creek Road Gravel resheet.

FLOOD DAMAGE RESTORATION

Recently Completed Packages

1. QRA REPA Flood Damage Restoration 2021/22 Package 16 (Sujeewong / Auburn);
2. QRA REPA Flood Damage Restoration 2021/22 Package 20 (Wandoan / Grosmont / Roche Creek); and
3. QRA REPA Flood Damage Restoration 2021/22 Package 24 (Miles / Hookswood / Columboola / Goombi / Cameby / Rywung).

Packages in Progress

1. QRA REPA Flood Damage Restoration 2021/22 Package 17 (Tara);
2. QRA REPA Flood Damage Restoration 2021/22 Package 19 (Tara / Goranba / Marmadua / Weir River);
3. QRA REPA Flood Damage Restoration 2021/22 Package 21 (Chinchilla / Red Hill / Burncluith / Pelican / Fairyland);
4. QRA REPA Flood Damage Restoration 2021/22 Package 25 (Eurombah / Clifford / Bundi / Grosmont / Bogandilla);
5. QRA REPA Flood Damage Restoration 2021/22 Package 26 (Glenaubyn / Drillham / Drillham South / Miles);
6. QRA REPA Flood Damage Restoration 2021/22 Package 27 (Tara / The Gums / Moonie);
7. QRA REPA Flood Damage Restoration 2021/22 Package 28 (Weranga / Kumbarilla / Ducklo / Halliford / Ranges Bridge / Nandi / Springvale / St Ruth);
8. QRA REPA Flood Damage Restoration 2021/22 Package 29 (Blackswamp / Cameby / Rywung / Baking Board / Greenswamp);
9. QRA REPA Flood Damage Restoration 2021/22 Package 30 (Woleebee / Wandoan / Guluguba / Pelham / Gurulmundi / Kowguran / Dalwogon / Myall Park / Hookswood);
10. QRA REPA Flood Damage Restoration 2021/22 Package 31 (Cooranga / Bell / Moola / Kaimkillenbun / Dalby);
11. QRA REPA Flood Damage Restoration 2021/22 Package 32 (Kogan / Goranba / Weranga);
12. QRA REPA Flood Damage Restoration 2021/22 Package 33 (Fairyland / Burra Burri / Jinghi);
13. QRA REPA Flood Damage Restoration 2021/22 Package 34 (Wieambilla / Montrose / Tara); and
14. QRA REPA Flood Damage Restoration 2021/22 Package Seal 02 (Jimbou West / Jimbour East / Pirrinuan / Kaimkillenbun / Dalby / Irvingdale / Moola).

Upcoming Packages (out to market, not yet awarded)

1. QRA REPA Flood Damage Restoration 2021/22 Package 35 (Drillham / Drillham South / Dulacca / Moraby);
2. QRA REPA Flood Damage Restoration 2021/22 Package 36 (Boonarga / Chances Plain / Wychie / Pelican / Canaga / Langlands / Jinghi / Tuckerang / Warra);
3. QRA REPA Flood Damage Restoration 2021/22 Package 37 (Jinghi / Jandowae / Diamondy / Cooranga); and
4. QRA REPA Flood Damage Restoration 2021/22 Package 38 (Dalby / Irvingdale / Blaxland / Kaimkillenbun / Moola).

24/25 PROJECTS DESIGN STATUS UPDATE

Design Program is 54% completed (31/58):

1. 35% - Roadworks Design Program (14/40) projects Issued for Construction (IFC);
2. 89% - Footpath Design Program (8/9) projects Issued for Construction.
3. 100% - Dust Suppressions (9/9)

Remaining Projects Status -

- 1 Markham's Hill Road (90%) - design complete, awaiting acquisition.
- 2 Dorney Street, Chinchilla (carried forward from 23/24)
- 3 Wheeler Street, Chinchilla (carried forward from 23/24)

Flood Damage Internal Design 1 complete, 1 Progressing.

1. Giligulgul Road (100%)
2. Gurulmundi Road (95%) - at Environment Consultant for submission, (UPDATE) - received feed back, now down at Water Tech for more analysis.

Supplementary (Extra) jobs - 1 complete of 10 projects

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

The construction program is nearing completion, with majority of projects completed. Of the fifty-six (56) projects budgeted for the 23/24 fiscal year, sixteen (16) projects were carried over, nine (9) of these carried over were multi-year projects intended to be delivered over multiple financial years, and three (3) faced design or acquisition challenges. The remaining four (4) carried over projects were under construction but not yet completed at the end of the financial year.

Attachments

Nil

Authored by: Debbie Dibley, WORKS MANAGER CONSTRUCTION

Title **Community and Liveability Report Australia Day Community Policy**

Date 20 June 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this report is to present for councils' consideration, amendments to the operations of the Australia Day Awards and seek Council approval Australia Day - Community Policy.

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 Council:

1. Adopt the Australia Day - Community Policy as per Attachment 1;
2. Endorse the Australia Day - Organisation Procedure as per Attachment 2;
3. Adopt the Terms of Reference for the Reference Panel as per Attachment 3; and
4. Approve three (3) Councillors to be members of the Australia Day Assessment Panel as per the Terms of Reference, which include:
 - a. Mayor (or delegate);
 - b. Communities Portfolio Councillor; and
 - c. <nominated councillor>

Background Information

Australia Day Awards recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs.

The Western Downs Regional Council Australia Day Community Policy provides Council's approach to the administration of the Western Downs Regional Council Australia Day Awards. A full review of the Australia Day Awards was undertaken in line with Council's policy review guidelines, to seek an understanding of the trends being seen in nominations and to address internal and external feedback on the program.

Report

The Australia Day Awards review set out to achieve the following objectives:

- To investigate, and from that, gain an understanding of the changing landscape around Australia Day, its events and award programs.
- To undertake consultation to fully understand the community perception of the prestige of the Australia Day Awards program.
- To understand the community's view on the value of the Award and Award events held to celebrate Australia Day Award winners.
- After the conclusion of the above steps, review and improve current policy and procedures to reflect the evolving nature of the Australia Day Awards as viewed by the community.

Each year, Australia Day Award nominations and attendance at the Australia Day Awards ceremonies has been decreasing. Data from surveys and nominations was analysed as part of this review to inform the recommendations which covered:

- Australia Day Award categories
- Australia Day Award criteria
- Australia Day Award ceremonies
- Australia Day Award assessment process
- Australia Day Awards nomination platform

1. Australia Day Award Categories:

The following Award categories have been drafted as part of the Australia Day Community Policy and Organisation Procedures developed after consideration of the data and feedback.

Regional Awards:

Regional Citizen of the Year
Regional Young Citizen of the Year
Regional Creative Arts Award
Regional Sports Award

Local Awards:

Community Organisation Achievement Award
Volunteer of the Year
Local Creative Arts Award
Local Sports Award - Junior
Local Sports Award - Senior

2. Australia Day Award Criteria:

The detailed criteria are found in the Australia Day Organisation Procedure, the amended version of such is attached (Attachment 2). Updates to this document include:

- Timeframes for the Australia Day Awards schedule
- Updated detail on the assessment process
- Updated award categories
- Inclusion of new conditions being:
 - Nominees must be Australian Citizens
 - Where the Australia Day Assessment Panel determines that an award nomination doesn't meet the criteria for that category, the Panel reserves the right to:
 - Transfer the nomination to the correct category for consideration; or
 - Deem the nomination invalid for consideration.
- The amended criteria for each award category
- Amendment to the age for the Young Citizen of the Year Award to 16 to 30 years.

3. Australia Day Award Ceremonies:

Ceremonies will be held on 26 January in six (6) locations across the region where all Awards will be presented by Councillors.

4. Australia Day Award Assessment Process:

Australia Day Awards will be assessed by the Australia Day Awards Assessment Panel (The Panel) comprised of:

- The Mayor (or delegate)
- The Communities Portfolio Councillor
- One (1) nominated Councillor
- General Manager (Community & Liveability) (or delegate) as Chair
- Previous Regional Citizen of the Year recipient
- Previous Regional Young Citizen of the Year recipient

The Panel will act under the Terms of Reference (Attachment 3) and will make the final decisions on the winners of each category.

5. Australia Day Awards nomination platform

The Smarty Grants platform will continue to be used for the receipt of nominations.

Consultation (Internal/External)

General Manager (Community & Liveability)
Communities Department
Communities Manager
Governance Department
Council
Community and staff surveys

Legal/Policy Implications (Justification if applicable)

Nil

Budget/Financial Implications

The Australia Day Awards program operates under the approved operational budget contained in the Communities Department.

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The review of the Australia Day Community Policy and Australia Day Organisational Procedure was undertaken in response to feedback both internally and externally about the Australia Day Awards. After a robust process, the Australia Day Community Policy and Australia Day Organisation Procedures have been amended to reflect the outcome of the consultation and are presented for adoption.

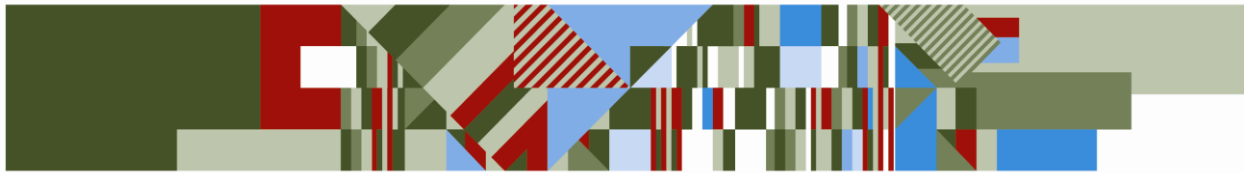
Attachments

Attachment 1: Australia Day Community Policy

Attachment 2: Australia Day Organisation Procedure

Attachment 3: Australia Day Awards Assessment Panel Terms of Reference

Authored by: Lavinia Tyrrell, Acting Communities Manager



WESTERN DOWNS REGIONAL COUNCIL

Australia Day Awards Assessment Panel

TERMS OF REFERENCE

ESTABLISHMENT AND PURPOSE

The purpose of the Australia Day Awards Assessment Panel (hereinafter called the Panel) convenes Council members and external representatives to assess Australia Day Awards nominations and to make final decisions on the winners of each category in the yearly Australia Day Awards for the Western Downs Region.

Australia Day Award categories are identified in Council's Australia Day Awards - Community Policy as approved by Council resolution.

OBJECTIVES

The key objectives of the Panel include:

- Knowledge and understanding of the Australia Day Awards guidelines, policy, and selection criteria;
- Independently assess each nomination in accordance with the selection criteria;
- Provide fair, thorough, and effective evaluations on all nominations received using the Smarty Grants platform;
- Maintain accurate records of assessment of nominations with the assistance from the administrative support;
- Review and discuss all nominations received with Panel members at an Australia Day Awards Assessment Panel meeting;
- Complete assessments of nominations received in a reasonable timeframe as communicated by the administrative support and Chair and adhere to deadlines;
- Provide feedback to the administrative support on the assessment panel process to assist with continuous improvement; and
- Provide feedback on the Australia Day Awards for consideration by Council.

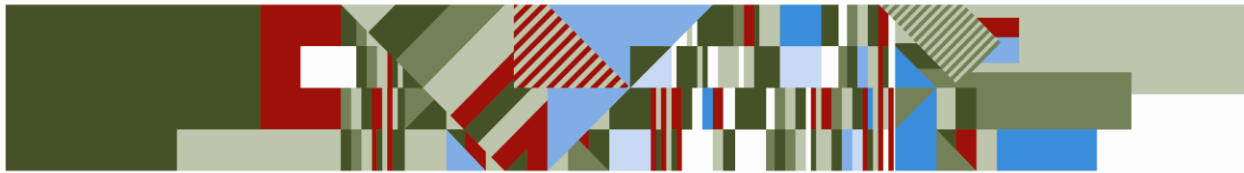
MEMBERSHIP

The Panel will consist of five panel members as follows:

- The Mayor (or delegate)
- Communities Portfolio Councillor
- One (1) additional Councillor
- General Manager (Community & Liveability) (or delegate) who will Chair the Panel
- Previous year's Regional Citizen of the Year recipient
- Previous year's Regional Young Citizen of the Year recipient

The panel will be supported administratively by the Communities department - specifically the Community Grants and Volunteering team and will assist the panel in meeting its obligations.





Appointment to the Panel will be made after Terms of Reference has been signed by the invited relevant parties.

If either previous year award recipient declines membership on the Panel, the Community Grants and Volunteering team will approach the earlier year recipient to be the relevant member on the Panel..

TENURE

Panel members are appointed yearly for a limited period for the purpose of assessing award nominations and deciding award recipients and to provide relevant feedback to Council Officers and Council as required.

ROLES AND RESPONSIBILITIES

Chair

The designated Chair will Community & Liveability General Manager.

The Chairperson will:

- Be responsible for chairing the meetings in accordance with the agenda.
- Brief Council as required and provide feedback
- Ensure the meeting remains focussed and encourage contribution from all members.
- Have the casting vote in the event that there may be a tied result in a category.

Members

Members of the Panel including Chairperson will:

- Participate fully and be a productive member of the Panel
- Put forward individual views whilst maintaining a regional perspective
- Work well in a Panel environment and abide by meeting protocols
- Abide by Council media protocols
- Raise any issues related to conflict of interest with the Chair as soon as possible
-
- Attend meetings.
- Not disclose, make improper use or take advantage of any restricted information that they may have access to as a Member of the Panel
- Act in an ethical manner in consideration of issues
- Act in accordance with these Terms of Reference.

MEETING ADMINISTRATION AND PROTOCOL

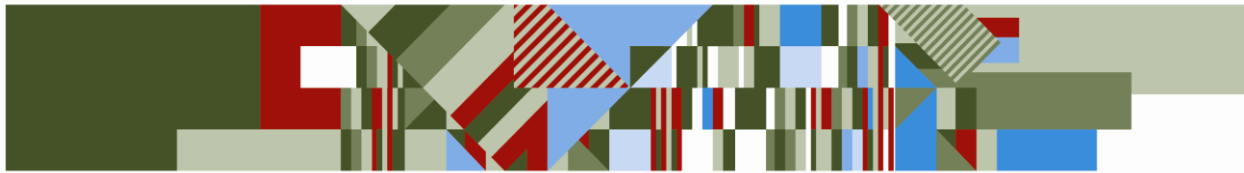
The panel shall meet once per year once nominations close for the Australia Day Awards, and this will be communicated to each Panel Member by the Community Grants and Volunteering Team a minimum of 8 weeks in advance of meeting date.

Administrative Support

Staff from the Community & Liveability Division of Western Downs Regional Council will provide administrative and secretarial support to the Panel. Support will include but not limited to:

- Prepare and distribute agendas and minutes





- Provide background information as necessary for discussion
- Provide a timeline of scheduled dates and any deadlines
- Accurate record keeping of any assessments of nominations
- Informing Panel members of their obligations when required
- Provide training and support in the Smarty Grants system to conduct assessments
- Any arising tasks that the Panel requests support with as deemed appropriate.

Quorum

The quorum for the Panel will be three members of the Panel. Business may only be conducted at a meeting of the Panel only if a quorum is present.

Frequency of Meetings

The Panel will meet as required during the length of the Australia Day Awards nominations. The Community Grants and Volunteering Team will determine the dates, times and places for its meetings and communicate this in advance to the panel. Council will be responsible for providing a suitable venue or arranging an online meeting using Microsoft Teams.

Agendas, Minutes and Reporting

All Panel Meetings must have an agenda and record of proceedings (minutes). Meeting agendas and minutes will be documented appropriately in line with Council policies and procedures. Agenda, minutes, and record keeping will be the responsibility of the Community Grants and Volunteering Team.

Voting

- Each nomination is scored and a report containing the final scores will be provided to the Chair the day before the Panel meeting. These scores will be used to guide the Panel on the successful nominations to receive awards.
- The Panel should have the intention of reaching consensus when finalising the list of recipients to be awarded. Decisions shall be made by consensus whenever possible, with voting used as necessary
- Voting at a meeting must be open and questions decided by the majority of the votes of the Members present, however if the votes are equal, the Member presiding (Chairperson) has the casting vote
- Each Member of the Panel present has a vote on each question to be decided
- If a Member fails to vote, the member is taken to have voted in the negative.

Conflicts of Interest

For the purposes of this clause:

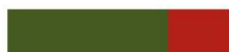
A Member has a **conflict of interest** in an issue if there is a conflict between the Member's private interest and the public interest that may lead to a decision that is contrary to the public interest.

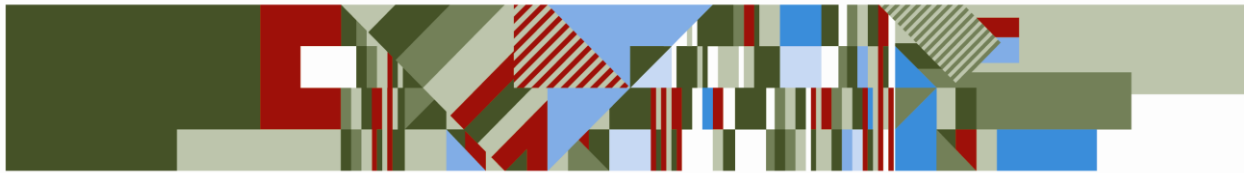
Councillors

Councillors must abide by the provisions of Chapter 5B *Councillors' conflicts of interest* of the *Local Government Act 2009*.

Council Officers

Council's officers must abide by Council's Code of Conduct in relation to conflicts of interest.





Other Members

It is important that Council understands the basis of advice it receives, therefore community members will be requested to declare any conflicts of interest they may have.

Disclosures of conflicts of interest made by members of the Panel will be recorded as part of the assessment and in the minutes of the meeting.

INFORMATION PRIVACY

Western Downs Regional Council including Committees and Panels appointed by Council, are subject to the *Information Privacy Act 2009* (IP Act). Members are advised that personal information of an individual must be handled in accordance with the Information Privacy Principles of the IP Act.

DISPUTES, COMPLAINTS AND GRIEVANCES

All disputes, complaints and grievances will be handled in accordance with Western Downs Regional Council policies and procedures.

REMOVAL FROM OFFICE / RESIGNATION FROM THE PANEL

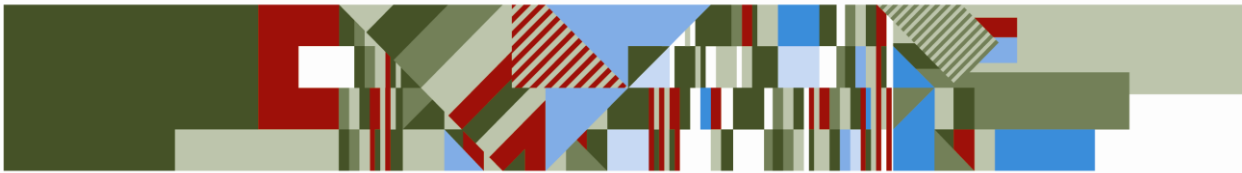
Council may remove a Member from the Panel if the member is unable or unwilling to operate within these Terms of Reference and any relevant policy, procedure or guidelines of Western Downs Regional Council.

A Panel Member may, by notice in writing addressed to the Panel, resign his/her office as a Member. If a Panel Member resigns, the Community Grants and Volunteering Team in collaboration with the other Panel members will approach an appropriate party to fill the role of the Panel Member who resigned.

INSURANCE

Council will ensure that all Members of the Panel are covered by appropriate insurances (eg. voluntary workers, public liability).





WESTERN DOWNS REGIONAL COUNCIL

Australia Day Awards Assessment Panel

ACCEPTANCE OF TERMS OF REFERENCE

I _____ agree to be a Member of the Western Downs Regional Council Australia Day Awards Assessment Panel and agree to abide by the conditions outlined in the Terms of Reference for the Panel.

I agree that all media communications regarding activities of the Panel will be via the Chairperson or delegate.

I understand that the Panel is designed to discuss key issues, assess all nominations received and make decisions on the most suitable winner of each category in the Australia Day Awards for the Western Downs.

I understand that I may terminate my membership of the Panel by giving written notice to the Panel. I also understand that my membership of the Panel may be terminated should a breach of these Terms of Reference occur.

Signed: _____

Date: _____





Australia Day - ~~Council~~ PolicyCommunity Policy

Effective Date	Ordinary Meeting of Council - August 2019
Policy Owner	Communities Department
Link to Corporate Plan	Strategic Priority: Active Vibrant Communities - 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: 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. - A recognised culture of volunteerism is active throughout our communities.
Review Date	July 2023
Related Legislation	Nil Information Privacy Act 2009 WDRC Local Law No. 1 (Administration) 2011 WDRC Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads 2011) Application required to be submitted for each Australia Day event where relevant
Related Documents	Australia Day - Organisational Procedure

Policy Version	Approval Date	Adopted/Approved
1.	20 November 2013	Ordinary Meeting of Council - 20 November 2013
2.	22 January 2014	Ordinary Meeting of Council - 22 January 2014
3.	15 October 2014	Ordinary Meeting of Council - 15 October 2014
4.	18 March 2015	Ordinary Meeting of Council - 18 March 2015
5.	16 December 2015	Ordinary Meeting of Council - 16 December 2015
6.	17 August 2016	Ordinary Meeting of Council - 17 August 2016
7.	21 August 2019	Ordinary Meeting of Council - 21 August 2019

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.**



Australia Day - ~~Council~~Community Policy

1. PURPOSE

~~The Western Downs Regional Council~~ Australia Day Awards ~~are presented annually and~~ recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs.

The Western Downs Regional Council Australia Day Policy provides ~~clear guidance on the selection and implementation of the Council's approach to the administration of the~~ Western Downs Regional Council Australia Day Awards.

2. SCOPE

This Policy applies ~~in respect~~ to the Western Downs Regional Council Australia Day Awards program ~~including the Award presentation events. The current Organisation Procedure is listed on Council's website~~ <https://www.wdrc.qld.gov.au/Community-Recreation/Events-Initiatives/Council-Initiatives/Australia-Day-Awards>.

3. POLICY

3.1 Western Downs Regional Council Australia Day ~~Assessment Panel~~Steering Group

The Australia Day ~~Assessment Panel~~Steering Group comprises:

~~The Mayor (or delegate)~~
~~The Communities Portfolio Councillor~~
~~One (1) Nominated Councillor~~
~~General Manager (Community & Liveability) (or delegate) as Chair~~
~~Previous Regional Citizen of the Year recipient~~
~~Previous Regional Young Citizen of the Year recipient~~

~~The Panel is responsible for assessing nominations and selecting award recipients for each Award category as set by Council and detailed in the Australia Day Organisation Procedure.~~

- ~~Whole of Council (with the Mayor as Chair); and~~
- ~~Two staff representatives appointed by the Chief Executive Officer as observers and two staff to provide administration support.~~

The role of the ~~Assessment Panel~~Steering Group is to:

- Assess the nominations in accordance with the selection criteria and select award recipients.
- ~~Determine the focus of the Western Downs Regional Council Australia Day Awards Nominations program.~~

The ~~Assessment Panel~~Steering Group is supported by the Communities Department and Executive Team.

3.2 Awards:

The Council will facilitate the receipt of nominations for and the awarding of Australia Day Awards to recognise the outstanding achievements of persons or groups who make a real contribution and difference to the communities of the Western Downs Region and the defined Districts within the region.

a) Western Downs Regional Council Australia Day Local Award Areas:

- Chinchilla & District
- Dalby & District
- Jandowae & District



Australia Day - ~~Council~~Community Policy

- Miles & District
- Tara & District
- Wandoan & District

b) Western Downs Regional Council Australia Day Awards:

(i) Regional Awards:

- Citizen of the Year Award
- ~~Young Citizen of the Year Award~~
- ~~Regional Creative Arts Award~~
- ~~Regional Sports Award~~

(ii) Local Awards:

- Volunteer of the Year Award
- Community Organisation Achievement Award
- ~~Local Creative Arts Award~~
- ~~Local Sports Award - Junior~~
- ~~Local Sports Award - Senior~~

3.3 Protocols:

Nomination Conditions:

- ~~Nominees must be Australian Citizens~~
- ~~Individuals or groups can self-nominate.~~
- ~~Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.~~
- ~~Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- ~~Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.~~
- ~~In the event that no nominations are received in any of the categories, the Australia Day Steering Group reserves the right to grant the award to a group or individual of its choice.~~
- ~~Where the Australia Day Assessment Panel determines that an award nomination does not meet the criteria for that category, the Panel reserves the right to:~~
 - ~~Transfer the nomination to the correct category for consideration; or~~
 - ~~Deem the nomination invalid for consideration.~~
- ~~Individuals or groups can self-nominate.~~
- ~~Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.~~
- ~~Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- ~~Nominees must be Australian Citizens.~~
- ~~Nominations must be submitted in the correct category through the online application form which can be accessed via the Council website.~~

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3.4 ~~3.4 Award Presentations:~~

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Australia Day - ~~Council~~Community Policy

- Council will present awards to the successful nominees at nominated events as outlined in the Australia Day Organisation Procedure.
- Councillors will be present at approved events to present the Awards.





Australia Day - Organisational Procedure

Effective Date	August 2019
Policy Owner	Communities Manager
Link to Corporate Plan	<p>Strategic Priority: Active Vibrant Communities</p> <ul style="list-style-type: none"> - 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.
Review Date	In line with the <i>Australia Day - Council Policy</i>
Related Legislation	<p>Information Privacy Act 2009</p> <p>WDRC Local Law No. 1 (Administration) 2011</p> <p>WDRC Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads 2011- Application required to be submitted for each Australia Day event where relevant</p>
Related Documents	Australia Day - Council <u>Community</u> Policy

Policy Version	Approval Date	Adopted/Approved
1	20/11/2013	Council
2	21/08/2019	Council

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Australia Day - Organisational Procedure

1. PURPOSE

The purpose of this Organisational Procedure is to guide the Communities Department in its delivery of the Australia Day Awards process and the Australia Day Awards ceremonies across the Western Downs Region.

Australia Day Awards Nominations

The Western Downs Regional Council Australia Day Awards are presented annually and recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs. These prestigious awards are one of the highest honours a Council can bestow to publicly acknowledge those in the community who are making an outstanding contribution.

2. SCOPE

This Organisational Procedure applies to members of the Communities Department and other Western Downs Regional Council employees.

3. PROCEDURE

Australia Day Awards process

3.1 Australia Day Awards Schedule:

- 1 August - Nominations Open
- ~~Mid-November~~ 31 October - Nominations Close
- [December - Australia Day Awards Assessment Panel meeting](#)
- [January - Announcement of successful nominees](#)
- ~~November - Steering Group Assessment Meeting~~
- ~~December - Council meeting to resolve Award selection~~

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3.2 Protocols:

a) Award Protocols:

- Nominations will be invited from August each year.
- [The Australia Day Awards Assessment Panel will assess the nominations and their decision will be ratified by the General Manager \(Communities and Liveability\) or delegate, who is the chair of the Assessment Panel. The recommendations from the Australia Day Steering Group will be made to the Council meeting to be held in December for a resolution.](#)
- Nominations for each Award Category will be promoted to the public through a comprehensive media and marketing campaign utilising various communication channels.
- Council initiated events/projects/programs are not eligible for consideration for an Australia Day Award.

3.3 Award Categories:

a) Regional Award Categories:

Regional Award Winners will be selected from nominations received across the Western Downs Regional Council area in the following categories:

- Citizen of the Year Award
- [Young Citizen of the Year Award](#)
- [Regional Creative Arts Award](#)
- [Regional Sports Award](#)

b) Local Award Categories:

Categories for the Local Awards are:

- Volunteer of the Year Award
- Community Organisation Achievement Award
- Local Creative Arts Award
- Local Sports Award - Junior
- Local Sports Award - Senior

Local Award Winners will be selected from:

- Chinchilla and District
- Dalby and District
- Jandowae and District
- Miles and District
- Tara and District
- Wandoan and District

3.4 Nomination Conditions:

- Nominees must be Australian Citizens
- Individuals or groups can self-nominate.
- Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.
- Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.
- Where the Australia Day Assessment Panel determines that an award nomination does not meet the criteria for that category, the Panel reserves the right to:
 - Transfer the nomination to the correct category for consideration; or
 - Deem the nomination invalid for consideration.
- Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.
- If no nominations are received in any of the categories, the Australia Day Assessment Panel/Steering Group reserves the right to recommend a group or individual of its choice to receive an award.
- Individuals or groups can self-nominate.
- Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.
- Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- If a nomination is received in a category, the Australia Day Assessment Panel/Steering Group reserves the right to select the nominee in another category if it is deemed that the nomination meets the criteria for that category
- Nominations must be submitted in the correct category through the online application form which can be accessed via the Council website.

4. Eligibility and Selection Criteria

The assessment of nominations is undertaken by the Australia Day Assessment Panel/Steering Group and is based on the following criteria:

4.1 Citizen of the Year

Eligibility Criteria



Australia Day - Organisational Procedure

To be eligible for the Citizen of the Year Award, the nominee must:

- ~~Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- Not have received the Regional Citizen of the Year Award ~~since 2009~~ in the previous 15 years.

Selection Criteria

The Citizen of the Year will be selected on the following criteria:

The nominee:

- Has been an inspiration/positive role model for their peers/community/region.
- Has shown a significant and outstanding contribution to the community.
- Has demonstrated a high level of personal, academic or professional achievement with demonstrated benefits for others.
- Shows vision, leadership, innovation or creativity.

4.2 Young Citizen of the Year

Eligibility Criteria

To be eligible for the Young Citizen of the Year Award, the nominee must:

- ~~Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- Be 16 to ~~25-30~~ years of age as at the 26 January of the year the award is given
- Not have received the Regional Young Citizen of the Year Award ~~since 2009~~ in the previous 15 years.

Selection Criteria

The Young Citizen of the Year will be selected on the following criteria:

The nominee:

- Has demonstrated leadership, innovation or creativity.
- Has shown outstanding achievement in their chosen field; e.g. academic, sporting, cultural, environment or civic responsibility.
- Is a role model that other young people can aspire to
- Has shown a significant contribution to the community

4.34 Creative Arts Award

4.3.1 Local Creative Arts Award:

Eligibility Criteria

To be eligible for the Local Creative Arts Award, the nominee must:

- ~~Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- Not have received the same award in the previous 5 years.

Selection Criteria



Australia Day - Organisational Procedure

The Local Creative Arts Award will be selected on the following criteria:

The local person or group:

- Has provided outstanding contributions bringing long or short term - benefits to the arts and/or cultural community.
- Shows vision, leadership, innovation or creativity in the arts and/or cultural community

4.3.2 Regional Creative Arts Award

The Regional Creative Arts Award recognises the person or group showing outstanding achievement in the cultural community and will be selected from the successful nominees of the Local Creative Arts Award.

4.4.5 Sports Award - Junior

4.4.1 Local Sports Award - Junior

Eligibility Criteria

To be eligible for the Local-Sports Award- Junior, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Be 18 years or under as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.

Selection Criteria

The Local-Sports Award- Junior will be selected on the following criteria:

The nominee:

- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Is a role model that people can aspire to.
- Has represented their sport in a fair and positive manner.

4.4.2 Local Sports Award - Senior

Eligibility Criteria

To be eligible for the Local Sports Award - Senior, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Be 19 years or over as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.
- Where the nominee has had to leave the Western Downs Region in order to participate in their sport, an exemption to the residency stipulation of the policy can be granted.

Selection Criteria

The Sports Award- Senior will be selected on the following criteria:

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The nominee:

- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Is a role model that people can aspire to.
- Has represented their sport in a fair and positive manner.

4.4.3 Regional Sports Award

The Regional Sports Award recognises the outstanding record of achievement in sport and will be selected from the successful nominees of the Local Sports Awards.

4.63 Volunteer of the Year

Eligibility Criteria

To be eligible for the Local Volunteer of the Year Award, the nominee must:

- ~~Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.~~
- Not have received the same award in the previous 5 years
- The act or service recognised must be voluntary in nature (i.e. not their paid profession)

Selection Criteria

The Local Volunteer of the Year will be selected on the following criteria:

The nominee:

- Has made a significant contribution at community level through volunteering.
- Has shown a personal effort that has made a lasting and significant difference to the community.

4.74 Community Organisation Achievement Award

Eligibility Criteria

Note: this category is not open to individuals or businesses

To be eligible for the Local Community Organisation Award, the Community Organisation must:

- Be a local community group or organisation based within the Western Downs Regional Council Area or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not be a Council initiated event, project or program.
- Not have received the same award in the previous 5 years for the same event/project/initiative.

Selection Criteria

To be eligible for the Local Community Organisation Award, the Community Organisation must demonstrate:

- The social, cultural and/or economic benefits the contribution has brought or will bring to individuals, community organisations or the community in general.
- Significant volunteer involvement.
- Excellence in their field or previous awards or recognition received.
- Brings recognition or credit to the community or region.

~~4.4 Creative Arts Award~~

~~Eligibility Criteria~~

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Australia Day - Organisational Procedure

To be eligible for the Local Creative Arts Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not have received the same award in the previous 5 years.

Selection Criteria

The Local Creative Arts Award will be selected on the following criteria:

The local person or group:

- Has provided outstanding contributions bringing long or short term benefits to the arts and/or cultural community.
- Shows vision, leadership, innovation or creativity in the arts and/or cultural community.

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4.5 Sports Award

Eligibility Criteria

To be eligible for the Local Sports Award, the nominee must:

- Reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Not have received the same award in the previous 5 years.

Selection Criteria

The Local Sports Award will be selected on the following criteria:

The nominee:

- Is an outstanding sports person with a noteworthy record of achievement in sport.
- Is a role model that people can aspire to.

5 Australia Day Events/Award Ceremonies:

An official Australia Day awards event will be held in each district to which all nominees will be invited. The location of the event will change each year across the region.

All nominees will be presented with their nomination certificates at this event.

The successful nominees for each category will be announced at this event.

The event will be open to the community to attend.

The Award presentations will be conducted by Councillors with support from Communities Department staff.

A request for an Australia Day Ambassador to attend the events will be made to the Department of Premier and Cabinet.

5.1 Australia Day Events:

- The event shall be open to the community and is to include activities of interest to the whole community.



Australia Day - Organisational Procedure

- The award presentation is to involve at least one (1) Council Representative (i.e. Mayor, Councillor or Senior Staff).
- To be held on Australia Day, 26 January of each year.
- Announcements of award recipients will be made at official Australia Day events across the Western Downs Regional Council area to be held on 26 January each year.
- Events will be held in the following locations:-
 - Chinchilla
 - Dalby
 - Wandoan
 - Miles
 - Jandowae & District (locality as determined by Expressions of Interest)
 - Tara & District (locality as determined by Expressions of Interest)
- Only one official Australia Day event will be financially supported in each of the above locations.
- Events in the districts of Jandowae and Tara, and the towns of Chinchilla, Dalby, Miles and Wandoan shall participate in the Ambassador Program (while it continues) which has high achieving Australians delivering keynote addresses which capture the true spirit of being Australian.
- Where an Expression of Interest exists for the staging of official events, these will be assessed by the Communities Manager.

5.2 Official Event/Ceremony Protocols:

- At least one (1) Councillor will participate in each of the official Australia Day Awards ceremonies throughout the region, however, Councillors may attend other unofficial ceremonies if they choose.
- The role of the Council is to be acknowledged where appropriate in publicity associated with the awards.
- Council representative's speech will include acknowledgement of traditional owners and custodians of the land.
- Western Downs Regional Council shall participate in the Australia Day Ambassador Program, and host an Ambassador to attend and present the Australia Day Awards in conjunction with the Council representative.
- The Australia Day Affirmation will be read at each official Australia Day event. The format of the event is to include a flag-raising.
- A celebration cake will be provided by Council to be cut at each official Australia Day event.

6 Budget:

The Australia Day Awards and related events have a set annual budget in the Community and Liveability Division, Communities Department budget. This budget is a regional budget and can cover the costs of catering, entertainment, administrative support to the program, advertising and promotion, and other relevant event costs.



Australia Day - Organisational Procedure

Effective Date	August 2019
Policy Owner	Communities Manager
Link to Corporate Plan	<p>Strategic Priority: Active Vibrant Communities</p> <ul style="list-style-type: none"> - 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.
Review Date	In line with the <i>Australia Day - Council Policy</i>
Related Legislation	
Related Documents	Australia Day - Community Policy

Policy Version	Approval Date	Adopted/Approved
1	20/11/2013	Council
2	21/08/2019	Council

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



1. PURPOSE

The purpose of this Organisational Procedure is to guide the Communities Department in its delivery of the Australia Day Awards process and the Australia Day Awards ceremonies across the Western Downs Region.

Australia Day Awards Nominations

The Western Downs Regional Council Australia Day Awards are presented annually and recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs. These prestigious awards are one of the highest honours a Council can bestow to publicly acknowledge those in the community who are making an outstanding contribution.

2. SCOPE

This Organisational Procedure applies to members of the Communities Department and other Western Downs Regional Council employees.

3. PROCEDURE

Australia Day Awards process

3.1 Australia Day Awards Schedule:

- 1 August - Nominations Open
- Mid-November - Nominations Close
- December - Australia Day Awards Assessment Panel meeting
- January - Announcement of successful nominees

3.2 Protocols:

a) Award Protocols:

- Nominations will be invited from August each year.
- The Australia Day Awards Assessment Panel will assess the nominations and their decision will be ratified by the General Manager (Communities and Liveability) or delegate, who is the chair of the Assessment Panel.
- Nominations for each Award Category will be promoted to the public through a comprehensive media and marketing campaign utilising various communication channels.
- Council initiated events/projects/programs are not eligible for consideration for an Australia Day Award.

3.3 Award Categories:

a) Regional Award Categories:

Regional Award Winners will be selected from nominations received across the Western Downs Regional Council area in the following categories:

- Citizen of the Year Award
- Young Citizen of the Year Award
- Regional Creative Arts Award
- Regional Sports Award

b) Local Award Categories:

Categories for the Local Awards are:



- Volunteer of the Year Award
- Community Organisation Achievement Award
- Local Creative Arts Award
- Local Sports Award - Junior
- Local Sports Award - Senior

Local Award Winners will be selected from:

- Chinchilla and District
- Dalby and District
- Jandowae and District
- Miles and District
- Tara and District
- Wandoan and District

3.4 Nomination Conditions:

- Nominees must be Australian Citizens
- Individuals or groups can self-nominate.
- Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.
- Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.
- Where the Australia Day Assessment Panel determines that an award nomination does not meet the criteria for that category, the Panel reserves the right to:
 - Transfer the nomination to the correct category for consideration; or
 - Deem the nomination invalid for consideration.
- Nominations must be submitted in the correct category through the online application form which can be accessed via the Council website.

4. Eligibility and Selection Criteria

The assessment of nominations is undertaken by the Australia Day Assessment Panel and is based on the following criteria:

4.1 Citizen of the Year

Eligibility Criteria

To be eligible for the Citizen of the Year Award, the nominee must:

- Not have received the Regional Citizen of the Year Award in the previous 15 years.

Selection Criteria

The Citizen of the Year will be selected on the following criteria:

The nominee:

- Has been an inspiration/positive role model for their peers/community/region.
- Has shown a significant and outstanding contribution to the community.
- Has demonstrated a high level of personal, academic or professional achievement with demonstrated benefits for others.
- Shows vision, leadership, innovation or creativity.

4.2 Young Citizen of the Year

Eligibility Criteria



To be eligible for the Young Citizen of the Year Award, the nominee must:

- Be 16 to 30 years of age as at the 26 January of the year the award is given
- Not have received the Regional Young Citizen of the Year Award in the previous 15 years.

Selection Criteria

The Young Citizen of the Year will be selected on the following criteria:

The nominee:

- Has demonstrated leadership, innovation or creativity.
- Has shown outstanding achievement in their chosen field; e.g. academic, sporting, cultural, environment or civic responsibility.
- Is a role model that other young people can aspire to
- Has shown a significant contribution to the community

4.3 Creative Arts Award

4.3.1 Local Creative Arts Award:

Eligibility Criteria

To be eligible for the Local Creative Arts Award, the nominee must:

- Not have received the same award in the previous 5 years.

Selection Criteria

The Local Creative Arts Award will be selected on the following criteria:

The local person or group:

- Has provided outstanding contributions bringing long or short term- benefits to the arts and/or cultural community.
- Shows vision, leadership, innovation or creativity in the arts and/or cultural community

4.3.2 Regional Creative Arts Award

The Regional Creative Arts Award recognises the person or group showing outstanding achievement in the cultural community and will be selected from the successful nominees of the Local Creative Arts Award.

4.4 Sports Award

4.4.1 Local Sports Award - Junior

Eligibility Criteria

To be eligible for the Local Sports Award- Junior, the nominee must:

- Be 18 years or under as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.

Selection Criteria

The Sports Award- Junior will be selected on the following criteria:

The nominee:



- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Has represented their sport in a fair and positive manner.

4.4.2 Local Sports Award - Senior

Eligibility Criteria

To be eligible for the Local Sports Award - Senior, the nominee must:

- Be 19 years or over as at 26 January of the year the award is given.
- Not have received the same award in the previous 5 years.
- Be competing in their chosen sport at a minimum level of selection in a State team or have won a State Title (or equivalent) in their chosen sport.
- Where the nominee has had to leave the Western Downs Region in order to participate in their sport, an exemption to the residency stipulation of the policy can be granted.

Selection Criteria

The Sports Award- Senior will be selected on the following criteria:

The nominee:

- Is an outstanding sportsperson with a noteworthy record of achievement in sport.
- Is a role model that people can aspire to.
- Has represented their sport in a fair and positive manner.

4.4.3 Regional Sports Award

The Regional Sports Award recognises the outstanding record of achievement in sport and will be selected from the successful nominees of the Local Sports Awards.

4.6 Volunteer of the Year

Eligibility Criteria

To be eligible for the Local Volunteer of the Year Award, the nominee must:

- Not have received the same award in the previous 5 years
- The act or service recognised must be voluntary in nature (i.e. not their paid profession)

Selection Criteria

The Local Volunteer of the Year will be selected on the following criteria:

The nominee:

- Has made a significant contribution at community level through volunteering.
- Has shown a personal effort that has made a lasting and significant difference to the community.

4.7 Community Organisation Achievement Award

Eligibility Criteria

Note: this category is not open to individuals or businesses

To be eligible for the Local Community Organisation Award, the Community Organisation must:

- Be a local community group or organisation based within the Western Downs Regional Council Area or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.



- Not be a Council initiated event, project or program.
- Not have received the same award in the previous 5 years for the same event/project/initiative.

Selection Criteria

To be eligible for the Local Community Organisation Award, the Community Organisation must demonstrate:

- The social, cultural and/or economic benefits the contribution has brought or will bring to individuals, community organisations or the community in general.
- Significant volunteer involvement.
- Excellence in their field or previous awards or recognition received.
- Brings recognition or credit to the community or region.

5 Australia Day Award Ceremonies:

An official Australia Day awards event will be held in each district to which all nominees will be invited.

All nominees will be presented with their nomination certificates at this event.

The successful nominees for each category will be announced at this event.

The event will be open to the community to attend.

The Award presentations will be conducted by Councillors with support from Communities Department staff.

A request for an Australia Day Ambassador to attend the events will be made to the Department of Premier and Cabinet.

6 Budget:

The Australia Day Awards and related events have a set annual budget in the Community and Liveability Division, Communities Department budget. This budget is a regional budget and can cover the costs of catering, entertainment, administrative support to the program, advertising and promotion, and other relevant event costs.



Australia Day - Community Policy

Effective Date	Ordinary Meeting of Council - August 2019
Policy Owner	Communities Department
Link to Corporate Plan	<p>Strategic Priority: Active Vibrant Communities</p> <ul style="list-style-type: none"> - 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. .
Review Date	July 2023
Related Legislation	<i>Nil</i>
Related Documents	Australia Day - Organisational Procedure

Policy Version	Approval Date	Adopted/Approved
1.	20 November 2013	Ordinary Meeting of Council - 20 November 2013
2.	22 January 2014	Ordinary Meeting of Council - 22 January 2014
3.	15 October 2014	Ordinary Meeting of Council - 15 October 2014
4.	18 March 2015	Ordinary Meeting of Council - 18 March 2015
5.	16 December 2015	Ordinary Meeting of Council - 16 December 2015
6.	17 August 2016	Ordinary Meeting of Council - 17 August 2016
7.	21 August 2019	Ordinary Meeting of Council -21 August 2019

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1. PURPOSE

Australia Day Awards recognise those outstanding persons or groups who make a real contribution and difference to the communities of the Western Downs.

The Western Downs Regional Council Australia Day Policy provides Council's approach to the administration of the Western Downs Regional Council Australia Day Awards.

2. SCOPE

This Policy applies to the Western Downs Regional Council Australia Day Awards program including the Award presentation events. The current Organisation Procedure is listed on Council's website <https://www.wdrc.qld.gov.au/Community-Recreation/Events-Initiatives/Council-Initiatives/Australia-Day-Awards>.

3. POLICY

3.1 Western Downs Regional Council Australia Day Assessment Panel

The Australia Day Assessment Panel comprises:

The Mayor (or delegate)
The Communities Portfolio Councillor
One (1) Nominated Councillor
General Manager (Community & Liveability) (or delegate) as Chair
Previous Regional Citizen of the Year recipient
Previous Regional Young Citizen of the Year recipient

The Panel is responsible for assessing nominations and selecting award recipients for each Award category as set by Council and detailed in the Australia Day Organisation Procedure.

The role of the Assessment Panel is to:

- Assess the nominations in accordance with the selection criteria and select award recipients.

The Assessment Panel is supported by the Communities Department and Executive Team.

3.2 Awards:

The Council will facilitate the receipt of nominations for and the awarding of Australia Day Awards to recognise the outstanding achievements of persons or groups who make a real contribution and difference to the communities of the Western Downs Region and the defined Districts within the region.

a) Western Downs Regional Council Australia Day Local Award Areas:

- Chinchilla & District
- Dalby & District
- Jandowae & District
- Miles & District
- Tara & District
- Wandoan & District

b) Western Downs Regional Council Australia Day Awards:

(i) Regional Awards:

- Citizen of the Year Award
- Young Citizen of the Year Award



- Regional Creative Arts Award
- Regional Sports Award

(ii) Local Awards:

- Volunteer of the Year Award
- Community Organisation Achievement Award
- Local Creative Arts Award
- Local Sports Award - Junior
- Local Sports Award - Senior

3.3

Nomination Conditions:

- Nominees must be Australian Citizens
- Individuals or groups can self-nominate.
- Councillors, Council Staff and State and Federal elected representatives are eligible for nomination.
- Nominees must reside within the Western Downs Regional Council area, or alternatively, where this is not the case, the nomination must demonstrate that a significant contribution has been made by the nominee to the Western Downs Regional Council community and that they are considered to be part of the community.
- Council may not necessarily make an award in any of the categories in any given year if circumstances arise where granting of an award is not considered appropriate.
- Where the Australia Day Assessment Panel determines that an award nomination does not meet the criteria for that category, the Panel reserves the right to:
 - Transfer the nomination to the correct category for consideration; or
- Deem the nomination invalid for consideration..
- Nominations must be submitted in the correct category through the online application form which can be accessed via the Council website.

3.4 Award Presentations:

- Council will present awards to the successful nominees at nominated events as outlined in the Australia Day Organisation Procedure.
- Councillors will be present at approved events to present the Awards.



Title	CL Report Request Council Motion to be considered at the 2024 LGAQ Annual Conference
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Date	3 July 2024
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Responsible Manager	N. Franklin, ACTING ECONOMIC DEVELOPMENT MANAGER
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Summary

This report serves to request the consideration and approval of Council motions for the upcoming 2024 Local Government Association of Queensland (LGAQ) Annual Conference.

The LGAQ is convening its Annual Conference from Monday, 21 October to Wednesday, 23 October 2024, in Brisbane. Proposed motions to the conference require formal council resolutions before being submitted to the LGAQ for inclusion in the conference agenda.

Link to Corporate Plan

Strategic Priority: Quality Lifestyle

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

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and Council:

- 1) Endorse the motions attached to this report for submission to the Local Government Association Queensland and consideration at the 2024 LGAQ Annual Conference, which include:
 - a. Re-orientate Infrastructure Development Assessment Frameworks: Propose enhancements to the existing frameworks to better meet contemporary needs and challenges.
 - b. Accessible and Affordable Insurance for All Queenslanders: Advocate for measures ensuring that insurance products are within reach for all residents of Queensland.
 - c. Allocate Adequate Funding and Resources to Coexistence Queensland: Call for increased financial and logistical support to Coexistence Queensland, enhancing its capabilities and outreach.
 - d. Ensure Suitable Consultation and Submission Timeframes: Urge for the establishment of more reasonable and accommodating timelines for consultations and submissions to ensure comprehensive community and stakeholder engagement.

- 2) Appoints two (2) Councillors, Cr A. N. Smith, and Cr K. A. Bourne, as the delegates representing the Western Downs Regional Council for the 2024 LGAQ Annual Conference to participate in voting of motions; and
- 3) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to make amendments, if required, to the motions.

Background Information

The 2024 Local Government Association of Queensland (LGAQ) Annual Conference is scheduled to take place from 21-23 October at the Brisbane Convention and Exhibition Centre. This event serves as a crucial platform for councils across the state, facilitating professional development, networking, and the debate of key issues impacting their communities.

Annually, the LGAQ invites its 77 member councils to submit motions for inclusion on the conference agenda. These motions, once endorsed by the respective councils, are debated and voted upon by delegates during the conference. Successful motions then become part of the LGAQ's advocacy agenda for the upcoming year, enabling councils to spotlight significant concerns and steer the direction of the LGAQ's lobbying efforts.

The submission of motions allows councils to address urgent issues affecting their local governments and communities. The ensuing discussions and votes can pave the way for practical solutions and foster a united stance among local governments.

To ensure participation, council motions for the LGAQ Conference must be submitted via Congruent, the LGAQ's online portal, by 28 July 2024.

When proposing issues, councils are encouraged to focus on matters where the LGAQ is best positioned to advocate effectively. These include:

- Issues that significantly impact council operations or the community.
- Issues likely to be relevant to councils statewide.
- Issues requiring state or federal government investment or policy changes to achieve desired outcomes.
- Issues that can be clearly articulated with proposed solutions.

By identifying and endorsing relevant motions, councils can influence the LGAQ's advocacy and contribute to meaningful changes benefiting their communities.

Report

Under Council's General Policy on Conferences/Meetings, the authority to attend the LGAQ Annual Conference and act as Council's delegate requires a decision by the full Council. As delegates at the conference are responsible for voting on proposed advocacy motions on behalf of the Council, this authorisation is essential.

Western Downs Regional Council holds one vote at the LGAQ Annual Conference and is entitled to send one delegate to participate in the voting. While only one delegate will vote, additional Councillors are welcome to attend the conference as observers. This report recommends the resolution to appoint the Mayor as the Council's delegate to attend the conference and vote on the motions.

The final conference agenda, expected to be released by the LGAQ in late September, will include details of plenary sessions, conference events, and a comprehensive list of all motions submitted by councils.

Upon release of the final agenda, a briefing will be provided to the Councillors. This briefing will cover the consolidated list of motions, assisting the Mayor in preparing to effectively represent and vote on behalf of the Council.

Consultation (Internal/External)

Utilities Manager (Internal)
Community Recovery & Resilience Officer (Internal)

Legal/Policy Implications (Justification if applicable)

Council representation at the LGAQ conference is in accordance with the Councilors' responsibilities as defined within the *Local Government Act 2009*.

Councillor representation at this conference is in accordance with Council's general policy on Conference Attendance by Councillors.

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

Endorsing the proposed motions will empower the Council to submit them for consideration at the LGAQ Annual Conference, thereby enabling direct participation in setting priorities and influencing policies that affect our community. The discussions and votes on these motions can generate innovative solutions and amplify the collective voice of local governments. If our motions resonate with other councils, they can gain momentum and foster collaborative efforts to address these issues. By actively engaging in the LGAQ conference, the Council can significantly influence the direction of the organisation and advocate effectively for the needs of our residents.

Attachments

List of Council motions to be submitted to LGAQ (refer Appendix 1).

Authored by: P. Lo, ECONOMIC DEVELOPMENT PROGRAM LEADER

Motion 1: Re-Orientate Infrastructure Development Assessment Frameworks

Who is the key contact for this motion? (required)	Jodie Taylor, Chief Executive Officer
Submitting council (required)	Western Downs Regional Council
Supporting organisation (if applicable)	N/A
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<input type="checkbox"/> Does this motion have state-wide relevance? Yes	
Title of motion (required)	Re-Orientate Infrastructure Development Assessment Frameworks
Motion (required)	The LGAQ calls on the State and Federal Governments 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.
What is the desired outcome sought? (required) 200 word limit	<p>Infrastructure Development Assessment Frameworks are structured to evaluate proposed infrastructure projects of national significance to unlock new economic opportunities for the nation and to ensure high-quality decision-making.</p> <p>The framework should provide a set of criteria to assess national significance proposals, factors should consider:</p> <ul style="list-style-type: none"> • Long term economic benefits (cost-benefit analysis) • Long term social impacts (community needs, displacement) • Long term environmental considerations (sustainability, resilience)

	<p>And the framework should also promote best practices in the infrastructure development of projects of national significance, including:</p> <ul style="list-style-type: none"> • Clear and well-defined objectives • Rigorous cost estimates • Risk management strategies • Long-term sustainability plans <p>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.</p> <p>This approach limits the nation's ability to pursue significant projects and enable long-term sustainability of regional communities.</p>
<p>Background (required) 350 word limit</p>	<p>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.</p> <p>Regional Australia is at the heart of the renewable energy transition, however significant limitations to water supply are considered the single limiting factor to capitalise on new and emerging economic opportunities.</p>

	<p>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.</p> <p>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.</p> <p>Developments in regional Australia are further hampered due perceived economies of scale and complexities in modelling benefits over a long-term horizon.</p>
<p>Case study/ Example (optional) 350 word limit</p>	<p>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.</p> <p>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 allowing a significant portion of the water allocation to be linked to high-value investment return.</p> <p>Existing energy companies are diversifying their energy portfolios and include renewable and green sources of energy generation. There is great interest in green</p>

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.

Motion 2: Accessible and affordable insurance for all Queenslanders

Who is the key contact for this motion? (required)	Jodie Taylor, Chief Executive Officer
Submitting council (required)	Western Downs Regional Council
Supporting organisation (if applicable)	N/A
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<input type="checkbox"/> Does this motion have state-wide relevance? Yes	
Title of motion (required)	Accessible and affordable insurance for all Queenslanders
Motion (required)	The LGAQ calls on the State and Federal Governments to make home insurance accessible and affordable for all Queenslanders, regardless of their postcode.
What is the desired outcome sought? (required) 200 word limit	<p>Our desired outcome is to ensure that home insurance is accessible and affordable to all Queenslanders, regardless of their postcode.</p> <p>There are significant un- and under-insurance challenges in Australia, which is widely recognised as indicated. 9 News reported in August 2023 that “Insurance premiums soared by 28 percent in the last year – the highest rise in more than two decades. The median annual price of home insurance jumped by more than \$400 in the 12 months to March to \$1894. In some cases, insurance for properties in high-risk flood prone areas rose by 50 percent due to changes in flood mapping.”</p> <p>Significant un- and under-insurance because of increasing costs and ineligibility based on considered high risk</p>

	<p>areas leaves Queenslanders vulnerable, particularly following disaster events.</p> <p>Insurance gaps are not only a risk for homeowners, but also for the Government as it will be required to provide significant financial assistance to affected people, rather than insurers assisting.</p> <p>Many insurance companies operate on a postcode basis, without giving any weight to publicly available and highly rigorous information regarding flood hazard categorisation and other disaster resilience measures undertaken by homeowners and local governments.</p>
<p>Background (required) 350 word limit</p>	<p>Queensland, and particularly rural areas, are susceptible to natural disasters like floods, fire and storms. Natural Disasters have a devastating social and economic impact on people in the region and it is catastrophic for the community, businesses, and visitors. Accessible and Affordable insurance helps residents rebuild and recover financially after such disasters.</p> <p>Insurance helps individuals and families manage financial risk. In the event of an unexpected event, insurance can help cover the costs of repairs, replacements, or medical care. This prevents financial hardship and allows people to focus on recovery.</p> <p>With the potential for higher risk of natural disasters, insurance companies might place Western Downs Region and similar regions in a higher risk category. The Western Downs Region has experienced many disasters in the last decade as a result, it has been identified that there is a significant level of a protection gap</p>

	<p>resulting from un- and under-insurance following these disaster events.</p> <p>Identified issues are:</p> <ul style="list-style-type: none"> (1) lack of insurance in place due to high premiums and reduced affordability (2) gap in cover due to the increased costs to rebuild (3) a gap in local understand and capability to arrange suitable insurance, particularly in lower socio-economic areas (4) above average reliance on third party support systems (5) gaps in eligibility, or perceptions thereof <p>Whilst the above disaster events have identified un- and under-insurance issues, these challenges are more widespread across the region with anecdotal feedback being received that residential insurance in some of our smaller towns have considerable increased premiums.</p> <p>In addition to this, a significant proportion of townships is affected by considerably higher insurance premiums due to the properties being considered in a 'flood zone', regardless of the flood hazard categorisation. For example, some areas in the township of Dalby are high flood hazard, whilst others are assessed as nil hazard. Despite this, they are treated equally. This postcode discrimination significantly impacts residents, particularly in regional areas of Queensland.</p>
<p>Case study/ Example (optional) 350 word limit</p>	<p>The Western Downs Region has experienced many disasters in the last decade (mainly floods, bushfires as well as drought) which have had a devastating social and economic impact on people in the region. Natural disasters and crises can</p>

	<p>be catastrophic for the community, businesses, and visitors in the Western Downs.</p> <p>Following on from the floods in 2021/22 have been a string of tragic events and disaster throughout our region, including four (4) bushfires in the Western Downs region over the course of February 2023 resulting in 90,000ha of land impacted. These bushfires displaced 37 persons across three regional townships.</p> <p>Unfortunately, further bushfires impacted the region in the Tara district in October 2023 impacting 46 homes and displaced over 800 persons in the area to evacuation centre at the time.</p> <p>Late January 2024 the township of Warra was surrounded by floodwaters of three major creeks and this resulted in the overnight evacuation of 29 persons. A number of properties were damaged as a result.</p> <p>A significant level of a protection gap resulting from un- and under-insurance has been identified following these disaster events.</p>
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Motion 3: Allocate adequate funding and resources to Coexistence Queensland

Who is the key contact for this motion? (required)	Jodie Taylor, Chief Executive Officer
Submitting council (required)	Western Downs Regional Council
Supporting organisation (if applicable)	N/A
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<input type="checkbox"/> Does this motion have state-wide relevance? Yes	
Title of motion (required)	Allocate adequate funding and resources to Co-Existence Queensland
Motion (required)	The LGAQ calls on the State Government to allocate adequate funding and resources to Co-Existence Queensland to provide enhanced information, engagement and education services to the community and industry on land access and coexistence issues across the resources and renewable energy sectors.
What is the desired outcome sought? (required) 200 word limit	<p>Adequate funding and resources will need to be made available to Co-Existence Queensland to encompass the entire resource and renewable energy sectors and of the new functions of education, stakeholder engagement, information provision, identification of systematic coexistence issues and provision of advice to government.</p> <p>It is strongly recommended Co-Existence Queensland is adequately funded to provide enhanced information, engagement and education services to the community and industry on land access and coexistence issues across the resources and renewable energy sectors.</p> <p>It is also strongly recommended that individualised mentoring and support is offered to landholders through Co-Existence Queensland to provide</p>

	<p>education on their rights and responsibilities.</p> <p>This will ensure landholders are able to maximise the opportunities presented by resources accessed and renewables developments on their properties, while managing risks and impacts of development on their land and agricultural activities.</p> <p>To ensure the ongoing and unique needs of individual landholders are met, funding should be provided to support one-to-one facilitation with mentors and educators. Achieving this higher level of support to landholders will improve outcomes for landholders and reduce the likelihood of formal dispute resolution processes being initiated.</p>
<p>Background (required) 350 word limit</p>	<p>The Western Downs is proudly trademarked the Energy Capital of Queensland. The Western Downs is located at the heart of the Southern Queensland Renewable Energy Zone, and as indicated by the Queensland Energy and Jobs Plan, is in the first phase of further renewables development.</p> <p>Supporting the Queensland's Government commitment to a cleaner economy, the region has approved 24 solar farms since 2016, is home to 2 operational wind farms with the Wambo Wind Farm currently under construction and will soon be home to a renewables-based hydrogen demonstration plant, supporting the transition of Kogan Creek Power Station in a clean energy hub.</p> <p>Current challenges exist for communities and landholders who are approached by renewable energy companies, and there is currently no established body that can assist and support with enhanced information, engagement and education to the community and industry on land access and coexistence issues.</p>

	<p>This is of further importance as the Western Downs is an 'in-flight' phase 1 Renewable Energy Zone, whilst the REZ Readiness Assessments are proposed to be undertaken no earlier than late 2024 / early 2025.</p> <p>During the development of traditional resources, in particular the CSG industry in the Western Downs region, landholders faced similar challenges. The GasFields Commission was developed to assist landholders and manage and improve the sustainable co-existence of landholders, regional communities, and Queensland's onshore gas industry.</p> <p>Western Downs Regional Council supports the expansion of the GasFields Commission Queensland and rebranding to Co-Existence Queensland.</p> <p>Adequate funding and resources will need to be made available to encompass the entire resource and renewable energy sectors and also of the new functions of education, stakeholder engagement, information provision, identification of systematic coexistence issues and provision of advice to government.</p>
<p>Case study/ Example (optional) 350 word limit</p>	<p>Western Downs Regional Council has received feedback from the community that meaningful education and stakeholder engagement facilitated will require individualised mentoring, support and training for landholders affected by resource development.</p> <p>Landholders are individual and have individual circumstances and would prefer individual consultation to address their concerns, rather than training offered in large groups.</p> <p>In addition to this, parity in negotiation between landholders and tenure holders will be strengthened by providing landholders, who often have limited surplus resources, with support for legal costs, agronomic costs and other</p>

	consultation expenses they may incur as part of the negotiation process and will assist in facilitating equitable outcomes for all negotiating parties.
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Motion 4: Ensure suitable consultation and submission timeframes

Who is the key contact for this motion?	Jodie Taylor, Chief Executive Officer
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(required)	
Submitting council (required)	Western Downs Regional Council
Supporting organisation (if applicable)	N/A
Council resolution # (required)	
Date of council resolution (required)	Please select the date of resolution here
<input type="checkbox"/> Does this motion have state-wide relevance? Yes	
Title of motion (required)	Ensure suitable consultation and submission timeframes
Motion (required)	The LGAQ calls on the State and Federal Governments to prioritise genuine consultation and to ensure suitable consultation and submission timeframes.
What is the desired outcome sought? (required) 200 word limit	<p>Suitable consultation timeframes are a foundation to genuine consultation and engagement and should therefore be treated with a level of priority.</p> <p>This will allow local governments and other stakeholders to research, understand the impacts, formulate a position, and write an in-depth response, strengthening the overall objective of consultation and engagement.</p> <p>We request Local Government's consideration for public consultation and incorporate a minimum 4-week timeframe to make submissions.</p>
Background (required) 350 word limit	<p>Western Downs Regional Council has considerably increased its advocacy efforts over the past 18 months, with the objectives to:</p> <p>(1) Seek and foster strategic partnerships</p>

	<ul style="list-style-type: none"> (2) Raise awareness of any local issues from the State and Federal Governments (3) Increase funding for infrastructure and services aimed at driving economic, environmental and social outcomes (4) Influence governance frameworks to drive economic, environmental and social outcomes (5) Clarify and inform the community on roles and responsibilities of all tiers of Government. <p>Over the past 12 months, Council has responded to close to 20 requests for submissions.</p> <p>Requests for submissions are received with varying timeframes, on a few occasions less than two weeks.</p> <p>When short timeframes occur, local governments and other stakeholders are not provided sufficient time to conduct their research, understand the impacts, formulate a position, and write a response.</p> <p>In local government, obtaining input from staff, Executive Teams and elected members requires suitable timeframes for genuine consideration, discussion, and finalisation.</p> <p>Suitable consultation timeframes are a foundation to genuine consultation and engagement and should therefore be treated with a level of priority.</p>
<p>Case study/ Example (optional) 350 word limit</p>	<p>N/A</p>

