

Ordinary Meeting of Council

***Held at Western Downs Regional Council's
Dalby Corporate Office***

On Thursday, 20 June 2024

Commencing at 9:30am

**J. Taylor
CHIEF EXECUTIVE OFFICER**

20 June 2024

Ordinary Meeting of Council Agenda

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

Pages

1. **DECLARATION OF MEETING OPENING**
2. **OPENING PRAYER AND MINUTE SILENCE**
3. **APOLOGIES**
4. **CONGRATULATIONS**
5. **CONFIRMATION OF MINUTES**
 - 5.1 **Adopt Ordinary Meeting of Council Minutes 16 May 2024** 1

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 16 May 2024.
6. **BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**
7. **DECLARATIONS OF CONFLICTS OF INTEREST**
8. **PRESENTATION OF PETITIONS BY COUNCILLORS**
9. **MAYORAL UPDATE**
 - 9.1 **Executive Services Mayoral Report May 2024** 17

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.

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 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.
- 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.

10.2 CORPORATE SERVICES

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

11. DEPUTATION

12. PLANNING

13. EXECUTIVE SERVICES

- 13.1 **Executive Services Report: Road Closure Application - Bell Park Lot 121 D924** 20
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.
- 13.2 **Executive Services Chief Executive Officer Report May 2024** 25
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.
- 13.3 **Executive Services Report Outstanding Actions May 2024** 28
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.

14. CORPORATE SERVICES

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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.	65
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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.	81
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.	131
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.	139
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.	142

- 16.5 Community and Liveability Report Round Three 2023.2024 Regional Arts Development Fund Program** 149
- 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.
- 16.6 Community and Liveability Report Nomination Special Holidays 2025** 155
- 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*.
- 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 16 May 2024**

Date 11 June 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, 16 May 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 16 May 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, 16 May 2024.

Authored by: B. Donald SENIOR EXECUTIVE OFFICER



Ordinary Meeting of Council Minutes

Date: Thursday, 16 May 2024
Time: 9:30am
Location: WDRC - Tara Memorial Hall

Councillors:

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

Officers:

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

1. DECLARATION OF MEETING OPENING

The Chairperson declared the Meeting open at 9.30AM.

2. OPENING PRAYER AND MINUTE SILENCE

Pastor Ron Evans from the Tara Community Church delivered the opening prayer. This was followed by the observance of a minute silence.

3. APOLOGIES

There were no apologies.

4. CONGRATULATIONS

Cr P. T. Saxelby requested that congratulations be extended to Jemima Abraham who has been awarded the 2024 Chinchilla Showgirl.

Cr. M.J. James requested that congratulations be extended to the McNamara Family of Bell who won the Grand Champion Male at the 2024 Beef Australia Show.

Cr. M. J. James requested that congratulations be extended to Maxwell Carsons from Dalby for earning a spot in the 2024 Australian U17 Men's Netball Squad.

5. CONFIRMATION OF MINUTES

5.1 Adopt Ordinary Meeting of Council Minutes 18 April 2024

The Purpose of this Report is for Council to adopt the Minutes of the Ordinary Meeting of Council held on Thursday, 07 March 2024.

COUNCIL RESOLUTION

Moved By Cr. K. A. Maguire

Seconded By Cr. K. A. Bourne

That this Report be received and that:

1.The Unconfirmed Minutes of the Ordinary Meeting of Council held on 18 April 2024, copies of which have been circulated to Members, be taken as read and confirmed.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There was no business arising from the previous minutes.

7. DECLARATIONS OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

8. PRESENTATION OF PETITIONS BY COUNCILLORS

There were no presentations by Councillors.

9. MAYORAL UPDATE

9.1 Executive Services Mayoral Report April 2024

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

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. P. T. Saxelby

That this Report be received and noted.

CARRIED

10. CONFIDENTIAL ITEMS

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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. M. J. James

That Council resolve to close the Meeting in accordance with Section 254J(3)(e) of the *Local Government Regulation 2012* at 9.49 AM to discuss the following Confidential Reports:

1. Corporate Services Confidential Summary Report Quarterly Liability Update as at 31 March 2024

CARRIED

PROCEDURAL MOTION

Moved By Cr. A. N. Smith

to Suspend standing orders to have a discussion.

CARRIED

COUNCIL RESOLUTION - REOPEN MEETING

Moved By Cr. K. A. Bourne

Seconded By Cr. S. J. Condon

That Council resolve to reopen the Meeting at 10.22 AM.

CARRIED

10.1 EXECUTIVE SERVICES

10.2 CORPORATE SERVICES

10.2.1 Corporate Services Confidential Summary Report Quarterly Liability Update as at 31 March 2024

The purpose of this Report is to provide Council with a quarterly update on liability matters as at 31 March 2024.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. K. A. Bourne

That Council resolves to receive the *Corporate Services Confidential Summary Report Quarterly Liability Update, as at 31 March 2024.*

CARRIED

10.3 COMMUNITY AND LIVEABILITY

10.4 INFRASTRUCTURE SERVICES

12. PLANNING

There were no planning reports.

13. EXECUTIVE SERVICES

13.1 Executive Services Chief Executive Officer Report April 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 April 2024.

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby
Seconded By Cr. K. A. Bourne

That this Report be received.

CARRIED

13.2 Executive Services Report Outstanding Actions April 2024

The purpose of this Report is to provide Council with an updated on the status of outstanding Council Meeting Action Items to 18 April 2024.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne
Seconded By Cr. O. G. Moore

That this Report be received.

CARRIED

13.3 Executive Services Quarterly Report January to March 2024

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

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore
Seconded By Cr. K. A. Maguire

That this report be received and noted.

CARRIED

11. DEPUTATION

11.1 Cassandra Summers

Ms Summers addressed Council regarding the proposed Dalby Cultural Centre Project. She has concerns regarding the consultation process and advised other locations where she thinks the Dalby Cultural Centre should go.

11.2 Michelle Baber

Ms Baber addressed Council regarding the proposed Dalby cultural Centre Project. She had concerns regarding the potential use of Thomas Jack Park and the consultation process. Ms Barber presented Council with a suite of questions regarding the Dalby Cultural Centre Project.

11.3 Debra Golding

Ms Golding thanked Council for having the Dalby Myall Remembrance Park Cemetery looking well presented for Mothers Day. She request the Dalby Cultural Centre not be built at Thomas Jack Park and that other locations, including Sisters of Mercy and 107 Drayton Street be considered.

11.4 Stuart Walker

Mr Walker addressed Council in regards to Dalby Cultural Centre Project and requested that a concept plan or model be made public for the community. Mr Walker offer to assist with he construction of a model.

COUNCIL RESOLUTION - ADJOURN RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. S. J. Condon

That Council resolve to adjourn the Meeting.

The Meeting adjourned at 10:51am.

The Meeting resumed at 11:10am.

14. CORPORATE SERVICES

14.1 Corporate Services Report Proposed Sale of Land for Arrears of Rates 2024

The purpose of this Report is to seek Council's direction in relation to the proposed sale of land for arrears of rates.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. G. M. Olm

That Council resolves:

1. pursuant to Chapter 4, Part 12 Overdue Rates and Charges of the *Local Government Regulation 2012*, to sell the properties listed in Attachment One for overdue rates and charges; and
2. to delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to effect sale of the land (including, the power to end sale procedures).

CARRIED

14.2 Corporate Services Financial Report April 2024

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

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That Council resolve to receive the April 2024 Financial Report and:

1. approve the increase in budget for the capital flood works as listed in section three of this report, with an increase of additional expenditure of \$16,591,797 (exclusive of goods and services tax) and additional revenue of \$55,634,832 (exclusive of goods and services tax).

CARRIED

14.3 Corporate Services Asset Recognition Policy

The purpose of this report is to present the proposed amendments to the *Asset Recognition Policy* for Council's consideration and approval.

COUNCIL RESOLUTION

Moved By Cr. O. G. Moore

Seconded By Cr. S. J. Condon

That Council resolves:

1. pursuant to section 206 of the *Local Government Regulation 2012*, to adopt the amended *Financial Asset Recognition – Statutory Policy* as contained in Attachment Three; and
2. to adopt the asset recognition thresholds outlined in section 3.4 of *Financial Asset Recognition – Statutory Policy* as contained in Attachment Three.

CARRIED

14.4 Corporate Services Report Quarter Three 2023-24 Operational Plan and Enterprise Risk Management Review

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

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

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

CARRIED

14.5 Corporate Services Quarterly Report January to March 2024

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

COUNCIL RESOLUTION

Moved By Cr. P. T. Saxelby

Seconded By Cr. S. Bougoure

That Council resolves to receive the Corporate Services Quarterly Report for the period of January to March 2024.

CARRIED

15. INFRASTRUCTURE SERVICES

15.1 Infrastructure Services Quarterly Report January to March 2024

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

COUNCIL RESOLUTION

Moved By Cr. G. M. Olm

Seconded By Cr. O. G. Moore

That this report be received.

CARRIED

UNCONFIRMED

16. COMMUNITY AND LIVEABILITY

16.1 Community & Liveability Report Dalby Cultural Centre

This report provides necessary information and detailed responses to each specific resolution adopted by Council regarding the proposed Dalby Cultural Centre on 18 April, 2024.

MOTION

Moved By Cr. K. A. Bourne
Seconded By Cr. S. Bougoure

That the report be received and that Council continues with the planning for the proposed Dalby Cultural Centre in accordance with the Community Engagement Plan as per attachment 2.

FORESHADOWED MOTION

Cr S. J. Condon foreshadowed that if the motion on the floor failed, he would move:-

1. Acknowledge the presented report regarding the Dalby Cultural Centre.
2. Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and the community survey.
3. Commit to conducting a thorough review of the petition related to the project.
4. Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2 and 3.
5. Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information session is held.

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

MOTION MOVED

As foreshadowed, the following motion was moved

Moved By Cr. S. J. Condon

Seconded By Cr. G. M. Olm

That Council:

1. Acknowledge the presented report regarding the Dalby Cultural Centre.
2. Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and the community survey.
3. Commit to conducting a thorough review of the petition related to the project.
4. Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2 and 3.
5. Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information session is held.

Pursuant to section 17.5.2 of Council's *Meetings - Council Policy*, the mover and seconder of the motion accepted the following modified motion:

That Council:

1. Acknowledge the presented report regarding the Dalby Cultural Centre.
2. Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and all community engagement.
3. Commit to conducting a thorough review of the petition related to the project.
4. Investigate the suitability of land offered to council by a private landholder for the purpose of constructing a cultural centre.
5. Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2, 3 and 4.
6. Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information session is held.

FORESHADOWED MOTION

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

1. *Acknowledge the presented report regarding the Dalby Cultural Centre.*
2. *Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and all community engagement.*
3. *Commit to conducting a thorough review of the petition related to the project.*
4. *Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2 and 3.*
5. *Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information session is held.*

PROCEDURAL MOTION

Moved By Cr. P. T. Saxelby

That the motion be put.

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

The **MOTION** was **PUT** and **CARRIED (6 to 3)**

16.2 Community & Liveability Partnership with Country Universities Centre Western Downs

The purpose of this report is to examine the request received from Chinchilla, Community, Commerce & Industry (CCCI) for Western Downs Regional Council to become a foundation partner of the Country Universities Centre Western Downs (CUC WD), a proposed Regional University Study Hub designed to enhance access to tertiary education for regional and remote students, committing \$25,000 annually for an initial three-year term.

COUNCIL RESOLUTION

Moved By Cr. K. A. Bourne

Seconded By Cr. O. G. Moore

That this Report is received and that Council:

1. Resolves to become a foundation partner of the Country University Centre Western Downs at a cost of \$25,000 annually for an initial three-year term, subject to adjustment on the Chamber of Commerce Partnering Agreement for 2023 - 2026 between Chinchilla Community Commerce and Industry and Western Downs Regional Council.

CARRIED

16.3 Community and Liveability Quarterly Report January to March 2024

The purpose of this Report is to provide Council with an update in relation to the Community and Liveability Division's strategic and operational activities for the third quarter of the 2023/2024 Financial Year.

COUNCIL RESOLUTION

Moved By Cr. M. J. James

Seconded By Cr. K. A. Maguire

That Council resolve to receive the Community and Liveability Quarterly Report for the period January to March 2024.

CARRIED

17. NOTICES OF MOTION

17.1 CONSIDERATION OF NOTICES OF MOTION/BUSINESS

There were no Notices of Motion/Business for consideration.

17.2 RECEPTION OF NOTICES OF MOTION FOR NEXT MEETING

There were no Notices of Motion for the next meeting.

18. URGENT GENERAL BUSINESS

There was no Urgent General Business.

19. MEETING CLOSURE

The Meeting concluded at 12:23PM

Title **Executive Services Mayoral Report May 2024**

Date 10 June 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 May 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 May 2024:

Date	Who/Where	Details
1 May 2024	<ul style="list-style-type: none"> • Meeting with Dalby State High School Principal • Councillor Budget Workshop • Development Assessment Panel Meeting 	Dalby Dalby Dalby
2 May 2024	<ul style="list-style-type: none"> • Councillor Information Sessions • Our Lady of the Southern Cross College Family and Community Engagement - Dr Justin Coulson event 	Dalby Dalby
3 May 2024	<ul style="list-style-type: none"> • Department of Housing, Local Government, Planning and Public Works Councillor Induction • Meeting with Katherine Innes, Assistant Police Commissioner, Queensland Police Service 	Dalby Dalby
7 May 2024	<ul style="list-style-type: none"> • Disaster Management Training 	Miles
8 May 2024	<ul style="list-style-type: none"> • Clean Economy Jobs, Resources & Transport Committee Public Hearing - Inquiry into Mineral and Energy Resources and Other Legislation Amendment Bill 2024 	Toowoomba
9 May 2024	<ul style="list-style-type: none"> • Development Assessment Panel Meeting • Design CEO Council Session 	Dalby Dalby

10 May 2024	<ul style="list-style-type: none"> • Opening of Dalby Police Station • Meet and Greet with Queensland Music Festival Executive Team 	Dalby Dalby
11 May 2024	<ul style="list-style-type: none"> • Opera at Jimbour 	Jimbour
14 May 2024	<ul style="list-style-type: none"> • Phone Meeting with CS Energy • Planning & Pre-Agenda Meeting • Councillor Budget Workshop 	Dalby Dalby Dalby
15 May 2024	<ul style="list-style-type: none"> • Meeting with Elixir Energy 	Teams Meeting
16 May 2024	<ul style="list-style-type: none"> • Ordinary Meeting of Council • Councillor Information Session • Skilling Queensland Graduation 	Tara Tara Tara
20 May 2024	<ul style="list-style-type: none"> • Meeting with Queensland Renewable Energy Council (QREC) • Meeting with Powerlink • Toowoomba Surat Basin Enterprise May Enterprise Meeting 	Brisbane Brisbane Brisbane
21 May 2024	<ul style="list-style-type: none"> • Local Government Queensland Association Civic Leaders Forum 	Gold Coast
23 May 2024	<ul style="list-style-type: none"> • Development Assessment Panel Meeting • Meeting with Director-General, Department of Regional Development, Manufacturing and Water • Meeting with Developer • Meeting with CS Energy • Meeting with Director-General, Department of Transport & Main Roads • Meeting with David Crisafulli, Deb Frecklington and Ann Leahy 	Teams Meeting Brisbane Brisbane Brisbane Brisbane Brisbane
24 May 2024	<ul style="list-style-type: none"> • Meeting with Gasfield's Commission Queensland • Meeting with Community Housing Limited 	Brisbane Brisbane
30 May 2024	<ul style="list-style-type: none"> • Queensland Country Tourism Networking event 	Dalby
31 May 2024	<ul style="list-style-type: none"> • Meeting with Queensland Farmers Federation 	Teams Meeting

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 May 2024.

Attachments

Nil

Authored by: Hailey Wex, Executive Officer to the Mayor

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

Date 10 June 2024

Responsible Manager David Fahl, GENERAL COUNSEL

Summary

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.

Link to Corporate Plan

For reasons which will be discussed below, it is considered that the decision sought will support the activation of the following elements of Council's Corporate Plan.

Strategic Priority: Strong Diverse Economy

- We aggressively attract business and investment opportunities.

Strategic Priority: Quality Lifestyle

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

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That this report be received and 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.

Background Information

Unnamed Road 07 is an unformed, dead end, road reserve currently being used as a recreational vehicle rest area, car park and electric vehicle charging station. The road has an area of 248m².

The area in question is identified in the **attached plan**.

Report

There are two main motivations for seeking to close this road.

1. It will enable Council to grant required tenure to establish an upgraded electric vehicle (EV) charging station in place of obsolete infrastructure.
2. It will enable the consolidation of Joshua Bell Park, in light of the fact that elements of the park infrastructure are partly contained in the road reserve, as depicted in the attached plan.

These will now be explained.

Reason 1:

Joshua Thomas Bell was a barrister and politician who served as Member for Dalby in the Legislative Assembly of Queensland from 1893 to 1910. An obelisk was erected by the residents of the Dalby district in 1914 to commemorate Sir Joshua Thomas Bell who represented Dalby for 18 years in the parliament of Queensland.

The land was gazetted a reserve for Municipal purposes in 1885, and in most recent years has been used as a park with a gazebo and amenities block. Adjacent to the park in the road reserve is an existing charging station that is considered to be obsolete.

In May 2023, Economic Development opened a Request for Proposal to upgrade the Electric Vehicle charger adjacent to Bell Park to a "fast charger". Eight responses were received and these were assessed, with two parties proceeding to closed tender. From that process, the proposal of Tesla Corporation was accepted as the successful proposal. After ongoing discussions and consideration of alternatives, it is proposed that Tesla will remove the existing infrastructure and replace it with an upgraded system in the same location.

After Tesla were chosen, Legal Services were consulted and advised to the effect that because the EV charging station was to be located on a road reserve, Tesla could only be granted a Local Law permit for a period of one year with a one-year extension. Tesla advised that this did not meet its tenure needs, given both the substantial cost outlay and its application for grant funding to provide the service. Therefore, the only way that appropriate longer term tenure could be granted (by either lease or permit) is for Council to close the road and amalgamate the land into Bell Park.

The granting of tenure to Tesla is not the subject of this report or any proposed resolution. That issue will be addressed at a subsequent Council meeting because the final details of the tenure are yet to be resolved.

The benefit to be gained is that Council can offer Tesla sufficient tenure to establish a modern facility to meet the needs of EV owners living in and visiting Dalby and the region.

Amalgamating the road closure with lot 121 D924 will enable the proposed upgrade of the EV charging station to be in close proximity to power infrastructure, walking distance to Dalby CBD and outside of the flooding area.

Reason 2:

As depicted on the attachment, substantial parts of Bell Park are contained within the current road reserve. It is preferable and orderly for Bell Park to be consolidated under one title which is held by Council as trustee.

The road closure and its subsequent amalgamation into the adjoining lot, 121 D924, will not affect the use of the vehicle rest area, car park, the green space or electric vehicle charging station. By completing the road closure, Council can address the encroachment issues of the amenities, gardens, and memorial. The road closure is required to formally close the road reserve and mitigate chances of inconsistent use in the future.

Finally, it must be noted that the road is a "dead end" road, such that it is not used for any traffic purpose, other than the car park, the layout of which will not be changed. No adjoining owners or the public generally will be disadvantaged by that action, as the physical presentation of Bell Park will remain unchanged, other than the upgrading of the EV charger, which will be substantially in the same location.

Consultation (Internal/External)

Internal consultation has been sought from the following:

- L. Koene, Economic Development Manager
- E. Tierney, Acting Facilities Manager
- M. Prain, Coordinator Maintenance and Aerodromes
- G. Dwyer, Senior Procurement & Probity Advisor
- JP Delofski, Chief Procurement Officer
- D. Fahl, General Council
- J. Craik, Technical Services Manager
- S. Fitzgerald, Senior Works Manager
- T. Parsons, Parks and Recreation Manager
- C. Bernard, Communities Manager
- B. Barnett, Senior Works Manager
- Sacha Eckert, Parks, and Recreation Officer
- K. Capewell, Operations Manager - Parks and Recreation

There were no objections to the permanent road closure of Unnamed Road 07.

Enquiries into the future use of existing bitumen recreational vehicle and car park were received, however there will be no change in the use of these facilities at this time, subject to park upgrades. The amalgamation of these pre-existing facilities into the adjoining park does not affect the designated use of the reserve and therefore are not inconsistent with its purpose.

Development Considerations

There are no development considerations involved with the closure of the road corridor Unnamed Road 07.

Legal/Policy Implications (Justification if applicable)

The *Land Act* 1994 requires that the road closure application be approved by the Department of Resources. Further, the amalgamation of the closed road into Bell Park will require that any future use of that land be for municipal purposes.

Budget/Financial Implications

Road Closure Application

The road closure application has an initial cost of \$875.00 for the applicant, and \$314.71 GST free per title reference to the Department of Resources for lodgement.

If the road closure obtains approval from Council, the amalgamation of the road reserve into the reserve has no cost other than the re-surveying charges which are estimated to be less than \$5,000.

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 identified human rights implications associated with this report.

Conclusion

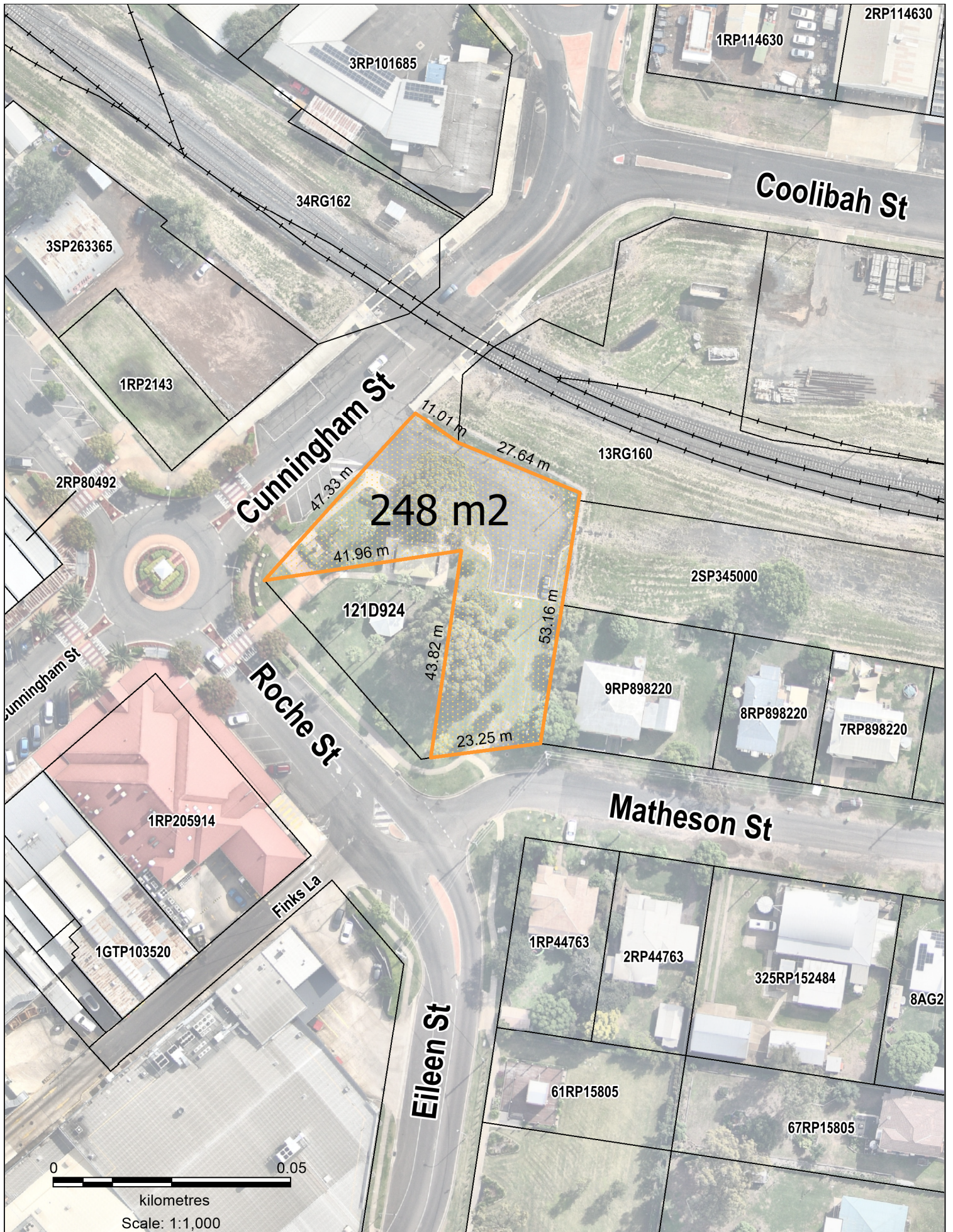
For the above reasons, the proposed road closure is recommended as an appropriate decision and in the public interest.

Attachments

Plan depicting area of proposed road closure.

Authored by:

David Fahl, Legal Counsel
Hannah Duffy, Paralegal



- Proposed Road Closure
- Property Boundary

Proposed Road Closure Joshua Bell Park, Dalby

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

Date 10 June 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 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 below lists the meetings, delegations and forums attended by the Chief Executive Officer (CEO) during the month of May 2024.

Date	Who/Where	Details
1 May 2024	<ul style="list-style-type: none"> • Meeting with Dalby State High School Principal • Councillor Budget Workshop • Development Assessment Panel Meeting 	Dalby Dalby Dalby
2 May 2024	<ul style="list-style-type: none"> • Councillor Information Session 	Dalby
	<ul style="list-style-type: none"> • Department of Housing, Local Government, Planning and Public Works Councillor Induction • Meeting with Katherine Innes, Assistant Police Commissioner, Queensland Police Service 	Dalby Dalby
7 May 2024	<ul style="list-style-type: none"> • Phone Meeting with RELA • Meeting with RWE Renewables Australia 	Phone Dalby

8 May 2024	<ul style="list-style-type: none"> Clean Economy Jobs, Resources & Transport Committee Public Hearing - Inquiry into Mineral and Energy Resources and Other Legislation Amendment Bill 2024 	Toowoomba
9 May 2024	<ul style="list-style-type: none"> Development Assessment Panel Meeting Design CEO Council Session 	Dalby Dalby
10 May 2024	<ul style="list-style-type: none"> Opening of the Dalby Police Facility Queensland Investment Corporation Chief Executive Women's Annual Dinner 	Dalby Brisbane
13 May 2024	<ul style="list-style-type: none"> Meeting with Department of Regional Development, Manufacturing and Water 	Teams Meeting
14 May 2024	<ul style="list-style-type: none"> Phone Meeting with CS Energy Planning & Pre-Agenda Meeting Councillor Budget Workshop Meeting with X-Elio 	Phone Dalby Dalby Teams Meeting
15 May 2024	<ul style="list-style-type: none"> Meeting with Elixir 	Teams Meeting
16 May 2024	<ul style="list-style-type: none"> Ordinary Meeting of Council Councillor Information Session Skilling for Queensland Graduation 	Tara Tara Tara
17 May 2024	<ul style="list-style-type: none"> Meeting with GasFields Commission Queensland Meeting with LPR Energy & Tagg Energy Meeting with Queensland Reconstruction Authority 	Phone Teams Meeting Teams Meeting
20 May 2024	<ul style="list-style-type: none"> Meeting with Queensland Renewable Energy Council (QREC) Meeting with Powerlink Toowoomba Surat Basin Enterprise May Enterprise Meeting 	Brisbane Brisbane Brisbane
21 May 2024	<ul style="list-style-type: none"> Local Government Association Queensland Civic Leaders Forum 	Gold Coast
22 May 2024	<ul style="list-style-type: none"> Local Government Association Queensland Civic Leaders Forum 	Gold Coast
23 May 2024	<ul style="list-style-type: none"> Development Assessment Panel Meeting Meeting with Director-General, Department of Regional Development, Manufacturing and Water Meeting with Developer Meeting with CS Energy Meeting with Director-General, Department of Transport & Main Roads Local Government Managers Australia Awards 	Teams Meeting Brisbane Brisbane Brisbane Brisbane Brisbane
24 May 2024	<ul style="list-style-type: none"> Meeting with GasFields Commission Queensland Meeting with Community Housing Limited 	Brisbane Teams Meeting
27 May 2024	<ul style="list-style-type: none"> Meeting with Shell 	Brisbane
28 May 2024	<ul style="list-style-type: none"> The Executive Connection 	Brisbane
30 May 2024	<ul style="list-style-type: none"> SMART Digital Program Project Executive Committee Meeting 	Teams Meeting
31 May 2024	<ul style="list-style-type: none"> Meeting with Queensland Farmers Federation 	Teams Meeting

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 May 2024.

Attachments

Nil.

Authored by: A. Lyell, EXECUTIVE SERVICES ADMINISTRATION OFFICER

Title Executive Services Report Outstanding Actions May 2024

Date 11 June 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 May 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; <ol style="list-style-type: none"> 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 Braemer 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> <ol style="list-style-type: none"> 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. 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. 3.Council endorse the proposed Communications Strategy (Attachment 2). 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. 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. 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 	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>	
25/10/2023	Executive Services Confidential Report Expression of Interests Proposed Transfer of Council's Community Housing Portfolio	AD6.6.2	<p>That this report be received and Council resolves that</p> <ol style="list-style-type: none"> 1. It is in the public interest, pursuant to section 228(3)(a) and (b) <i>Local Government Regulation 2012</i> to invite Expressions of Interest ("EOI") for the transfer of Council's community housing portfolio to a registered community housing organisation before short listing and inviting written tenders, noting that: <ol style="list-style-type: none"> a. An EOI will enable Council to assess interested registered community housing organisations operational capacity to maintain and potentially grow community housing for the benefit of the community. An EOI gives an opportunity for all interested registered community housing organisations to address these requirements at the EOI stage. b. It is in the public interest to proceed with a less onerous EOI as requiring all interested parties to complete a full written tender would be very costly to individual registered community housing organisations and may deter capable registered housing organisations from expressing their interests. <p style="text-align: right;">CARRIED</p>	Executive Services
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 	Corporate Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>Government, Planning and Public Works' final approval;</p> <ol style="list-style-type: none"> 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>	
15/02/2024	Executive Services Report - Expression of Interest - Disposal of parcels of land at Myall Street, Dalby	AD6.6.2	<p>That this Report be received and that Council resolves that:</p> <ol style="list-style-type: none"> 1. It is in the public interest, pursuant to section 228(3)(a) and (b) <i>Local Government Regulation 2012</i> (Qld) to invite Expressions of Interest ("EOI") to dispose of the following: <ul style="list-style-type: none"> o Part of Lot 10 on RP75401 o Lots 7 - 9 on RP 75401 o Part of Lot 2 on RP186292 <p>Located at Myall Street, Dalby, ("Land") noting that:</p> <ol style="list-style-type: none"> a. Disposing of the Land zoned as Recreation and Open Space Zone through a Lease is expected to result in the Land reaching its full potential by offering tourists a destination from which to explore the surrounds of Dalby and the wider region. b. An EOI will allow all interested parties to express their interest in acquiring the Land through a Lease. Council will then assess the best proposed use of the Land for the benefit of the community and assess the suitability of the applicant. c. That Council apply the Communications and Engagement Strategy to ensure appropriate early engagement with landholders in the vicinity of this parcel of land. <p style="text-align: right;">CARRIED</p>	Executive Services
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> 	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>(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:</p> <ul 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 style="text-align: right;">CARRIED</p>	
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> <ul 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 <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>	Executive Services

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
18/04/2024	Corporate Services Report MM23-23-24 Movement and Control of Livestock and MM24-23-24 Dalby Saleyards National Livestock Identification System (NLIS) Scanning and Retagging	AD6.6.2	<p>That Council resolves to:</p> <ol style="list-style-type: none"> award Tender MM23-23-24 Dalby Saleyards Movement and Control of Livestock and Tender MM24-23-24 Dalby Saleyards National Livestock Identification System (NLIS) Scanning and Retagging to Downs Livestock Pty Ltd (ABN 63 160 647 343), inclusive of Option One and Option Two, as proposed by the vendor (namely the discount for a combined contract and the additional service for stock loadout,), for a base contract value of \$955,963.19 (inclusive of goods and services tax) for year one of the contract and \$832,367.19 per annum (inclusive of goods and services tax) for years two to five of the contract, totalling \$4,640,989.15 (inclusive of goods and services tax and consumer price indexation) across the five-year term; and delegate to the Chief Executive Officer, the authority to make, amend, or discharge a contract with Downs Livestock Services Pty Ltd to deliver the tendered services. <p style="text-align: right;">CARRIED</p>	Corporate Services
18/04/2024	Notice of Motion - Dalby Cultural Centre	AD6.6.2	<p>A report be presented at the next ordinary meeting of Council with respect to the proposed Dalby Cultural Centre, outlining:</p> <ol style="list-style-type: none"> the timeline of the engagement which has occurred to date, including an overview of community feedback received; future engagement opportunities for considering the expected uses, spaces, and cultural aspirations within the proposed cultural centre; and a summary of the process which has led to the decision to develop the cultural centre within Thomas Jack Park. <p style="text-align: right;">CARRIED</p>	Community & Liveability

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
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> <ol 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; <ol 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
16/05/2024	Community & Liveability Report Dalby Cultural Centre	AD6.6.2	<ol style="list-style-type: none"> 1. Acknowledge the presented report regarding the Dalby Cultural Centre. 2. Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and all community engagement. 3. Commit to conducting a thorough review of the petition related to the project. 4. That council investigate the suitability of land offered to council by a private landholder for the purpose of constructing a cultural centre. 5. Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2, 3 and 4. 	Community & Liveability

Meeting date	Item description	File No.	Council Resolution/Task	Responsible Division
			<p>6. Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information session is held.</p> <p style="text-align: right;"><u>CARRIED (6 to 3)</u></p>	

Deputations List (As at 16 May 2024)

Meeting date	Item description	Council Resolution/Task	Comments	Responsible Division
18/04/2024	Dorothy Finlayson	Ms Finlayson addressed council regarding Niagara Road, Jandowae. Due to semi-trailers and road trains using this road regularly, drivers need to be able to safely pull off to the side. She has requested that Council repairs the road edges and that the sides of the road are kept maintained, including roadside slashing.	Letter being drafted for Mayor to sign.	Infrastructure Services
16/05/2024	Cassandra Summers	Ms Summers addressed Council regarding the proposed Dalby Cultural Centre Project. She has concerns regarding the consultation process and advised other locations where she thinks the Dalby Cultural Centre should go.	Response letter has been sent.	Community & Livability
16/05/2024	Michelle Baber	Ms Baber addressed Council regarding the proposed Dalby cultural Centre Project. She had concerns regarding the potential use of Thomas Jack Park and the consultation process. Ms Barber presented Council with a suite of questions regarding the Dalby Cultural Centre Project.	Response letter has been sent.	Community & Livability
16/05/2024	Debra Golding	Ms Golding thanked Council for having the Dalby Myall Remembrance Park Cemetery looking well presented for Mothers Day. She request the Dalby Cultural Centre not be built at Thomas Jack Park and that other locations, including Sisters of Mercy and 107 Drayton Street be considered.	Deputation received and noted. No further action and response required.	Community & Livability
16/05/2024	Stuart Walker	Mr Walker addressed Council in regards to Dalby Cultural Centre Project and requested that a concept plan or model be made public for the community. Mr Walker offer to assist with he construction of a model.	Deputation received and noted. No further action and response required.	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 Corporate Services Report Audit Committee 2024 to 2024

Date 12 June 2024

Responsible Manager P. Greet, CUSTOMER SUPPORT AND GOVERNANCE MANAGER

Summary

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.

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

The existence of an independent audit committee is recognised as an important feature of good corporate governance. Effective audit committees can influence better governance in an organisation, provide insights and promote accountability, integrity and transparency.

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

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.

Background Information

In accordance with section 105(2) of the *Local Government Act 2009*, Council is required to establish and audit committee which:

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

Section 210 of the *Local Government Regulation 2012* prescribes that the composition of the Audit Committee must:

- (a) consist of at least three and no more than six members; and
- (b) include—
 - (i) one, but no more than two, councillors appointed by the local government; and
 - (ii) at least one member who has significant experience and skills in financial matters.

Whilst the chief executive officer can attend meetings, they cannot be a member of the audit committee and one of the members of the audit committee must be appointed as chairperson.

Council at its Post-Election Meeting held 9 April 2024, resolved to appoint the Mayor, Councillor Andrew Smith and Councillor George Moore to the Western Downs Regional Council Audit Committee.

Report

(1) Internal Audit – Statutory Policy

The *Internal Audit – Statutory Policy* establishes the internal audit function and a strategic framework for the effective and efficient provision of independent and objective assurance and scrutiny, designed to continuously improve Council's operations. The policy has been formulated to meet the requirements of section 105(1) of the *Local Government Act 2009* and section 207 of the *Local Government Regulation 2012*, which require local government to establish an efficient and effective internal audit function.

The existing *Internal Audit – Council Policy* was reviewed in accordance with Council's adopted *Policy Framework* and to ensure ongoing organisational relevance and legislative compliance. The proposed amendments to the policy therefore include clearer defined outcomes of the internal audit function, amendments to ensure wording is clear and concise, and the reclassification to a statutory policy as provided in Council's adopted *Policy Framework*.

Council's current internal audit service is being delivered independently under contract by O'Connor Marsden and Associates Ptd Ltd, which was appointed for a three-year period effective 1 September 2023. The internal audit function is managed and supported internally by the Governance team.

(2) Audit Committee Terms of Reference

The Audit Committee's authority, role, responsibilities, composition, and operating guidelines are detailed in the *Audit Committee Terms of Reference*. A review of the *Audit Committee Terms of Reference* was undertaken to evaluate language and responsibilities and to ensure it properly articulates the Audit Committee's responsibilities, identifying any unrealistic or unreasonable expectations. The amended terms of reference therefore propose:

- (a) a membership comprising the Independent Member of the Committee and two Councillors, with no specific requirement for one being the Mayor;
- (b) clarification of the Audit Committee objectives;
- (c) minor amendments to the duties and responsibilities of the Audit Committee to reflect current practice;
- (d) a formalised process for the appointment of the independent member of the Audit Committee; and
- (e) a biennial self-assessment of the Audit Committee instead of an annual self-assessment.

(3) Appointment of Independent Member

To ensure best practice and consistency with the proposed formal process in the amended *Audit Committee Terms of Reference*, Council called for expressions of interest from suitably qualified people with expertise in financial management, risk management, and public sector management to join Council's Audit Committee as the independent member.

The appointment criteria for the independent member included:

- (a) Personal Qualities
 - (i) an ability to ask relevant questions and evaluate answers provided;
 - (ii) the desire to always encourage openness and transparency;
 - (iii) an ability to think independently, objectively, and have an inquiring mind;

- (iv) strong ethical values, including a thoughtful approach to ethical issues that might be faced;
 - (v) a sense of integrity and an ability to give direct and honest opinions; and
 - (vi) a proven ability to be open to, accept and foster change.
- (b) Skills and Experience
- (i) experience and/or professional qualifications in accounting, finance, business, or risk management;
 - (ii) a thorough understanding of the core activities of the council and the environment in which it operates, including its strengths, weaknesses, opportunities, and threats;
 - (iii) a commitment to the continual improvement of the Council's financial and non-financial performance;
 - (iv) strong business acumen and financial and risk management skills;
 - (v) a high level of understanding of best practise internal control, risk management, and financial management;
 - (vi) a high level of competency in financial and performance reporting and the ability to analyse complex financial reports.
 - (vii) previous experience on boards and/or audit committees.

Expressions of interest opened 5 April 2024 and closed 25 April 2025, with twenty-nine expressions of interest received. Four persons were shortlisted by the Chief Executive Officer and General Manager (Corporate Services) for interview with the General Manager (Corporate Services) and appointed Councillors to the Audit Committee, Mayor Cr Smith and Cr Moore.

Following the expressions of interest and interviews, a recommendation is made to appoint Mary Goodwin as the Independent Member of the Western Downs Regional Council Audit Committee.

(4) Appointment of Chairperson Western Downs Regional Council Audit Committee

The *Terms of Reference for the Western Downs Regional Council Audit Committee* provide that the Chairperson of the Committee be appointed by Council and:

- (1) *be fully appreciative of the role and functions of the Committee and agencies;*
- (2) *possess sound communication and strong leadership skills;*
- (3) *have and retain the full confidence and support of the Chief Executive Officer and Council;*
- (4) *provide advice and assurance to the Chief Executive Officer and Council from an objective and independent perspective;*
- (5) *address issues without preconceived ideas or bias and assist in encouraging objective debate on issues; and*
- (6) *provide insight into best practice management.*

The Chairperson may be any member of the Audit Committee deemed suitable by Council. It is recommended that Council appoint the relevant Portfolio Councillor, Cr Moore as Chairperson of the Western Downs Regional Council Audit Committee.

Consultation (Internal/External)

The Executive Leadership Team has endorsed the proposed *Internal Audit – Statutory Policy* and the proposed *Western Downs Regional Council Audit Committee Terms of Reference*.

Legal/Policy Implications (Justification if applicable)

The *Local Government Act 2009* and *Local Government Regulation 2012* require Council to have an internal audit function and an Audit Committee.

Budget/Financial Implications

Remuneration for the independent member is set at \$1,500 per meeting (meeting fee), plus travel costs per kilometre, in accordance with Australian Taxation Office published rates for the applicable financial year. Where applicable, superannuation guarantee contributions will be paid by Council on the meeting fee component of the remuneration. Accommodation costs, if required, will be met by Council. Reimbursement of other related expenses will be at the discretion of the Chief Executive Officer.

Councillors appointed to the Audit Committee do not receive extra remuneration.

The costs associated with the internal audit function are budgeted each financial year with reference to the approved *Strategic Internal Audit Plan* and *Annual Internal Audit Plan* and associated operations expenses.

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

Appointing Audit Committee members with the right mix of skills and experience who have an understanding of Council's risks allows for informed and effective oversight. A framework for both the establishment and operation of the internal audit function and the Audit Committee are provided in the *Internal Audit – Statutory Policy* and *Western Downs Regional Council Audit Committee Terms of Reference* respectively.

Attachments

1. Internal Audit - Statutory Policy (Marked Up) as proposed.
2. Internal Audit - Statutory Policy as proposed.
3. Western Downs Regional Council Audit Committee Terms of Reference (Marked Up) as proposed.
4. Western Downs Regional Council Audit Committee Terms of Reference as proposed.

Authored by: K. Gillespie, GOVERNANCE COORDINATOR

Internal Audit - Statutory Council Policy

Effective Date	15 April 2008
Policy Owner	CEO Chief Executive Officer
Link to Corporate Plan	Strategic Priority: <i>Financial Sustainability Sustainable Organisation</i>
Review Date	1 November 2019 01 July 2028
Related Legislation	Local Government Act 2009 Local Government Regulation 2012
Related Documents	Audit Committee Terms of Reference <i>Internal-International Professional Practices Framework (IPPF) published by the Institute of Internal Auditors (IIA)</i>

Policy Version	Approval Date	Adopted/Approved
1	15/04/2008	Adopted Ordinary Meeting of Council
2	16/09/2015	Approved Ordinary Meeting of Council
3	23/01/2019	Approved Ordinary Meeting of Council
4	22/06/2022	Approved Ordinary Meeting of Council

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Internal Audit - Statutory Council Policy

1 PURPOSE

This Policy establishes the Internal Audit function and provides the strategic framework for the conduct of the effective and efficient internal audit function to provide of independent and objective assurance and scrutiny service, designed to continuously improve Council's operations, in the Western Downs Regional Council.

2 SCOPE

This Policy applies to all activities of the Western Downs Regional Council's internal audit function, Audit Committee, and all Council functions and activities referred to in this document.

3 POLICY

2.13.1 Policy Statement

~~The establishment of an efficient and effective internal audit function is a requirement under s. 105 of the Local Government Act 2009 and Local Government Regulation 2012.~~

~~The International Standards for the Professional Practice of Internal Auditing requires that the purpose, authority, and responsibility of the Internal Audit activity must be formally defined in an Internal Audit Policy, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards.~~

~~This Policy is a formal definition of the internal audit's purpose, authority, and responsibility. The Policy establishes the internal audit activity's position within the Council, including the reporting relationships with the Audit Committee and the Chief Executive Officer; authorises access to records, personnel and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.~~

The internal audit function will seek to achieve the following outcomes:

- (1) assess and evaluate the adequacy and effectiveness of Council's processes, procedures, and internal control environment(s) to assist with management of corporate risks;
- (2) appraise the relevance, reliability, and integrity of management practices, business systems, financial and operating records, and reports;
- (3) assist the Chief Executive Officer in managing the effective discharge of their legislative responsibilities by providing them with impartial analysis, appraisals, recommendations, and information concerning activities reviewed;
- (4) review compliance with Council policies, and procedures, and legislative requirements;
- (5) embed a culture of continuous improvement practices across Council; and
- (6) provide outcomes that will generally improve operational effectiveness, efficiency, and economy.

2.23.2 Authority and Confidentiality

Subject to compliance with Council's information security policies and relevant legislative requirements, the internal audit function is authorised to have full, free, and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that is considered necessary to enable internal audit to meet its responsibilities, operations, data, records, assets, and personnel.

Internal audit is responsible and accountable for maintaining the confidentiality of the information it receives during the course of its work.

2.33.3 Roles and Responsibilities

Internal audit activities will encompass the following areas:

2.3.13.3.1 Governance and Compliance

- (1) Developing and promoting a culture of accountability and integrity;



Internal Audit - ~~Council~~ Statutory Policy

- ~~(2)~~ 2) — ~~R~~revolving compliance with legislative requirements, ~~and Council~~ policies and procedures; and
- ~~(3)~~ 3) — ~~M~~monitoring the adequacy and effectiveness of internal financial and operational controls, including information technology IT system controls.

~~2.3.23.3.2~~ 2.3.23.3.2 **Performance improvement**

- ~~(1)~~ 1) — ~~P~~promoting a culture of cost-consciousness, continuous improvement, self-~~assessment~~assessment, and adherence to high ethical ~~standards~~standards; ~~and~~
- ~~(2)~~ 2) — ~~M~~monitoring the efficiency and effectiveness of ~~the Council's~~ business systems and processes; and
- ~~(3)~~ 3) — ~~W~~working closely with other sections of the Council to facilitate continuous improvement of ~~Council's~~ business processes and systems.

~~2.3.33.3.3~~ 2.3.33.3.3 **Risk management**

- ~~(1)~~ 1) — ~~A~~assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the risk management framework; and
- ~~(2)~~ 2) — ~~A~~assessing and reporting on the implementation of risk management strategies.

~~2.3.43.3.4~~ 2.3.43.3.4 **Fraud and corruption control**

- ~~(1)~~ 1) — ~~A~~assisting management to identify the risks of fraud and corruption; ~~and~~
- ~~(2)~~ 2) — ~~A~~assist the ~~and d~~evelopment of fraud and corruption prevention and monitoring strategies.

~~2.3.53.3.5~~ 2.3.53.3.5 **Advisory services**

- ~~(1)~~ 1) — ~~P~~providing advisory and consultancy services to management.

~~2.3.63.3.6~~ 2.3.63.3.6 **Audit support activities**

- ~~(1)~~ 1) — ~~A~~assisting the Audit Committee to discharge its responsibilities; ~~and~~
- ~~(2)~~ 2) — ~~M~~monitoring the implementation of agreed recommendations; ~~and~~
- ~~(3)~~ 3) — ~~D~~disseminating across the Council better practice and lessons learnt arising from its audit activities; ~~and~~
- ~~(4)~~ 4) — ~~Managing the Internal Audit function.~~
- ~~(3)~~ 3) —

~~2.43.4~~ 2.43.4 **Independence and Objectivity**

~~Independence is essential to the effectiveness of the Internal Audit function. The internal audit function must be independent, unbiased, and impartial. and Objectivity must be exercised in the conduct of internal audit work.~~

~~3.5~~ 3.5 **Management**

~~Internal audit engagements shall be performed with an unbiased and impartial attitude.~~

~~Internal audit has no direct authority or responsibility for the activities it reviews. The Internal Audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities. Internal audit shall not be involved in the day to day operations of Council.~~

~~The Internal Auditor reports to the Chief Executive Officer and has direct access to the Chair and other members of the Audit Committee. Periodic private sessions will be held between the Internal Auditor and the Audit Committee. The internal audit function will be managed by the Customer Support and Governance Manager, through the General Manager (Corporate Services) with reporting to the Chief Executive Officer and the Audit Committee.~~

Internal Audit - ~~Council~~ Statutory Policy

~~2.5~~

3.6 Standards

~~Internal audit activities will be conducted in accordance with the adopted Strategic Internal Audit Plan and Council's values, policies and procedures.~~

~~Audit activities will also be conducted in accordance with~~ relevant professional standards including:

- ~~1) Standards for the Professional Practice of Internal Auditing issued by industry professional bodies (for example, e.g. the Institute of Internal Auditors).~~
- ~~2) Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Public Accountants in Australia.~~

2.6 Planning

~~3.7~~

~~The Internal Auditor will adopt an integrated risk-based approach to allocating resources and planning audit in consultation with management and guided by Council's risk management framework including strategic and operational risks, so that audit attention is directed to areas of higher risk. The general direction of Council's internal audit activities ~~The audit programme over the medium term will be documented in a Three-Year Strategic Internal Audit Plan. The plan prepare an Annual Internal Audit Plan based on a prioritisation of the audit universe using a risk-based methodology. The plan, including any significant changes, will be approved by the CEO/Chief Executive Officer and presented to the Audit Committee for their consideration and input.~~~~

~~Flexibility shall exist for the CEO/Chief Executive Officer to approve and make periodic changes to any scheduled or approved audit plans, programs or activities the audit plan, which will be reported to the next audit committee meeting. The CEO/Chief Executive Officer may request the internal auditor/internal audit to perform unscheduled engagements as deemed where required justified based on Council's changed risk profile or operational necessity.~~

2.7 The Plan will be reviewed annually to take into account changing circumstances.

2.8.3.8 Reporting

~~The Internal Auditor/Internal Audit will report up through to the Chief Executive Officer to each meeting of the Audit Committee on:~~

- ~~(1) 1) Reports on internal and external audits completed, including observations and recommendations from the audit and management's response to the audit recommendations;~~
- ~~(2) 2) Progress in implementing the audit plan; and~~
- ~~(3) 3) The status of the implementation of agreed internal and external audit recommendations.~~

3.8 Relationship with External Audit

~~Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.~~

~~Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest.~~

3.9 Changes to this Policy

~~This Policy is to remain in force until any of the following occur:~~



Internal Audit - ~~Council~~Statutory Policy

- ~~1) The related legislation/documents are amended or replaced.~~
- ~~2) Other circumstances as determined from time to time by Council.~~

~~3.10~~ **Repeals**

~~Nil~~

~~4.~~ **ETHICS AND CONFLICTS OF INTEREST**

~~All internal audit staff must make a declaration of conformance to the Code of Ethics issued by the IIA together with a declaration that there are no conflicts of interest. Where a conflict of interest should occur, a statement that these have been reported to the relevant officers and are being appropriately managed should be included in the declaration.~~



Internal Audit - ~~Council~~Statutory Policy

DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Internal Audit	Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
IPPF	The International Professional Practices Framework (IPPF) is the conceptual framework that organises authoritative guidance promulgated by the Institute of Internal Auditors (IIA). The IIA provides internal audit professionals worldwide with authoritative guidance organised in the IPPF as mandatory and strongly recommended guidance.



Internal Audit - Statutory Policy

Effective Date	15 April 2008
Policy Owner	Chief Executive Officer
Link to Corporate Plan	Strategic Priority: Sustainable Organisation
Review Date	01 July 2028
Related Legislation	Local Government Act 2009 Local Government Regulation 2012
Related Documents	Audit Committee Terms of Reference International Professional Practices Framework (IPPF) published by the Institute of Internal Auditors (IIA)

Policy Version	Approval Date	Adopted/Approved
1	15/04/2008	Adopted Ordinary Meeting of Council
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Internal Audit - Statutory Policy

1 PURPOSE

This Policy establishes the Internal Audit function and the strategic framework for the effective and efficient provision of independent and objective assurance and scrutiny, designed to continuously improve Council's operations.

2 SCOPE

This Policy applies to all activities of the internal audit function, Audit Committee, and all functions and activities referred to in this document.

3 POLICY

3.1 Policy Statement

The internal audit function will seek to achieve the following outcomes:

- (1) evaluate the adequacy and effectiveness of Council's processes, procedures, and internal control environment(s) to assist with management of corporate risks;
- (2) appraise the relevance, reliability, and integrity of management practices, business systems, financial and operating records, and reports;
- (3) assist the Chief Executive Officer in managing the effective discharge of their legislative responsibilities by providing them with impartial analysis, appraisals, recommendations, and information concerning activities reviewed;
- (4) review compliance with Council policies, procedures, and legislative requirements;
- (5) embed a culture of continuous improvement practices across Council; and
- (6) provide outcomes that will generally improve operational effectiveness, efficiency, and economy.

3.2 Authority and Confidentiality

Subject to compliance with Council's information security policies and relevant legislative requirements, the internal audit function is authorised to have full, free, and unrestricted access to all operations, data, records, assets, and personnel.

Internal audit is responsible and accountable for maintaining the confidentiality of the information it receives during its work.

3.3 Roles and Responsibilities

Internal audit activities will encompass the following:

3.3.1 Governance and Compliance

- (1) developing and promoting a culture of accountability and integrity;
- (2) reviewing compliance with legislative requirements, policies and procedures; and
- (3) monitoring the adequacy and effectiveness of internal financial and operational controls, including information technology system controls.

3.3.2 Performance improvement

- (1) promoting a culture of cost-consciousness, continuous improvement, self-assessment, and adherence to high ethical standards;
- (2) monitoring the efficiency and effectiveness of business systems and processes; and
- (3) working closely with other sections of the Council to facilitate continuous improvement of business processes and systems.

3.3.3 Risk management

- (1) assisting management to identify risks and develop risk mitigation and monitoring strategies as part of the risk management framework; and
- (2) assessing and reporting on the implementation of risk management strategies.



Internal Audit - Statutory Policy

3.3.4 Fraud and corruption control

- (1) assisting management to identify the risks of fraud and corruption; and
- (2) assist the development of fraud and corruption prevention and monitoring strategies.

3.3.5 Advisory services

- (1) providing advisory and consultancy services to management.

3.3.6 Audit support activities

- (1) assisting the Audit Committee to discharge its responsibilities;
- (2) monitoring the implementation of agreed recommendations; and
- (3) disseminating across the Council better practice and lessons learnt arising from its audit activities.

3.4 Independence and Objectivity

The internal audit function must be independent, unbiased, and impartial. Objectivity must be exercised in the conduct of internal audit work.

3.5 Management

The internal audit function will be managed by the Customer Support and Governance Manager.

3.6 Standards

Internal audit activities will be conducted in accordance with the adopted *Strategic Internal Audit Plan* and relevant professional standards issued by industry professional bodies (for example, Institute of Internal Auditors, Australian Society of Certified Practising Accountants, and the Institute of Public Accountants in Australia).

3.7 Planning

Internal audit will adopt an integrated risk-based approach to audit in consultation with management and guided by Council's risk management framework so that audit attention is directed to areas of higher risk. The audit programme will be documented in a *Strategic Internal Audit Plan* approved by the Chief Executive Officer and presented to the Audit Committee for its consideration and input.

Flexibility shall exist for the Chief Executive Officer to approve changes to the audit plan, which will be reported to the next audit committee meeting. The Chief Executive Officer may request internal audit to perform unscheduled engagements where required.

3.8 Reporting

Internal audit will report to each meeting of the Audit Committee on:

- (1) reports on internal and external audits completed, including observations and recommendations from the audit and management's response to the audit recommendations;
- (2) progress in implementing the audit plan; and
- (3) the status of the implementation of agreed internal and external audit recommendations.



AUDIT COMMITTEE - Terms of Reference

1. ESTABLISHMENT AND PURPOSE

The Western Downs Regional Council Audit Committee is established in accordance with section 105 of the Local Government Act 2009 and sections 209 to 211 of the Local Government Regulation 2012.

The purpose of this document is to outline the role, responsibilities, composition, and operating guidelines of the Western Downs Regional Council (~~WDRCCouncil~~) Audit Committee. ~~This is in accordance with Part 11, subdivision 2, of the Local Government Regulation 2012, and section 105 of the Local Government Act 2009.~~

2. AUTHORITY AND INDEPENDENCE OF THE COMMITTEE

The Audit Committee has no executive power.

The Audit Committee is a committee of ~~WDRCCouncil~~ and is directly responsible to the Chief Executive Officer and Council. In discharging its responsibilities, the Audit Committee has the authority to:

- (1) conduct or authorise investigations/audits into matters within its scope of responsibility;
- (2) access information, records, and personnel of ~~WDRCCouncil~~ for such purposes;
- (3) request the attendance of any employee of ~~WDRCCouncil~~, including executive staff, at its Committee meetings;
- (4) conduct meetings with internal and external auditors, as necessary; and
- (5) seek advice from external parties, as necessary.

Audit Committee members are responsible for carrying out their duties in compliance with the Information Privacy Act 2009, the code of conduct and associated Council policies.

3. ROLE

The role of the Audit Committee is to provide independent assurance and assistance to the ~~CEO~~ Chief Executive Officer and Council on the risk, internal control and compliance frameworks, and Council's external accountability responsibilities.

The Audit Committee does not replace nor replicate established management responsibilities and delegations nor the reporting lines and responsibilities of either internal audit or external audit.

4. COMMITTEE OBJECTIVES

The primary objective of the Audit Committee is to assist Council in fulfilling its oversight responsibilities relating to the financial reporting process, the system of internal controls, the audit process, and the reporting requirements as prescribed under section 105 of the *Local Government Act 2009* and other relevant legislation.

In achieving this objective, the following principles and standards will apply:

- (1) ~~E~~enhance the ability of Council to fulfil its governance and legal responsibilities;
- (2) ~~Add to the credibility and objectivity of statutory financial reports~~provide independent review of Council's reporting functions to ensure the integrity of financial reports;
- (3) ~~E~~enhance the independence and effectiveness of the Council's internal audit function;
- (4) ~~O~~oversee the application of appropriate accounting and disclosure policies and procedures;
- (5) ~~P~~provide oversight and a communication link between management, internal audit, external audit and Council an assessment of the effectiveness of audit recommendation implementation;
- (6) ~~S~~support measures to improve governance, risk management, and the control environment.

5. DUTIES AND RESPONSIBILITIES

The Audit Committee shall provide independent assurance and assistance to the ~~CEO~~ Chief Executive Officer and Council specifically on:

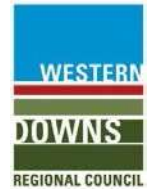
Internal Audit

AUDIT COMMITTEE - Terms of Reference



- (1) eEndorse and review the Internal Audit Plan, its scope, audit progress, and any significant changes, including any difficulties, restrictions on scope of activities, or significant disagreements with management;
- (2) review the Internal Audit Plan to ensure it covers key strategic and operational risks and there is appropriate consultation and co-ordination with auditors;
- (3) review the internal audit progress report;
- (4) review completed internal audit reports focusing on audit findings and management responses~~management responses to findings and recommendations of internal audits~~;
- (5) review the implementation and status of internal audit recommendations accepted by management; and
- (6) ensure there is no material overlap between internal and external audit functions.

AUDIT COMMITTEE - Terms of Reference



External Audit

- (1) ~~e~~Consult with external audit on the proposed audit strategy, audit plan, and audit fees for the year;
- (2) review the findings and recommendations of external audits, (including performance audits impacting on Council), and the management response; ~~ensuring consistency with Council's Risk Management Framework~~
- (3) review the implementation and status of external audit recommendations, and where issues remain unresolved, consider whether satisfactory progress is being made to mitigate the identified risk; and
- (4) review the Auditor-General's interim audit report and final closing report on Council's financial statements for the financial year.

Financial Statements

- (1) ~~r~~Review appropriateness of accounting policies and management assumptions;
- (2) review compliance with prescribed accounting and other requirements;
- (3) review results of external audits and any significant issues identified; and
- (4) ensure that proper assurance with respect to accuracy and completeness of the draft financial statements is given by management prior to submission to the Auditor-General.

Risk Management

- (1) ~~e~~Ensure that Council has a ~~robust~~strong Enterprise Risk Management framework in place which addresses strategic, operational, and fraud risk;
- (2) review effectiveness of Council's processes for identifying and escalating risks, with particular focus on fraud and the organisation's strategic risks;
- (3) ensure internal audit planning processes consider risks, and threats, and opportunities to Council; and
 - ~~enquire with the internal auditor and the external auditor whether they are aware of any actual, suspected or alleged fraud or corruption affecting the entity and how they responded to such instances~~
- (4) ~~consider the impact of the~~assess Council's culture on risk management and internal control.

Internal Controls

- (1) ~~r~~Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security controls; and
- (2) review, through the Chief Financial Officer, the operating effectiveness, efficiency, and economy of financial internal controls.

Compliance and Ethics

- (1) ~~e~~Ensure that Council has a ~~robust~~strong Fraud and Corruption Control Plan in place and satisfy itself that appropriate systems are in place to detect and respond to fraud and corruption; and
- (2) monitor misconduct trends and prevention approaches and highlight issues for management's attention to address any gaps in dealing with integrity issues in relation to fraud or misconduct;
 - ~~review the Council's process for communicating the code of conduct to staff and assess the effectiveness of, and compliance with the code.~~

6. MEMBERSHIP

Membership of the Western Downs Regional Council Audit Committee will consist of ~~two (2)~~ two (2) Councillors and one (1) independent member.

All appointments to the Audit Committee are by resolution of Council and the Committee shall at all times have a minimum of three (3) members, including one (1) independent member. Members will be appointed for the full

AUDIT COMMITTEE - Terms of Reference

Council terms, unless otherwise removed by a resolution of Council or acceptance of resignation.

- ~~Independent Member~~
- ~~Mayor~~
- ~~Councillor~~

Council shall appoint the Chairperson of the Audit Committee. The Chairperson will preside over the meeting, if the Chairperson is absent a Chairperson will be selected by the Committee members present.

~~A quorum will consist of at least half the two members of the committee. Observers will not be counted for the purpose of obtaining a quorum. Proxies are not permitted if the member is unable to attend meetings.~~

~~The Chairperson will preside over the meeting, if the chairperson is absent, the member chosen by the members present as a Chairperson for the meeting presides.~~

~~All appointments to the Committee are by resolution of Council and the Committee shall, at all times, have a minimum of three members overall, including one independent member.~~

AUDIT COMMITTEE - Terms of Reference



~~Appointment of the independent member will be based on the term of the Council or as per the letter of appointment.~~ Appointment of external members will be made via a public advertisement; an evaluation of candidates and a recommendation for appointment put to Council, ~~or as otherwise determined by Council.~~ External members may not be Council employees or contractors. The evaluation of potential external members will be undertaken by the Mayor or a nominated Councillor and the Chief Executive Officer (or delegate), taking account of the qualifications and experience of the candidates. Remuneration and reimbursement of expenditure for the independent member will be at the discretion of the Chief Executive Officer.

Collectively, the members will possess the following skills and expertise:

- (1) a thorough understanding of the core activities of Council and the environment in which it operates, including its strengths, weaknesses, opportunities, challenges, and threats;
- (2) a strong business acumen and management skills;
- (3) a high level of understanding of best practice internal control, risk management, and corporate governance; and
- (4) a high level of competency in financial and performance reporting and the ability to interpret and analyse complex financial reports.

At least one Committee member will have ~~significant experience and skills in financial matters~~ significant accounting or related financial management experience with an understanding of accounting and auditing standards.

Audit Committee Observers

For each meeting, invited observers will include the ~~CEO~~ Chief Executive Officer, General Manager (Corporate Services), Chief Financial Officer, ~~contract~~ internal auditor, external auditor, and a representative from the Queensland Audit Office.

The Committee may invite officers from relevant departments to attend meetings to provide specific technical advice or reports on agenda items as ~~required, and~~ required and may only be required for the duration of their Agenda Item.

7. MEETINGS

The Committee shall meet at least three ~~(3)~~ times each financial year.

The time, date, and location of meetings is subject to change with the approval of the Chairperson and Chief Executive Officer. As a statutory committee meeting, Audit Committee meetings are not required to be open to the public.

Quorum

A quorum will consist of two members of the Committee. Observers will not be counted for the purpose of obtaining a quorum. Proxies are not permitted if the member is unable to attend meetings.

Agenda

An Audit Committee meeting agenda will be decided by the Chairperson and will be produced and distributed to all members at least five (5) business days prior to the date of the meeting.

Minutes

Minutes shall be conducted on a formal basis and be taken by an employee designated to do so by the Chief Executive Officer. The minutes shall address agenda items, relevant details of discussions, and any Committee recommendations, including action items agreed at the meeting.

AUDIT COMMITTEE - Terms of Reference



The minutes shall be confirmed at the next meeting of the Audit ~~Committee, and Committee and~~ signed by the ~~Committee~~ Chairperson confirming them to be an accurate record.

All members of the Audit Committee shall receive a copy of the minutes within a timeframe deemed to be appropriate by the Chairperson in consultation with the minute taker.

Meeting Report

A report summarising the outcomes of the meeting and the recommendations determined by the Audit Committee will be prepared and provided to the Chief Executive Officer as soon as practicable after the conclusion of the meeting.

The Chief Executive Officer is required to present this report to Council at its next ordinary meeting. _____

AUDIT COMMITTEE - Terms of Reference

8. ROLE OF THE CHAIRPERSON

The Chairperson will be appointed by the Council and:

- (1) be fully appreciative of the role and functions of the Committee and agencies;
- (2) possess sound communication and strong leadership skills;
- (3) have and retain the full confidence and support of the ~~CEO~~Chief Executive Officer and Council;
- (4) provide advice and assurance to the ~~CEO~~Chief Executive Officer and Council from an objective and independent perspective;
- (5) address issues without preconceived ideas or bias and assist in encouraging objective debate on issues; and
- (6) provide insight into best practice management.

9. ETHICAL PRACTICES

Committee members are to:

- a.(1) at all times in the discharge of their duties and responsibilities, exercise honesty, ~~objectivity~~objectivity, and probity;
- b.(2) declare any interests that could constitute a real, ~~potential~~potential, or apparent conflict of interest with respect to participation on the Audit Committee;
- c.(3) not use Council information for any personal gain or advantage, directly or indirectly, for themselves or someone else or in any manner that would be contrary to law or cause detriment to Council. This requirement extends to any employment a member may subsequently have; and
- d.(4) at all times act confidentially and not comment on matters pertaining to the activities of the Committee other than as authorised by the ~~Council's accountable management~~Chief Executive Officer.

10. EVALUATION OF COMMITTEE ACTIVITIES

The operation of the Audit Committee will be assessed ~~annually~~at least every two years by way of a self-assessment questionnaire provided to all members and discussed as a group. Results of the self-assessment and any recommendations arising from the assessment process will be presented to Council.

VERSIONS

VERSION	DATE	APPROVAL
1	16 November 2016	Ordinary Meeting of Council
2	7 August 2018	Audit Committee Meeting
3	11 December 2018	Audit Committee Meeting
4	17 June 2020	Ordinary Meeting of Council

AUDIT COMMITTEE - Terms of Reference

WDRCOUNCIL AUDIT COMMITTEE MEETING SCHEDULE

March/April	July/August	October
<ul style="list-style-type: none"> Internal Audit progress report 	<ul style="list-style-type: none"> Internal audit plan and progress report 	<ul style="list-style-type: none"> Internal Audit progress report
<ul style="list-style-type: none"> External Audit plan 	<ul style="list-style-type: none"> Asset valuation reports 	<ul style="list-style-type: none"> Annual financial statements
<ul style="list-style-type: none"> Self-assessment 	<ul style="list-style-type: none"> Proformas/key changes to financial statements 	<ul style="list-style-type: none"> External Audit closing report
<ul style="list-style-type: none"> QAO briefing 	<ul style="list-style-type: none"> External Audit interim audit report 	<ul style="list-style-type: none"> QAO briefing
	<ul style="list-style-type: none"> QAO briefing 	

AUDIT COMMITTEE - Terms of Reference



1. ESTABLISHMENT AND PURPOSE

The Western Downs Regional Council Audit Committee is established in accordance with section 105 of the *Local Government Act 2009* and sections 209 to 211 of the *Local Government Regulation 2012*.

The purpose of this document is to outline the role, responsibilities, composition, and operating guidelines of the Western Downs Regional Council Audit Committee.

2. AUTHORITY AND INDEPENDENCE OF THE COMMITTEE

The Audit Committee has no executive power. The Audit Committee is a committee of Council and is directly responsible to the Chief Executive Officer and Council. In discharging its responsibilities, the Audit Committee has the authority to:

- (1) conduct or authorise investigations/audits into matters within its scope of responsibility;
- (2) access information, records, and personnel of Council for such purposes;
- (3) request the attendance of any employee of Council, including executive staff, at its meetings;
- (4) conduct meetings with internal and external auditors, as necessary; and
- (5) seek advice from external parties, as necessary.

Audit Committee members are responsible for carrying out their duties in compliance with the *Information Privacy Act 2009*, the code of conduct and associated Council policies.

3. ROLE

The role of the Audit Committee is to provide independent assurance and assistance to the Chief Executive Officer and Council on the risk, internal control and compliance framework, and Council's external accountability responsibilities.

The Audit Committee does not replace nor replicate established management responsibilities and delegations nor the reporting lines and responsibilities of either internal audit or external audit.

4. COMMITTEE OBJECTIVES

The primary objective of the Audit Committee is to assist Council in fulfilling its oversight responsibilities relating to the financial reporting process, the system of internal controls, the audit process, and the reporting requirements as prescribed under section 105 of the *Local Government Act 2009* and other relevant legislation.

In achieving this objective, the following principles and standards will apply:

- (1) enhance the ability of Council to fulfil its governance and legal responsibilities;
- (2) provide independent review of Council's reporting functions to ensure the integrity of financial reports;
- (3) enhance the independence and effectiveness of the Council's internal audit function;
- (4) oversee the application of appropriate accounting and disclosure policies and procedures;
- (5) provide oversight and an assessment of the effectiveness of audit recommendation implementation;
- (6) support measures to improve governance, risk management, and the control environment.

5. DUTIES AND RESPONSIBILITIES

The Audit Committee shall provide independent assurance and assistance to the Chief Executive Officer and Council specifically on:

Internal Audit

- (1) Endorse and review the Internal Audit Plan, its scope, audit progress, and any significant changes, including any difficulties, restrictions on scope of activities, or significant disagreements with management;

AUDIT COMMITTEE - Terms of Reference

- (2) review the Internal Audit Plan to ensure it covers key strategic and operational risks and there is appropriate consultation and co-ordination with auditors;
- (3) review the internal audit progress report;
- (4) review completed internal audit reports focusing on audit findings and management responses;
- (5) review the implementation and status of internal audit recommendations accepted by management; and
- (6) ensure there is no material overlap between internal and external audit functions.

External Audit

- (1) Consult with external audit on the proposed audit strategy, audit plan, and audit fees for the year;
- (2) review the findings and recommendations of external audits (including performance audits impacting on Council) and the management response;
- (3) review the implementation and status of external audit recommendations and where issues remain unresolved, consider whether satisfactory progress is being made to mitigate the identified risk; and
- (4) review the Auditor-General's interim audit report and final closing report on Council's financial statements for the financial year.

Financial Statements

- (1) Review appropriateness of accounting policies and management assumptions;
- (2) review compliance with prescribed accounting and other requirements;
- (3) review results of external audits and any significant issues identified; and
- (4) ensure that proper assurance with respect to accuracy and completeness of the draft financial statements is given by management prior to submission to the Auditor-General.

Risk Management

- (1) Ensure that Council has a strong Enterprise Risk Management framework in place which addresses strategic, operational, and fraud risk;
- (2) review effectiveness of Council's processes for identifying and escalating risks, with particular focus on fraud and the organisation's strategic risks;
- (3) ensure internal audit planning processes consider risks, threats, and opportunities to Council; and
- (4) assess Council's culture of risk management and internal control.

Internal Controls

- (1) Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security controls; and
- (2) review, through the Chief Financial Officer, the operating effectiveness, efficiency, and economy of financial internal controls.

Compliance and Ethics

- (1) Ensure that Council has a strong Fraud and Corruption Control Plan in place and satisfy itself that appropriate systems are in place to detect and respond to fraud and corruption; and
- (2) monitor misconduct trends and prevention approaches and highlight issues for management's attention to address any gaps in dealing with integrity issues in relation to fraud or misconduct.

6. MEMBERSHIP

Membership of the Western Downs Regional Council Audit Committee will consist of two (2) Councillors and one (1) independent member. All appointments to the Audit Committee are by resolution of Council and the Committee shall at all times have a minimum of three (3) members, including one (1) independent member. Members will be

AUDIT COMMITTEE - Terms of Reference

appointed for the full Council term, unless otherwise removed by a resolution of Council or acceptance of resignation.

Council shall appoint the Chairperson of the Audit Committee. The Chairperson will preside over the meeting. If the Chairperson is absent a Chairperson will be selected by the Committee members present.

Appointment of external members will be made via a public advertisement; an evaluation of candidates and a recommendation for appointment put to Council. External members may not be Council employees or contractors. The evaluation of potential external members will be undertaken by the Mayor or a nominated Councillor and the Chief Executive Officer (or delegate), taking account of the qualifications and experience of the candidates. Remuneration and reimbursement of expenditure for the independent member will be at the discretion of the Chief Executive Officer.

Collectively, the members will possess the following skills and expertise:

- (1) a thorough understanding of the core activities of Council and the environment in which it operates, including its strengths, weaknesses, opportunities, challenges, and threats;
- (2) a strong business acumen and management skills;
- (3) a high level of understanding of best practice internal control, risk management, and corporate governance; and
- (4) a high level of competency in financial and performance reporting and the ability to interpret and analyse complex financial reports.

At least one Committee member will have significant accounting or related financial management experience with an understanding of accounting and auditing standards.

Audit Committee Observers

For each meeting, invited observers will include the Chief Executive Officer, General Manager (Corporate Services), Chief Financial Officer, contract internal auditor, external auditor, and a representative from the Queensland Audit Office.

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AUDIT COMMITTEE - Terms of Reference



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AUDIT COMMITTEE - Terms of Reference

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Title Corporate Services Financial Report May 2024

Date 6 June 2024

Responsible Manager T. Skillington, CHIEF FINANCIAL OFFICER

Summary

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

Link to Corporate Plan

Strategic Priority: Sustainable Organisation

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

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

Material Personal Interest/Conflict of Interest

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

Officer's Recommendation

That Council 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.

Background Information

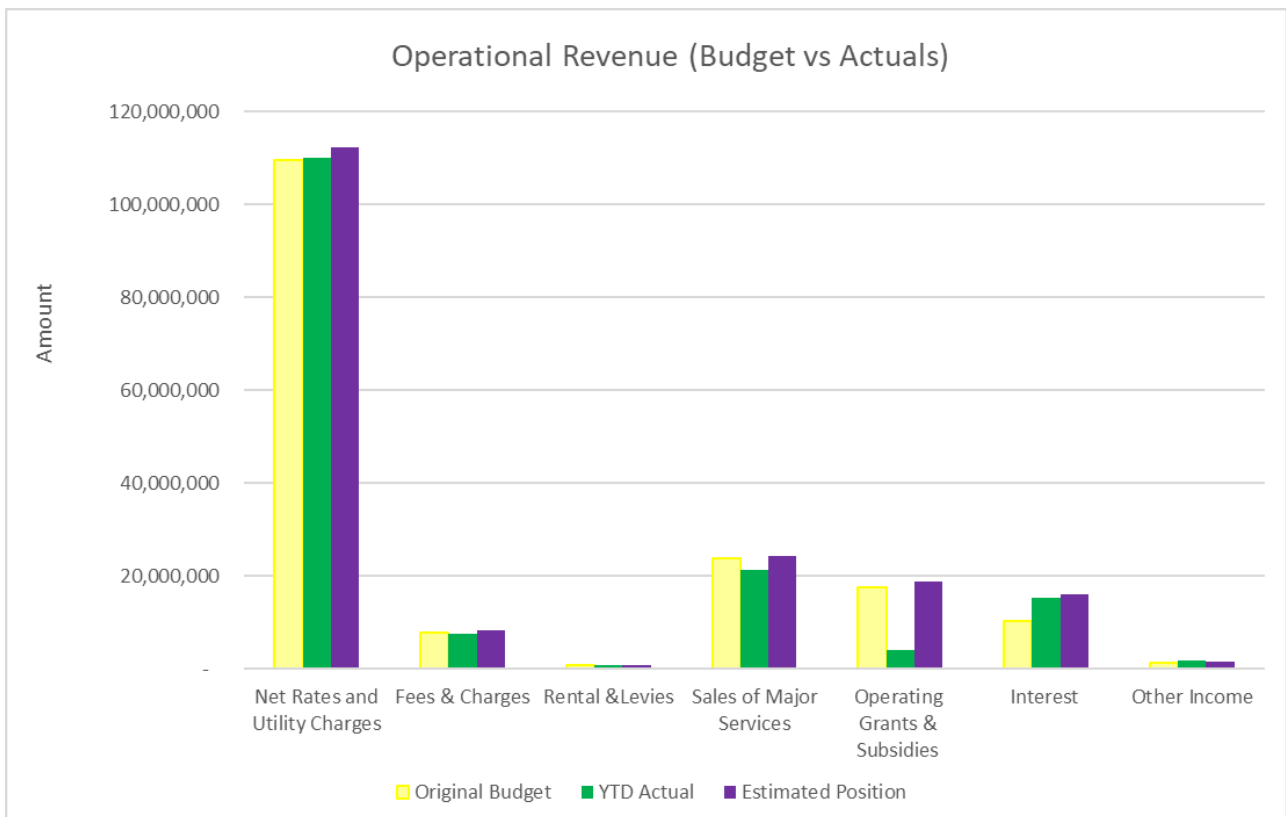
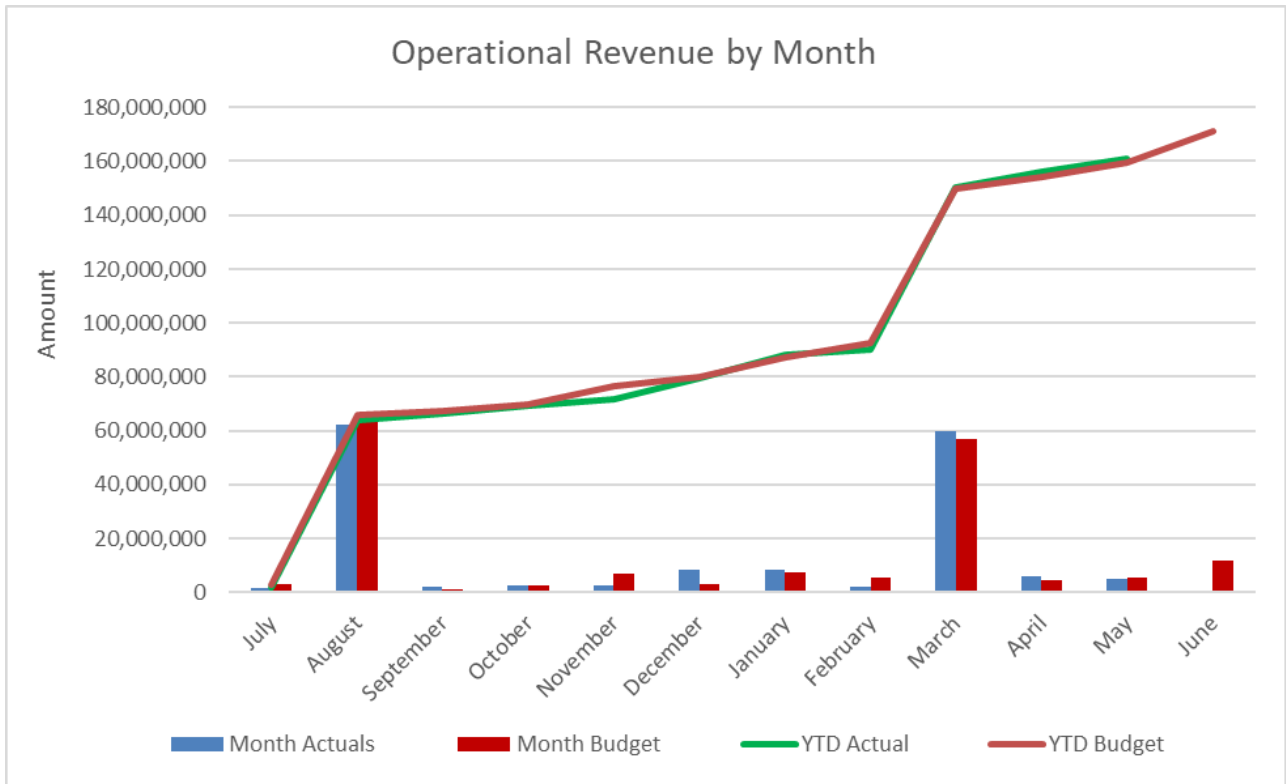
The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the Financial Report once a month or at each meeting if the local government meets less frequently than monthly. The Financial Report must state the progress that has been made in relation to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

Report

1. Operating Result

The operating surplus as of 31 May 2024 is \$7,219,280, compared to a budgeted surplus of \$3,911,675 which is \$3,307,605 ahead of budget. The Operating Surplus ratio as of 31 May 2024 is 4.5 per cent, which is above Council's target of 1.0 per cent. The Operating Surplus ratio has exceeded target due to the final rates levy for the year being levied in March, meaning income is exceeding expenditure. This percentage will start to decrease as expenditure starts to accelerate with the financial year-end approaching.

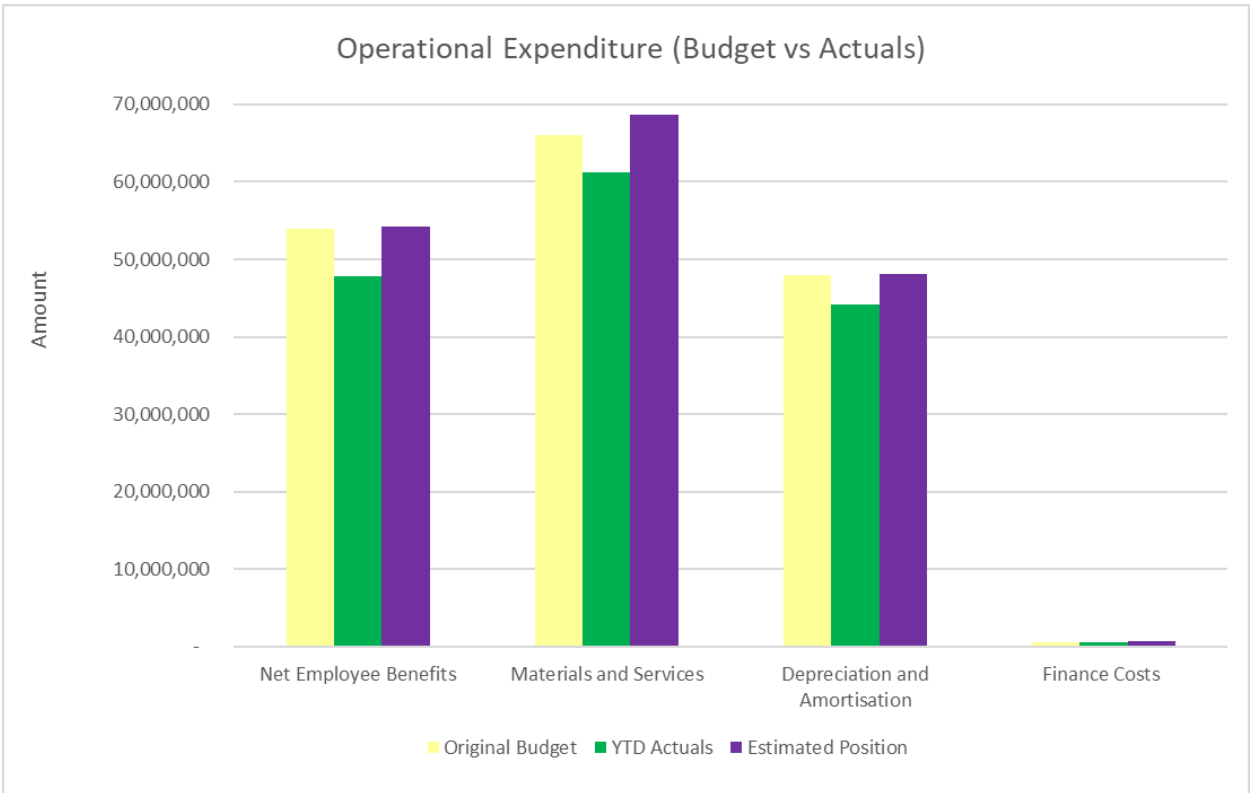
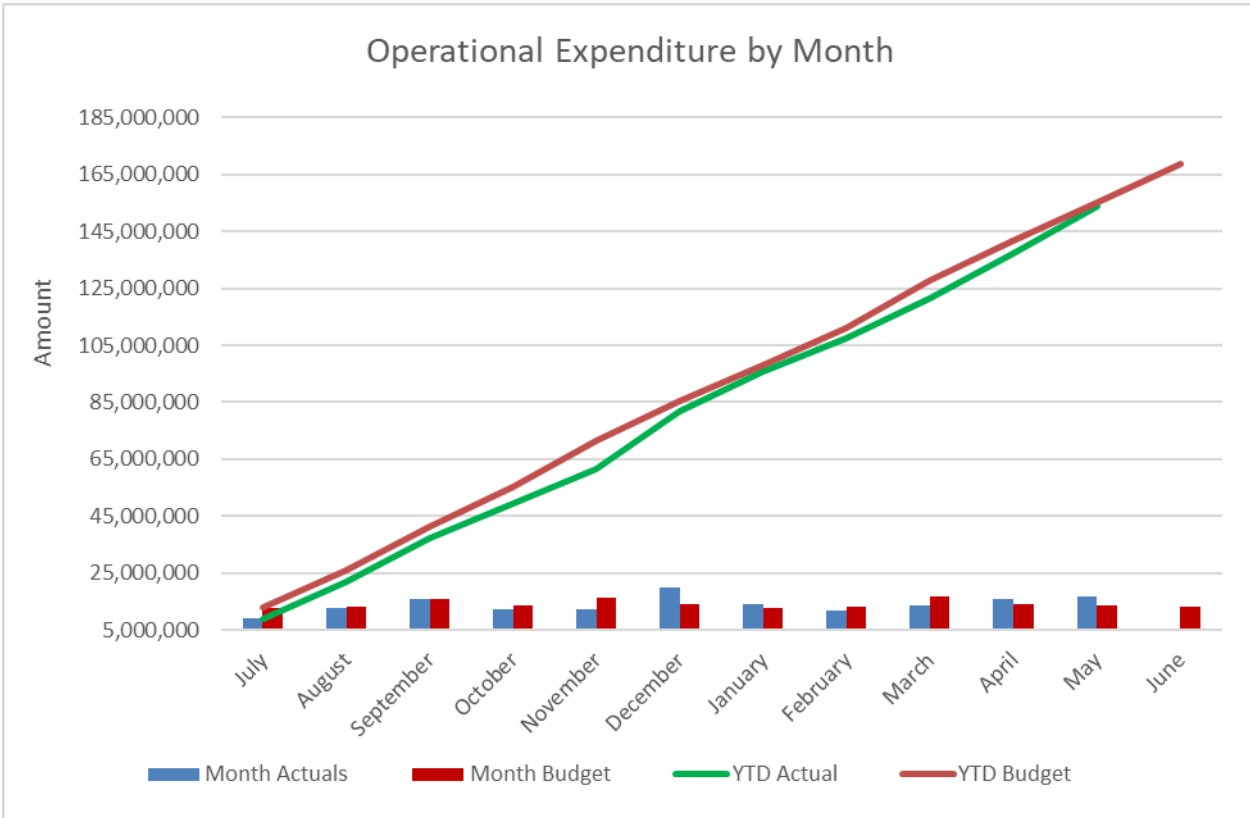
Graphs and a summary of major variances for revenue and expenses are listed below:



Operational Revenue is \$1,549,276 ahead of budget as of 31 May 2024. Operational revenue is expected to exceed budget for the year. Variances are detailed below:

↑ \$1,741,053 ahead of budget year to date for Net Rates and Utility Charges revenue mainly because:

- (a) general rate and utility charges revenue being ahead of budget year to date by \$1,080,993. General Rate revenue is expected to exceed budget for the year mainly 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 coming onto the books;
 - (b) volumetric water is above budget by \$794,393 year to date. Volumetric water is expected to exceed budget for the year due to increased throughput. Consumption is significantly higher compared to last financial year; and
 - (c) discounts are essentially in line with budget. Discounts are expected to go over budget for the year due to the additional assessments coming onto the books.
- ↑ \$593,491 ahead of budget year to date for Fees and Charges. Revenue is expected to exceed budget for the year due to higher revenue expected for building inspections, development applications, rate searches, cemetery fees, aerodrome fees, waste disposal fees, camping and recreation ground fees, and water sales;
- ↑ \$92,007 ahead of budget year to date for Rental and Levies. Revenue is expected to exceed 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;
- ↑ \$457,155 ahead of budget year to date for Sales of Major Services due mainly to Quarry Sales being ahead of budget. This is due to increased gravel production for the flood works. Quarry sales will exceed budget for the year, due to this. 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. Gas Sales and Saleyards Revenue is expected to meet budget for the year;
- ↓ \$7,697,169 behind budget year to date for Operating Grants and Subsidies due to no payment being received for the financial assistance grant. Almost all the 2023-24 grant was paid into the 2022-23 financial year. \$731,486 payments will be made in 2023-24 with no further income expected this financial year unless the 2024-25 grant allocation is prepaid to 2023-24. If this grant is prepaid, Operating Grants and Subsidies will exceed budget for the year due to additional grants and contributions being received throughout the year. Additional grants and contributions include 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;
- ↑ \$5,820,827 ahead of budget year to date for Interest Revenue. 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. To date \$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
- ↑ Other Income is ahead of budget due to reimbursements exceeding budget. Other income will exceed budget for the year, due to additional miscellaneous reimbursements being received. These reimbursements are ad hoc in nature.



Operational Expenditure is \$1,758,329 behind budget as of 31 May 2024. Operational expenditure is expected to exceed budget for the year. Variances are detailed below:

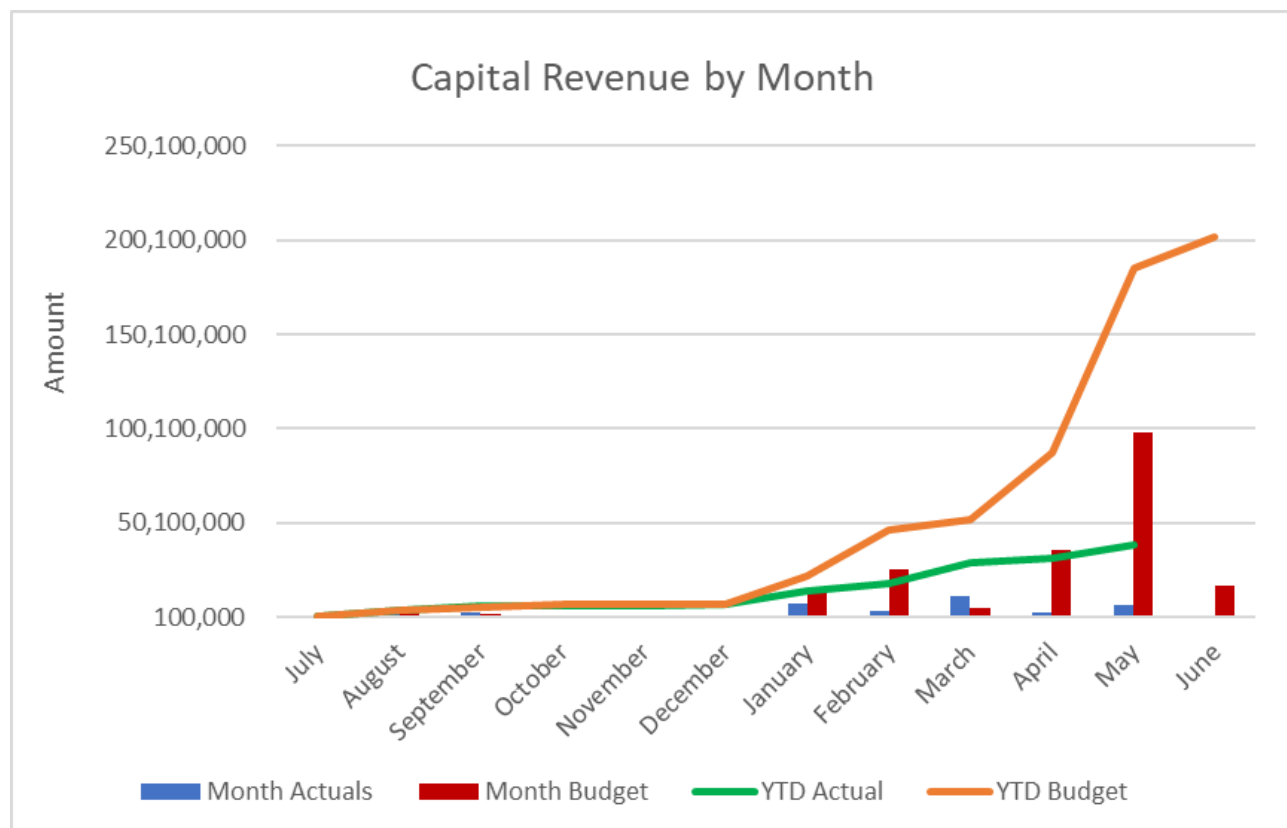
↓ \$1,650,489 behind budget year to date for Net Employee Benefits. This underspend is mainly due to;

- (a) Employee Benefits being under budget due to a lower full time equivalent count when compared to budget. This balance is expected to increase after the year end provision is recognised (annual leave and Long Service leave true up); and
 - (b) capitalised wages are expected to 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;
- ↓ \$319,357 behind budget year to date for Materials and Services, due to outstanding invoices not being accrued at the end of the month (in particular, the Waste contract invoices). Materials and Services are expected to exceed 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 contractors being used due to labour shortages, enhanced drainage maintenance, and increased costs for fleet maintenance;
- ↑ \$217,597 over budget year to date for Depreciation and Amortisation due to higher valuations (increase in the value of council assets); and
- ↓ \$6,080 under budget year to date for Finance costs. Finance costs will slightly exceed budget for the year due to the management fees for the Queensland Investment Corporation investments.

2. Capital Revenue and Expenditure

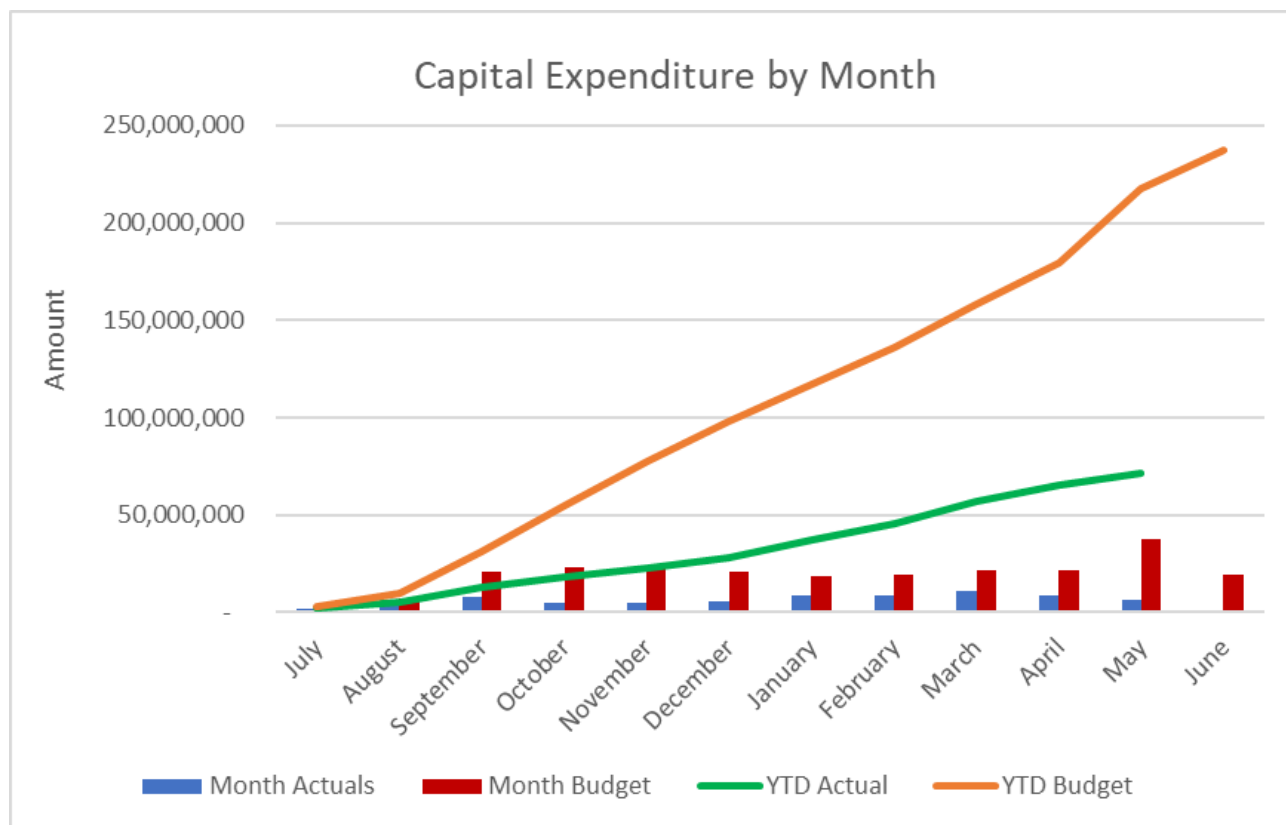
Capital Revenue

Capital Revenue is behind budget \$146,967,188 as of 31 May 2024, due mainly to the flood works. The flood programme has been extended to December 2024 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. 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 \$145,285,541 as of 31 May 2024 with \$72,403,606 being spent year to date. Please see breakdown below of underspends.



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

By Budget Type				
Division	Total Approved Budget	YTD Budget	YTD Actuals	Variance (YTD Budget less YTD Actuals)
Total Council	\$ 237,419,948	\$ 217,689,147	\$ 72,403,606	\$ 145,285,541
General	\$ 65,817,463	\$ 58,930,968	\$ 38,235,110	\$ 20,695,858
Flood	\$ 164,851,812	\$ 152,007,506	\$ 28,636,269	\$ 123,371,237
Carry-Over	\$ 6,750,673	\$ 6,750,673	\$ 5,532,227	\$ 1,218,446

- (a) Council's general programme is behind budget \$20,695,858. This is due to a timing difference of works in progress/complete, invoicing, a lag in completing projects and projects which will not be completed and will need to be carried over. Large underspends include the Dalby Washdown Facility Mitigation Works, Tara and Wandoan Landfill Weighbridge projects, Upgrade Waterloo Plains project, Dalby Water Supply, Dalby Aerodrome Reseal Main Runway, Flood Gauge Replacement, Sewer Asset Relining, and multiple yellow fleet items. At this stage project managers are indicating that \$12,719,000 will need to be carried over to 2024-25, due the projects being unable to be completed this financial year. Major projects to be carried over include 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 some road projects.

- (b) Council's flood programme is behind budget \$123,371,237. 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 December 2024, however some projects may carry over to 2025. This extension is currently in negotiation with Queensland Road Authority (QRA). At this stage project managers are indicating that around \$123,000,000 will need to be carried over to 2024-25. If costs remain lower than the approved value, not all this \$123,000,000 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 \$1,218,446 due to a timing difference of works in progress/complete and invoicing and a lag in completing projects. Major projects behind schedule include multiple yellow fleet items and multiple road projects. These projects are all anticipated to be completed this financial year.

3. Capital Budget Adjustments

Capital adjustments are required to the 2023-24 capital works programme. This adjustment is listed below, with one new project added to the programme. As per the *2023-24 Budget Policy*, this project has been approved by the Chief Executive Officer.

Project	Expenditure Budget	Revenue Budget	Comment
Girrahween Design and Construction Project (Arrow Energy Funded)	\$962,644	\$1,107,041	Fully funded resource sector project. Works have commenced in May with completion by June 2024.

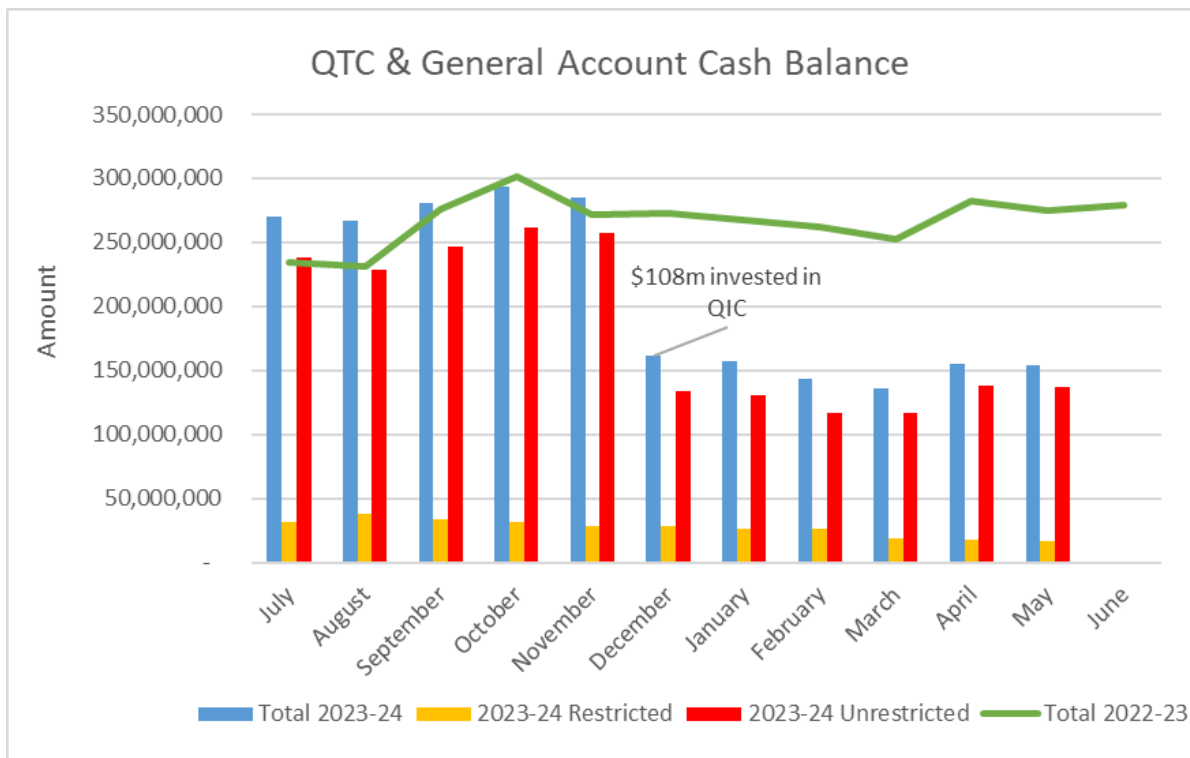
4. Cash and Investments

Council's Cash and Investments as of 31 May 2024 totalled \$266,978,655. Council's cash is made up of:

- (a) \$153,770,382 *QTC Cash Fund and General Bank Account*; and
- (b) \$113,208,273 *QIC Investment Fund*.

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

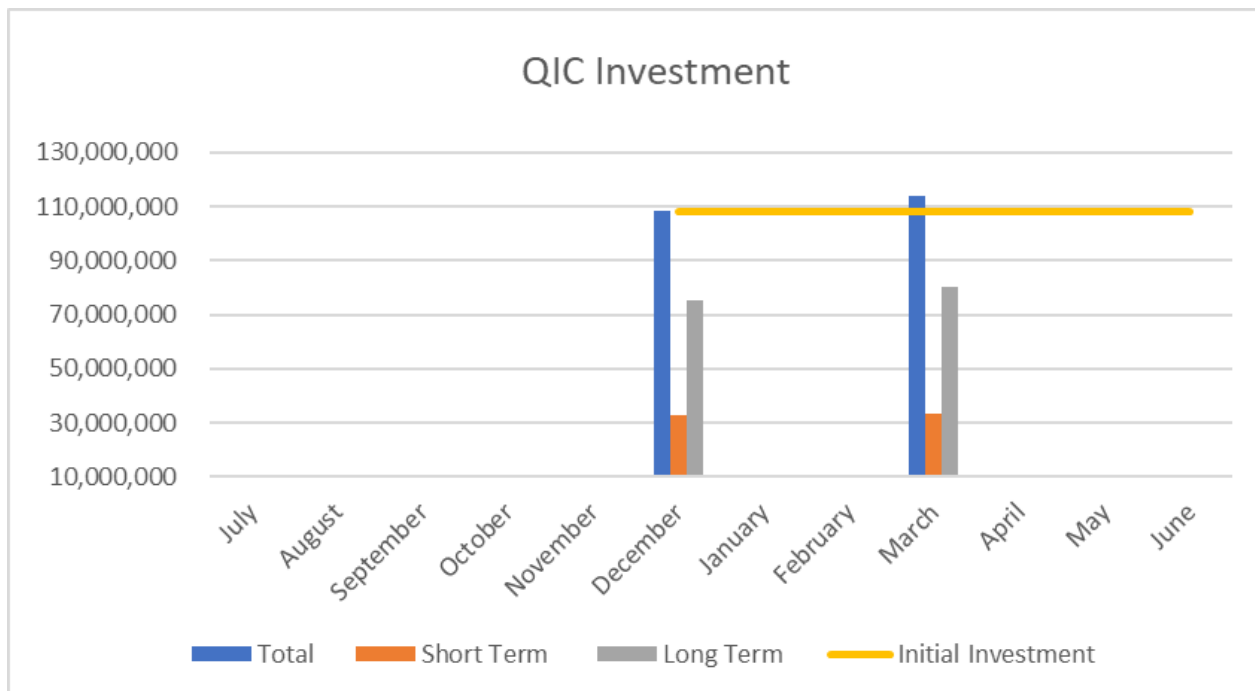
The balance in the Queensland Treasury Corporation (QTC) cash fund and general bank account at 31 May 2024 totalled \$153,770,382, of which \$17,036,271 is considered restricted in nature, leaving the unrestricted balance at \$136,734,111 which represents 13.6 months of operating expenses, excluding 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. The unrestricted balance as of 30 June 2023 was \$244,090,012. The interest rate received for the Queensland Treasury Corporation Cash fund as of 31 May 2024 was 5.23 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) is 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 progress made against Year-To-Date budget for the period ending 31 May 2024. A budget point to be noted is the risk of not receiving the 2024-25 prepayment of the Financial Assistance Grant this financial year. The likelihood is difficult to predict, as historically it has always been prepaid but the Federal Government is advising that it will not be prepaying the 2024-25 grant. At this juncture, Council should not be placing any reliance on receiving a prepayment.

The operating position is expected to improve with a \$11,000,000 surplus expected when compared to the adopted surplus of \$2,705,641. This improved position is mainly due to increased operating revenue which has been mentioned in the operating section of this report. This new position includes receiving the prepaid Financial Assistance Grant. If this grant is not prepaid, this position will reduce.

Human Rights Considerations

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

Conclusion

Council is currently ahead of budget due mainly to expenditure being behind budget and additional revenue received. At this stage council is in a very healthy position with the position for the year expected to significantly improve. The only budget concern is the Financial Assistance Grant, which is listed above.

Attachments

1. One Page Report May 2024

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



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

	Council Consolidated				Council Net				Commercial Works			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue												
Rates and Utility Charges	(109,322,166)	(110,907,165)	(111,988,158)	(1,080,993)	(86,284,379)	(87,869,378)	(89,021,210)	(1,151,832)	-	-	-	-
Volumetric	(6,091,872)	(3,045,936)	(3,840,329)	(794,393)	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	5,836,378	5,653,395	5,787,727	134,332	4,447,460	4,427,460	4,638,161	210,701	-	-	-	-
Net Rates and Utility Charges	(109,577,660)	(108,299,707)	(110,040,760)	(1,741,053)	(81,836,918)	(83,441,918)	(84,383,049)	(941,131)	-	-	-	-
Fees and Charges	(7,792,477)	(6,914,542)	(7,508,032)	(593,491)	(3,884,383)	(3,516,622)	(3,979,265)	(462,643)	-	-	-	-
Rental and Levies	(860,111)	(768,020)	(860,027)	(92,007)	(765,111)	(680,937)	(779,904)	(98,967)	-	-	-	-
Sales of Major Services	(23,737,567)	(20,928,200)	(21,385,355)	(457,155)	-	-	-	-	(9,129,313)	(7,606,035)	(7,704,653)	(98,618)
Operating Grants & Subsidies	(17,558,322)	(11,892,998)	(4,195,829)	7,697,169	(17,558,322)	(11,892,998)	(3,995,829)	7,897,169	-	-	(200,000)	(200,000)
Interest and Other Investment Revenue	(10,313,000)	(9,453,583)	(15,274,410)	(5,820,827)	(10,213,000)	(9,361,083)	(15,190,081)	(5,828,998)	-	-	-	-
Other Income	(1,389,401)	(1,284,582)	(1,826,495)	(541,913)	(1,204,401)	(1,130,415)	(1,608,700)	(478,285)	-	-	-	-
Total Operating Revenue	(171,228,537)	(159,541,632)	(161,090,908)	(1,549,276)	(115,462,135)	(110,023,973)	(109,936,828)	87,145	(9,129,313)	(7,606,035)	(7,904,653)	(298,618)
Operating Expenses												
Employee Benefits	60,612,828	55,692,175	53,161,574	(2,530,601)	48,531,567	44,540,241	43,438,780	(1,101,461)	1,725,572	1,592,835	1,526,450	(66,385)
Less Capitalised Employee Benefits	(6,682,328)	(6,168,303)	(5,288,191)	880,112	(6,002,412)	(5,540,688)	(4,803,572)	737,116	-	-	-	-
Net Employee Benefits	53,930,500	49,523,872	47,873,383	(1,650,489)	42,529,155	38,999,553	38,635,208	(364,345)	1,725,572	1,592,835	1,526,450	(66,385)
Materials and Services	66,012,972	61,566,613	61,247,256	(319,357)	36,042,858	34,198,240	33,256,352	(941,888)	6,316,964	5,657,777	6,159,496	501,719
Depreciation and Amortisation	47,976,424	43,978,389	44,195,986	217,597	38,154,080	34,974,573	35,014,668	40,095	-	-	-	-
Finance Costs	603,000	561,083	555,003	(6,080)	603,000	561,083	554,737	(6,346)	-	-	-	-
Corporate Overhead	-	-	-	-	(3,800,946)	(3,484,200)	(3,484,200)	-	427,164	391,567	391,567	-
Total Operating Expenses	168,522,896	155,629,957	153,871,628	(1,758,329)	113,528,147	105,249,249	103,976,765	(1,272,484)	8,469,700	7,642,179	8,077,513	435,334
Operating (surplus)/deficit	(2,705,641)	(3,911,675)	(7,219,280)	(3,307,605)	(1,933,988)	(4,774,724)	(5,960,063)	(1,185,339)	(659,613)	36,144	172,860	136,716
Capital Revenue												
Capital Grants & Subsidies	(196,656,048)	(180,028,334)	(35,925,701)	144,102,633	(196,193,094)	(179,889,448)	(35,825,123)	144,064,325	-	-	-	-
Contributions	(3,692,041)	(3,385,232)	(506,970)	2,878,262	(3,692,041)	(3,385,232)	(506,970)	2,878,262	-	-	-	-
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)	(764,673)	475,327	(1,240,000)	(1,240,000)	(764,673)	475,327	-	-	-	-
Total Capital Revenue	(201,988,089)	(185,053,566)	(38,086,378)	146,967,188	(201,525,135)	(184,914,680)	(37,697,601)	147,217,079	-	-	-	-
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	12,581,212	2,581,212	10,000,000	10,000,000	12,429,674	2,429,674	-	-	-	-
Total Capital Expenses	10,000,000	10,000,000	12,593,323	2,593,323	10,000,000	10,000,000	12,429,674	2,429,674	-	-	-	-
Net Result (surplus)/deficit	(194,693,730)	(178,965,241)	(32,712,335)	146,252,906	(193,459,123)	(179,689,404)	(31,227,990)	148,461,414	(659,613)	36,144	172,860	136,716
Capital Funding Applications												
Capital Expenditure - New Assets	12,338,126	11,331,825	5,645,902	(5,685,923)	4,943,531	4,410,840	1,784,904	(2,625,936)	-	-	-	-
Capital Expenditure - Upgrade Assets	6,684,013	5,504,569	3,430,162	(2,074,407)	6,508,013	5,504,569	3,430,162	(2,074,407)	-	-	-	-
Capital Expenditure - Replacement Assets	218,397,809	200,852,753	63,327,542	(137,525,211)	205,899,379	189,646,748	59,006,210	(130,640,538)	-	-	-	-
Total Capital Funding Applications	237,419,948	217,689,147	72,403,606	(145,285,541)	217,350,923	199,562,157	64,221,276	(135,340,881)	-	-	-	-



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

	Gas				Water				Sewerage			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue												
Rates and Utility Charges	-	-	-	-	(6,608,052)	(6,608,052)	(6,611,027)	(2,975)	(10,168,601)	(10,168,601)	(10,025,009)	143,592
Volumetric	-	-	-	-	(6,091,872)	(3,045,936)	(3,840,329)	(794,393)	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	46,762	46,762	616,721	453,737	417,219	(36,518)	477,924	477,924	428,520	(49,404)
Net Rates and Utility Charges	-	-	46,762	46,762	(12,083,203)	(9,200,251)	(10,034,137)	(833,886)	(9,690,677)	(9,690,677)	(9,596,489)	94,188
Fees and Charges	(34,000)	(25,500)	(30,997)	(5,497)	(1,073,000)	(804,750)	(1,184,821)	(380,071)	-	-	(5,068)	(5,068)
Rental and Levies	-	-	-	-	(95,000)	(87,083)	(80,123)	6,960	-	-	-	-
Sales of Major Services	(3,647,662)	(3,343,507)	(2,899,335)	444,172	(35,000)	(26,250)	(80,868)	(54,618)	(11,000)	(8,250)	(5,175)	3,075
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Other Investment Revenue	-	-	-	-	(45,000)	(37,500)	(44,868)	(7,368)	(35,000)	(35,000)	(22,124)	12,876
Other Income	-	-	-	-	-	-	(5,986)	(5,986)	-	-	-	-
Total Operating Revenue	(3,681,662)	(3,369,007)	(2,883,570)	485,437	(13,331,203)	(10,155,834)	(11,430,803)	(1,274,969)	(9,736,677)	(9,733,927)	(9,628,856)	105,071
Operating Expenses												
Employee Benefits	389,658	359,684	193,960	(165,724)	4,988,745	4,604,996	3,988,233	(616,763)	2,257,485	2,083,832	1,498,603	(585,229)
Less Capitalised Employee Benefits	-	-	-	-	(140,912)	(130,073)	(13,784)	116,289	-	-	(2,793)	(2,793)
Net Employee Benefits	389,658	359,684	193,960	(165,724)	4,847,833	4,474,923	3,974,449	(500,474)	2,257,485	2,083,832	1,495,810	(588,022)
Materials and Services	1,529,774	1,400,537	1,123,315	(277,222)	4,180,793	3,772,426	4,943,897	1,171,471	1,817,427	1,735,394	1,591,216	(144,178)
Depreciation and Amortisation	316,693	290,302	290,713	411	5,515,919	5,056,259	5,238,862	182,603	2,868,939	2,629,861	2,657,765	27,904
Finance Costs	-	-	-	-	-	-	266	266	-	-	-	-
Corporate Overhead	246,410	225,876	225,876	-	1,469,983	1,347,484	1,347,484	-	823,983	755,318	755,318	-
Total Operating Expenses	2,482,535	2,276,399	1,833,864	(442,535)	16,014,528	14,651,093	15,504,958	853,866	7,767,834	7,204,405	6,500,109	(704,296)
Operating (surplus)/deficit	(1,199,127)	(1,092,608)	(1,049,706)	42,902	2,683,324	4,495,258	4,074,155	(421,103)	(1,968,842)	(2,529,522)	(3,128,747)	(599,225)
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	-	-	43,199	43,199
Total Capital Expenses	-	-	-	-	-	-	29,364	29,364	-	-	43,199	43,199
Net Result (surplus)/deficit	(1,199,127)	(1,092,608)	(1,049,706)	42,902	2,683,324	4,495,258	3,947,141	(548,117)	(1,968,842)	(2,529,522)	(3,179,061)	(649,539)
Capital Funding Applications												
Capital Expenditure - New Assets	-	-	-	-	3,739,397	3,265,787	1,070,763	(2,195,024)	-	-	-	-
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	9,710,590	8,302,165	2,811,367	(5,490,798)	1,700,000	1,660,000	1,050,564	(609,436)
Total Capital Funding Applications	-	-	-	-	13,449,987	11,567,952	3,882,130	(7,685,822)	1,700,000	1,660,000	1,050,564	(609,436)



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

	Quarry				Waste				Saleyards				Washdown Bays			
	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance	Original Budget	YTD Budget	YTD Actuals	YTD Variance
Operating Revenue																
Rates and Utility Charges	-	-	-	-	(6,261,135)	(6,261,135)	(6,330,912)	(69,777)	-	-	-	-	-	-	-	-
Volumetric	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Discounts & Pensioner Remissions	-	-	-	-	294,273	294,273	257,065	(37,208)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	-	-	-	-	(5,966,861)	(5,966,861)	(6,073,847)	(106,986)	-	-	-	-	-	-	-	-
Fees and Charges	-	-	-	-	(1,901,094)	(1,742,670)	(1,699,721)	42,949	-	-	-	-	(900,000)	(825,000)	(608,160)	216,840
Rental and Levies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sales of Major Services	(8,036,810)	(7,306,191)	(7,690,187)	(383,996)	-	-	-	-	(2,877,782)	(2,637,967)	(3,005,137)	(367,170)	-	-	-	-
Operating Grants & Subsidies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Other Investment Revenue	-	-	-	-	(20,000)	(20,000)	(17,337)	2,663	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	(185,000)	(154,167)	(211,809)	(57,642)	-	-	-	-	-	-	-	-
Total Operating Revenue	(8,036,810)	(7,306,191)	(7,690,187)	(383,996)	(8,072,955)	(7,883,698)	(8,002,714)	(119,016)	(2,877,782)	(2,637,967)	(3,005,137)	(367,170)	(900,000)	(825,000)	(608,160)	216,840
Operating Expenses																
Employee Benefits	1,216,815	1,123,214	1,101,358	(21,856)	629,012	580,627	626,590	45,963	740,645	683,673	660,340	(23,333)	133,329	123,073	127,260	4,187
Less Capitalised Employee Benefits	(472,842)	(436,470)	(424,909)	11,561	-	-	(9,273)	(9,273)	(66,162)	(61,073)	(33,860)	27,213	-	-	-	-
Net Employee Benefits	743,973	686,744	676,449	(10,295)	629,012	580,627	617,317	36,690	674,483	622,600	626,480	3,880	133,329	123,073	127,260	4,187
Materials and Services	5,495,484	5,040,263	6,190,317	1,150,054	8,878,912	8,139,697	6,410,278	(1,729,419)	1,090,638	1,003,507	1,160,712	157,205	660,122	618,772	411,673	(207,099)
Depreciation and Amortisation	23,713	21,737	20,843	(894)	557,131	510,703	484,118	(26,585)	489,439	448,652	440,898	(7,754)	50,510	46,301	48,119	1,818
Finance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Overhead	325,509	298,383	298,383	-	270,530	247,986	247,986	-	183,194	167,928	167,928	-	54,173	49,659	49,659	-
Total Operating Expenses	6,588,679	6,047,128	7,185,992	1,138,865	10,335,585	9,479,013	7,759,699	(1,719,314)	2,437,754	2,242,688	2,396,018	153,330	898,134	837,804	636,711	(201,094)
Operating (surplus)/deficit	(1,448,131)	(1,259,063)	(504,195)	754,869	2,262,630	1,595,315	(243,015)	(1,838,331)	(440,028)	(395,279)	(609,119)	(213,840)	(1,866)	12,804	28,551	15,746
Capital Revenue																
Capital Grants & Subsidies	-	-	-	-	(462,954)	(138,886)	(138,886)	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions - Contributed Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions from Developers - Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposal of Non-Current Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Revenue	-	-	-	-	(462,954)	(138,886)	(138,886)	-	-	-	-	-	-	-	-	-
Capital Expenses																
Loss of Revaluation of Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restoration of Land Provision	-	-	-	-	-	-	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)	(1,259,063)	(502,059)	757,005	1,799,676	1,456,429	(342,405)	(1,798,835)	(440,028)	(395,279)	(559,665)	(164,386)	(1,866)	12,804	28,551	15,746
Capital Funding Applications																
Capital Expenditure - New Assets	-	-	-	-	3,185,518	3,185,518	2,489,769	(695,749)	379,680	379,680	300,466	(79,214)	90,000	90,000	-	(90,000)
Capital Expenditure - Upgrade Assets	-	-	-	-	-	-	-	-	176,000	-	-	-	-	-	-	-
Capital Expenditure - Replacement Assets	-	-	-	-	125,745	125,745	125,745	-	443,600	599,600	331,946	(267,654)	518,495	518,495	1,710	(516,785)
Total Capital Funding Applications	-	-	-	-	3,311,263	3,311,263	2,615,514	(695,749)	999,280	979,280	632,412	(346,868)	608,495	608,495	1,710	(606,785)

Title **Infrastructure Services Works May 23/24 Capital Works Progress Update**

Date 5 June 2024

Responsible Manager D. Dibley, WORKS MANAGER CONSTRUCTION

Summary

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

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

- Our business and industry actively live and buy local.

Strategic Priority: Quality Lifestyle

- Our residents are provided with modern infrastructure and quality essential services across our region.
- Our recreational spaces and community facilities are attractive, safe, and accessible.
- We invest in safe, well maintained road networks to connect our region and support economic activities.

Strategic Priority: Sustainable Organisation

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and noted.

Background Information

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

Report

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

RECENTLY COMPLETED PROJECTS

1. Kleinschmidt's Road, Jimbour East - Floodway Upgrade Works;
2. Cambridge Crossing Road, Cambridge Crossing (15.53-21.55) Reconstruction and Widening Works;
3. Dalby PCYC Rear Access Upgrade (Reseal only);
4. Willis Place, Dalby (0.0-0.125) Reconstruction Works;
5. Karingal Apunyal Resheet works incorporating flood damage;
6. Middle Creek Road, Wandoan - Gravel Resheet; and
7. 2023/24 Reseal and Prior Works - Package 2.

PROJECTS IN PROGRESS

1. Turner Street, Chinchilla (0.00-0.091) Reconstruction Works;
2. Apelts Road, Southwood, Resheet incorporating flood damage;
3. Dawson Street Miles (0.01-0.310) Upgrade and reconstruction works;
4. Regional Kerb and Channel Replacement Works (Dulacca);
5. Castle Street, Chinchilla (0.0-0.221) Upgrade and Reconstruction Works ;
6. Crescent Ave (0 - 0.14) - Reconstruct;
7. Leichhardt Avenue,Dalby (Lawson to Black St) Reconstruction Works;
8. Curtis Street, Dalby (2.073-2.643) Reconstruction Works;
9. McCaskers Road, Tara (0.08-5.10) Upgrade Works (Resource Sector);
10. Elerslea Lane East (Flood Damage and Resource Sector Works);
11. Gravel Resheets (Flood damage) Staines, Machaness and Kytes Roads,Tara;
12. Bunya Street replacement Footpath (Bridge Club to Nicholson Street);
13. Constance Street - Missing Link (footpath) (Park Street to Pine Street); and
14. Cunningham Street (Wood Street to Coxen Street) Footpath.

UPCOMING PROJECTS

1. Lawson Street - Burke to Leichhardt, Dalby (0 - 0.155) Reconstruct;
2. Burke Street, Dalby - (0.31 - 0.46) Reconstruct;
3. Ducklo School Road Resheet and Floodworks;
4. Upper Humbug Road Upgrade Resource (Ch 12.840-19.107);
5. Myall Park, Retreat Road Intersection Alignments (Resource); and
6. Murilla Street replacement (Tully Street to Ch 280m).

COMMERCIAL WORKS

Recently Completed Projects

1. DTMR Reseal Prior Works - Dalby Kogan Rd, Kogan Condamine Rd, Condamine Meandarra Rd, Moonie Hwy; and
2. Warrego Highway Asphalt Pavement Repairs Package.

PROJECTS IN PROGRESS

1. 2023/24 RMPC; and
2. Bunya Hwy drainage and vegetation control works at Porters Gap.

UPCOMING PROJECTS

Nil

FLOOD DAMAGE RESTORATION

Recently Completed Projects

1. QRA REPA Flood Damage Restoration 2021/22 Package 22 (Bell / Bunya Mountains); and
2. QRA REPA Flood Damage Restoration 2021/22 Package 23 (Boonarga / Brigalow / Hopeland / Crossroads / Montrose).

PROJECTS IN PROGRESS

1. QRA REPA Flood Damage Restoration 2021/22 Package 16 (Sujeewong / Auburn);
2. QRA REPA Flood Damage Restoration 2021/22 Package 17 (Tara);
3. QRA REPA Flood Damage Restoration 2021/22 Package 19 (Tara / Goranba / Marmadua / Weir River);
4. QRA REPA Flood Damage Restoration 2021/22 Package 20 (Wandoan / Grosmont / Roche Creek);
5. QRA REPA Flood Damage Restoration 2021/22 Package 21 (Chinchilla / Red Hill / Burncluth / Pelican / Fairyland);
6. QRA REPA Flood Damage Restoration 2021/22 Package 24 (Miles / Hookswood / Columboola / Goombi / Cameby / Rywung);
7. QRA REPA Flood Damage Restoration 2021/22 Package 25 (Eurombah / Clifford / Bundi / Grosmont / Bogandilla);
8. QRA REPA Flood Damage Restoration 2021/22 Package 26 (Glenaubyn / Drillham / Drillham South / Miles);
9. QRA REPA Flood Damage Restoration 2021/22 Package 27 (Tara / The Gums / Moonie);
10. QRA REPA Flood Damage Restoration 2021/22 Package 28 (Weranga / Kumbarilla / Ducklo / Halliford / Ranges Bridge / Nandi / Springvale / St Ruth); and
11. QRA REPA Flood Damage Restoration 2021/22 Package 29 (Blackswamp / Cameby / Rywung / Baking Board / Greenswamp).

UPCOMING PROJECTS (awarded, not yet commenced)

1. QRA REPA Flood Damage Restoration 2021/22 Package 30 (Woleebee / Wandoan / Guluguba / Pelham / Gurulmundi / Kowguran / Dalwogon / Myall Park / Hookswood);
2. QRA REPA Flood Damage Restoration 2021/22 Package 31 (Cooranga / Bell / Moola / Kaimkillenbun / Dalby);
3. QRA REPA Flood Damage Restoration 2021/22 Package 32 (Kogan / Goranba / Weranga);
4. QRA REPA Flood Damage Restoration 2021/22 Package 33 (Fairyland / Burra Burri / Jinghi);
5. QRA REPA Flood Damage Restoration 2021/22 Package 34 (Wieambilla / Montrose / Tara); and
6. QRA REPA Flood Damage Restoration 2021/22 Package Seal 02 (Jimbou West / Jimbour East / Pirrinuan / Kaimkillenbun / Dalby / Irvingdale / Moola).

23/24 PROJECTS DESIGN STATUS UPDATE

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

1. Design Program is 93% completed (38/41);
 - a. 88% - Roadworks Design Program (22/25) projects Issued for Construction (IFC);
 - b. 86% - Footpath Design Program (6/7) projects Issued for Construction.
 - c. 100% - DustSuppressions (9/9)
2. Remaining Projects Status - 3 in total
Progressing
 - Markham's Hill Road (90%)Progressing following direction from info session
 - Dorney Street, Chinchilla
 - Wheeler Street, Chinchilla
3. Flood Damage - 2 complete, 1 Progressing.
 - Giligulgul Road (100%)
 - Gurulmundi Road (95%) - at Environment Consultant for submission
4. Supplementary (Extra) jobs - 25 complete of 30 projects
Progressing
 - Old Moonie Road Culvert Investigation (50%)

24/25 PROJECTS DESIGN STATUS UPDATE

1. Design Program is 39% completed (20/52)
 - a. 26% - Roadworks Design Program (8/34) projects Issued for Construction (IFC)
 - b. 78% - Footpath Design Program (7/9) projects Issued for Construction.
 - c. 56% - DustSuppressions (5/9)

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

Ongoing projects are experiencing slight setbacks attributed to persistent wet weather, which is consistently prolonging our sealing processes, compounded by minor delays in construction.

Attachments

Nil

Authored by: Debbie Dibley, WORKS MANAGER CONSTRUCTION

Title **Community and Liveability Council Report Dalby Cultural Centre**

Date 13 June 2024

Responsible Manager D. Fletcher, GENERAL MANAGER (COMMUNITIES & LIVEABILITY)

Summary

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.

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

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

Officer's Recommendation

That this Report be received and that Council resolves to:

1. Recommence concept planning for the Dalby Cultural Centre project in Thomas Jack Park 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 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.

Background Information

During the Ordinary Council Meeting on 16 May 2024, Council adopted six (6) resolutions connected to the ongoing discussions surrounding the Dalby Cultural Centre. These resolutions are outlined as follows:

1. *Acknowledge the presented report regarding the Dalby Cultural Centre;*
2. *Resolve to await the outcomes of the upcoming Community Advisory Panel (CAP) meeting and all community engagement;*
3. *Commit to conducting a thorough review of the petition related to the project;*
4. *That council investigate the suitability of land offered to council by a private landholder for the purpose of constructing a cultural centre;*
5. *Schedule a Councillor information session to reconsider the project's location, following the completion of steps 2, 3 and 4;*
6. *Decide not to progress the project any further until the aforementioned steps are undertaken, and the Councillor information sessions is held.*

Report

Community engagement for the Dalby Cultural Centre has progressed in accordance with the directives of the Council and the approved community engagement plan. This process has now entered its third round of consultation, incorporating a variety of activities designed to gather additional community input on key aspects such as site location, community values and desired elements for inclusion in the Dalby Cultural Centre. These efforts aim to ensure that the project brief is informed by a broad spectrum of community perspectives.

The process has been thorough, involving significant time, effort and investment from community members. It remains evident that there is a strong and sustained desire for the return of cultural elements including the cinema, library, and art gallery. Additionally, it is clear that the site location must be chosen with great sensitivity. The aim is to ensure that the selected site creates the most value for the community while compromising the least amount of greenspace. This consideration is crucial for the concept planning phase, ensuring that any integration of greenspace is done judiciously and with minimal impact.

Outcome of Community Advisory Panel (CAP) meeting(s) and all community engagement

Community and Youth Advisory Panels

In May 2024, the new Community Advisory Panel (CAP 2.0) was established to continue the valuable work completed by the CAP 1.0. The primary objective of the CAP 2.0 is to:

- Share knowledge regarding the Dalby Cultural Centre and ultimate site/location.
- Encourage the development of productive relationships between all community groups and stakeholders.
- Act as a conduit to the broader community to share accurate information and generate further understanding about the project within the terms of the Community Advisory Panel.
- Foster positive ongoing relationships between stakeholders focussed on arts, cultural and recreational activities.

CAP 2.0 Selection Process

To form the CAP 2.0, Council put out an open call/invitation for applications. These applications were then de-identified and assessed by a selection panel made up of independent facilitators and Senior Executive Officers from Western Downs Regional Council. The community representatives were chosen based on the following criteria:

- **Relevance:** The applicant demonstrates personal or business connections to the Dalby region and/or participation in community groups or organisations with an interest in the project outcomes. The applicant demonstrates a genuine interest in the project and a commitment to work constructively towards positive community outcomes.
- **Representation:** The community representatives collectively represent the demographic diversity of the area and a range of community perspectives. Collectively the new members provide relevant insights into local arts and culture, library, education, cinema, local businesses, open spaces, and events.
- **Engagement:** The applicant demonstrates a willingness to engage in constructive dialogue with other community members who may have divergent views, share insights from their own experiences, and build awareness of the project across their local networks.

Forty-six (46) applications were received for the 13 available positions. To ensure there was a good cross representation of community views that covered the range of perspectives outlined within the selection criteria, an additional two (2) positions were made available, increasing the CAP2 member size to 15.

The 15 appointed CAP 2.0 members represent a diversity of perspectives, interests and community groups which include local arts and culture, library, education, local business, open spaces, events, and families. Specifically, the selected members represent a strong cross section of community groups and organisations including Dalby Chamber of Commerce, Dalby Little Players Theatre, Dalby Regional Arts Council, Gallery 107, Save Thomas Jack Park group, Western Downs Libraries and more.

For this round of engagement, the CAP 2.0 sessions focused on:

- Vision and values of the Cultural Centre and its surrounding location
- Site location
- Facilities and scale
- Sharing back concerns or insights from wider community

To ensure understanding of the selection process was transparent, all applicants who applied to be on the CAP 2.0 but were not successful, were invited to take part in a one-on-one interview with the consultant team to ensure their perspective was captured.

Youth Advisory Panel

The YAP was established to complement the activities of CAP 2.0 and ensure the youth's voice is prominently represented throughout this project. The YAP consists of seventeen students (subject to availability) from grades 9 through 12, representing three local high schools: Dalby Christian College, Dalby State High School, and Our Lady of the Southern Cross College.

During key stages of the engagement process, the YAP meets in advance of CAP 2.0 sessions. This allows the students to present their views, thereby informing the CAP discussions with fresh and relevant youth perspectives. To assemble the YAP, the schools were contacted and requested to extend invitations to students, particularly those studying design, arts, or culturally related subjects. This targeted approach ensures that the panel is composed of individuals with a vested interest in the project and its outcomes.

Have Your Say Survey

This updated survey was meticulously designed to build upon insights from earlier consultations. It gauged support for previously defined values and asked respondents to evaluate each site based on various criteria. Importantly, the survey did not solicit votes on the site itself; rather, it sought community perspectives on their priorities related to how the site selection decision should be made. This approach facilitated a systematic evaluation of potential sites based on community-defined priorities.

The goal was to maximise participation and awareness of the survey, and it was promoted through the following channels:

- 4,882 postcards lodged with Australia Post delivered between 20-24 May to all private addresses with a 4405 postcode (information as per advice from Australia Post).
- Paper surveys were made available at Council facilities across Western Downs Regional Council.
- Promotional materials were provided to 85+ businesses, schools and community facilities in the CBD and beyond.
- Posters, corflutes and stickers were put up around the CBD.
- The immediate neighbours of Thomas Jack Park and 107 Drayton Street, Dalby received letters informing them that those sites are under consideration with a link to the survey.
- Drop-in sessions were held for three days at Dalby Shopping World; and
- Social media posts and paid social advertising.

The survey was open online from the 10 - 26 May 2024. Paper copies were accepted until the 31 May 2024.

Individual meetings over and above CAP 2.0/YAP sessions

Interviews were also offered to a number of those who reached out to Council to express interest in the project as well as a session for representatives from Waminda. In total, 14 stakeholders participated in one-on-one or small group interviews.

Two additional workshops were held, one for Save Thomas Jack Park group and a second for the board members of Dalby Chamber of Commerce and Industry and Gallery 107.

The consultation team attended the Devils and Diehards Rugby League and Saturday Rugby Union sporting events on the 11 May, as well as a picnic organised by the Save Thomas Jack Park group. The consultation team spoke to people to share information on and gain insights into the project as well as distributing postcards with the link to the online survey.

On the 5 June, the team was invited to bring the 'blocks activity' to the Dalby Chamber of Commerce 'Business After Hours' event. Around 50 people attended, and many took part in the activity and shared their insights with the team.

Pop-up sessions Dalby Shopping World

Over the course of three days from the 22-24 May, the consultation team held a pop-up engagement booth outside Big W in Dalby Shopping World. Members of the consultation team talked people through the 'blocks activity', shared information and recorded insights from the community. Paper copies of the survey were also distributed.

The pop up was promoted online and many visitors also told us that they had attended after hearing about it through word of mouth. This pop-up was especially successful at reaching out to the older demographic who spend time in the shopping centre during the day and discussions were held with around 100 people over the three days.

Impact - Third Round Engagement

The engagement period lasted for 27 days and heard almost 1,000 local voices; a breakdown is outlined below:

- 30+ people participated in the CAP2/YAP workshops.
- 100 community members spoke at the pop-up stalls in Dalby Shopping World.
- 14 individual stakeholders interviewed.
- 14 people participated in supplementary workshops.
- 50 people at local events.
- 45 business owners/community members participated in the Business After Hours event held by the Dalby Chamber of Commerce.
- 728 online responses and 19 paper survey responses were submitted.
- The assessment team also reviewed, and considered all emails and letters to Council, as well as the content to deputations at Council's Ordinary Meeting in May.

Outcome of the third round of Community Consultation

Three key demographics were identified through the survey, firstly the youth and their parents, secondly those older than 65 years of age, and thirdly, residents with disabilities.

The outcome of the consultation is clear on what activities and facilities the community wish to have in a future cultural centre. There is a strong demand for a cinema and is the most requested facility in both the surveys, and in-person engagements. This is followed by a library, live music/theatre and performance, green space, and an art gallery.

'We're looking for a social meeting place where we can spend time together, be entertained, share experiences and enjoy arts and culture, and we need this to be a place which offers plenty of things to do for our youth'. - Survey respondent

'Kids aged 2-15 really don't have many options on the weekends. - Survey respondent

'Space should focus on keeping our youth and young families engaged in activities that will enable them to be occupied and supported in our society. Those of us who are older have many other opportunities to pursue and greater flexibility and financial freedom to engage in various activities. We want our town to feel comfortable for families. - Survey respondent

Which activities are most important?

	1. Watching movies
	2. Activities for teens (13-18 yrs)
	3. Activities for kids (<12 yrs)
	4. Seeing live music and performances
	5. Socialising and spending time with friends and family
	6. Eating and drinking
	7. Experiencing art in many forms
	8. Sharing places and activities with visitors
	9. Attending festivals and major events
	10. Relaxing

Which facilities are most important?

	1. Cinema
	2. Library
	3. Live music / theatre and performance
	4. Greenspace
	5. Art Gallery
	6. Indoor / outdoor recreation spaces
	7. Café / restaurant and cocktail bar

There remains diverse views on the preferred location of the Dalby Cultural Centre. These views typically align with the interest of the relevant individual and group that is being represented.

The youth, and parents favour a cultural centre close to the Dalby CBD, especially within Thomas Jack Park, while those 65+ strongly favour the former Drayton 107 site.

Residents with disabilities, of whom 60% of local NDIS participants are aged between 14-24 years old, prefer Thomas Jack Park due to the ease of access on better paved footpaths, and button crossings.

CAP2 & YAP Site Comparison Outcome

Consideration	107 Drayton	Thomas Jack	Distributed
Will allow for the cultural centre to be located in one place	3.5	4.3	2.9
Has potential for an impressive design showcasing Dalby's identity	3.4	4.4	3.2
Is easily accessible by car	4.3	4.4	4
Is easily accessible by foot or bike from the town centre	2.8	4.8	3.8
Has enough space to replace what we had at MyALL 107	4.2	4.3	4.3
Is visible from Warrego Highway	5	4.1	3.2
Should contribute to the local economy by being located where it is easy for people to walk to other dining and retail	2.7	4.5	4.1
Should not take away existing green space	2.1	3.6	3.2
The site takes advantage of existing Council-owned land to maximise value	4.9	4.3	3.3
The site should consider whole of life costs (operational and maintenance)	4.1	4.1	3.5

Summary of Consultation

The views of the community are as diverse as the community itself. There is no unanimous agreement on the location of the Cultural Centre, nor is there a consensus on a specific site. Council's decision will consider the key points of alignment from the community: the urgent need for this centre, the importance of minimal loss of green space, the acceptance that not all facilities need to be co-located and the inclusion of a cinema.

Many believe that the former site at 107 Drayton Street served its purpose well and should be reused. Equally, there are those enthusiastic about integrating facilities like the library and art gallery into the park, utilising underused areas and blending them with the natural environment. Additionally, some community members are less concerned about the specific location, as long as it creates more opportunities for youth and teens to socialise, learn and gain independence.

These varied perspectives highlight the complexity of the decision and the need for a balanced approach that addresses the community's diverse needs and desires.

It is proposed that should the decision be made to proceed with any elements of the project at Thomas Jack Park, that the following community concerns be addressed during the community co-design process:

- The design should aim to **minimise the loss of green space** without compromising on the scale of facility that's needed.
- The location of the buildings within the park should **minimise loss of established trees**.
- Activating the **underused space** of the park on the corner of Bunya and Condamine Streets should be considered.
- **Existing amenities** including fenced play area, barbecue facilities, group seating and space for sports must be maintained or enhanced.
- Building design should **complement the natural surroundings**.
- Building design should create **indoor-outdoor spaces**, incorporating planting and greenery into the architecture.
- To be the Gateway to the Western Downs the cultural centre should be visible, yet this needs to be creatively managed so the trees remain a key feature and asset of the park.
- The building with the biggest footprint and parking requirements is the **Performing Arts Centre**. Many feel this would not be suitable in the park due to potential disruption, crowding, traffic and overcrowding. Community feels this will need to be managed carefully if located in Thomas Jack Park.

Analysis of Petition

Upon thorough consideration, it has been deemed impractical to conduct a more in-depth analysis of the submitted petition beyond what has already been provided in the previous council report. The initial report was designed to ensure the objectivity of the submitted information, not to question the relevance of any signatory. Therefore, Council is advised to integrate the existing analysis into its holistic decision-making process to ensure a well-informed outcome.

Site Analysis (Investigation into Privately Owned Land Offered for Sale to Council)

Privately owned land has been offered for the development of a Cultural Centre. These sites include the FINDEX building on Marble Street and the old flour mill site at 1 Eileen Street. An independent urban design panel evaluated these sites using the original selection criteria.

In addition to these privately owned properties, the panel also reconsidered the Sisters of Mercy site and other potential locations of adequate size and suitable location. This includes the current Black Toyota sites and the Council-owned parking lot between Foodworks and Mary's Place.

The outcome of the independent assessment is demonstrated in the table below.

Site selection Criteria	1. 107 Drayton Street	2. Thomas Jack Park	3. Marble Street (Findex)	4. 1 Eileen St	5. (Black Toyota) 43 Drayton Street	6. Foodworks Site + Mary's Place)	7. 169 Cunningham St - Sisters Of Mercy
1. Close to the CBD (400m radius)	Red	Green	Green	Green	Green	Green	Green
2. Large enough for proposed uses (minus PAC)	Green	Green	Green	Red	Green	Yellow	Green
3. Preferably in Council Ownership	Green	Green	Red	Red	Red	Green	Red
4. Flood Free	Red	Green	Yellow	Yellow	Green	Green	Yellow
5. Has a community focus (space to learn play create, grow)	Yellow	Green	Green	Red	Yellow	Green	Green
6. Shapes Identity (platform to express a distinct identity)	Red	Green	Green	Red	Yellow	Green	Green
7. Expands Horizons (gives opportunity to learn, discover new ideas, engage with tech and be inspired)	Yellow	Green	Green	Red	Yellow	Yellow	Green
8. Inclusive, safe & Social (equal use/access for all ages, cultural background, build connections)	Red	Green	Green	Red	Green	Yellow	Green
9. Gateway to Western Downs (provides connection to rest of Downs, place to learn about rich history)	Yellow	Green	Green	Red	Green	Red	Yellow
10. Embedded in Nature (indoor outdoor environment with greenery, integrated)	Red	Green	Green	Red	Red	Red	Green

From an urban design and location standpoint, Thomas Jack Park emerged as the preferred location, with the FINDEX site as a strong second. The FINDEX site, while promising, is hindered by limitations such as not being owned by the Council and being flood-prone. For a detailed analysis, please refer to Attachment 1, Part 2.

Consultation (Internal/External)

As detailed above in the report.

Legal/Policy Implications (Justification if applicable)

Nil.

Budget/Financial Implications

A revised budget allocation for this project will be considered by Council during its 24/25 budget deliberations. A funding agreement between the Regional Council Infrastructure Centre has granted \$14.1 million towards this project. Initially, the agreement stipulated that construction should commence in November 2024. However, Council officers have successfully negotiated with the Department of State Development and Infrastructure ("the Department") for a revised timeline. After careful consideration of Council's request, the Department has agreed to extend the commencement date to April 2025. It should be noted that further extensions for this funding will be subjected to evaluation and assessment from the 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'.

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

Conclusion

In summary, the Dalby Cultural Centre project has reached a critical juncture where informed and strategic decisions are paramount. The extensive community engagement process, now in its third round, has provided valuable insights into community priorities and preferences. It is clear that while there is a strong desire to return cultural elements such as the cinema, library, and art gallery, careful consideration must be given to the site location to ensure minimal impact on green spaces and maximum community value.

The Council must navigate diverse opinions, balancing the urgency for the cultural centre with the need to maintain the integrity of Thomas Jack Park as a cherished community parkland. The proposal to move forward with Thomas Jack Park as the preferred site, while also exploring a secondary location for a Performing Arts Centre, reflects a thoughtful and inclusive approach. It also allows for the completion of concept planning to further inform future decisions about suitability of the site.

As we proceed, it is essential to address the key concerns raised by the community during the co-design process. This includes minimising the loss of green space, preserving established trees, activating underused areas, and ensuring the design harmonises with the natural surroundings. Additionally, the Performing Arts Centre's placement must be carefully managed to avoid potential disruptions.

The Council's approval and support are crucial for advancing the concept planning phase and ensuring the successful realisation of the Dalby Cultural Centre project. This project promises to enhance community engagement, cultural enrichment, and the overall quality of life for the residents of Dalby.

Your consideration and approval of the proposed actions are vital to moving forward effectively and responsively to the community's needs and aspirations.

Attachments

Attachment 1 - Draft Dalby Community Engagement Report and Site Analysis Study.

Attachment 2 - Community Engagement Plan

Authored by: C. Barnard, Communities Manager
D. Fletcher, General Manager (Communities & Liveability)



DALBY

Cultural Centre

Draft Community Engagement Report and Site Analysis Study

June 2024



fourfold
STUDIO

fourfoldstudio.com.au
haveyoursay.wdrc.qld.gov.au



ACKNOWLEDGMENT OF COUNTRY

Our team acknowledges the traditional owners, the Barunggam, Iman (Yiman), Bigambul, Wakka Wakka, and the Jarowair people, as the custodians of this land. We pay respect to all Aboriginal community Elders, past and present, who have resided in the area and have been an integral part of the history of the region.



DRAFT



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INTRODUCTION

Following the loss of MyALL 107, Western Downs Regional Council (WDRC) embarked on an ambitious journey to build a new cultural centre for Dalby. The goal is to create new state-of-the-art facilities offering arts, cultural, educational and social opportunities for the Dalby community and the wider Western Downs.

Following the Council Resolution on the 16th of May to halt the project and allow for further consultation, placemaking and community engagement consultants Fourfold Studio were engaged to lead community engagement. The Fourfold team were supported by architectural consultants from GHD and Flexure.

This report serves two purposes:

Part 1 – Engagement Summary A summary of the purpose, process and findings from the recent round of engagement undertaken during May 2024.

Part 2 – Site Analysis Study: An assessment of the suitability of alternative sites for the cultural centre.

Part 1 – Engagement Summary

This portion of the report helps the WDRC to understand community sentiment in regards to the future Cultural Centre and its values, facilities and location. The report will highlight the community's needs and wants as well as concerns and design considerations.

Part 2 – Site Analysis Study

As part of this review process, Council additionally passed a motion stating that 'Council investigate the suitability of land offered to Council by a private landholder for the purpose of constructing a Cultural Centre'. This investigation was carried out by the expert architectural consultants appointed by Fourfold Studio and forms the second part of this report.

PART 1: ENGAGEMENT SUMMARY

Thinking big, thinking place

A key piece of the puzzle for the Dalby Cultural Centre is in ensuring that this project supports the future growth of Dalby as a whole. It should not only become a well-loved community anchor and visitor attraction but also capitalise on the opportunity to be a powerful piece of placemaking for the town.

As such, it is important that the project take into account the foundational principles of thoughtful and sustainable urban design. These include factors like:



Flexibility and adaptability



Safety



Identity and sense of place



Intensity of activity



Connectivity and accessibility

The consultation was therefore designed around considering potential sites and design requirements in relation to these principles that will maximise the value of this project for community now and for future generations. This included the community survey, workshop activities, discussion topics and assessment criteria for the CAP, YAP and architectural consultants.

EXPERT ARCHITECTURAL AND STRATEGIC ADVICE

To support the engagement process, Fourfold Studio appointed two expert architects and urban designers from GHD and Flexure. These consultants have been involved throughout the process and present at workshops and meetings to answer design-related queries and gain the first-hand knowledge needed to help appoint and brief the future design team. Part of their recent role has included investigations into the suitability of alternative site locations in Dalby (refer to Part 2 of this report).

Pictured Right: Expert architect and urban designer Phil Smith works with community members during CAP workshop activities in Dalby (May 2024).



Going deeper with engagement

This report summarises the third round of consultation for the Cultural Centre project. Following the appointment of a new Council and voiced concerns regarding the number of people who participated in the previous rounds of consultation, Council have taken the opportunity to broaden consultation and ensure everyone has a chance to provide their perspectives on this important matter. Three potential sites would be under consideration at this stage – 107 Drayton Street, a site within Thomas Jack Park and a distributed model with some facilities in the park and others elsewhere.

A two-way conversation

This round of engagement repeated many aspects of the previous round of engagement. The key objectives of the original consultation program were to:

- Confirm the values for Dalby Cultural Centre as defined by community
- Understand what activities, experiences and facilities can be supported by the Cultural Centre
- Identify community values to consider when determining the preferred site for the Cultural Centre

During this third round a concerted effort was made to provide information about the plans and process, enabling people to then share their insights from an informed position. This was achieved through both digital and in-person consultation:



DIGITAL: the online survey included maps of each site along with a list of pros and cons of each, assessed by an independent architect



IN-PERSON: at workshops and the shopping centre pop up, people were invited to participate in an activity arranging blocks on scale plans of the site options

THE BLOCKS ACTIVITY

To help people understand the scale and challenges of each site, an activity was created where people could move blocks representing the buildings on scale maps of the potential sites. Across workshops and the shopping centre pop-up, around 80 people were able to take part in this additional activity.

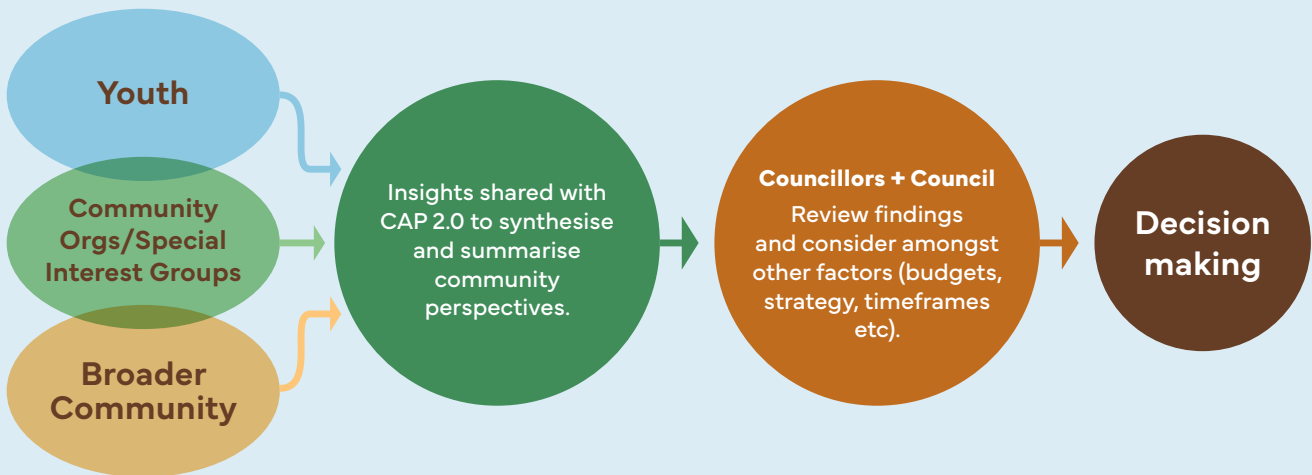


A NOTE ON THE SAVE THOMAS JACK PARK PETITION

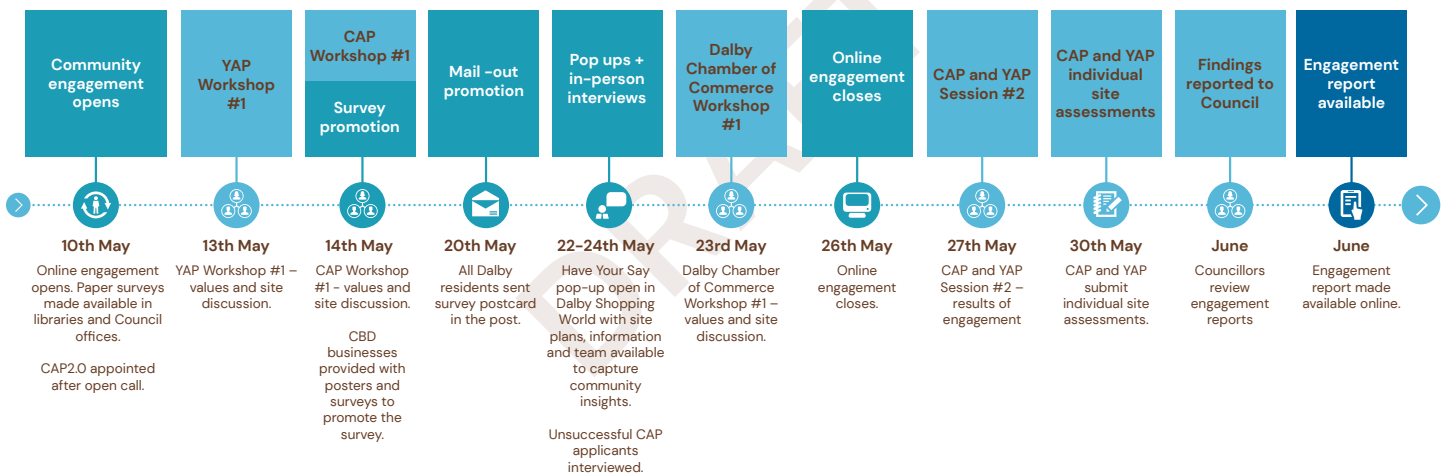
A petition was launched by the Save Thomas Jack Park group asking for signatures to support a request for Council to 'preserve Thomas Jack Park as open space and parkland'. This petition was effective in communicating broad community concern for the decision to locate the new Cultural Centre in the park. However it has been raised during recent engagement that many of the people who signed the petition did not have full awareness of the proposal. A key purpose of this round of engagement was to share the intents of the project prior to seeking informed perspectives on the matter.

WHAT WE DID

Council adopted a layered decision-making process that allows for a well considered balance of broad and deep engagement. Deep insights will be gained from a Youth Advisory Panel (YAP), Community Advisory Panel (CAP) and other interviews and workshops, whilst broad insights will be gained from a survey and pop-up engagement.



COMMUNITY ENGAGEMENT (2024)



ADVISORY PANELS

Community Advisory Panel (CAP)

The CAP is a group of people representing local businesses, residents and community groups that meet regularly to discuss the project and act in an advisory capacity. In May 2024 a new group was formed (CAP2.0) to replace the original CAP.

The primary objectives of the Community Advisory Panel are to:

- Share knowledge regarding the Dalby Cultural Centre and ultimate site.
- Encourage the development of productive relationships between all community groups and stakeholders.
- Act as conduit to the broader community to share accurate information and generate further understanding about the project within the terms of the Community Advisory Panel.
- Foster positive ongoing relationships between stakeholders focussed on arts, cultural and recreational activities.



CAP selection process

To form the CAP 2.0, Council put out an open call for anyone to apply. These applications were then assessed by a panel made up of independent facilitators and senior officers from Western Downs Regional Council. The community representatives were chosen based on the following criteria:

- **Relevance:** The applicant demonstrates personal or business connections to the Dalby region and/or participation in community groups or organisations with an interest in the project outcomes. The applicant demonstrates a genuine interest in the project and a commitment to work constructively towards positive community outcomes.
- **Representation:** The community representatives collectively represent the demographic diversity of the area and a range of community perspectives. Collectively the new members provide relevant insights into local arts and culture, library, education, cinema, local businesses, open spaces, and events.
- **Engagement:** The applicant demonstrates a willingness to engage in constructive dialogue with other community members who may have divergent views, share insights from their own experiences, and build awareness of the project across their local networks.

Of the 46 applications received for the 13 available positions many were scored highly by the panel. To ensure there was a good cross representation of community views that covered the range of perspectives outlined within the selection criteria, an additional two positions were made available.

The 15 appointed CAP members represent a diversity of perspectives, interests and community groups which include local arts and culture, library, education, local business, open spaces, events and families. Specifically the groups are members of many community groups and organisations including Western Downs Libraries, Dalby Chamber of Commerce, Dalby Regional Arts Council, Gallery 107, Save Thomas Jack Park group, Dalby Little Players Theatre and more.

For this round of engagement, the CAP sessions were focused on:

- Vision and values of the Cultural Centre and its surrounding location
- Site location
- Facilities and scale
- Sharing back concerns or insights from wider community

Youth Advisory Panel (YAP)

The Youth Advisory Panel was formed to complement the activities of the CAP and ensure the voice of youth is strong throughout this project.

The YAP is composed of 17 students (depending on availability) from grades 9, 10, 11 and 12 from three local schools: Dalby State High School, Dalby Christian College, Our Lady of the South Cross College.

Through key stages of the engagement process, the YAP meets in advance of the CAP so that the students can then present their views to inform the CAP discussion.

YAP selection process

To assemble the YAP, three schools were contacted and asked to offer the invite to students, with a particular focus on those studying design and arts or cultural-related subjects.

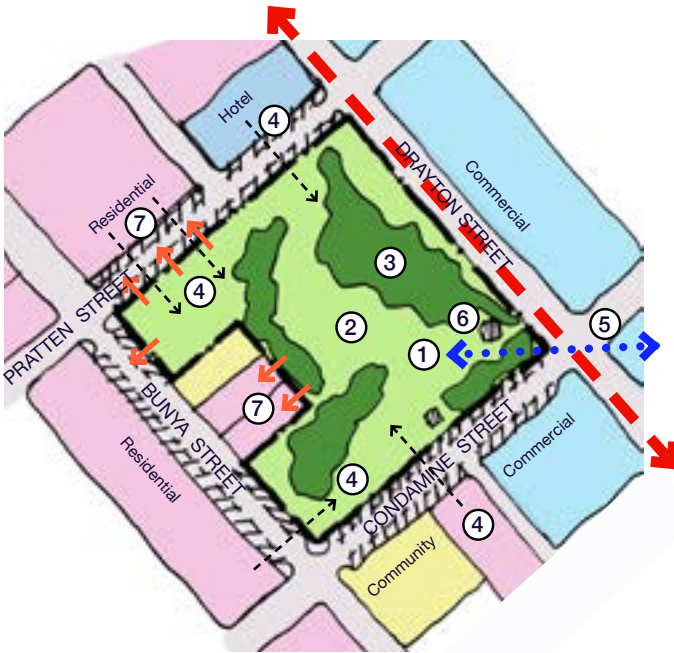


Focusing on three sites

At the point of designing the engagement program, Council had narrowed down to three options which would become the focus of engagement:

- A site within Thomas Jack Park
- 107 Drayton Street
- The distributed model, with some buildings in Thomas Jack Park and others placed elsewhere

Prior to going out to engage, the independent urban design consultants completed their own top-level analysis of the three sites to create a list of pros and cons to inform discussions with the community. These were presented as a prompt to start the conversation across all engagement methods.

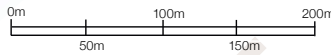


SITE OPPORTUNITIES

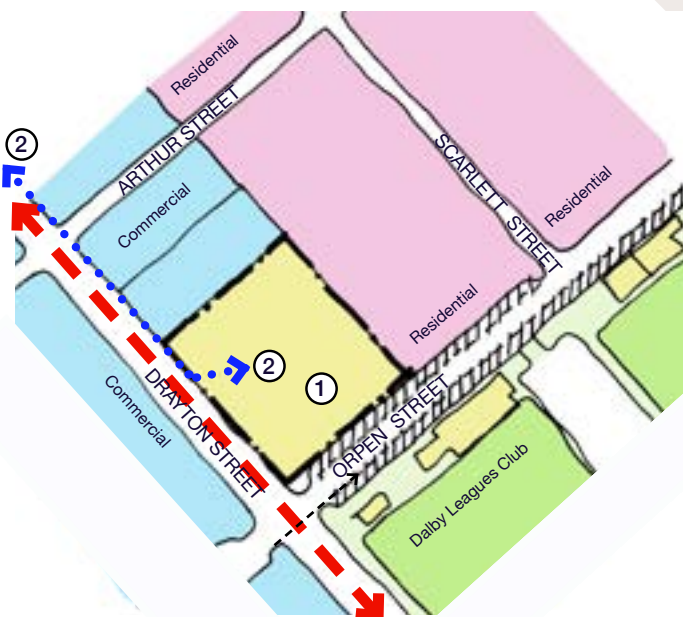
- ① Already a highly trafficked area
 - ② Popular with a range of demographics
 - ③ Existing trees for shade and amenity
 - ④ Casual surveillance from residential / hotel uses
 - ⑤ Close to CBD – schools / shops / transport & Mary's Place
- Opportunity for a state-of-the-art facility incorporating the VIC
Connectivity with the surrounding green space which would expand into a revamped family-friendly greenspace and children's playground
More reasons for people to visit the park leads to a more vibrant community place
Create 'Gateway to Western Downs'
Iconic, central & visible
Space for indoor/outdoor recreation & events
Uses can leverage off existing park space / programs to attract people
Access to existing Council infrastructure (water/sewer etc)
Doesn't flood

SITE CHALLENGES

- ⑥ Loss of some greenspace
 - ⑦ Impact of change on existing residents
- Design would have to be 'smart' to disguise loading docks, industrial bins, compressors etc. and not impact heritage residences along Condamine and Bunya streets
Potential loss of some established trees
Possible visibility issues from Drayton Street due to vegetation



OPTION 1 Within Thomas Jack Park

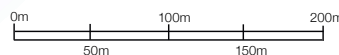


SITE OPPORTUNITIES

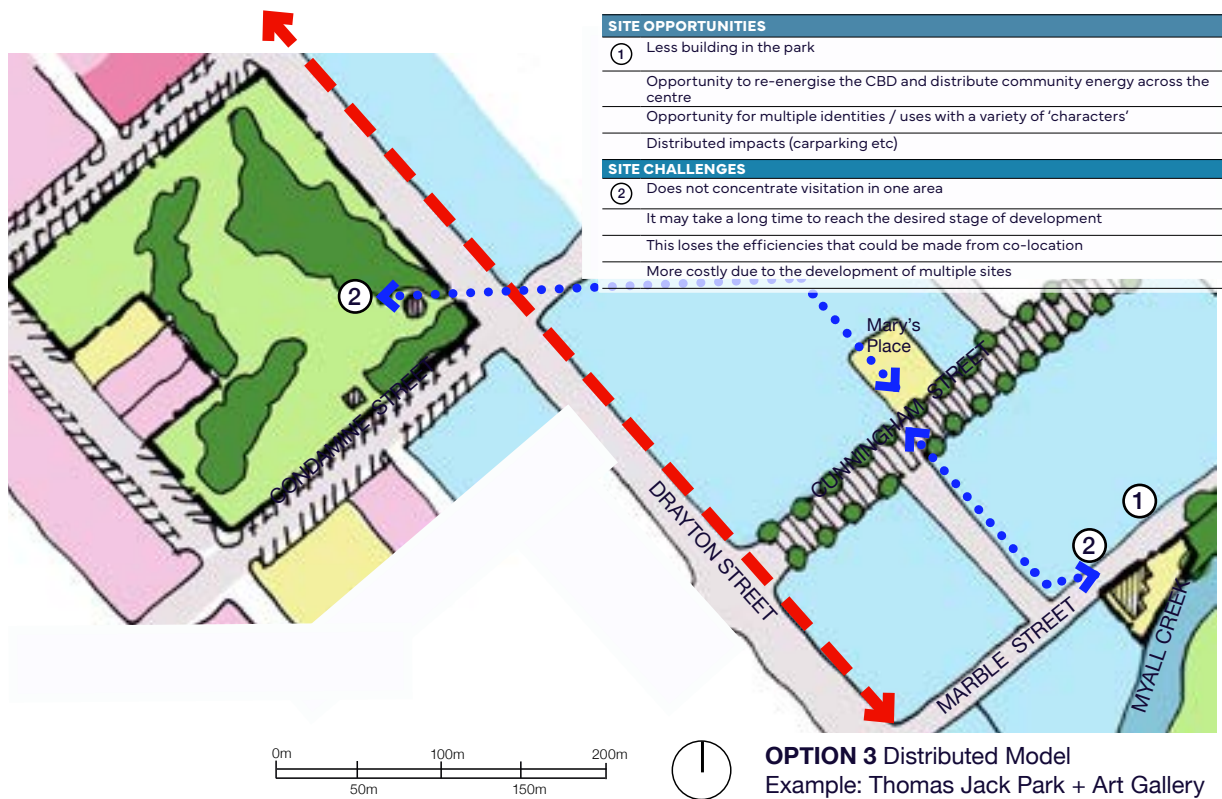
- ① Appropriate size to accommodate community requests
- Opportunity to regreen the site for neighbouring benefit
- Visible on a corner block
- Casual surveillance from residential uses
- Already cleared and flat
- Appropriate size for core uses

SITE CHALLENGES

- ② The site is isolated and not in the core CBD area
- Previous community response identified library and cafe are not as well attended due to distance and separation from the CBD and schools (a 'drive to' destination)
Site size - needs a lot of landscaping and there may not be enough space
No existing character or trees
Community use probably not the 'highest and best' use
On the opposite side to most incoming tourism. This site would not integrate well with the Cultural Centre
Lower foot traffic may make it less active and harder for cafe to thrive
Not a very attractive site / part of town
Development restrictions based on flooding impacts



OPTION 2 107 Drayton Street, Dalby



The questions for community

For this round of engagement, there were five key questions being asked for the three sites under consideration.

The questions for the community to consider were:

- Do the values align with the community's ambitions for the Cultural Centre?
- What activities should the Cultural Centre support?
- What facilities are most needed?
- What are the most important considerations for the site?
- How do each of the three proposed sites align with the values and site considerations?



THE SURVEY

This updated survey was designed to build upon insights from earlier consultations. The survey gauged support for the previously defined values, and then asked respondents to consider each site in relation to various site criteria. The survey intentionally did not invite participants to simply vote on the site, instead it sought the community's perspectives on their priorities in relation to how the decision for a site would be selected. This enabled a systematic evaluation of the potential sites, based on community priorities.

The survey was open online from the 10th of May to the 26th May. Paper copies were made available at Western Downs libraries and the Dalby Council offices. These were accepted until the 31st May.

Publicising the survey

The goal was for as many people as possible to hear about and participate in the survey. It was promoted by:

- 4,882 postcards lodged with AusPost to be delivered between May 20–24 to all private addresses with a 4405 postcode
- Paper surveys were made available at Council facilities across all Western Downs towns
- Promotional materials were provided to 85+ businesses, schools and community facilities in the CBD and beyond
- Posters, corflutes and stickers were put up around the CBD
- The immediate neighbours of Thomas Jack Park and 107 Drayton received letters informing them that those sites are under consideration with a link to the survey
- Drop-in sessions were held for 3 days at Dalby Shopping World
- Social media posts and paid social advertising reaching over 60 000 views

Survey security

Council received queries relating to the security of the survey and specifically whether it was possible that someone could submit multiple entries to influence the results. This risk was mitigated in multiple ways:

For the first 7 days of the survey being live, we used anonymised IP address tracking for security. We were able to track when multiple responses were coming from the same address. It should be expected that 2 to 4 members of the same household would all individually complete the survey, but anything beyond this was highlighted for further investigation.

After 7 days, we added a mandatory email address submission in addition to the IP address tracking. Submissions with duplicate or very similar email addresses were highlighted for further investigation and cross-referenced with the IP addresses.

10 suspicious submissions were identified and analysed separately. The maximum number of entries attributed to one IP address was 5. Analysis showed that the impact on the survey results of those entries deemed suspicious was minimal and therefore no results were removed.

Other face-to-face engagement

Interviews

All applicants who applied to be on the CAP but were not successful were invited to take part in a one-on-one interview with the consultant team in order to ensure their perspective was captured. Interviews were also offered to a number of those who reached out to Council to express interest in the project as well as a session for representatives from WAMINDA. In total 14 stakeholders participated in one-on-one or small group interviews.

"The publicity at the moment [is] fantastic... there are things being done to reach everybody. The shopping centre, that can reach people who don't have social media. And it's all over social media. The fact that school kids were invited to come, the new community engagement group that got put together - I think it's really being done very well"

INTERVIEW PARTICIPANT



Supplementary workshops

Two workshops were additions to those planned with the CAP and YAP, one for Save Thomas Jack Park group and a second for the board members of Dalby Chamber of Commerce and Gallery 107.

Attending events

The consultation team attended the Devils to Diehards Rugby League and Saturday Rugby Union sporting events on the 11th of May, as well as a picnic organised by the Save Thomas Jack Park group. The team spoke to people to share information on and gain insights into the project as well as distributing postcards with the link to the online survey.

On the 5th June, the team was invited to bring the 'blocks activity' to the Dalby Chamber of Commerce 'Business After Hours' event. Around 50 people attended and many took part in the activity and shared their insights with the team.

Dalby Shopping World pop-Up

Over the course of three days – the 22nd, 23rd and 24th May – the consultation team held a pop-up engagement booth outside Big W in Dalby Shopping World.

Members of the consultation team talked people through the 'blocks activity', shared information and recorded insights from the community. Paper copies of the survey were also distributed.

The pop up was promoted online and many visitors also told us that they had attended after hearing about it through word of mouth. This pop-up was especially successful at reaching out to the older demographic who spend time in the shopping centre during the day and we spoke to around 80 people over the three days.



Engagement Summary (who we heard from)

Engagement period lasted for

27 DAYS

Community members spoke to Council at a pop up

100+



(updated number to include chamber session)



30+

Community and Youth Advisory Panels



728

Online Survey Responses

19
paper survey responses



50+

People at local events

14 people in supplementary workshops



Emails and letters to Council



14 Stakeholder interviews



"Most definitely people are talking about it, it wasn't talked about before and now people are out there talking. I would say that this round of promotion has been effective."

INTERVIEW PARTICIPANT

= total almost

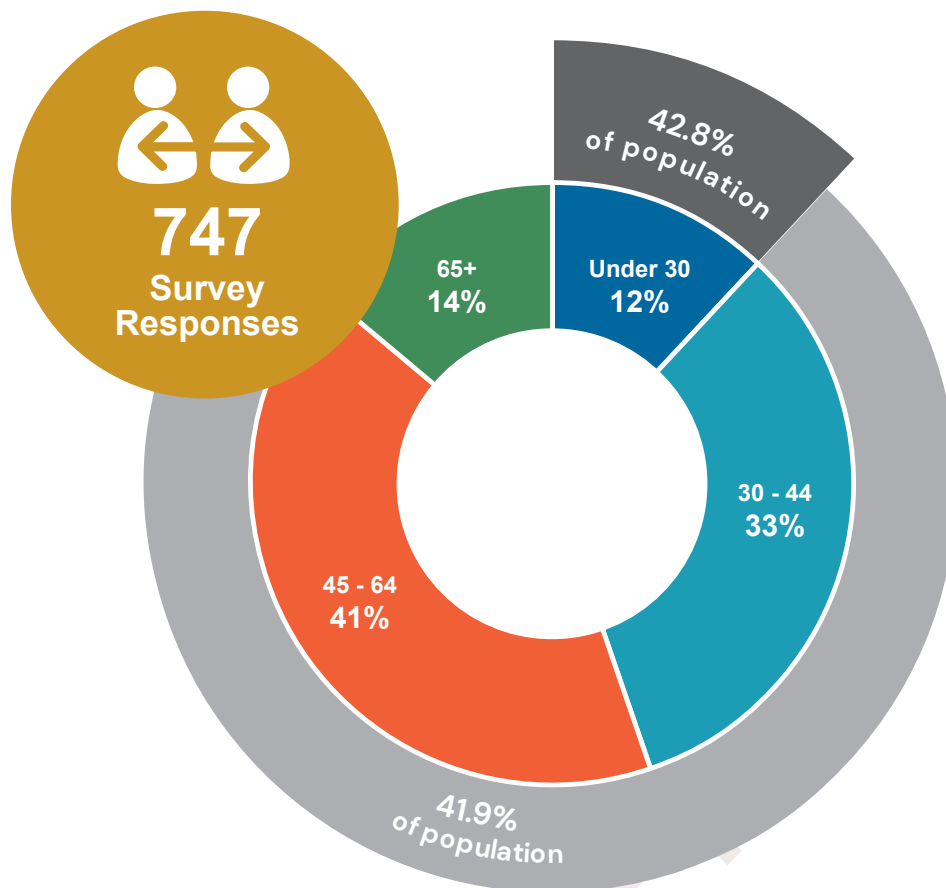
1,000

VOICES HEARD

INSIGHTS

In this section we will cover the four key survey questions as outlined above – values, activities, amenities and site considerations. We also received 467 written responses to the survey which are considered alongside all other engagement methods in the 10 Key Takeaways section later in this report.

The Survey



Demographics

Under 30s represent 42.8% of the population of Dalby but only 12% of our survey respondents. Conversely, the 30–64 age group is 41.9% of local population but represents 74% of our respondents.

The aim of the Youth Advisory Panel was to address some of this under-representation by hearing specifically from teens.

When it comes to those below high school age, it is parents and grandparents who advocate for their needs on their behalf, which was evident in many written survey responses.

A survey in two sections

The survey was split into two sections that could be completed individually. The first covered the values, activities and amenities of the Cultural Centre and the second asked respondents – with the results of the first section in mind – to consider the proposed sites. The survey repeated questions from previous surveys, and as a result, many people in the community had previously provided their input into the first part relating to values, activities and amenities at the Cultural Centre. This portion was not mandatory.

Whilst the majority of respondents completed both sections of the survey, approximately 25% skipped the first part and completed only the site survey.

Cultural Centre values

The values were defined by community in earlier rounds of engagement, and are summarised in six themes as follows:

	<p>Community focused – provides clear benefits for the community and gives them space to learn, play, create and grow.</p>		<p>Inclusive, safe & social – Provides an equal use and safe space for all people of all ages, abilities, and cultural backgrounds and encourages people to gather, socialise, and form strong bonds and community connection.</p>
	<p>Shapes identity – provides a platform to build and express Dalby's distinct identity to the world, strengthening its profile and attractiveness as a place to live, work and visit.</p>		<p>Gateway to the Western Downs – provides connection to the rest of the Western Downs region and creates a place to learn about the entire area, its unique people, towns, cultures, and rich history.</p>
	<p>Expands horizons – gives the people of Dalby an opportunity to learn, discover new ideas, build skills, engage with technology, participate in activities, and be inspired.</p>		<p>Embedded in nature – provides an indoor / outdoor environment with greenery integrated with built structures.</p>

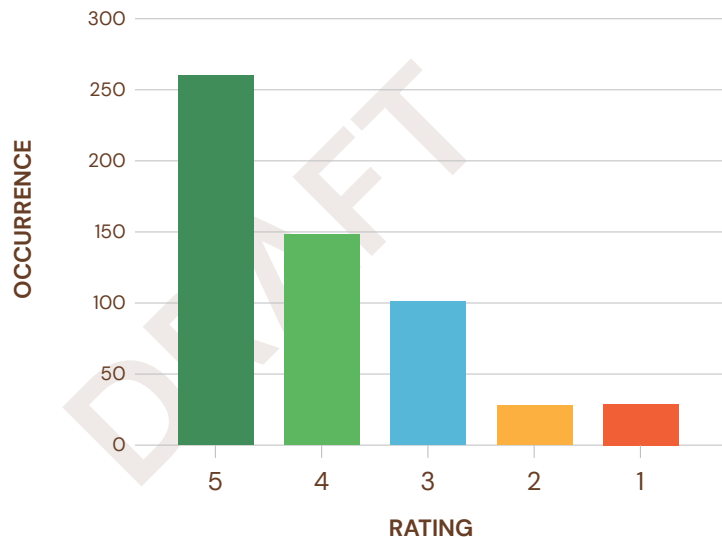
Community feedback on the values:

According to the survey, the values are well supported by the community, with an average score of 4.04 out of 5 (543 responses). This makes them a solid foundation upon which to make decisions about its future location and design.

46% strongly agree with values

72% agree or strongly agree

Average score = **4.04**



I think these values encompass a really solid understanding as to what should be considered when developing a project like this.

- Survey respondent

I think the values nail what the Cultural Centre should be for Dalby.

- Survey respondent

Which activities are most important?

1. Watching movies
2. Activities for teens (13-18 yrs)
3. Activities for kids (<12 yrs)
4. Seeing live music and performances
5. Socialising and spending time with friends and family
6. Eating and drinking
7. Experiencing art in many forms
8. Sharing places and activities with visitors
9. Attending festivals and major events
10. Relaxing

Which facilities are most important?

1. Cinema
2. Library
3. Live music / theatre and performance
4. Greenspace
5. Art Gallery
6. Indoor / outdoor recreation spaces
7. Café / restaurant and cocktail bar

Summary of 562 responses

THESE RESULTS TELL US

We're looking for a social meeting place where we can spend time together, be entertained, share experiences and enjoy arts and culture, and we need this to be a place which offers plenty of things to do for our youth

'Kids aged 2-15 really don't have many options on the weekends.'

SURVEY RESPONDENT

"Space should focus on keeping our youth and young families engaged in activities that will enable them to be occupied and supported in our society. Those of us who are older have many other opportunities to pursue and greater flexibility and financial freedom to engage in various activities. We want our town to feel comfortable for families."

SURVEY RESPONDENT

Pictured Below: A range of example images.



What should the site be like?

Summary of support for each consideration:

There was stronger agreement for the considerations at the top of the table than the bottom.

Factor	Score
Should be easily accessible by car	4.36
Should be located on a site where there is enough space to replace what we had at MyALL 107	4.15
Should not take away existing green space	4.06
Should consider whole of life costs (operational and maintenance)	3.95
Should be an impressive design showing showcasing Dalby's identity	3.86
Should be visible from the Warrego Highway / Drayton Street	3.69
Should be located in one place	3.68
Should be easily accessible by foot or bike from the town centre	3.58
If designed well, could use some green space to create an integrated cultural precinct that enhances existing green space	3.53
Should take advantage of existing community infrastructure to maximise value	3.38
Should contribute to the local economy by being located close to dining and retail offerings	3.21

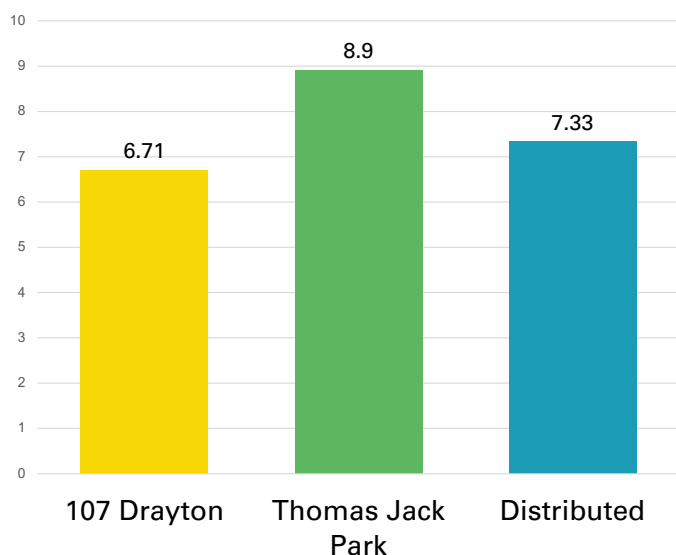
Summary of 747 responses

CAP and YAP assessment results

For the first round of workshops, the YAP met the day before the CAP. Several members of the YAP group then attended the CAP meeting so that the CAP members could hear insights from the youth in their own words. This proved to be a powerful way of sharing information, so for the subsequent session the two groups were combined. The CAP members reported that hearing the insights from youth did influence their decision making, and likewise the YAP were able to gain a wider community perspective outside of their own friends and family.

An individual homework activity was completed by each participant whereby the participants scored each of the sites against the 6 community values and then provided an explanation of their score.

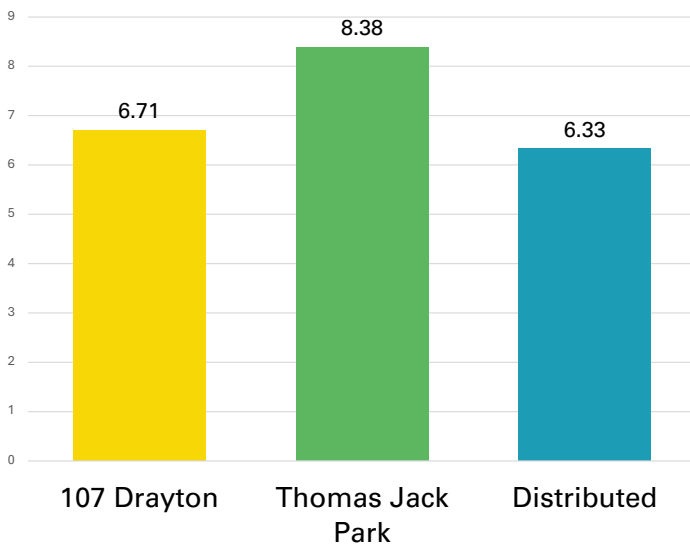
Community focused



Safer in the park, create a great atmosphere with a mix of people in one space for a variety of reasons bringing community together, incidental play learning etc occurs when many options are available in the one place.

- CAP member

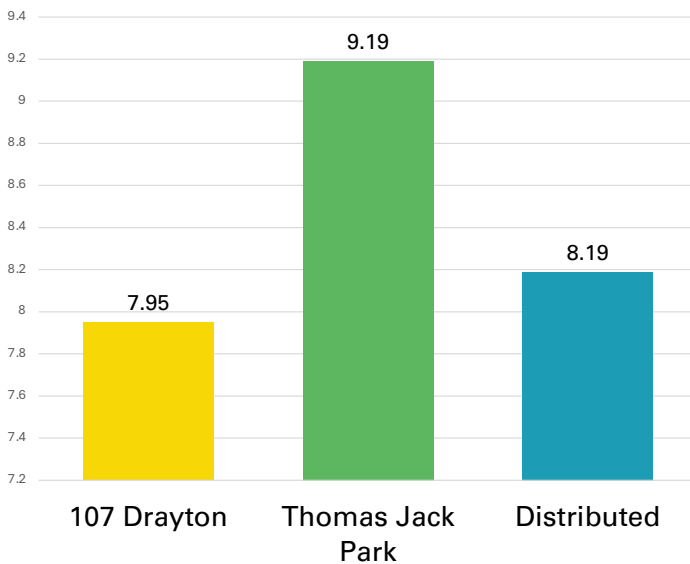
Shapes identity



Myall 107 is a "box" development that is fenced in and doesn't provide a panoramic view of the homes and streets around. It is a sectioned off area in the middle of a commercial and residential area on the highway. I imagine it would be difficult to create a heart of Dalby in such a small space. TJP has the potential to be an inviting space with lots of extra plants, shrubs, hedges and trees surrounding new facilities

- CAP member

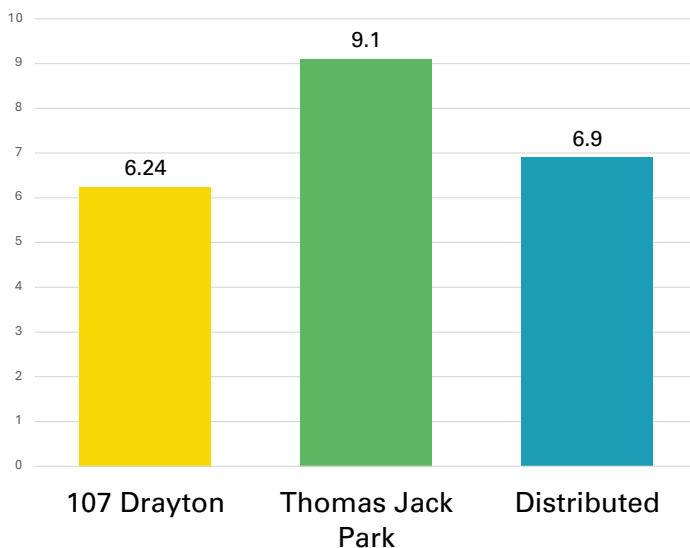
Expands Horizons



The space at Myall 107 is big enough to create a large, single building that could encompass all of the basic desires of the community, however that is all that will be able to fit there... The space available in TJP would provide a greater expanse for creating as many possibilities and experiences as possible. It is a much more flexible space, with a much better outlook.

- CAP member

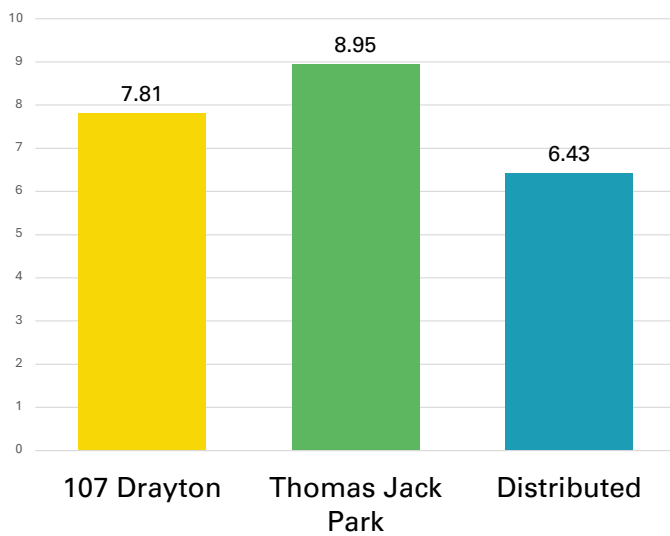
Inclusive, Safe and Social



TJP is a central part of town that is recognized by all, therefore helps encourage a safe and inclusive environment for all. Drayton on the other hand doesn't do this because it is further out of town.

- YAP member

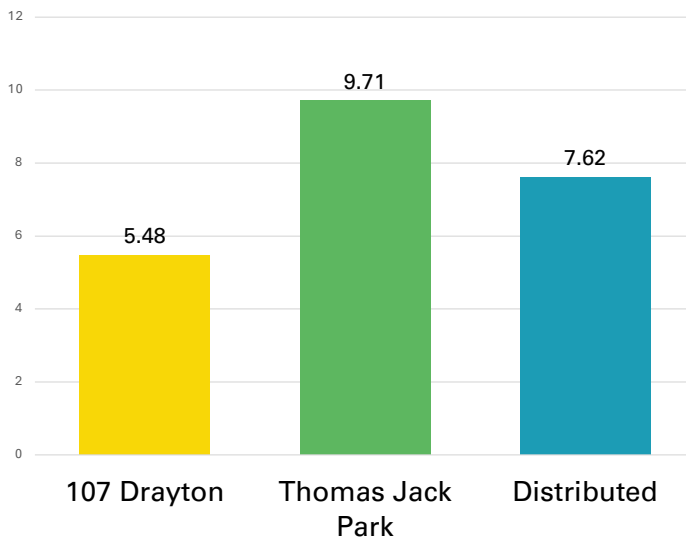
Gateway to the Western Downs



107 is in an easily visible location that would allow it to figuratively achieve this somewhat. But not easily accessible for West bound traffic. Distributed would struggle to achieve this, lacks ability to make an impact arriving in town. TJP is most well located and already has an aura of welcoming to travelers. Again, its ability to continue to offer this needs protecting.

- CAP member

Embedded in Nature



We can add greenery to 107, but only a bit. the park is obviously all nature, so it would be easy to integrate indoor-outdoor architecture into the design.

- YAP member



CAP and YAP Site Comparison Table

Consideration	107 Drayton	Thomas Jack	Distributed
Will allow for the cultural centre to be located in one place	3.42	3.96	2.67
Has potential for an impressive design showcasing Dalby's identity	3.13	4.04	2.92
Is easily accessible by car	3.88	4.04	3.71
Is easily accessible by foot or bike from the town centre	2.54	4.42	3.5
Has enough space to replace what we had at MyALL 107	3.83	3.92	3.96
Is visible from Warrego Highway	4.58	3.79	2.96
Should contribute to the local economy by being located where it is easy for people to walk to other dining and retail	2.5	4.13	3.79
Should not take away existing green space*	1.96	3.33	2.96
The site takes advantage of existing Council-owned land to maximise value	4.46	3.96	3
The site should consider whole of life costs (operational and maintenance)	3.79	3.75	3.21

LEGEND

Median score = 3.77

Green = 3.77+

Yellow = 3 - 3.77

Red = under 3

*colours for this consideration have been reversed to give a more accurate representation of what the score means

KEY DEMOGRAPHIC PERSPECTIVES

Youth and Parents

WHY IS THIS A KEY DEMOGRAPHIC?

- 42.8% of the Dalby population are under 30 (source: ABS)
- We were consistently told that it was vital for the consultation to hear from youth and families as some of the biggest users of the future centre and because community want to see more things in Dalby for youth to do.

Whilst over 40% of the population of Dalby is under 30, this demographic represents only 12% of our survey respondents, making the insights from the YAP group a vital part of our overall reporting. Of course when it comes to younger children we are

relying on the voice of their parents to represent them – both in what they need now from a play and education perspective, and their future needs as they begin to gain independence in their teens.

The primary areas of focus for youth and parents when considering the location of the cultural centre were:

- Safety
- Proximity to areas where youth and teens already spend time
- Co-location of activities

The general consensus from youth was that they currently feel much safer in the area around Thomas Jack Park than in the area around 107 Drayton Street. Thomas Jack Park being close to the CBD with plenty of pedestrians around offers passive surveillance and teens feel comfortable spending time together in the open areas. Youth told us that the places they currently feel they can spend time together safely without being moved on are largely fast food outlets such as McDonald's and KFC which are located in close proximity to the park.

"[Thomas Jack] is close to town and is an area me and my friends already feel safe hanging out."

YAP MEMBER

"Thomas Jack is very connected to the town, but the distributed model isn't as connected and [nor is] drayton street"

YAP MEMBER

"Thomas Jack is safest place."

YAP MEMBER

"Drayton street is not in a safe part of town. Thomas Jack is close to everything and people."

YAP MEMBER

"Site 107 is not of walking distance to the centre of town (especially for elderly) and for nighttime activities it is safer in the centre of town for youth."

SURVEY RESPONDENT, AGED 15-19

The idea of co-location of activities was discussed in the YAP and CAP meetings and supports the urban design principle of 'Power of 10'. The concept is that places thrive when users have 10 or more reasons to be there. A concentration of available activities in one place both draws more footfall, increases dwell time, and encourages repeat visits, creating a vibrant place. In the YAP and CAP sessions, the panel members completed a 'Power of 10' exercise focused on Dalby as a whole and then applied this thinking to each of the three proposed sites.

Parents in particular suggested that if facilities such as a library, gallery or community hall were located in Thomas Jack Park, this would create a 'one stop shop' where there would be (largely free of charge) activities and entertainment for children, teens and adults with no need to drive between facilities.

"I'd love for it to be all located at TJP, one central area where our children, locals and visitors can easily walk to the town centre and feel safe doing so... I love the fact that you can also access a playground for the little kids after any event or the movies."

SURVEY RESPONDENT

"Having recently had a baby I have realised how challenging it is to get in and out of the car all day. I would love everything to be in walking distance from the CBD."

**SURVEY RESPONDENT,
25-29 YEAR OLD PARENT**

"I think having the Cultural Centre in Thomas Jack Park would only enhance the town's greenspace – having a multi-million-dollar facility in the town's most beloved park is a win-win, and would see critical enhancements in the park for generations to enjoy..."

SURVEY RESPONDENT AGED 25-29

"Young adults with young kids and youth are keen for the cultural centre to be all in Thomas Jack Park."

SURVEY RESPONDENT

"I do support a smaller community concept for the park... design needs to focus on what our kids and youth and young families are lacking in the community whilst supporting and integrating the needs of our elderly."

LETTER RECEIVED



Those 65+

WHY IS THIS A KEY DEMOGRAPHIC?

- Older locals are frequent users of the cultural centre facilities, particularly the library
- This demographic makes up a large proportion of the Save Thomas Jack Park group

This age group was represented well in the CAP and survey responses, as well as through the in-person engagement in Dalby Shopping World.

Whilst not unanimous, the most common view from this demographic is to rebuild at 107 Drayton Street. The view is that this site was perfectly adequate previously, so there shouldn't be any need to change it.

"When 107 Drayton St was actively used throughout its life there seemed to be no impediment to accessing this site."

SURVEY RESPONDENT, 65+

This group often shared their concern for the idea of the park being destroyed and any of the existing uses (both formal facilities such as the playground and seating as well as informal uses) being lost. There is much respect for the legacy of Thomas Jack and the contribution he made to the town and a nervousness that the park would be irrevocably damaged if any construction were to go ahead.

"This Park and green space was established by our previous generation as a gift to the future and what foresight they showed."

SURVEY RESPONDENT, 65+

"107 is my preferred site. Thomas Jack Park was a gift to Dalby residents. It should remain as a green space without a huge building."

SURVEY RESPONDENT, 65+

"If TJ Park is consumed by a building and infrastructure... it will destroy forever the greenspace legacy left for us by the founders of our town."

SURVEY RESPONDENT, 65+

Those with disabilities

WHY IS THIS A KEY DEMOGRAPHIC?

- Disability representation is high in the Western Downs at around 60% above the state average.
- Around 60% of local NDIS participants are currently aged 14-24 years old.
- As these young people become adults, there will be a large population of adults living with a disability in the area.

We engaged with this demographic through two interviews with representatives of Waminda Services, the survey and through the Dalby Shopping World pop-up.

For this demographic, discussions focused on site proximity to the CBD for accessibility. We were told that the previous 107 Drayton Street site was fine and manageable, but that using Thomas Jack Park may be even better due to the traffic light crossings, even paving and proximity to the shopping centre. The shopping centre is a key hub for those with this demographic because it is weather-protected and the services used by those with disabilities are located in the town centre.

"From the perspective of access, Thomas Jack Park is better. For two reasons - one, it's paved all the way and with button crossings. Whereas getting to 107 Drayton Street is much trickier."

WAMINDA REPRESENTATIVE

"The shopping centre serves as an all-weather activity and it's near disability services, so people go there a lot."

WAMINDA REPRESENTATIVE

"107 Drayton worked before, it's just that little bit more difficult."

WAMINDA REPRESENTATIVE



KEY TAKEAWAYS

The following key takeaways are recurrent themes that have been consolidated following synthesis across all forms of engagement.

Whilst there is support for the existing values, there is an important feature missing around storytelling and heritage

The overall score for the current values according to survey respondents is 4.04/5 which shows firm support. However, during conversations it has been noted that with this being a cultural project, it's important to make sure that stories around culture and heritage are part of the final output. People have suggested the idea of a museum or heritage exhibition as part of the art gallery or library to inform both visitors and younger residents about Dalby's rich history.

"The park doesn't really have much of a display of different people as of yet. At Gallery 107, there was a display about the indigenous peoples and stories about farmers and things on the walls. I really liked that."

YAP MEMBER

"Also include a library, art gallery, museum that would display our history of the township and the history of the smaller communities around the Western Downs for example Jimbour House, Lake Broadwater, Bunya Mountains."

SURVEY RESPONDENT

"We need an exhibition space that displays a short history of Dalby with iconic old photos and information about our agricultural history."

SHOPPING CENTRE POP-UP

There is support for 107 Drayton Street

Whilst the CAP, YAP and independent architect analysis indicates Thomas Jack Park as the preferred site, many open-ended responses within the survey favour 107 Drayton Street. This is for several reasons unrelated to how well it meets the values or site criteria:

- Misinformation spread through the community that the Thomas Jack Park option would result in the loss of the park
- It is seen as a way to remove community division that has arisen relating to this project and the potential use of Thomas Jack Park
- The idea that it worked in that location before, so there's no need for change
- The 107 Drayton Street area of town isn't as well used, as visually appealing or perceived as safe as Thomas Jack Park so it could be a good way to bring life to an area that needs it
- Concerns about what would happen to 107 Drayton Street if it weren't used for a Cultural Centre

"Well it was good enough to go there in the first place so continue on with rebuilding it."

SURVEY RESPONDENT

"The town is currently divided about putting the cultural centre in the park, so I think that if it did go in the park, less people would visit, and they'd hold a grudge."

YAP MEMBER

"Don't limit Dalby to one nice park/space by making it in Thomas Jack."

SURVEY RESPONDENT

"You hear [people] saying, 'did you hear they are knocking down all the trees at Thomas Jack Park'. I'm not necessarily 100% for it either, but it is frustrating that people have the wrong information. We need to get more information out there."

INTERVIEW PARTICIPANT

"People who signed the petition did so because they didn't want the park desecrated, decimated and disappearing. They believed the park was gone and replaced."

INTERVIEW PARTICIPANT

"107 Drayton Street is (now) a vacant eye sore."

SURVEY RESPONDENT

In general it is not felt that all facilities need to be together

For the survey prompt 'should be located in one place', the score was 3.7/5 indicating a tendency to agree. However, for the written responses and in-person sessions, the consensus was that splitting facilities up may be a better option. The reasons for this were the idea of spreading the economic benefit and footfall across town and taking up less space in one area, especially if Thomas Jack Park is chosen.

This would suggest support for the distributed option.

"I can't see why we have to have one building for everything. Many other towns have their Library, Art Gallery, Visitor Information and Performance centres all in different locations through the town."

SURVEY RESPONDENT

"Everything doesn't have to be jammed together in one site. We could have the library in the park and then a theatre, cinema and community hall at 107 Drayton and the art gallery in town."

POP UP ENGAGEMENT VISITOR

"This could be a nice way to 'share the love' around town."

CAP MEMBER

"Going to the different locations could take people on new journeys through town, showing visitors around and highlighting different businesses."

YAP MEMBER

The performing arts centre is seen as the biggest challenge in terms of parking and footprint

The performing arts centre is seen as the primary concern in terms of parking, traffic, footprint and potential disturbance.

Many express a desire to have this facility, but there is debate over whether it needs to be located with the rest of the centre, whether it has the same requirements in terms of location and access, and what size makes the most sense for Dalby.

"The PAC would be an attraction no matter where it's located."

CAP MEMBER

"The performing arts centre seems to be the issue as it would be the biggest piece of infrastructure and with it comes the parking impacts. Could this be located at another location close to the CBD/TJP?"

SURVEY RESPONDENT

"Why wouldn't you want to spread visitation throughout the town? This would assist many local businesses. Having a large, well-managed greenspace is a huge asset to town. Building the performing arts theatre within TJP would take a large portion of land also requiring significant car parks."

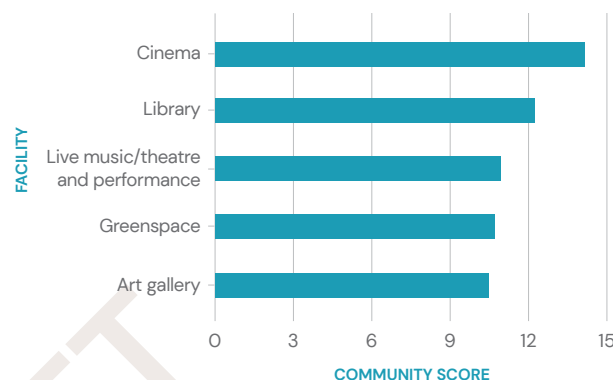
SURVEY RESPONDENT

"Moving the PAC mitigates the potential parking issue at TJP as well as the neighbourhood disruption."

CAP MEMBER

There is very strong demand for a cinema

The cinema was the most requested facility both in the survey and in-person engagement. Support came from all demographics, with many people noting that although they have access to streaming services at home, the town still needs a cinema as an entertainment venue, especially for teens.



"It should include a movie cinema which has been greatly missed by the community (not good having to travel an hour either way to Toowoomba and Chinchilla)."

SURVEY RESPONDENT

"I think priorities should be to focus on tangible things we don't have like a cinema."

SURVEY RESPONDENT

"We need our cinema back please!"

SURVEY RESPONDENT

"Dalby is seriously lacking in entertainment for teenagers so a cinema at a bare minimum would help."

SURVEY RESPONDENT

Many don't mind about the location, they just want the facilities they need

For many, the key issue is simply picking a site which wouldn't compromise the scale of the facilities which are needed.

"As a young family, we honestly don't mind where it goes, we just want access to a space where the kids can play safely."

SURVEY RESPONDENT

"Get it built already. Dalby is seriously lacking in entertainment for teenagers so a cinema at a bare minimum would help, as well as the opportunity to host modern non ag events...The focus should [be] providing sustainable, modern opportunities and entertainment that make ppl want to live here."

SURVEY RESPONDENT

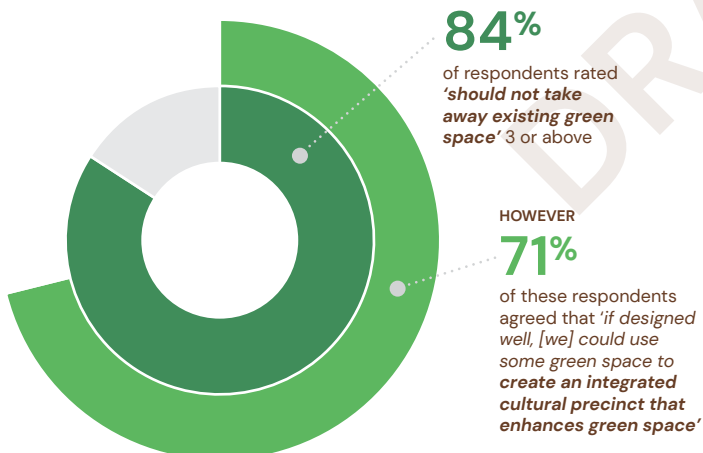
"Overall, we just want a decision made so progress can be made. It's been too many years already since losing MyALL107."

SURVEY RESPONDENT

In general, people are willing to give up a small amount of green space for greater community benefit

For the statement 'should not take away existing green space', the response was very strong at 4.28.

However, when you dig deeper, for the 84% of respondents who rated this question 3 or above, 71% of those also rated 3 or above for 'if designed well, could use some green space to create an integrated cultural precinct that enhances green space'.



"There are lots of green spaces in town if that's what you are looking for. We can share some of the footprint of TJP."

SURVEY RESPONDENT

When considering building in Thomas Jack Park, the community recognise that there are parts of the park that are underutilised

This suggestion was first made in the YAP and CAP sessions. Youth told us they don't tend to go to these 'back' areas alone, and the CAP confirmed that these are the spaces that are used the least.

We then tested this idea at engagement going forward and it was supported.

"Within Thomas Jack Park to me is a logical decision in terms of location, ease of access and visibility. The existing park is under-utilised, particularly the two green space areas backing onto Bunya St."

SURVEY RESPONDENT

"Put an updated visitors centre/gallery/museum and play facilities on the south-west corner of the Thomas Jack site. Keep as much greenspace and established trees in Thomas Jack as possible."

SURVEY RESPONDENT

"Thomas Jack Park seems the most appropriate place to have this hub, however perhaps the vacant greenspace on the corner of Pratten and Bunya Street would be a good location on the site to a. decrease tree removals and b. save money on not having to remove trees and de-root the ground."

SURVEY RESPONDENT

"Leave the big green space on the pratten street side and use the green space on the bunya/condamine at. You need some space for kicking a football etc. the waterfall area could be redone too to be more interactive with little ones."

SURVEY RESPONDENT



In general, the more informed a person is, the more open minded they are about placing some facilities in Thomas Jack Park.

This was very noticeable when carrying out the 'blocks activity'. At the CAP, shopping centre pop up, Chamber Workshop and Chamber pop-up session, participants commented that seeing the scale of the proposed facilities and understanding how they might fit onto each site affected how they considered the issue. Many people began this activity firmly against the idea of building anything in the park, but left excited at the idea of small footprint buildings embedded in nature in under-utilised areas.

"107 Drayton Street location feels isolated and disconnected from the community, not spacious or inviting, visually unappealing area of town. While the site is easily accessible by car, it is not easily accessible for those walking. The location is perceived as unsafe by many. There would be very little green space available. Thomas Jack Park site is more accessible, spacious and inviting, fostering a stronger sense of community than 107 Drayton. The distributed model with some elements in TJ Park could tick all the boxes, dependant on what elements are located [there]"

SUMMARY BY CAP MEMBER

"You need to show people the scale of this!"

CHAMBER BOARD MEMBER TAKING PART IN ACTIVITY

"It is difficult to have an opinion for the Thomas Jack site as the extent of impact is not conveyed in the information provided. The Park already meets the Values [but] I am reluctant to put that site forward, not knowing what is proposed.

SURVEY RESPONDENT

"Uncertainty is the main antagonist here, and I don't believe there is a great deal of opposition to redeveloping the very bare rear half of the park."

SURVEY RESPONDENT



SUMMARY

The views of the community are as varied as the people themselves. There is no black and white answer for where the Cultural Centre should be, and no general consensus on the specific site. Council's decision will consider the key takeaways that community agree upon – the fact that this centre is needed soon, that development must involve minimal loss of green space, that all facilities need not be co-located and that a cinema is essential.

There are many who believe that the former site at 107 Drayton Street did the job well and the site should be reused. There are equally many who are excited at the prospect of locating facilities such as the library and art gallery in the park, integrated into the natural environment. There are those who don't mind where the facilities are, as long as it creates more opportunities for youth and teens to socialise, learn and gain independence.

Should the decision be made for the project to proceed at Thomas Jack Park, the following concerns voiced by community are important to address through the design process:

- The facility with the biggest footprint and parking requirements is the **Performing Arts Centre**. Many feel this would not be suitable in the park due to potential disruption, traffic and overcrowding. Community feels this will need to be managed carefully if located in Thomas Jack Park.
- The design should aim to **minimise the loss of green space** without compromising on the scale of facility that's needed.
- The location of the buildings within the park should **minimise loss of established trees**
- Activating the **underused space** of the park on the corner of Bunya and Condamine Streets should be considered
- **Existing amenities** including fenced play area, barbecue facilities, group seating and space for active play must be maintained or enhanced
- Building design should **complement the natural surroundings**
- Building design should create **indoor-outdoor spaces**, incorporating planting and greenery into the architecture
- To be the **Gateway to the Western Downs** the cultural centre should be visible, yet this needs to be creatively managed so the trees remain a key feature and asset of the park

AND FINALLY...

The Dalby community has a strong emotional attachment to the park and have fears around seeing it change. Many longtime residents, with fond memories of weddings, birthdays and community gatherings in the park are apprehensive – 'we don't want this place that's an important part of our story to be taken away or damaged'. For the younger demographic, with their tendency towards optimism and innovation, this response is the opposite – excitement at 'let's make this place we already love even better'.

If Thomas Jack Park is chosen by Council as the site for the Dalby Cultural Centre, it is vital that this request for the park and associated memories not to be lost is acknowledged and addressed. The history must be documented; memories captured; stories told to the next generations. It must also be made clear that the park itself would not be taken away but enhanced, better protected and made available for even more people to enjoy.



PART 2: SITE ANALYSIS STUDY

INTRODUCTION

Following the May 2024 round of community engagement for the Dalby Cultural Centre (DCC), WDRC officers asked Phil Smith (GHD Design) and Grant Calder (Flexure) to prepare a wider assessment of possible sites for the DCC. This was in response to increased interest from the community on the 'distributed model option' which was one of 3 options the community were asked to consider. This assessment also responded to a request made at the May Council meeting.

This 'distributed model' option for accommodating the Dalby Cultural Centre has 2 possible forms.

1. Fully distributed model – where all components of the Cultural Centre are distributed on one or several sites throughout Dalby town centre (i.e., with no uses on Thomas Jack Park); and
2. Partially distributed model where a reduced footprint of uses is located Thomas Jack Park with other uses (e.g., performing arts centre, etc.) located on another site within the city centre.

The following summarises the form and outcomes of the Site Analysis Study which was presented to Councillors at an Information Session in Chinchilla on 4th June, 2024.

Sites

This analysis investigates 7 sites (refer to page 25). This includes a mix of sites that were already under consideration, were formerly under consideration and several new sites.

Already under consideration:

1. **Site – 107 Drayton Street** – subject of May 2024 engagement
2. **Site – Thomas Jack Park** – specific areas within the park, not the entire park, and subject of May 2024 engagement

New sites for consideration:

3. **New site – Marble Street (Findex) site** – under private ownership
4. **New site – 1 Eileen Street** – under private ownership
5. **New site – 43 Drayton Street (Black Toyota)** – identified by Council officers, under private ownership
6. **New site** – carpark between Foodworks and Mary's Place – under Council ownership

Site formerly under consideration:

7. **Former site – 169 Cunningham Street (Sisters of Mercy)** – previously assessed as part of 2023 community engagement, under private ownership (Roman Catholic Church, Toowoomba Dioceses)

All these sites have been considered as individual sites or where appropriate in association with other sites.

Assessment Process

The assessment process was a desktop exercise using aerial mapping and planning reports compiled by the WDRC planning portal. A range of opportunities and constraints were identified for each site and synthesised on a consistently scaled plan.

A suite of proposed uses was taken for the 'Draft Brief' (based on the 2023 architectural design competition) and arranged on each site as a 'schematic design'. The arrangement on each site was determined using 'first principles' to address site size, best possible solar orientation, key site features and attributes, surrounding land uses and where possible the six Cultural Centre values identified in the 2023 phase of Community Engagement.

A simple site plan was produced for each site with an additional option on some sites, where required to explore obvious alternatives. These plans provided the tool to test if and how the facilities would fit on the site. These schematic designs are not exhaustive but are sufficient to provide a useful basis for the assessment of the suitability of each site.

The schematic designs were then assessed against 10 site selection criteria as detailed below and rated as 'green' (complies), 'orange' (compliance possible but not certain) or 'red' (non-compliant). A table summarising this assessment can be found below.

Assessment Criteria for Site Selection

Ten 'site selection criteria' were identified. Criteria 1-4 were pragmatic criteria looking at primary planning, ownership, or geographical considerations. Criteria 5-10 reflected the '6 Community Values' identified by Fourfold Studio through the 2023 phase of Community Engagement.

This suite of criteria is considered appropriately consistent with the 2023 phase of Community Engagement and satisfactory to inform Councillors of the key issues to be understood and considered in choosing the best site for the proposed Dalby Cultural Centre (DCC).

Site Assessment Outcomes

The site assessment is shown below. A short summary of the key issues for each site has been provided on the following pages.

Site selection Criteria	1. 107 Drayton Street	2. Thomas Jack Park	3. Marble Street (Findex)	4. 1 Eileen St	5. (Black Toyota) 43 Drayton Street	6. Foodworks Site + Mary's Place	7. 169 Cunningham St - Sisters Of Mercy
1. Close to the CBD (400m radius)	Red	Green	Green	Green	Green	Green	Green
2. Large enough for proposed uses (minus PAC)	Green	Green	Green	Red	Green	Yellow	Green
3. Preferably in Council Ownership	Green	Green	Red	Red	Red	Green	Red
4. Flood Free	Red	Green	Yellow	Yellow	Green	Green	Yellow
5. Has a community focus (space to learn play create, grow)	Yellow	Green	Green	Red	Yellow	Green	Green
6. Shapes Identity (platform to express a distinct identity)	Red	Green	Green	Red	Yellow	Yellow	Green
7. Expands Horizons (gives opportunity to learn, discover new ideas, engage with tech and be inspired)	Yellow	Green	Green	Red	Yellow	Yellow	Green
8. Inclusive, safe & Social (equal use/access for all ages, cultural background, build connections)	Red	Green	Green	Red	Green	Yellow	Green
9. Gateway to Western Downs (provides connection to rest of Downs, place to learn about rich history)	Yellow	Green	Green	Red	Green	Red	Yellow
10. Embedded in Nature (indoor outdoor environment with greenery, integrated)	Red	Green	Green	Red	Red	Red	Green

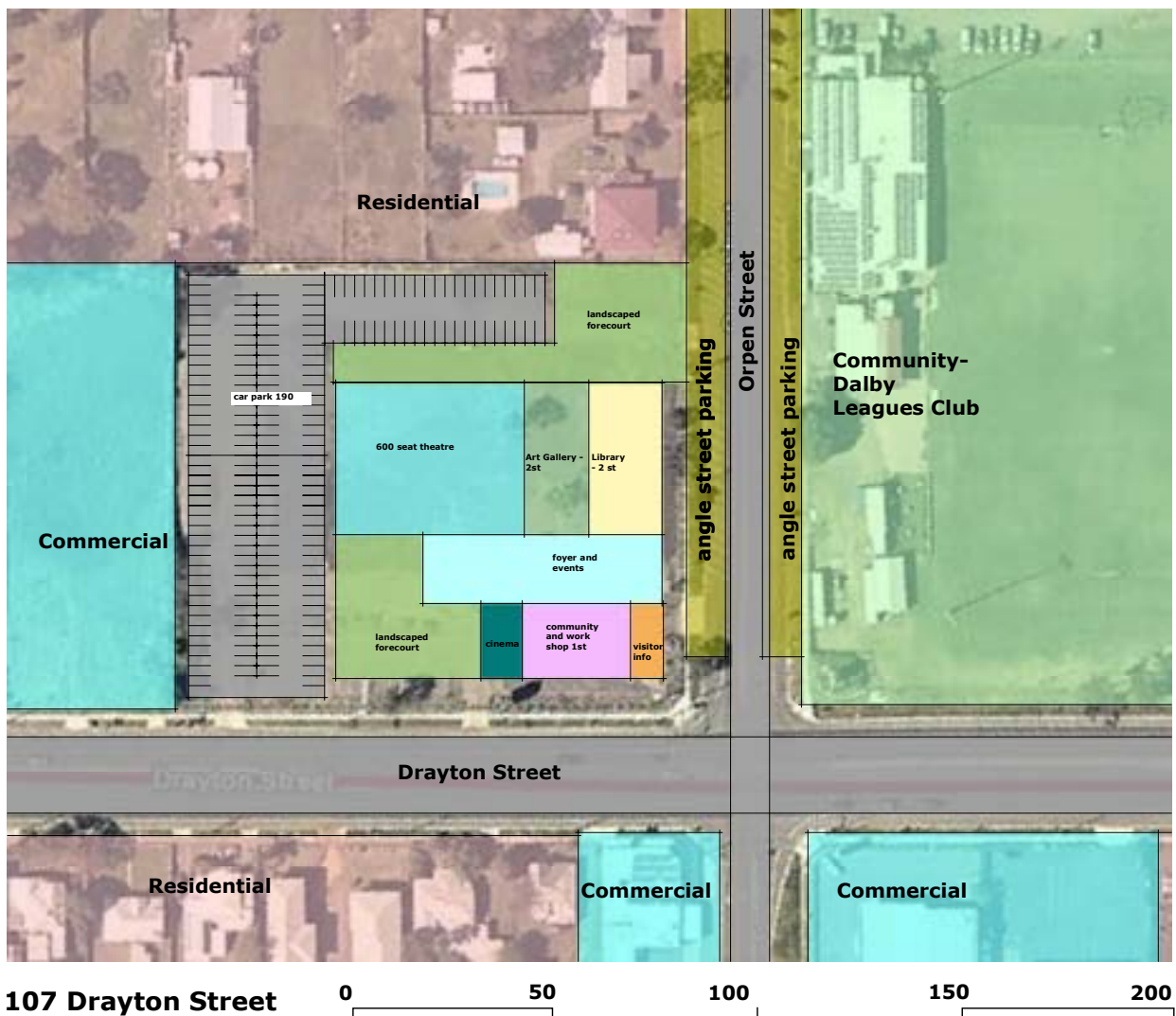
Green = complies, Orange = compliance possible but not certain, Red = non-compliant

SITE ASSESSMENTS

1 107 Drayton Street

This is the site of the former MyALL 107 Cultural Centre.

While the site is an adequate size to accommodate all the proposed uses (including performing arts and parking) the site was assessed as either non-compliant or uncertain in relation to the Cultural Centre values. This assessment is consistent with the CAP and YAP assessment. The site is not within a convenient walk of the CBD (400m) and is subject to flooding. The assessment did not consider taking the Performing Arts Centre (PAC) out of this option (as part of a distributed model) because of its distance from the CBD.



2 Thomas Jack Park

This site considers placing some facilities on a small area of Thomas Jack Park, whilst maintaining the majority of the park as green space for recreational use.

If developing a full cultural centre, including a PAC, this site was deemed generally compliant with all the site selection criteria, which is consistent with the CAP and YAP assessment. Its size and high community value makes it an ideal site; however, this assessment process acknowledges the concerns raised through recent community engagement around impact on vegetation and loss of greenspace due to building footprint.



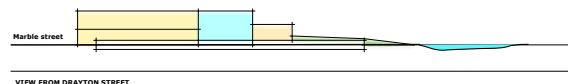
A second option (below) was prepared without the PAC and its associated onsite car parking to reflect community desire for a reduced footprint. This assessment is based on the second option although it does include some performing arts uses, albeit in a significantly reduced form (200–300 seat rehearsal space) with the assumption that future demand for a full-scale PAC could be addressed as part of a distributed model (on another site in Dalby CBD).



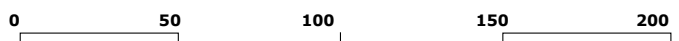
3 Marble Street (Findex)

This site has most of the attributes for a suitable location for the DCC. With the rearrangement or closure of the existing road reserves (which it's important to note is not a straightforward process) the site has the potential to connect to Myall Creek and has a visual prominence appropriate for the DCC. The site is a suitable size for all components. While the site floods, this assessment identified that a basement carpark could be used (pending technical consultation) to mitigate flood impacts (as shown below). While this would be an expensive possible solution, the position of the site on the CBD side of Drayton Street means that these car-uses could be leveraged for wider community and economic benefits. The major barrier to this site is that it is not in WDRC ownership, and the existing building will need to be demolished. Selecting this site would require a notification and sales negotiation process followed by time for current tenants to find alternative locations, which would delay the delivery of the DCC by at least 2-3 years.

While therefore not suitable for the DCC now, it would be a very strong contender as part of a 'distributed model' in association with Thomas Jack Park. The time required to acquire and make this site ready would allow time for a business case for the PAC to be completed. The site could then become a long-term complementary use to other Cultural Centre facilities on Thomas Jack Park ultimately including new greenspace, a full-scale PAC (if indicated by a business case) as well as the potential for short term accommodation and possible conference centre.

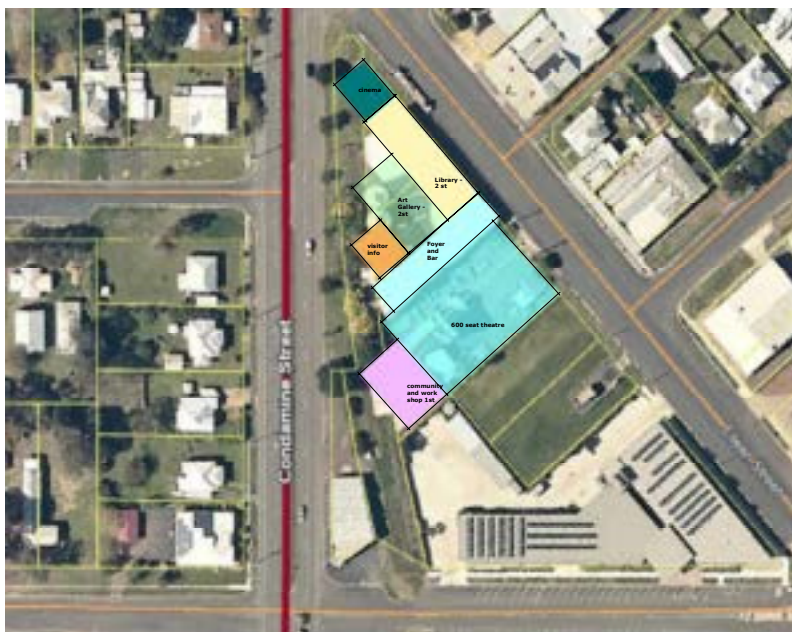


Marble Street - Findex

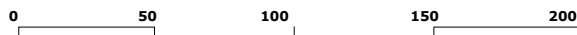


4 1 Eileen Street

This site was the most unsuitable of all sites considered. Although reasonably close to the CBD it is considered peripheral and not likely to leverage other community or economic uplift. The site is small and as demonstrated by the diagram (top) below, not all uses can fit on the site. Even with the PAC taken out (see the diagram (bottom) below), the site does not deliver on any of the qualities expected of the DCC. Parking for a use on the site will need to be in adjacent Eileen Street and other side streets. The Railway corridor is a further barrier, and this is on the contaminated land register. This site is not in WDRC ownership which would delay delivery.



1 Eileen Street
Distributed



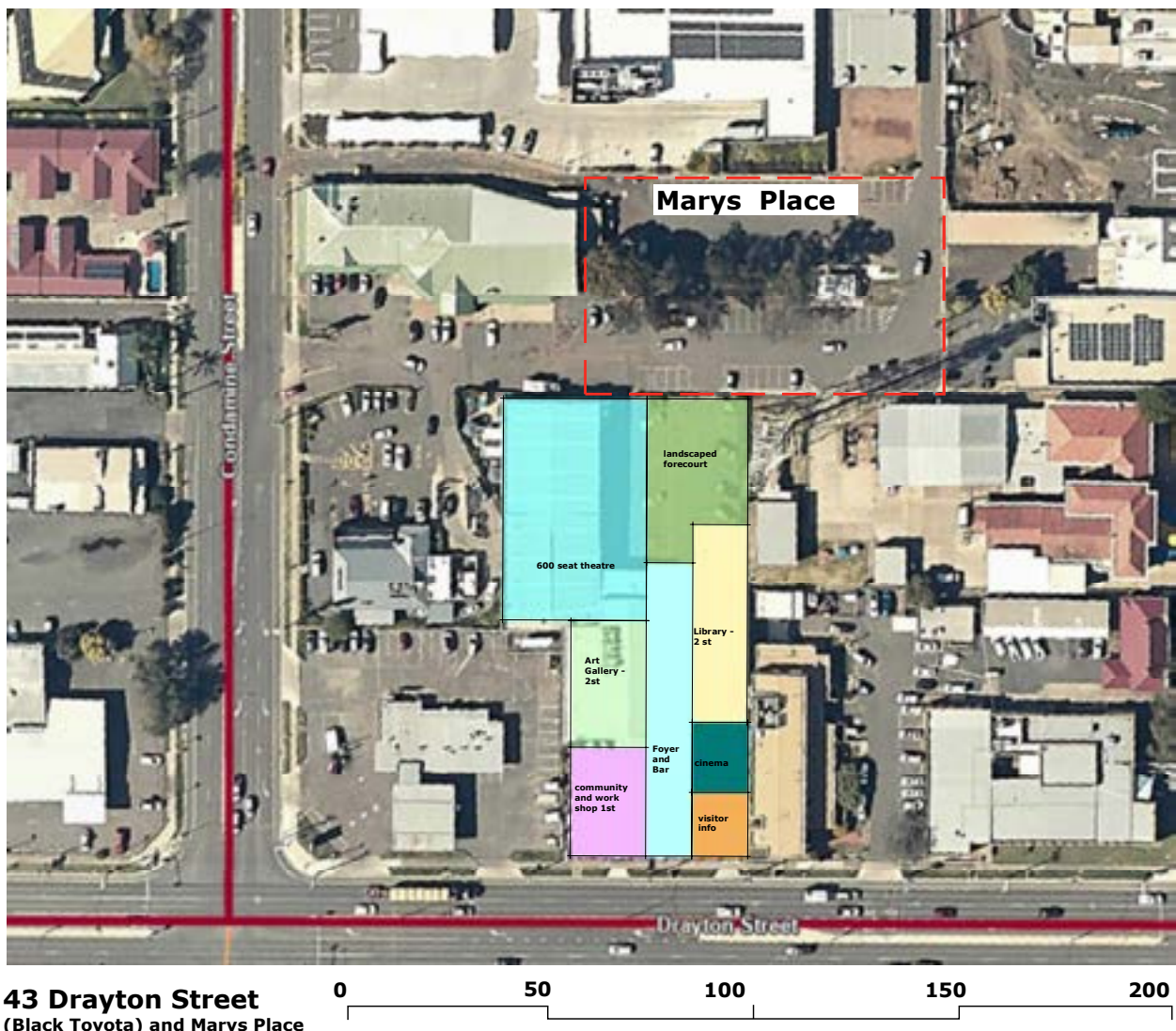
5 43 Drayton Street (Black Toyota)

The potential of this site was identified by several community contributors to the DCC site selection engagement process. On face value it would seem a suitable site, however this assessment process identified several concerns. While it is well located and highly visible, the rectilinear geometry of the site is constraining.

As shown in the diagram below, all required uses could be accommodated, however they would need to be built-to-boundary and would be unlikely to deliver the relaxed and 'connected to nature' qualities required by the community. This would likely continue to be the case if the PAC were moved to a different site. In addition, we anticipate there would be access issues from Drayton Street/Warrego Highway making the site

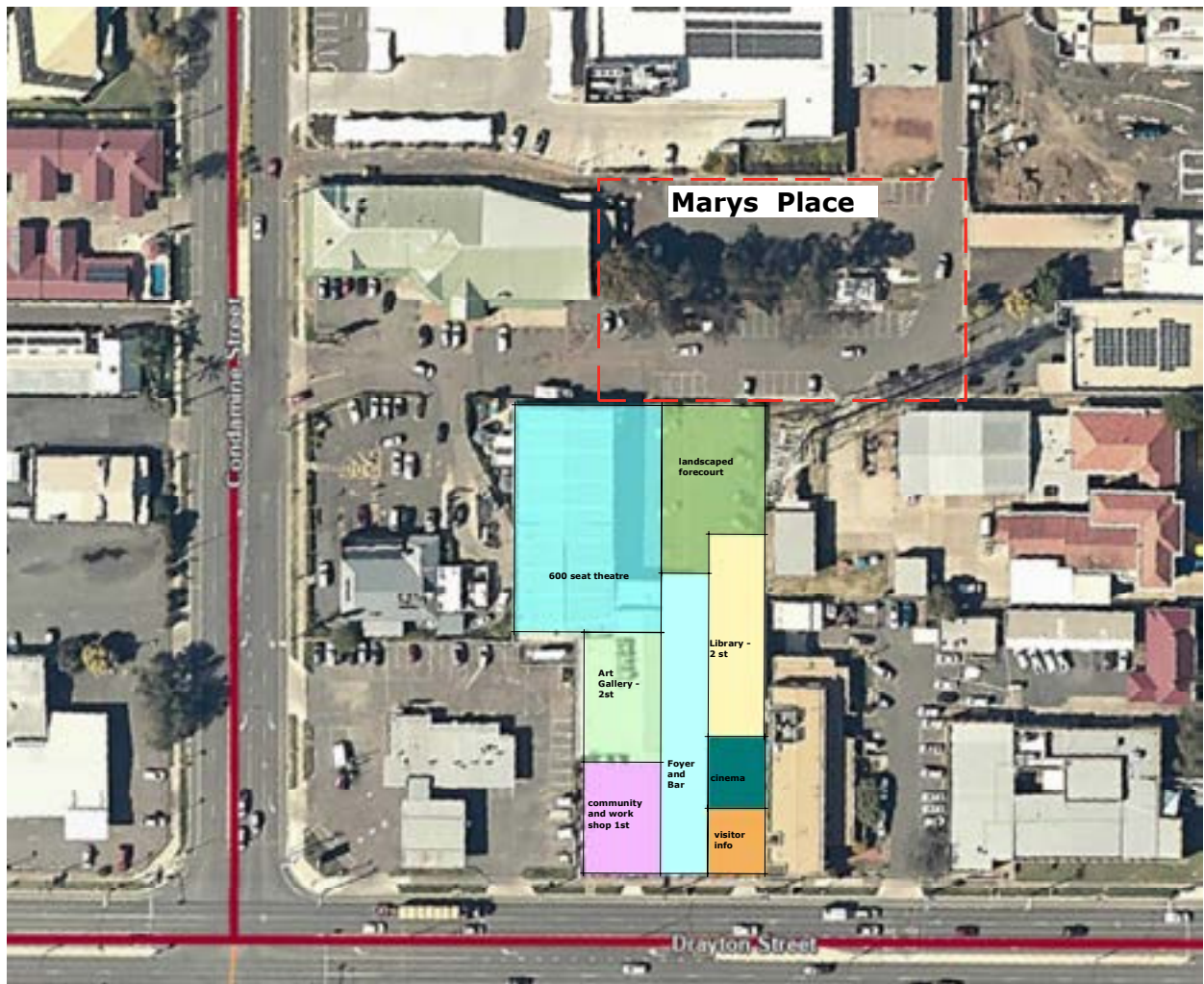
problematic for drivers, especially for visitors. The visual and 'gateway' qualities of a cultural centre would be diminished by the neighbouring sites which currently have poor character and amenity.

A design solution for this site may be possible, but as with Site 3, private ownership and projected cost of the site will delay delivery of the DCC.

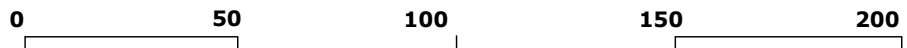


6 Foodworks (and carpark behind Mary's Place)

Although flood free and in Council ownership, the site is generally too small even when combined with the newly completed Mary's Place. While located in an accessible and central location, the introverted nature of the site and the surrounding uses mean it cannot achieve most of the Cultural Centre values needed to warrant realistic selection as a site.



43 Drayton Street
(Black Toyota) and Marys Place





169 Cunningham Street (Sisters of Mercy)

This site was previously considered by the 2023 CAP process and discounted due to flooding, heritage listing and ownership challenges. This site assessment process confirmed that these remain as significant constraints to site selection. While the site is of a sufficient size and is close to the CBD, it is almost one block further away from the CBD than Thomas Jack Park. While this is not a major constraint, the lack of proximity and size of the site creates other challenges around establishing a gateway with sufficient activity to create a viable precinct.

The re-use of the existing heritage-listed convent building is an exciting opportunity for community and cultural heritage outcomes which is reflected on

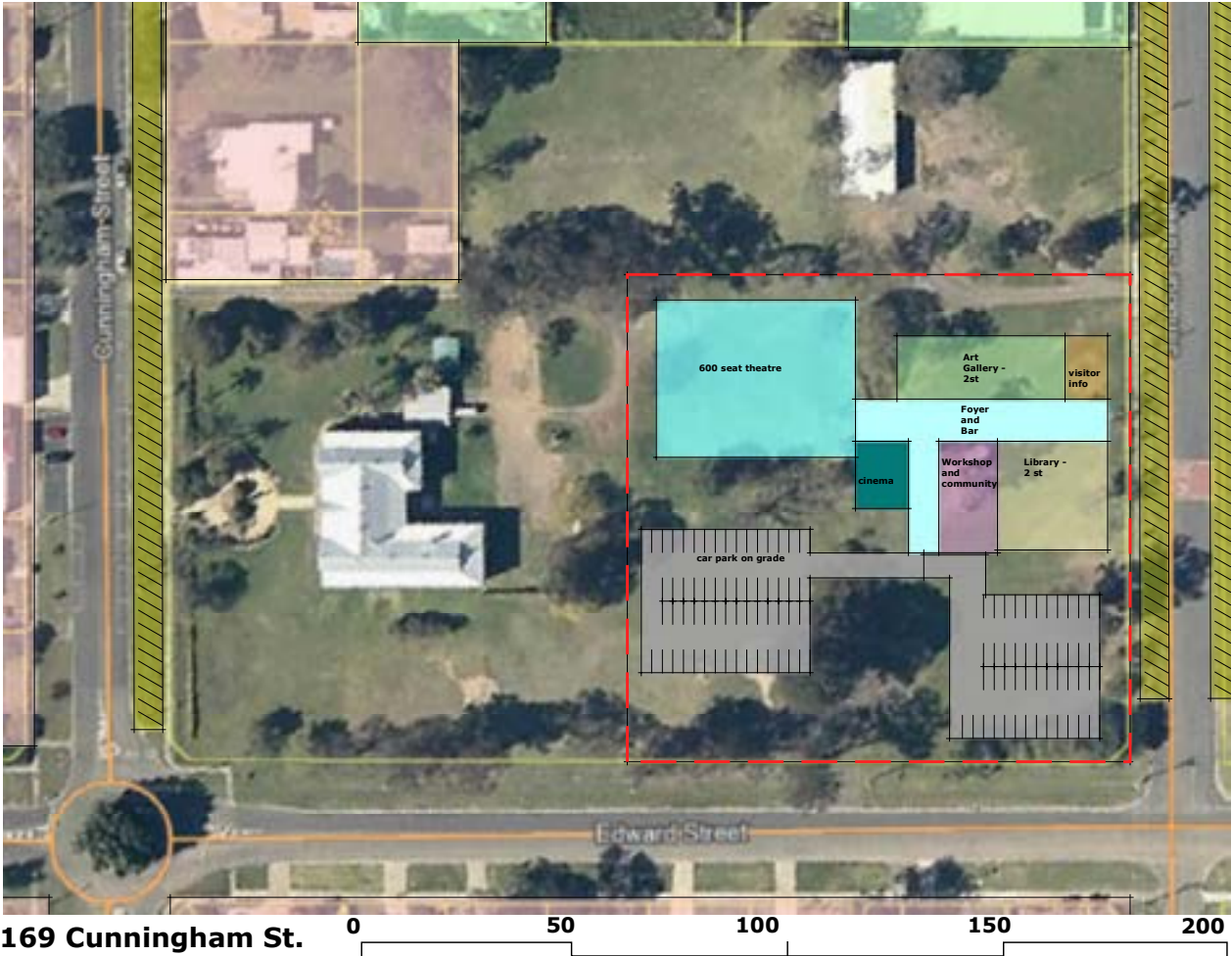
the diagram below. This arrangement pulls buildings closer to the Cunningham Street 'axis' however other strategies (including raising the buildings higher) would likely be needed to mitigate flooding, which would in turn limit public accessibility and further increase cost. The diagram on the following page considers creating a separate parcel from the convent building which may be a simpler approach, but one that increases flood concerns and is likely to create a less connected community precinct.

This assessment determined that use of a car-parking basement to mitigate flooding is not a viable strategy due to expense and the inability to use the off-peak parking (as used in Site 3) for other community or commercial uses.



**169 Cunningham St.
Sisters of Mercy. whole
site, convert existing buildings**

Note: Car parking under building, all facilities on level 1 above flood level, landscape around building to conceal car park



169 Cunningham St.
Sisters of Mercy. Part
 site, all new buildings

DRAFT

RECOMMENDATIONS

Primary Site

This assessment identified **Thomas Jack Park** as the most suitable site when assessed against the criteria. Thomas Jack Park's current value as a connected, safe, and inclusive site gives it outstanding qualities to house locally appropriate cultural centre uses, provided the future design of the facilities and renewed recreation and open space **protects and enhances** the qualities the community value.

Taking into consideration the outcomes of the May 2024 engagement, this site may be selected as the best site option for the Dalby Cultural Centre use with the caveats of:

- A reduced building footprint (compared to the Architectural Competition Brief); and
- A building form that minimises the loss of trees and open space

On-site car parking should also be minimised to volunteers and staff. By our assessment this means the site with careful and clever design, can reasonably house the following uses; a regional library, 'Class A' art gallery, visitor information centre (VIC), community rooms and workshop spaces, cinema and combined foyer, if in a two-storey format.

While there is no current business case to support viable demand for an 800-seat performing arts centre (PAC) in Dalby, it is noted that a reduced performing arts capability should also be considered to help activate the space and build cultural and community capacity in the region. In our opinion, this reduced PAC function (200-300 flexible seats) could be co-located with the combined foyer area within this reduced footprint. Car parking generated by any performing arts uses would still need to be accommodated 'on-street'.

Secondary Site

The assessment also identified the suitability of the Marble Street (Findex) site as a possible long-term site to accommodate a future 800-seat PAC (at an appropriate timing) and other aligned uses (hotel conferencing, Council overflow parking and community open space). The timing of acquiring this (or any other) site should be contingent on a feasibility study and business case for a PAC in the region. The use of this site would be subject to longer-term commercial negotiations outside of any current program for the DCC and so in our opinion is not suitable as a standalone site for the Dalby Cultural Centre.



DALBY

Cultural Centre

Draft Community Engagement Report

DRAFT | June 2024

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This draft Community Engagement report was produced by Fourfold Studio in partnership with Western Downs Regional Council. We would like to thank all community members from the community who gave feedback or participated in surveys, interviews, activities and workshops as part of the engagement process.



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DALBY Cultural Centre

Have your say on the future of the Dalby Cultural Centre!

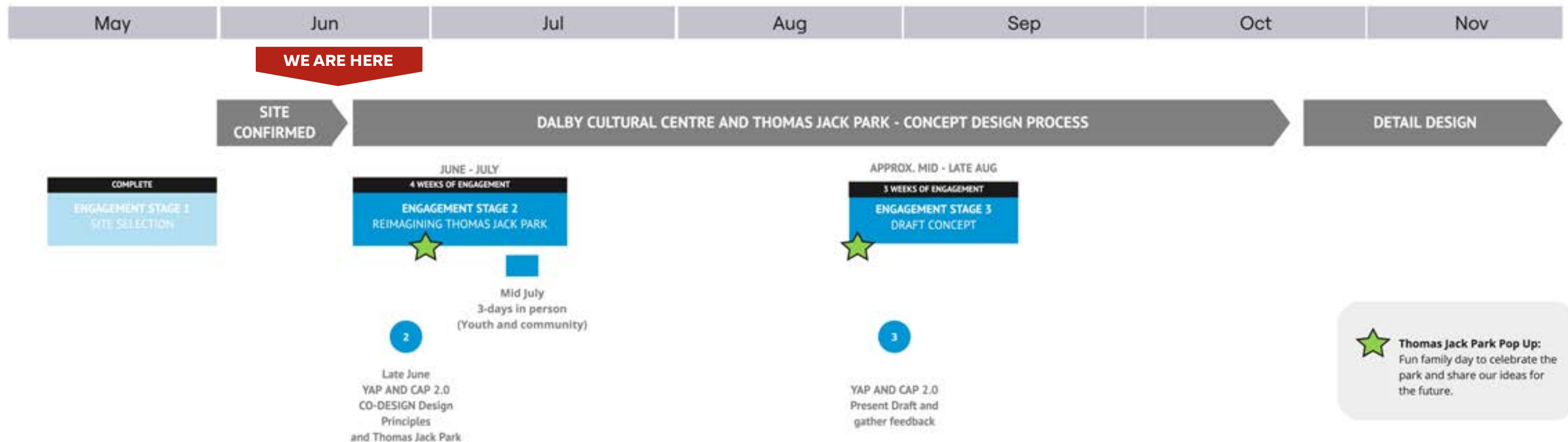
We are reimagining the Dalby Cultural Centre as a critical social and community anchor within the heart of our town - for our community today and for generations to come.

We are in the earliest stage of the project and are committed to engaging with community every step of the way.

There will be several phases of engagement offering both in-person and online engagement touchpoints. The three phases of engagement during the site and concept planning phases will provide opportunities for you to have your say on location, and the vision and values of the project and its surrounding location.

TIMELINE DIAGRAM

As we move into the design phases of the project, engagement will be integrated to allow community voices to inspire features of the design and ensure the vision is reflective of community aspirations. Engagement aligned to the concept development stage will be delivered across two stages, 2) Reimagining Thomas Jack Park, and 3) Reviewing the draft concept.



Dates and touchpoints may be subject to change.

Stage 2 | Reimagining Thomas Jack Park

During Stage 1 of engagement, we heard community want a social meeting place in Dalby that is brought to life with entertainment, live music, many artforms and spaces to relax and learn.

During Stage 2 of engagement, we will reimagine the future of Thomas Jack Park, exploring how we can sensitively integrate the buildings and enhance our green spaces for play, celebration and recreation.

During Stage 2, we will be engaging with community online and in-person at several engagement events.

Find out how you can have your say by visiting: haveyoursay.wdrc.qld.gov.au.

Register for the project to stay up-to-date with your opportunities to get involved.

STAGE 2 ENGAGEMENT OBJECTIVES

The key objectives of this upcoming Stage 2 engagement program are to:

- Report back to community on findings from engagement Stage 1 and confirm Council's direction to move forward;
- Explore community's ideas for the future of Thomas Jack Park in relation to play, storytelling and celebrations; and
- Share the next steps in the process.

STAGE 3 ENGAGEMENT OBJECTIVES

The key objectives of Stage 3 of engagement are to:

- Report back to community on the findings from engagement Stage 2;
- Share draft concepts for Thomas Jack Park including the elements of integrated built form being introduced; and
- Seek feedback from community to confirm the design direction

FEATURES OF THE PROGRAM

During Stage 1 of engagement, Council established two advisory community groups to assist with sharing two-way information, insights and ideas. These groups will remain a key part of the engagement program throughout the concept planning process. During the next phases of engagement, the groups will focus on design principles to guide the development of a concept for Thomas Jack Park.

Youth Advisory Panel (YAP): This is an inter-school collaboration with Dalby Christian College, Dalby State High School, and Our Lady of the Southern Cross. Students in years ten, eleven, and twelve from each school will be invited to attend a series of sessions over the course of the year. This cohort of young and passionate residents will help to inform the direction of the Cultural Centre, ensuring it is authentic and responsive to the upcoming generation.

Community Advisory Panel 2.0: This group was reformed in Stage 1 to include representative community members who provide a diversity of community perspectives. Collectively, the group provide a balance of interests including local community/interest groups and residents interested in the topics of environment, recreation, events, learning business, culture and community facilities.

Family Day at Thomas Jack Park: As a feature, during this round of engagement Council will be hosting a community event at Thomas Jack Park. We are encouraging everyone to join us to share ideas for the future of Thomas Jack Park and to celebrate our memories and stories of this treasured community place.

STAGE 2 KEY DATES

When	Task	Description
June	Online engagement opens	<ul style="list-style-type: none"> • Update community on Council's decision regarding Thomas Jack Park. • Provide opportunities for community to share their ideas for the future revitalisation of Thomas Jack Park. • Single point of information for sharing FAQs and other important project information.
Late June	Workshop with CAP, YAP and key stakeholder groups	<ul style="list-style-type: none"> • Introduce the design team. • Provide the opportunity for the group to share an overview of community's perspectives surrounding the project. • Collaboratively develop a series of design principles that will guide the development of a draft concept plan.
TBC	Family Fun Day at Thomas Jack Park	<ul style="list-style-type: none"> • Family entertainment in the park. • Opportunities to learn more about the project and share ideas for the future refresh of Thomas Jack Park.
Mid July	3-Day pop up at Dalby Shopping World	<ul style="list-style-type: none"> • In person engagement opportunities for community to share their ideas for the future of Thomas Jack Park.
Mid July	Schools and youth engagement	<ul style="list-style-type: none"> • Classroom sessions at local schools. • Pop up at local daycares.
July	Online engagement closes	<ul style="list-style-type: none"> • Online interactive activities close.
TBC	Online – report back findings and next steps	<ul style="list-style-type: none"> • Short external facing report.

Dates and touchpoints may be subject to change.

Title **Community & Liveability Report Football Dalby Oval Naming Consideration**

Date 6 June 2024

Responsible Manager T. Parsons, PARKS & RECREATION MANAGER

Summary

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.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

- We are a happy, inclusive community, proud of where we live.
- We empower communities to develop local initiatives and events.

Strategic Priority: Quality Lifestyle

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

Material Personal Interest/Conflict of Interest

A perceived conflict of interest has been declared by Talia Parsons, Manager Parks and Recreation.

Officer's Recommendation

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.

Background Information

On 4 December 2023, the Council received a submission from Mr Paul Donnelly, proposing the erection of a plaque or sign at the former Dalby Soccer Grounds in recognition of the late Don McPherson's contributions. Subsequently, after consultations with former players, Mr Donnelly, on 9 January 2024, recommended a more fitting tribute, renaming the Football Dalby fields at the PCYC in honour of Don McPherson (see Attachment 1).

Following a supportive meeting with Football Dalby on 10 January 2024 (see Attachment 2), a formal endorsement of this proposal was communicated to the Council by the club on 3 February 2024. Furthermore, the children of Don McPherson expressed "we would be honoured to have our father's legacy 'Don McPherson Oval' of the Dalby Soccer moved to its new home" at this new location (see Attachment 3).

Historically, the corner of Condamine and Coxen Streets, known as the former Dalby Soccer Grounds, bore the informal title 'Don McPherson Oval'. Don McPherson, a founding figure of the Dalby and District Senior Soccer Association and a significant contributor to the Junior Soccer Club and Referees Association, had this ground as the Senior Club's home until its 2013 relocation to the PCYC fields on Cooper Street, Dalby, subsequently vacating the original site.

It has been observed that 'Don McPherson Oval' has been colloquially transferred to the current Dog Park location in community and Council communications, leading to this formal naming proposal. It should be acknowledged that the original 'Don McPherson Oval' never received official Council ratification and, according to council records, is part of what is now known as Duffy's Green (see Attachment 4).

Report

The process of naming Council assets is a significant opportunity to acknowledge individuals or entities for their notable contributions and achievements. Additionally, it allows for the highlighting of key landmarks, geographical elements, or historical aspects. In accordance with the Naming Public Assets - Council Policy, it is incumbent upon the Council to approve the naming suggestion submitted by Mr Paul Donnelly and to carry out the requisite community consultation. Subject to Council endorsement, the proposed engagement process is scheduled to begin on Monday, 22 April 2024, and will extend over a four-week period, concluding on 20 May 2024. Public notification will be facilitated through social media channels and the Council's 'Have Your Say' platform.

Consultation (Internal/External)

External

Football Dalby
Paul Donnelly
Sandi Clutterbuck (daughter of the late Don McPherson)

Internal

Communications & Marketing Team
Daniel Fletcher, General Manager Community & Liveability

Legal/Policy Implications (Justification if applicable)

Naming Public Assets - Council Policy

Budget/Financial Implications

Subject to Council approving the renaming of the Football Dalby Oval, Football Dalby will be responsible for erecting a new sign, utilising the one previously installed at the former Senior Soccer Grounds.

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

Mr Paul Donnelly, supported by Football Dalby and Mr McPhersons children, wish to continue the legacy, and honour the contribution that the late Mr Don McPherson left on the game. Consequently, it is deemed appropriate to formally reinstate his name at the new location.

Attachments

1. Requests from Paul Donnelly (4 December 2023 & 9 January 2024)
2. Letter from Football Dalby (3 February 2024)
3. Email from Sandi Clutterbuck (21 February 2024)
4. Site Map Duffy's Green

Authored by: Talia Parsons, Parks & Recreation Manager

Attachment 2 - Requests received from Paul Donnelly

Council Feedback Form	
Submitted on	4 December 2023, 8:45PM
Receipt number	CFF994
Related form version	0
<hr/>	
Nature of enquiry	General feedback
Does the enquiry relate to a specific address/location?	Yes
Please advise the address/location	Don McPherson Dog Park, Condamine Street Dalby
Details of enquiry	<p>I would like to offer an opinion regarding the Don McPherson Dog Park in Condamine Street Dalby. The oval was originally named after Don McPherson who was one of the founding members of the Dalby and District Senior Soccer Association. The ground was the home ground for the senior club until Football Dalby was formed and moved to the PCYC fields. Don McPherson who passed away recently was also a member of the junior soccer club, referees association and also Dalby Cricket Association. I feel even though the grounds are now utilized as a dog park, it would be fitting to have a sign / plaque recognizing Don's contributions to Dalby football. Much along the lines of the signs erected at various other locations in Dalby. I am sure Don's family would love to see this occur in recognition to his services. I dearly would love to speak with someone about this and hopefully get the ball rolling with the blessing of Don's family.</p>
Would you like to remain anonymous?	I would like to provide my contact details
<hr/>	
Customer Details	
Full Name	Paul Donnelly

Good evening Tahlia,

Since our contact last, I have been in contact with a number of former players of the club which have fond memories of Don and what he has done for the sport in Dalby. A general consensus is that instead of naming the original site in Condamine Street after Don, it would be more appropriate and relevant to name the existing fields at the PCYC after him.

I have made contact with the committee of Football Dalby and await their feedback on a proposal to name the current fields after Don.

I am not sure who is the controlling body of the PCYC fields, WDRC, PCYC or Football Dalby, maybe you can advise me on this.

Football Dalby are holding a meeting on Wednesday 10th to discuss this matter. I will advise you on the outcome.

I will be in touch in the next few days.

Thank you.

Paul

Attachment 3 - Letter from Football Dalby



President: Cassandra Scheuerle
Vice President: Scott Burstow
Secretary: Annette Smith
Treasurer: Elizabeth Barwick
Registrar: Alicia Gower/Lisa Newton
Email: footballdalbypresident@gmail.com
Post: PO Box 103, Dalby 4405

Western Downs Regional Council
30 Marble Street
Dalby QLD 4405

3 February 2024

To Whom it May Concern,

RE: Naming of the Football Dalby playing fields

The Football Dalby management committee would like to request the permission and support of the Western Downs Regional Council to name our current playing fields after the late Don McPherson. Don played, represented and was a respected member of the Football Dalby community for many years and we believe it would be a fitting tribute to him and his family to reinstate his name at the current home of Football Dalby.

It is our understanding that the old Football Dalby site on Condamine Street, which now operates as a dog park, still carries Don McPherson's name. Our committee members are all in agreement that the naming of the dog park after the late Don McPherson does not seem appropriate and that his name and legacy would be more fittingly represented at our fields at the PCYC precinct, Cooper Street, Dalby. This change would allow Football Dalby to honour Don for the dedication and time he gave to Football Dalby and the many other sporting clubs in Dalby throughout his life.

If our request is successful, we would propose to use the existing sign from the original senior soccer fields which we have had in storage over the years (see attached photo). It would be our intention to contract a local artist to give the sign a fresh coat of paint and we would erect the sign in honour of Don McPherson at our current Cooper Street site. We would also like to plan a special event for the official naming of the fields and unveiling of the new sign, in which we would like to include representatives from the WDRC and Don McPherson's family.

We thank you for your time and consideration of this request. We hope that Don McPherson's name will be carried on in a way that appropriately reflects the legacy he left for the great game of football in Dalby.

Kind Regards,

Cassandra Scheuerle
President
Football Dalby



President: Cassandra Scheuerle
Vice President: Scott Burstow
Secretary: Annette Smith
Treasurer: Elizabeth Barwick
Registrar: Alicia Gower/Lisa Newton
Email: footballdalbypresident@gmail.com
Post: PO Box 103, Dalby 4405



4:28

< Western Downs Regional C...

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Western Downs Regional Council ***
3 Dec 2023 ·

Works Complete Dog Park, Dalby

The installation of a brand-new perimeter fence around the popular Don McPherson Dog Park in Dalby is now complete, enhancing the site's safety and security to ensure all its furry visitors and their owners can have a worry-free play. 🐾

These replacement works demonstrate Council's commitment to providing our communities with recreational spaces that are attractive, safe, and accessible.

WORKS COMPLETE

Amber Lees and 31 others 14 comments

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Attachment 4 - Email from Sandi Clutterbuck

On behalf of my brother's Guy McPherson n John McPherson we would be honored to have our father's legacy "Don McPherson Oval" of the Dalby soccer association moved to it's new home. Our father was extremely passionate when it came to soccer/cricket/tennis and involved from juniors through to seniors he played umpired and stood as president on many committees of the sporting community in which he received numerous life memberships so he may be gone but the memories will remain strong in the Dalby.

Once again thank you for honoring the great man we call Dad he would be most humble.

Yours sincerely
Sandi Clutterbuck

Title **Community and Liveability Report Skilling Queenslanders Work Program Round 2**

Date 4 June 2024

Responsible Manager L. Koene, ECONOMIC DEVELOPMENT MANAGER

Summary

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.

Link to Corporate Plan

Strategic Priority: Strong Diverse Economy

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

Strategic Priority: Active Vibrant Community

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

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.

Background Information

Following Council resolution in July 2023, Council's Economic Development team successfully applied for the Skilling Queenslanders for Work - Work Skills Traineeship program (out-of-session) to support upskilling of up to 10 long-term unemployed persons in the Tara district through the program.

The Skilling Queenslanders for Work program focuses on enabling work traineeship opportunities for the residents of Tara. Round 1 of the program has been successfully completed and the graduation was held on Thursday the 16th of May. To date, three (3) out of ten (10) trainees have already successfully commenced employment and our team remains in contact with the other trainees in relation to their transition to employment over the coming months.

Council has received very positive feedback from the community in relation to the program, and the program has further strengthened the relationships with the Tara Shire State College and Tara Neighbourhood Centre as host organisations.

Report

As previously indicated in the Council report dated 19 July 2023, it was proposed to run this program for one (1) round after which it would be taken over by the Tara Neighbourhood Centre. Unfortunately, the Tara Neighbourhood Centre does not currently have the capacity to run the program the second half of this year due to their increased workload which continues following the bushfires late last year.

With the intent to maintain the positive momentum created and to further support the Tara Neighbourhood Centre taking over this program, Council submitted a project variation to deliver a Round 2 of the program to further support the upskilling of up to eight (8) long-term unemployed persons in the Tara district through the program.

Council has received on Wednesday 29 May 2024 the positive news that the project variation is approved, and on Monday 3 June 2024 the Deed of Variation for signing and execution by the Chief Executive Officer.

Objectives:

1. To provide long-term unemployed and disadvantaged Tara residents with an opportunity to gain a certificate;
2. To provide long-term unemployed and disadvantaged Tara residents with an opportunity to gain work experience
3. To provide participants with a traineeship to further strengthen their workplace skills and experience
4. To support local businesses in the Tara community by upskilling local community in areas of vacancies / needs.

Proposed Round 2

Council, in collaboration with Tara Shire State College and the Tara Neighbourhood Centre, will provide 8 full-time traineeship opportunities for a period of 6 months:

- **Tara Shire State College:** will offer the following traineeships: one (1) cleaner, three (3) teacher aides, one (1) Information, Communications, and Technology and one (1) Agriculture Assistant
- **Tara & District Family Support Committee Inc:** will offer the following traineeship: one (1) Administration Traineeship
- **Western Downs Regional Council:** will offer the following traineeship: one (1) Outdoor Parks & Recreation traineeship.

All eight (8) trainees will be offered a Certificate I in Workplace Skills.

Council will assume responsibility for the Traineeship Support Officer position and the trainees as substantive employees of council, which will be wholly funded through the SQW program application. This will effectively increase the full-time equivalent (FTE) staff count by nine (9) (eight (8) FTE for Traineeship positions and one (1) FTE for a Traineeship Support Officer).

The Traineeship program will run for a 22-week period from 22 July 2024 to 20 December 2024, subject to successful recruitment of a new Traineeship Support Officer (TSO). Council will request a variation on the delivery timeframe if successful recruitment of the TSO is not achieved within the set timeframe.

Consultation (Internal/External)

Internal
Human Resources
Parks & Recreation

External
Tara Shire State College
Tara Neighbourhood Centre
Department of Employment, Small Business and Training
Aurora Training
MAS

Legal/Policy Implications (Justification if applicable)

Council is required to be the lead applicant and will assume responsibility for the project officer position and the trainees.

Budget/Financial Implications

The Deed of Variation pertaining to Round 2 of the program is valued at \$231,000 plus GST. This sum represents the total income provided to cover all expenses associated with the delivery of this program iteration.

It is important to note that the income designated will offset the total costs, thereby ensuring that there is no financial impact on the Council's operating budget. This fiscal strategy effectively neutralises any budgetary strain that might otherwise have been incurred by the Council.

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

This proposal will not only benefit the residents of Tara by providing work traineeship opportunities, but also supports our local businesses having trouble to recruit and contributes to the overall development and success of the WD Futures initiative.

Attachments

SQW 24-25 Application - Project Variation

Authored by: L. Koene, ECONOMIC DEVELOPMENT MANAGER

Title **Community and Liveability Report Round Three 2023.2024 Community Projects Program**

Date 16 May 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 16 May 2024. This is in relation to the assessment and proposed adoption of Round Three of the 2023/2024 Community Projects Program.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

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

Background Information

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

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

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

There are three (3) **Competitive Rounds** for this program per year for applications over \$2,000.00 and one (1) **Responsive Round** for applications \$2,000.00 and under that is open all year.

This Report relates to Round Three of the Competitive Round this financial year which closed on 7 May 2024.

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

Report

Round Three of the Community Grants - Council Policy - Community Projects Program closed on 7 May 2024. Two applications were received from community groups across the Western Downs.

The applications were assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 May 2024. (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

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

The Reference Group consisting of Cr. K. A. Bourne (Chairperson), Cr. S. Bougoure, Cr. S.J. Condon, Cr. M.J. James and Cr. P.T. Saxelby and Communities Staff assessed Round Three of the 2023/2024 grant applications based on its level of community benefit and how they met the selection criteria.

The Meeting of the Reference Group was held on 16 May 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

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

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

Under the **Responsive Round** four applications have been assessed, for a total amount of \$7,993.95.

Under the **Competitive Round Two**, two applications were assessed for a total amount of \$20,000.00.

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

Under the **Competitive Round Three**, the Reference Group has reviewed two applications and recommends the disbursement of funding for Round Three of \$15,000.00

That leaves a balance remaining of \$40,092.85.

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Community Projects Program	\$90,000.00	Responsive Rounds	\$1,920.00
		Competitive Round 1	\$4,993.20
		Competitive Round 2	\$20,000.00
		Transfer to Community Activation Program	\$2,000.00
		Competitive Round 3	\$15,000.00
		Balance	\$40,092.85

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

The Reference Group at its Meeting on 16 May 2024 assessed the applications in accordance with the Community Grants - Council Policy - Community Projects Program and the Reference Group's recommendation is presented for Council's consideration.

Attachments

1. Minutes of Community Grants Assessment Reference Group Community Projects Program 16 May 2024

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (COMMUNITY PROJECTS PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, TARA CUSTOMER SERVICE CENTRE, FRY STREET, TARA ON THURSDAY 15 FEBRUARY 2024 AT 2.16pm.

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. S.Bougoure, Cr. S.J. Condon, Cr. M. J. James and Cr. P.T. Saxelby

Present: Cr. K.A. Bourne, Cr. S.Bougoure, Cr. S.J. Condon, Cr. M. J. James and Cr. P.T. Saxelby

Apology:

Officers: Ms. K. Wood, Miss M. Mathews

Apology: Mrs. L. Tyrrell

Welcome	
Apologies	
Conflict of Interest	
Confirmation of Minutes of Previous Meeting	<p>WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION</p> <p>MOVED Cr. P.T. Saxelby SECONDED Cr. S.J. Condon</p> <p>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.</p> <p><u>CARRIED</u></p> <p><u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 7 March 2024</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 were considered by Council at its Meeting on Thursday, 7 March 2024. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as resolutions of Council.</p>
Business Arising from Previous Minutes	

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP
RECOMMENDATION

MOVED Cr. M. J. James SECONDED Cr. S. Bougoure

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

UNCONFIRMED

	Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1	Yamsion Recreation Grounds Association Inc	Purchase Mower	\$10,000.00	\$10,000.00		
					FOR: Cr. K.A. Bourne, Cr. S. Bougoure, Cr. S.J. Condon, Cr M.J. James and Cr. P.T. Saxelby AGAINST: DID NOT VOTE:	
2	Hannaford Club Incorporated	Hall Repair Upgrades	\$5,819.00	\$5,000.00		
					FOR: Cr. K.A. Bourne, Cr. S. Bougoure, Cr. S. J. Condon, Cr. M.J. James and Cr. P.T. Saxelby AGAINST: DID NOT VOTE:	
TOTAL				\$15,000.00		

UNCONFIRMED

General Business		
		The Chairperson declared the Meeting closed at 2.28pm.

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

Batch Number:	Dataworks Number:	Retention:
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UNCONFIRMED

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

Date 16 May 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

The purpose of this Report is to provide Council with the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 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.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

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

Background Information

The purpose of the Regional Arts Development Fund (RADF) is to support professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF Program focuses on the development of quality arts and arts practice for, and with, regional communities. The program is a partnership between the Queensland Government through Arts Queensland and Western Downs Regional Council to support local arts and culture. In accordance with the Community Grants - Council Policy - RADF Program, Council may allocate funds in each annual budget. This Report relates to RADF Round Three 2023/2024 which was assessed 16 May 2024.

Report

Round Two of the RADF Program received one application from individuals across the Western Downs Regional Council area. The application was assessed by the Western Downs Regional Council Community Grants Assessment Reference Group (Reference Group) at its Meeting on 16 May 2024 (Refer to Attachment 1 for the Unconfirmed Minutes of the Reference Group).

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

Consultation (Internal/External)

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

The Reference Group comprising of Cr. K.A. Bourne (Chairperson), Cr. S. Bougoure, Cr. S.J. Condon, Cr. M.J. James and Cr. P.T. Saxelby and Communities Staff assessed Round Three of the 2023/2024 grant applications based on its level of community benefit and how it meets the selection criteria.

The Meeting of the Reference Group was held on 16 May 2024.

Legal/Policy Implications (Justification if applicable)

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

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

Budget/Financial Implications

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

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

Under the **Responsive Round**, twelve applications have been assessed, for a total amount of \$8,633.66

Under the **Competitive Round Two**, the Reference Group approved one application for the amount of \$15,770.00.

Under the **Competitive Round Three**, the Reference Group has reviewed one application and recommends the disbursement of funding for Round Three of \$0.00

That leaves a balance remaining of \$4,897.06

Name of funding program	Financial Year Allocation	Rounds/Out of Rounds	Amount
Regional Arts Development Program Fund	\$40,000.00	Responsive Rounds	\$8,633.66
		Competitive Round 1	\$0.00
		Competitive Round 2	\$15,770.00
		Competitive Round 3	\$0.00
		Balance	\$4,897.06

Human Rights Considerations

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

There are no human rights implications associated with this report.

Conclusion

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

The Reference Group at its Meeting on 16 May 2024 assessed the applications in accordance with the Community Grants - Council Policy - Regional Arts Development Fund Program and the Reference Group's recommendations, presented for Council's consideration.

Attachments

1. Minutes of the Community Grants Assessment Reference Group Regional Arts Development Fund 16 May 2024.

Authored by: K. Wood, Community Grants Officer

MINUTES OF THE WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP (REGIONAL ARTS DEVELOPMENT FUND PROGRAM) MEETING HELD IN THE COMMITTEE ROOM, TARA CUSTOMER SERVICE CENTRE, FRY STREET, TARA ON THURSDAY 16 MAY 2024 AT 2.29pm.

Council Representatives:

Cr. K.A. Bourne (Chairperson), Cr. S. Bougoure, Cr. S.J. Condon, Cr. M. J. James and Cr. P.T. Saxelby

Present: Cr. K.A. Bourne, Cr. S. Bougoure, Cr. S. J. Condon, Cr. M. J. James and Cr. P.T. Saxelby

Apology:

Officers: Ms. K. Wood, Miss M. Mathews

Apology: Ms. K. Walker

Ref: W1	Welcome	
Ref: CMPM	Confirmation of Minutes of Previous Meeting	WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION MOVED Cr. P.T. Saxelby SECONDED Cr. S. Bougoure 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. CARRIED <u>Notification of the Consideration of the Unconfirmed Minutes at the Ordinary Meeting of Council held on 7 March 2024</u> The Reference Group was advised that the Unconfirmed Minutes of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 were considered by Council at its Meeting on Thursday, 7 March 2024. At that Meeting it was resolved that the recommendations of the Western Downs Regional Council Community Grants Assessment Reference Group Meeting held on 15 February 2024 be adopted as resolutions of Council.
Ref: BAPM	Business Arising from Previous Minutes	
Ref: AA	Communities Stream	
	Community Activation Program	
	Assess Applications	Nil
	Community Projects Program	
	Assess Applications	Nil
	Local Events Program	
	Assess Applications	Nil
	Arts and Cultural Stream	
	Regional Arts Development Fund Program	
	Assess Applications	Refer Attachment 1
	Economic Development Stream	
	Destination Events Program	
	Assess Applications	Nil

WESTERN DOWNS REGIONAL COUNCIL COMMUNITY GRANTS ASSESSMENT REFERENCE GROUP RECOMMENDATION

MOVED Cr. S. Bougoure SECONDED Cr. S. J. Condon

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

Applicant	Project Description	Amount Requested	Amount Approved (Excl. G.S.T.)	Conditions	Voting
1 Greg Huglin	Youth Acting for Screen and Screen Production Workshops and Red Carpet Screening Event with Academy Award Winning Cinematographer Greg Huglin	\$3,284.60	\$0.00	Under the WDRC RADF guidelines, recurrent funding is not supported	
				FOR: Cr. K.A. Bourne, Cr. S. Bougoure, Cr. S.J. Condon, Cr. M.J. James, and Cr. P.T. Saxelby AGAINST: DID NOT VOTE:	
TOTAL FUNDED			\$0.00		

		The Chairperson declared the Meeting closed at 2.54pm
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Privacy Statement Any personal information you have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

Batch Number:	Dataworks Number:	Retention:
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UNCONFIRMED

Title **Community and Liveability Report Nomination Special Holidays 2025**

Date 6 June 2024

Responsible Manager C. Barnard, COMMUNITIES MANAGER

Summary

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*.

Link to Corporate Plan

Strategic Priority: Active Vibrant Community

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

Material Personal Interest/Conflict of Interest

Nil

Officer's Recommendation

That this Report be received and that:

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

Background Information

In accordance with the *Holidays Act 1983* (the Act), the Chief Executive Officer of the local government for the district concerned, may request a special holiday within a district whether it be a day, or the forenoon or afternoon of a day. Holidays of this nature are usually appointed in conjunction with an annual agricultural, horticultural, or industrial show or other event which would be of significance to a particular district. In previous years the five (5) major Shows within the Western Downs Regional Council area (Chinchilla, Dalby, Miles, Tara, and Wandoan) have each had a Public Holiday declared on the day nominated by the relevant Show Society.

Report

Correspondence has been received from the Executive Director, Industrial Relations, Office of Industrial Relations, advising that requests for the appointment of special holidays for 2024, in accordance with the *Holidays Act 1983*, must be submitted no later than Friday, 12 July 2024.

Due to the significance of the annual agricultural shows within the Western Downs Regional Council area, the five (5) major Show Societies were requested to submit a proposed date for consideration.

Public holiday nominated by each Show Society:

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

The appointment of the holidays will be published in the Queensland Government Gazette.

Consultation (Internal/External)

Chinchilla Agricultural & Pastoral Show Society
Dalby & District Show Society
Miles & District Show Society
Tara Pastoral Agricultural & Horticultural Show Society
Wandoan Show Society
Queensland Chamber of Agricultural Societies Inc

Legal/Policy Implications (Justification if applicable)

Under section 4 of the *Holidays Act 1983*, a holiday shall not be appointed in respect of a district unless the Minister has received, by a specified date, a notice signed by the Chief Executive Officer of the local government for the area in which the district is situated requesting that the holiday be appointed.

A special holiday for an annual agricultural, horticultural, or industrial show (show day) will also be a public holiday. On a public holiday industrial relations laws require that employees are given a paid day off or payment of penalty rates if work is performed on the day.

Budget/Financial Implications

On a public holiday industrial laws require that employees are given a paid day off or payment of penalty rates if work is performed on the day.

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 submit a request for the appointment of special holidays for 2025 as detailed in the Report.

Attachments

1. Correspondence received from the Executive Director, Industrial Relations, Office of Industrial Relations, dated 24 May 2024.

Authored by: Kerri Wood, Community Grants Officer