General Council Meeting

Notice is hereby given pursuant to the provisions of the Local Government Regulation 2012, that the next Meeting of the Central Highlands Regional Council will be held in the Council Chambers, 65 Egerton Street, Emerald on

Wednesday, 13 May 2020
At 9.00am

For the purpose of considering the items included on the Agenda.

Scott Mason
Chief Executive Officer
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1 PRESENT

2 APOLOGIES

3 LEAVE OF ABSENCE

4 OPENING PRAYER

Pastor Roderick McLennan from the Emerald Presbyterian Church will deliver the opening prayer.

5 ACKNOWLEDGEMENT OF COUNTRY

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Minutes - General Council Meeting - 29 April 2020
General Council Meeting

Meeting of the Central Highlands Regional Council held in the Council Chambers, 65 Egerton Street, Emerald on

Wednesday, 29 April 2020
Commenced at 9.00am
CENTRAL HIGHLANDS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

WEDNESDAY 29 APRIL 2020

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MINUTES – GENERAL COUNCIL MEETING
HELD AT 9.00AM WEDNESDAY 29 APRIL 2020 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL CHAMBERS, EMERALD OFFICE

PRESENT
Councillors
Councillor (Crs) Kerry Hayes (Mayor), Christine Rolfe (Deputy Mayor)
Councillors (Crs) Charles Brimblecombe, Joseph Burns, Anne Carpenter, Natalie Curtis, Megan Daniels (arrived at 9.12am), Janice Moriarty and Gai Sypher

Officers
Chief Executive Officer Scott Mason, General Manager Communities John McDougall, General Manager Corporate Services Margaret Gatt, General Manager Infrastructure and Utilities Gerhard Joubert (via skype) and Minute Secretary Marnie Wills

APOLOGIES
Nil

LEAVE OF ABSENCE
Nil

ACKNOWLEDGEMENT OF COUNTRY
Mayor Hayes acknowledged the traditional custodians of the land on which we meet today and he paid our respects to the elders, past, present and emerging.

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
General Council Meeting: 24 March 2020
Resolution:
Cr Rolfe moved and seconded by Cr Sypher “That the minutes of the previous General Council Meeting held on 24 March 2020 be confirmed.”

2020 / 04 / 29 / 001
Carried (8-0)

Attendance
Cr Daniels attended the meeting at 9.12am

Post-Election Meeting: 23 April 2020
Resolution:
Cr Brimblecombe moved and seconded by Cr Carpenter “That the minutes of the Post-Election Meeting held on 23 April 2020 be confirmed subject to amendment.”

2020 / 04 / 29 / 002
Carried (9-0)

Attendance
Information Services Coordinator T. Smith attended the meeting at 9.13am and left at 9.14am

BUSINESS ARISING OUT OF MINUTES
Nil
OUTSTANDING MEETING ACTIONS
Councillors reviewed the resolution register (meeting actions) update

REVIEW OF UPCOMING AGENDA ITEMS
Discussions were held regarding upcoming agenda items.

MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS
Cr Moriarty declared that she was a member of the Clean Growth Choices group.

PETITIONS (IF ANY)
Nil

Attendance
Manager Planning and Environment K. Byrne attended the meeting at 9.17am
Minute Secretary M. Wills left the meeting at 9.17am and returned at 9.18am
General Manager Corporate Services M. Gatt left the meeting at 9.34am and returned at 9.41am
Chief Executive Officer S. Mason left the meeting at 9.51am and returned at 9.51am

DECISION ACTION REPORTS

Communities
Temporary Local Planning Instrument 01/2020 - Operational Work within Flood Hazard Area

Purpose:
This report:
- describes the need for and process of obtaining a Temporary Local Planning Instrument (TLPI) for Operational Works within a Flood Hazard Area
- requests a resolution to adopt the TLPI 01/2020.

Resolution:
Cr Rolfe moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council resolves to:

1. Adopt a Temporary Local Planning Instrument (TLPI) 01/2020 Operational Works within a Flood Hazard Area which will take effect from the date of notification in the government gazette.
2. Complete all required actions in accordance with section 23 of the Planning Act 2016 and Chapter 3, Part 2 of the Minister’s Guidelines and Rules.
3. Repeal TLPI 01/2020 upon commencement of proposed Planning Scheme Amendment 5 – Flood Hazard.”

2020 / 04 / 29 / 003 Carried (9-0)

Attendance
Manager Planning and Environment K. Byrne left the meeting at 10.16am
Draft Terms of Reference - Sport and Recreation Advisory Group

Purpose:
This report is to seek direction to form a Sport and Recreation Advisory Group to provide community input into the further development of Sport, Parks and Recreation within the Central Highlands Region.

Resolution:
Cr Daniels moved and seconded by Cr Carpenter “That Central Highlands Regional Council adopt the Terms of Reference for the Sport and Recreation Advisory Group.”

2020 / 04 / 29 / 004 Carried (9-0)

Attendance
Community Development and Engagement Officer A. Kavanagh attended the meeting at 10.25am

Conflict of Interest
Cr Curtis declared that she has a conflict of interest in the matter of Community Grants Round 1, 2020 report (as defined by section 175D of the Local Government Act 2009) as follows: -

(a) Is a member of the Queensland Country Women’s Association (QCWA) Capella Branch (non-financial member);

Cr Curtis determined that this personal interest is not of sufficient significance that it will lead her to making a decision on the matter that is contrary to the public interest. She advised that she will best perform her responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter.

However, Cr Curtis acknowledged that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -

(a) Whether she has a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
(b) If so, whether: -
   I. She must leave the meeting while this matter is discussed or voted on; or
   II. She may participate in the meeting in relation to the matter, including by voting on the matter.

Cr Curtis left the meeting at 10.30am

Resolution:
Cr Burns moved and seconded by Cr Sypher “That Cr Curtis does not have either a real conflict of interest or perceived conflict of interest in the matter and is accordingly free to participate in the meeting whilst the matter is discussed, including by voting on the matter.”

2020 / 04 / 29 / 005 Carried (7-1)

Attendance
Cr Curtis returned to the meeting at 10.36am
Chief Executive Officer S. Mason left the meeting at 10.38am and returned at 10.38am
Community Grants Round 1, 2020

Purpose:
The purpose of this report is to provide details of two community grant applications to the value of $8,000, that were omitted from the report titled Community Grants – Round 1 – 2019-2020 presented to council on 24 March 2020 (Resolution number 2020/03/24/005).

The total value of $143,914.56 that was endorsed by that report will remain unchanged.

Resolution:
Cr Sypher moved and seconded by Cr Carpenter “That Central Highlands Regional Council endorse the two Community Grant Applications that the Community Grants Assessment panel have deemed successful in Round 1, 2020 to a total value of $8,000.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Project Description</th>
<th>Grant Category</th>
<th>Grant amount $</th>
<th>GST (if GST registered) $</th>
<th>Total $</th>
</tr>
</thead>
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<tr>
<td>QCWA Blackwater Branch</td>
<td>Upgrade of QCWA Hall</td>
<td>Community Assistance</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>QCWA Capella Branch</td>
<td>Upgrading of Electrical Switchboard and Installing Smoke Alarms</td>
<td>Community Assistance</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
</tbody>
</table>

2020 / 04 / 29 / 006 Carried (9-0)

Attendance
Community Development and Engagement Officer A. Kavanagh left the meeting at 10.42am

Adjournment
Meeting adjourned at 10.42am for morning tea
Meeting resumed at 11.05am

Chief Executive Officer

Local Government Association of Queensland (LGAQ) - Nomination of Executive District Representatives - District 6 (Central Queensland)

Purpose:
The Local Government Association of Queensland (LGAQ) is a not for profit organisation established to serve the State’s Local Government Councils. LGAQ is administered by the Associations Policy Executive, which is a group of Mayors and Councillors elected to represent all regions of Queensland and it is their responsibility to determine the Associations policy on behalf of member Councils.

This report is to seek Councillors expression of interest in being nominated as a representative to the LGAQ Policy Executive to nominate a Councillor from another Council as the District Representative for Central Queensland.

Resolution:
Cr Moriarty moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council nominate Councillor Matt Burnett, Mayor of Gladstone Regional Council as representative from District Number 6 – Central Queensland for the Local Government Association of Queensland Executive.”

2020 / 04 / 29 / 007 Carried (9-0)
Attendance
General Manager Communities J. McDougall left the meeting at 11.47am
General Manager Communities J. McDougall returned to the meeting at 11.50am

Councillor Appointments to External and Internal Boards / Committees

Purpose:
Central Highlands Regional Council is represented on a number of external and internal bodies and committees. This report is to highlight the committees and to determine if this representation is to continue and who will be representatives for Council.

Resolution:
Cr Rolfe moved and seconded by Cr Carpenter “That Central Highlands Regional Council:

1. Appoint Councillor Representatives for the following internal and external bodies:

<table>
<thead>
<tr>
<th>External and Internal Boards / Committees</th>
<th>Number of Representatives</th>
<th>Councillor Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerald Airport Advisory Committee</td>
<td>3 Reps</td>
<td>Councillor Hayes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Sypher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Burns</td>
</tr>
<tr>
<td>Blackwater Community Advisory Network</td>
<td>1 Rep</td>
<td>Councillor Moriarty</td>
</tr>
<tr>
<td>Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blackwater International Coal Centre</td>
<td>1 Rep (and one alternate)</td>
<td>Councillor Curtis</td>
</tr>
<tr>
<td>Board</td>
<td></td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(alternate)</td>
</tr>
<tr>
<td>Central Highlands Arts and Cultural</td>
<td>2 Reps + 1 alternative</td>
<td>Councillor Rolfe</td>
</tr>
<tr>
<td>Committee Meeting / Regional Arts</td>
<td></td>
<td>Councillor Sypher</td>
</tr>
<tr>
<td>Development Fund (RADF)</td>
<td></td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(alternate)</td>
</tr>
<tr>
<td>Central Highlands Community Grants Panel</td>
<td>2 Reps</td>
<td>Councillor Moriarty</td>
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<tr>
<td></td>
<td></td>
<td>Councillor Burns</td>
</tr>
<tr>
<td>Central Highlands Resource Use Planning</td>
<td>1 rep (and one alternate)</td>
<td>Councillor Moriarty</td>
</tr>
<tr>
<td>Project (CHRRUP)</td>
<td></td>
<td>Councillor Burns (alternate)</td>
</tr>
<tr>
<td>Central Highlands Sport and Recreation</td>
<td>3 Reps</td>
<td>Councillor Carpenter (chair)</td>
</tr>
<tr>
<td>Advisory Group</td>
<td></td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Sypher</td>
</tr>
<tr>
<td>Community Reference Group – Arcadia</td>
<td>At least 1 Rep</td>
<td>Councillor Burns</td>
</tr>
<tr>
<td>Valley</td>
<td></td>
<td>Councillor Daniels</td>
</tr>
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<td>Community Reference Group – Bauhinia</td>
<td>At least 1 Rep</td>
<td>Councillor Sypher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td>Community Reference Group – Blackwater</td>
<td>At least 1 Rep</td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Moriarty</td>
</tr>
<tr>
<td>Community Reference Group – Bluff</td>
<td>At least 1 Rep</td>
<td>Councillor Moriarty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Brimblecombe</td>
</tr>
<tr>
<td>Community Reference Group – Capella</td>
<td>At least 1 Rep</td>
<td>Councillor Curtis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councillor Sypher</td>
</tr>
<tr>
<td>Community Reference Group – Comet</td>
<td>At least 1 Rep</td>
<td>Councillor Daniels</td>
</tr>
<tr>
<td></td>
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<td>Councillor Carpenter</td>
</tr>
</tbody>
</table>
2. Nominate the following Councillors for consideration as directors for the following controlled entities:

<table>
<thead>
<tr>
<th>Controlled entity</th>
<th>Number of Representatives</th>
<th>Councillor Representative(s)</th>
</tr>
</thead>
</table>
| Central Highlands Development Corporation (CHDC)       | Mayor, CEO + 2 reps       | Mayor Hayes
|                                                        |                            | Councillor Daniels
|                                                        |                            | Councillor Rolfe |
| Central Highlands (QLD) Housing Company (CHHC)        | 4 reps (to be invited)     | Mayor Hayes
|                                                        |                            | Councillor Moriarty
|                                                        |                            | Councillor Daniels
|                                                        |                            | Councillor Rolfe |

2020 / 04 / 29 / 008

Carried (9-0)
Corporate Services

2019-20 Operational Plan - Quarter 3 Performance Report

Purpose:
To present the quarterly progress toward implementation of Central Highlands Regional Council’s 2019-20 Operational Plan for the third quarter ending 31 March 2020.

Resolution:
Cr Moriarty moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council receive the 2019-20 Operational Plan Quarter 3 Performance Report.”

Adjournment
Meeting was adjourned at for lunch 1.01pm
Meeting was resumed at 1.45pm

Attendance
Acting General Manager Customer and Commercial Services M. Parker did not return to the meeting
Cr Daniels returned to the meeting at 1.45pm
Administration Assistant A. Hill attended the meeting at 1.57pm and left the meeting at 1.57pm
Cr Daniels left the meeting at 2.02pm and returned at 2.03pm
Acting Manager Finance H. Kirby attended the meeting at 2.07pm

Recommendations from the Audit Committee Meeting of 27 February 2020

Purpose:
The Audit Committee is established as required under s. 105 of the Local Government Act 2009 and met as scheduled on Thursday 27 February 2020.

Resolution:
Cr Brimblecombe moved and seconded by Cr Carpenter “That Central Highlands Regional Council receive the minutes of the Audit Committee meeting held on 27 February 2020.”


Purpose:
This report provides a snapshot of council’s financial performance against budget as at 31 March 2020. The year to date (YTD) operating results show a deficit of $6.168 million against a forecast deficit of $5.912 million.

Resolution:
Cr Burns moved and seconded by Cr Daniels “That Central Highlands Regional Council receive the monthly financial report for the period ended 31 March 2020.”
Attendance
Acting Manager Finance H. Kirby left the meeting at 2.29pm

Infrastructure and Utilities

Central Highlands Regional Council Local Disaster Management Group – Update

Purpose:
The following report provides an update from Central Highlands Regional Council Local Disaster Management Group meetings and management of the response to the current COVID-19 pandemic.

Resolution:
Cr Sypher moved and seconded by Cr Daniels “That Central Highlands Regional Council receive and note the Central Highlands Regional Council Local Disaster Management Group update.”

2020 / 04 / 29 / 012 Carried (9-0)

Attendance
General Manager Infrastructure and Utilities G. Joubert left the meeting at 2.53pm (via skype)

DECISION ACTION – CLOSED SESSION

Into Closed Session

Resolution:
Cr Curtis moved and seconded by Cr Rolfe “That Council close its meeting to the public in accordance with Section 275 (1) (e) (h) of the Local Government Regulation 2012 and that Council staff involved in the closed discussions remain in the room.”

2020 / 04 / 29 / 013 Carried (9-0)

The meeting was closed at 2.54pm

Attendance
General Manager Community Services J. McDougall left the meeting at 2.55pm
Acting General Manager Customer and Commercial Services M. Parker, Coordinator Property Services A. Hewitt, Property and Leasing Officer R. Casey and Manager Airport S. Kloppers attended the meeting at 2.55pm
Minute Secretary M. Wills left the meeting at 3.04pm and returned at 3.04pm

COVID-19 Rent Relief and Deferment of Commercial Tenancies

Attendance
Acting General Manager Customer and Commercial Services M. Parker, Coordinator Property Services A. Hewitt, Property and Leasing Officer R. Casey and Manager Airport S. Kloppers left the meeting at 3.05pm
General Manager Communities J. McDougall and Manager Planning and Environment K. Byrne attended the meeting at 3.07pm
Clean Growth Choices - Endorsement of Memorandum

Regional Economic Development Incentive Application - TAILS Agma

Regional Economic Development Incentive Application - H.E.M.E

Out of Closed Session

Resolution:
Cr Daniels moved and seconded by Cr Carpenter “That the meeting now be re-opened to the public.”

2020 / 04 / 29 / 014

The meeting was opened at 3.34pm

Attendance
Manager Planning and Environment K. Byrne left the meeting at 3.34pm

COVID-19 Rent Relief and Deferment of Commercial Tenancies

Purpose:
The purpose of this report is seeking a resolution from Council to endorse the Chief Executive Officer to negotiate interim measures in line with the National Cabinet Mandatory Code of Conduct Small Medium Enterprises Commercial Leasing Principles and any other legislative requirements implemented during the COVID-19 pandemic and subsequent recovery period.

Resolution:
Cr Burns moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council endorse the Chief Executive Officer to negotiate temporary arrangements for all commercial leases in line with the National Cabinet Mandatory Code of Conduct for Small Medium Enterprises Commercial Leasing Principles and any other legislative requirements implemented during COVID-19 pandemic period and subsequent recovery period.”

2020 / 04 / 29 / 015

Carried (9-0)

Clean Growth Choices - Endorsement of Memorandum

Purpose:
This report:
1. provides a summary of the Clean Growth Choices program, its progress and the opportunities
2. seeks endorsement to participate in the Clean Growth Choices: Communities in Transition – Investment Phase.

Resolution:
Cr Rolfe moved and seconded by Cr Daniels “That Central Highlands Regional Council endorses the Chief Executive Officer entering into a Memorandum of Understanding with the University of Southern Queensland for the Clean Growth Choices: Communities in Transition – Investment Phase.”

2020 / 04 / 29 / 016

Carried (9-0)
Regional Economic Development Incentive Application - TAILS Agma

Purpose:
This purpose of this report is to assess the Regional Economic Development Incentive application from TAILS Agma against the existing Regional Economic Development Incentive Policy and provide a recommendation.

Resolution:
Cr Curtis moved and seconded by Cr Sypher “That Central Highlands Regional Council approve the Regional Economic Development Incentive application from TAILS Agma submitted to Council of $2,685.80 which includes:

1. 100% refund of Council Development applications fees of $1,850 and
2. 40% refund of Council Development infrastructure/plumbing fees of $2,089.50 ($835.80).”

2020 / 04 / 29 / 017 Carried (9-0)

Regional Economic Development Incentive Application - H.E.M.E

Purpose:
This purpose of this report is to assess the Regional Economic Development Incentive application from Hellmuth Trust, trading as H.E.M.E Pty Ltd, against the existing Regional Economic Development Incentive Policy and provide a recommendation.

Resolution:
Cr Brimblecombe moved and seconded by Cr Daniels “That Central Highlands Regional Council approve the Regional Economic Development Incentive application from Hellmuth Trust, trading as H.E.M.E Pty Ltd, of $22,751.50 which includes:

1. 100% refund of Council Development applications fees of $4,496.70 and
2. 40% refund of Council Development infrastructure fees of $45,637 ($18,254.80).”

2020 / 04 / 29 / 018 Carried (9-0)

LATE AGENDA ITEMS

Nil

GENERAL BUSINESS

(Verbal matters raised by Councillors either as a question, acknowledgement and or additional follow-up by officers)

Cr Rolfe
- Advised that she had received an LGAQ Alert advising that the Legislative Assembly will be undertaking an inquiry in regard to the Electoral Commission of Queensland conduct of the 2020 Local Government Elections with submissions closing with the LGAQ on 6 May 2020 and enquired if council would be making a submission? CEO Mason advised that Council could make a submission if Councillors where interested.

Cr Burns
- Advised that there are a lot of non-resident workers (fruit pickers) in town at present and enquired if Council was doing anything with regards to the COVID-19 restrictions? Mayor Hayes provided an update on this matter from the perspective of the Local Disaster Management Coordination Centre.
CLOSURE OF MEETING

There being no further business, the Mayor closed the meeting at 3.44pm.

CONFIRMED

MAYOR

DATE
As I write this on 22 April 2019, for the quarter from January to March, I am proud of the response to date.

The focus has been on keeping people safely at work. There are references in this report to some of the innovative work practices and strategies that have kept our people employed and services being provided, albeit in different forms.

Perhaps our greatest success is how we have embraced technology and different work practices. For years, workforce mobility and flexible work arrangements have been part of our strategy, which I believed might have been a few years away until COVID-19 emerged.

The pandemic has proved to be a helpful ‘burning bridge’ to propel us into different and efficient work practices that leverage all the technology in just days.

It hasn’t all been roses though! There are constraints; some technology training gaps; and the usual challenges any organisation would face when making such a swift adjustment.

The real effects of COVID-19 will be reflected in the final quarterly report 2019-20 period and into next financial year.

Approximately $4M of the capital program is in jeopardy and perhaps more, depending on how circumstances unfold. The primary reasons are supply constraints for materials and services, specifically the unavailability of contractors due to the isolation; and quarantine and restrictive practice measures.

This report also reveals 29 actions out of 116 that are compromised because of the pandemic. Some we accept and cannot do anything about. For example, supporting the Sister City relationship through student exchanges to Japan, while some require further analysis and scrutiny to identify an alternative approach.

We will also embrace the opportunity of working with a new council to ensure the organisation is focussed on what really matters.

Our community presence this quarter has been excellent. Many youth and health events had a positive impact on wellbeing and liveability within the region.

Financial support to community groups has continued, with 20 groups benefitting from $147,000 of grants. It was pleasing to have a good roll-up for the commemoration of the Midlander rail disaster, which occurred at Bogantungan 60 years ago – a tragic and important historical event that impacted Australia.

A terrible storm battered the region in February, causing damage to roads and culverts across the region, and to many homes in Emerald along with the prized botanic gardens.

Staff worked tirelessly to re-instate the gardens in record time and were grateful for some assistance from our mates at Rockhampton Regional Council who came over to help. This is one of the great things about local councils – we help one another!

The incredible parks and gardens team, along with many other council staff across the region, deserve a massive ‘pat on the back’ for their efforts.

Our council prides itself on supporting the local economy. Nearly all development applications received this quarter were approved within statutory timeframes.

Council is open for business and continues to work cooperatively with its neighbours and the Central Queensland Regional Organisation of Councils to attract investment and develop the region.

I take this opportunity to thank and congratulate the outgoing council (2016-2020) for its achievements and to all councillors throughout this term for their individual and overall contributions. They can all be proud of their many achievements as evidenced in the recently produced End of Term Report Card.
As part of council’s Reconciliation Action Plan, an Indigenous art workshop was held at Sapphire Gemfields in February 2020. The workshop was facilitated by local Aboriginal Elder, artist and storyteller Eunice Day. ‘Rainbow Barramundi’ was the subject for the day and participants also learned how to make ‘soapy Soap’ from acacia tree leaves.

A youth advisory group of people aged 18 to 25 started meeting regularly at the Emerald PCYC. Member numbers have slowly but steadily increased. The group hosted their first event, a horror movie night, in March. The event was supported by Emerald PCYC, Anglicare Central Queensland and the Emerald Cinema Complex. The group donated money raised on the night to Emerald’s youth drop in centre, Green Space.

Students selected from Blackwater, Emerald and Springsure for the annual Sister City exchange program to Japan held several successful fundraising events. Due to travel restrictions, the original trip had to be postponed, but alternative dates are being discussed with Ichinoseki City Council.

The Emerald Art Gallery hosted ‘Reasonable & Necessary’, an exhibition of vibrant artworks created by artists with significant and complex physical disabilities.

Art facilitator, Louise Taylor, opened the exhibition with an inspiring artist talk, providing insight into the modified tools and processes used to enable these artists to create their works. Louise also delivered a creative printmaking workshop to 25 participants.
MIDLANDER RAIL 60 YEARS

On 26 February 2020, Emerald Library hosted an exhibition opening to commemorate the 60th anniversary of the Midlander Rail Disaster.

The historic accident occurred when the railway bridge over Medway Creek near Bogantungan collapsed during a torrential rainstorm.

More than 100 people came to view the exhibition of photographs, newspaper clippings and memorabilia, listen to guest speakers, and hear the accounts of families and workers. The exhibition was on display at the library until the end of March.

INTERNATIONAL WOMEN’S DAY

In early March, 120 people attended morning teas across Central Highlands’ libraries to celebrate International Women’s Day.

Dingo, Blackwater, Tieri and Emerald branches also participated in a webinar from Impact Innovations in Brisbane that unpacked how female founders can improve their chances of obtaining investment.

COMMUNITY ENGAGEMENT

In January 2020, council endorsed a report and recommendations to enhance its community engagement process.

COMMUNITY FIRST

Many of council’s community services have been delivered innovatively during the COVID-19 pandemic.

Some highlights from March include the launch of our first online school holiday program for youth and a call for entries by the Central Highlands Regional Galleries for an upcoming online exhibition.

OPERATIONAL PLAN KEY PRIORITY 1 STATISTICS:

The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON TARGET</td>
<td>4</td>
</tr>
<tr>
<td>MONITOR</td>
<td>3</td>
</tr>
<tr>
<td>BELOW TARGET</td>
<td>4</td>
</tr>
<tr>
<td>NOT PROCEEDING</td>
<td>1</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>21</td>
</tr>
</tbody>
</table>

KEY PRIORITY 1 COMPLETION STATUS

Opening of Green Space by Mayor Kerry Hayes.
KEY PRIORITY 2: BUILDING AND MAINTAINING QUALITY INFRASTRUCTURE

The cornerstone of a well-planned, functioning and sustainable region is the development and maintenance of its infrastructure and assets. We will continue to apply best-practice systems and technology to audit, plan, deliver and maintain the most cost-effective and efficient roads, waste, water, wastewater and land management facilities and services with the security of a sustainable future as a priority.

STORM REPAIR
Repair work was carried out across the region after significant rain and storm damage in January and February.
Of note was the damage to assets in Arcadia Valley, Bauhinia area, Rolleston area, Blackwater area and Wyuna Road.
There was also a considerable clean-up required in Emerald due to two successive nights of major storms.

ROADS
Pave and seal works were completed on Buckland Road and Rubyhill Crescent and have commenced on Malvern Road.
Rehabilitation works were completed on Arcadia Valley Road and Mayfair Drive and have commenced on Lilyvale Road and Codenwarra Road.

WATER SUPPLY
Very low rainfall in quarter two led to increased water restrictions in several communities in December and January.

However, rain events in January and February addressed the issues of low storages in Duaringa and Capella, with the Dawson River flowing again and the Capella dams at a higher level than 2019.

ENERGY SAVINGS
The LG Sherlock program has been implemented across council facilities.
Data is sourced from energy providers and is analysed to determine trends to inform energy efficient management strategies to reduce the environmental impact.
Over the past 12 months, 2,096,487 kWh of energy and 1,647 tonnes of CO2 emissions have been saved.

VALVE & HYDRANT REPLACEMENT
Local contractors have replaced 33 water valves and hydrants across several towns in the region, which will also assist any firefighting response.

OPERATIONAL PLAN KEY PRIORITY 2 STATISTICS:
The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON TARGET</td>
<td>9</td>
</tr>
<tr>
<td>MONITOR</td>
<td>4</td>
</tr>
<tr>
<td>BELOW TARGET</td>
<td>4</td>
</tr>
<tr>
<td>NOT PROCEEDING</td>
<td>0</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>22</td>
</tr>
</tbody>
</table>

KEY PRIORITY 2 COMPLETION STATUS

- Storm Repair: 41%
- Roads: 18%
- Water Supply: 18%
- Energy Savings: 23%
KEY PRIORITY 3: SUPPORTING OUR LOCAL ECONOMY

The Central Highlands’ region has abundant natural assets that provide opportunity for diversity in economic development. We recognise the importance of our role to explore, facilitate, advocate and promote to ensure the region grows and thrives.

DEVELOPMENT INCENTIVE

Four applications were received and accepted under council’s Regional Economic Development Incentive.

BUSINESS SUPPORT

During the last quarter support was provided to 4170 businesses and industry stakeholders by disseminating information through direct contact, workshops and forums. Information and business support has also been provided across all industry sectors in response to COVID-19 restrictions.

EMERALD SALEYARDS

Completion of the installation of the double-deck dump ramp and associated yard work has provided significant efficiencies for the loading and unloading of cattle.

Sales throughput and return to producers reached unprecedented heights due to rain in February and a significant increase on demand from processors, restockers and live export trade.

Relationship building with major corporate clients has increased demand on the facility for dipping services and spelling, which has increased the feed sales.

AIRPORTS & AERODROMES

The Emerald Airport main runway project was completed on time and budget. It is the first stone mastic asphalt runway installed in Australia.

Larger parking bays and two helicopter landing bays were completed at the general and eastern aviation apron and refuelling area to improve capacity and safety.

Emergency services’ helicopter bays were built at the Rolleston and Springsure aerodromes to provide an all-weather zero visibility evacuation capability.

A wildlife proof fence and an obstacle limitation surface was constructed around Duaringa aerodrome to improve safety for pilots.

2019-20 Quarter 3 Performance Report

6

Total Cattle Sales

Development Incentive Applications Received

Interactions with Local Business

OPERATIONAL PLAN KEY PRIORITY 3 STATISTICS:

The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON TARGET</td>
<td>4</td>
</tr>
<tr>
<td>MONITOR</td>
<td>0</td>
</tr>
<tr>
<td>BELOW TARGET</td>
<td>2</td>
</tr>
<tr>
<td>NOT PROCEEDING</td>
<td>0</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13</td>
</tr>
</tbody>
</table>

KEY PRIORITY 3 COMPLETION STATUS

23,941

Total Cattle Sales

4

Development Incentive Applications Received

5839

Interactions with Local Business

22 of 380
**KEY PRIORITY 4: PROTECTING OUR PEOPLE AND OUR ENVIRONMENT**

Living in the Central Highlands is a choice to appreciate healthy, attractive and safe surroundings. Our primary responsibility as caretaker of the built and natural environment is to ensure the confidence of the community that the amenity of the region is maintained by managing appropriate growth and development; protecting the natural landscape and waterways; promoting community health and safety; and building resilience.

**DRINKING WATER QUALITY PLANS**
The drinking water quality plans cover all 12 regional drinking water schemes and have been updated to incorporate changes identified through an audit and review held in 2019.

**DISASTER MANAGEMENT**
The Central Highlands Regional Council’s Local Disaster Management Group (LDMG) was activated for 82 days in the third quarter.

In response to the COVID-19 situation, the Local Disaster Coordination Centre moved to the former Queensland Agricultural College site.

**CLEAN UP AUSTRALIA DAY 2020**
On Sunday 1 March 2020, a Clean Up Australia Day event was held in Emerald with 180 registered volunteers.

**PLANNING SCHEME AMENDMENTS**
Planning scheme amendments currently under review with the state government include: Amendment 5 (Major 3) Flood Hazard; Temporary Local Planning Instrument (TLPI) 1/2020 for Operational Works within a Flood Hazard Area; Amendment 6 (Major 4) Business Improvement; and Innovation and Local Government Infrastructure Plan (LGIP) Amendment 2.

**MOZZIE MANAGEMENT**
Fogging activities were conducted in key hotspot areas across the region following heavy rainfall in March. This was supported by an online educational campaign promoting the ‘tip it, store it, throw it’ philosophy.

**PET PEP PROGRAM**
Only one session of the popular PetPep program was held this quarter due to the school holidays and the COVID-19 response.

PetPep is a joint initiative with local veterinary businesses and council’s ranger services team with the aim to promote responsible and safe pet ownership to school-aged children.

**OPERATIONAL PLAN KEY PRIORITY 4 STATISTICS:**
The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Target</td>
<td>11</td>
</tr>
<tr>
<td>Monitor</td>
<td>2</td>
</tr>
<tr>
<td>Below Target</td>
<td>0</td>
</tr>
<tr>
<td>Not Proceeding</td>
<td>0</td>
</tr>
<tr>
<td>Completed</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
</tr>
</tbody>
</table>

**KEY PRIORITY 4 COMPLETION STATUS**

- 10% of 380
- 38% of 380
- 52% of 380
media relations survey
The corporate communications and events team conducted a media relations satisfaction survey this quarter. While the survey’s response rate was just below 10%, the feedback indicated a good relationship with critical local media representatives. All responses identified that council media officers are ‘extremely helpful’ or ‘very helpful’ with enquiries and 75% said the team were ‘above average’ at meeting enquiry deadlines.

Compared to other councils, half of participants identified this council to be ‘much more effective’ at media relations. Participants were also very satisfied or satisfied with media content produced.

events
Two significant civic events were held this quarter: Australia Day 2020 and Clean Up Australia Day. Both events attracted good community participation. Australia Day celebrations attracted 490 attendees and the open pool event a further 828. Clean Up Australia Day in Emerald attracted 224 attendees. They cleaned up 19 sites with support from 20 council staff.

operational plan key priority 5 statistics:
The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON TARGET</td>
<td>17</td>
</tr>
<tr>
<td>MONITOR</td>
<td>2</td>
</tr>
<tr>
<td>BELOW TARGET</td>
<td>1</td>
</tr>
<tr>
<td>NOT PROCEEDING</td>
<td>0</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>21</td>
</tr>
</tbody>
</table>

Key Priority 5 completion status
81%
STAFF & COMMUNITY HOUSING

The staff housing strategy was adopted by council on 8 October 2019. A council housing condition assessment of 100 staff houses and 89 community houses has enabled key maintenance and capital expenditure to be forecast for the next five years.

A community housing strategy is being drafted to address council’s obligations for local government community housing under the Housing Act 2003.

The strategy will identify partners for council to work with so that community housing needs and expectations are considered.

CH HOUSING COMPANY

The Central Highlands (Qld) Housing Company is a not-for-profit organisation that was established in 2012 to provide a local response to affordable housing needs within the region.

A council donation this quarter enabled the company to purchase units in Emerald at 41 Anakie Street.

NEW TRAINEES

Council welcomed seven enthusiastic trainees in February 2020. The trainees commenced in the fields of procurement, horticulture, water operations, information technology, asset management and safety.

The annual traineeship program is co-funded by the Department of Education and Training’s Skilling Queenslanders for Work First Start initiative. The new recruits will gain a nationally recognised qualification and invaluable on-the-job experience at various work locations.

NATIVE TITLE

An online native title compliance system was put into use this quarter. The online system, which was developed by the Institute of Public Works and Engineering Australia, was developed using council’s paper-based system.

It provides a clear process for officers to investigate and determine if native title considerations are required before any projects or work begins.

OPERATIONAL PLAN KEY PRIORITY 6 STATISTICS:

The following table represents the status of these activities as at the end of the third quarter:

<table>
<thead>
<tr>
<th>LEGEND</th>
<th>TOTAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON TARGET</td>
<td>12</td>
</tr>
<tr>
<td>MONITOR</td>
<td>4</td>
</tr>
<tr>
<td>BELOW TARGET</td>
<td>0</td>
</tr>
<tr>
<td>NOT PROCEEDING</td>
<td>0</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

KEY PRIORITY 6 COMPLETION STATUS

- On Target: 11%
- Monitor: 67%
- Below Target: 22%
2019–20 Operational Plan Performance

The overall operational plan results for the third quarter indicate the following performance:

**Key Priority**
- Key Priority 1: Strong, Vibrant Communities
- Key Priority 2: Building and Maintaining Quality Infrastructure
- Key Priority 3: Supporting our Local Economy
- Key Priority 4: Protecting our People and our Environment
- Key Priority 5: Leadership and Governance
- Key Priority 6: Our Organisation

**Number of Activity Measures**

<table>
<thead>
<tr>
<th>Key Priority</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Priority 1: Strong, Vibrant Communities</td>
<td>21</td>
</tr>
<tr>
<td>Key Priority 2: Building and Maintaining Quality Infrastructure</td>
<td>22</td>
</tr>
<tr>
<td>Key Priority 3: Supporting our Local Economy</td>
<td>13</td>
</tr>
<tr>
<td>Key Priority 4: Protecting our People and our Environment</td>
<td>21</td>
</tr>
<tr>
<td>Key Priority 5: Leadership and Governance</td>
<td>21</td>
</tr>
<tr>
<td>Key Priority 6: Our Organisation</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>116</strong></td>
</tr>
</tbody>
</table>

**Financial & Capital Update**

Budget performance against operational plan delivery (includes operating and capital):

<table>
<thead>
<tr>
<th>Key Priority</th>
<th>Original Budget + BR1 + BR2</th>
<th>Q3 Accumulative</th>
<th>Q3 Actuals</th>
<th>Q2 Actuals</th>
<th>Q1 Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Priority 1: Strong, Vibrant Communities</td>
<td>$35,167,132</td>
<td>64%</td>
<td>$22,516,961</td>
<td>$9,384,586</td>
<td>$6,046,343</td>
</tr>
<tr>
<td>Key Priority 2: Building and Maintaining Quality Infrastructure</td>
<td>$114,538,946</td>
<td>63%</td>
<td>$71,725,614</td>
<td>$24,702,785</td>
<td>$26,206,721</td>
</tr>
<tr>
<td>Key Priority 3: Supporting our Local Economy</td>
<td>$21,842,795</td>
<td>79%</td>
<td>$17,241,853</td>
<td>$6,562,846</td>
<td>$6,678,308</td>
</tr>
<tr>
<td>Key Priority 4: Protecting our People and our Environment</td>
<td>$29,682,619</td>
<td>70%</td>
<td>$20,652,375</td>
<td>$7,238,833</td>
<td>$6,885,468</td>
</tr>
<tr>
<td>Key Priority 5: Leadership and Governance</td>
<td>$8,487,220</td>
<td>103%</td>
<td>$8,738,214</td>
<td>$2,682,277</td>
<td>$3,034,336</td>
</tr>
<tr>
<td>Key Priority 6: Our Organisation</td>
<td>$15,592,121</td>
<td>65%</td>
<td>$10,105,845</td>
<td>$3,503,417</td>
<td>$3,893,065</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$225,310,832</strong></td>
<td><strong>67%</strong></td>
<td><strong>$150,980,861</strong></td>
<td><strong>$54,074,745</strong></td>
<td><strong>$52,744,240</strong></td>
</tr>
</tbody>
</table>
FINANCIAL PERFORMANCE

This summary provides a review of council’s financial performance against the 2019-20 revised budget for the period ended 31 March 2020. With nine months completed, year-to-date revenue is at 72% of the full-year budget, and expenditure is at 75% of the full-year budget.

SUMMARY OF OPERATING PERFORMANCE

<table>
<thead>
<tr>
<th>2019-20 OPERATING PERFORMANCE</th>
<th>2019-20 YTD BUDGET</th>
<th>2019-20 YTD ACTUALS</th>
<th>VARIANCE $</th>
<th>VARIANCE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>148,502,385</td>
<td>108,108,298</td>
<td>-1,986,705</td>
<td>-1.8%</td>
</tr>
<tr>
<td>Expenditure</td>
<td>150,860,681</td>
<td>114,020,155</td>
<td>-1,730,662</td>
<td>-1.5%</td>
</tr>
<tr>
<td>Operating Result Surplus/(Deficit)</td>
<td>(2,358,296)</td>
<td>(5,911,857)</td>
<td>(256,043)</td>
<td>-4.3%</td>
</tr>
</tbody>
</table>

* Note: internal transactions have not been eliminated.

OPERATING REVENUE

The operating revenue graph shows actual revenue performance at the end of March 2020 against the forecast 2019-20 revised budget, from a high-level department perspective. At the end of this reporting period, actual revenue is tracking behind the revised budget forecast.

Variances at the end of this reporting period are:

- Recoverable works – scheduled external works are expected to be completed over the next quarter following delays associated with water availability. These delays have impacted the timing of revenue receipts up to the end of the third quarter. An adjustment may be considered as part of budget review three for any works that are deferred until the next financial year.
- Rates and utility charges – due to lower than budgeted general rate capping adjustments being applied to properties and some in year valuation changes, revenue from general rates has exceeded year to date budget at the end of the third quarter. An adjustment will be made at budget review three to reflect this reduction in the budgeted capping expense.
- Interest from investments – the significant decline in the Reserve Bank of Australia cash rate has impacted forecast returns on invested cash balances. An adjustment will be made at Budget Review three to reflect this reduced revenue.
- Sale proceeds from developed land – it is expected that council will not dispose of any developed land blocks this financial year and an adjustment will be made at budget review three to remove the forecast revenue.
Operating Expenses

The operating expenditure graph shows actual expenditure performance at the end of March 2020 against the forecast 2019-20 revised budget from a high-level department perspective. Actual expenditure is currently below forecast levels at the end of March 2020.

Variances at the end of this reporting period are:
- Materials and services - the delays in the completion of scheduled external works has resulted in an underspend in contractor expenditure. As works are completed over the last quarter of the financial year it is expected that actual expenditure will move closer to budgeted levels. An adjustment may be considered as part of budget review three for any works that are deferred until the next financial year.
- Costs of developed land sold – it is expected that council will not dispose of any developed land blocks this financial year and an adjustment will be made at budget review three to remove the forecast expenditure.
CAPITAL REPORTING QUARTER 3 – 2019-20

This section reports on council’s capital program where projects are reported against their progress in the project life cycle: that is, projects are either not commenced or in the phases of concept and feasibility; procurement; detailed planning and design; delivery/construction; finalisation, defects period; or change in schedule.

PROJECT STATUS AS AT 31 MARCH 2020

<table>
<thead>
<tr>
<th>PROJECT PROGRESS</th>
<th>QUARTER 3</th>
<th>QUARTER 2</th>
<th>QUARTER 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUDGET BR2$M</td>
<td>%</td>
<td>BUDGET BR1$M</td>
</tr>
<tr>
<td>Not commenced</td>
<td>7.33 m</td>
<td>9.85%</td>
<td>27.06</td>
</tr>
<tr>
<td>Concept and feasibility</td>
<td>1.80 m</td>
<td>2.41%</td>
<td>1.83</td>
</tr>
<tr>
<td>Procurement</td>
<td>7.97 m</td>
<td>10.71%</td>
<td>11.37</td>
</tr>
<tr>
<td>Detailed planning &amp; design</td>
<td>2.65 m</td>
<td>3.56%</td>
<td>6.64</td>
</tr>
<tr>
<td>Delivery/Construction</td>
<td>29.87 m</td>
<td>40.12%</td>
<td>28.45</td>
</tr>
<tr>
<td>Finalisation</td>
<td>22.22 m</td>
<td>29.85%</td>
<td>4.20</td>
</tr>
<tr>
<td>Defects Period</td>
<td>2.61 m</td>
<td>3.50%</td>
<td>2.50</td>
</tr>
<tr>
<td>Change in Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>74.45 m</td>
<td>100.00%</td>
<td>82.04 m</td>
</tr>
</tbody>
</table>

$67.12 million (90.15%) of the total Budget Review 2 budget has commenced or been committed to be spent as at 31 March 2020. With a significant amount of budgeted capital projects currently in delivery/construction and finalisation phases - $52.09m (69.97%).

PROJECT EXPENDITURE AS AT 31 MARCH 2020

<table>
<thead>
<tr>
<th>DIRECTORATE</th>
<th>APPROVED BR2 BUDGET $</th>
<th>ACTUALS AT 31/3/20 $</th>
<th>COMMITMENTS $</th>
<th>% SPENT INCLUDING COMMITMENTS</th>
<th>ACTUALS INCLUDING COMMITMENTS $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities</td>
<td>11,183,196</td>
<td>5,983,402</td>
<td>2,906,750</td>
<td>79%</td>
<td>8,890,152</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>11,724,345</td>
<td>5,728,639</td>
<td>3,084,880</td>
<td>75%</td>
<td>8,813,519</td>
</tr>
<tr>
<td>Customer and Commercial Services</td>
<td>20,119,232</td>
<td>14,351,988</td>
<td>2,936,435</td>
<td>86%</td>
<td>17,288,423</td>
</tr>
<tr>
<td>Infrastructure and Utilities</td>
<td>31,423,378</td>
<td>12,627,340</td>
<td>8,093,095</td>
<td>66%</td>
<td>20,720,435</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>74,450,152</td>
<td>38,691,368</td>
<td>17,021,160</td>
<td>75%</td>
<td>55,712,529</td>
</tr>
</tbody>
</table>
Capital revenue

Grants and contributions to the value of $6.5M for capital projects was received of a full budget of $10.15M, which is 64%.

Based on the 31 March 2020 actuals and commitments including commitments $55.7 million (75%) of the 2019-20 Budget Review 2, approved capital budget is expended. Of the approved budget following adoption of budget review 2, actuals account for $38.7M (52%) and commitments $17M (23%).

The current approved capital works program is at risk of not being delivered due to the current COVID-19 pandemic that requires travel restrictions and social distancing.

**CAPITAL REVENUE**

Grants and contributions to the value of $6.5M for capital projects was received of a full budget of $10.15M, which is 64%.
### CENTRAL HIGHLANDS REGIONAL COUNCIL 2019-2020 QUARTER 3 VARIANCE REPORT

<table>
<thead>
<tr>
<th>Account Type</th>
<th>YTO Actuals</th>
<th>YTO Budget</th>
<th>FY Budget</th>
<th>Variance of Spend (%)</th>
<th>Variance of Spend ($)</th>
<th>Traffic Light based on variance (% of total actuals to YTO budget)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communities</strong></td>
<td>16,058,373</td>
<td>16,939,293</td>
<td>23,219,053</td>
<td>95%</td>
<td>-880,920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-6,405,730</td>
<td>-8,569,569</td>
<td>-11,512,918</td>
<td>110%</td>
<td>-406,166</td>
<td></td>
<td>Variance relates to the prepayment of the Waste levy 2019-20.</td>
</tr>
<tr>
<td>Expenditure</td>
<td>25,464,108</td>
<td>25,508,862</td>
<td>34,731,971</td>
<td>100%</td>
<td>-44,754</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Revenue &amp; Expenses</td>
<td>-49,856,003</td>
<td>-52,628,887</td>
<td>-74,320,253</td>
<td>95%</td>
<td>2,772,884</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-52,261,046</td>
<td>-52,718,876</td>
<td>-73,912,180</td>
<td>99%</td>
<td>457,813</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>2,405,045</td>
<td>89,992</td>
<td>-368,069</td>
<td>2673%</td>
<td>2,315,052</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td>10,208,930</td>
<td>12,150,966</td>
<td>16,140,364</td>
<td>84%</td>
<td>-1,942,036</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-330,427</td>
<td>-231,617</td>
<td>-628,500</td>
<td>143%</td>
<td>-98,810</td>
<td></td>
<td>Asset Management overspent of $38k relates</td>
</tr>
<tr>
<td>Expenditure</td>
<td>10,539,357</td>
<td>12,382,583</td>
<td>16,768,864</td>
<td>85%</td>
<td>-1,843,224</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer &amp; Commercial Services</td>
<td>2,375,512</td>
<td>1,695,294</td>
<td>1,224,596</td>
<td>140%</td>
<td>680,218</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-13,404,427</td>
<td>-13,997,072</td>
<td>-19,388,450</td>
<td>96%</td>
<td>592,343</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>15,779,939</td>
<td>15,692,360</td>
<td>20,813,046</td>
<td>101%</td>
<td>87,574</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Management</td>
<td>3,698,902</td>
<td>3,968,661</td>
<td>5,412,263</td>
<td>93%</td>
<td>-269,759</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-1,358</td>
<td>-8,003</td>
<td>-9,000</td>
<td>17%</td>
<td>6,646</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>3,700,260</td>
<td>3,976,664</td>
<td>5,421,263</td>
<td>93%</td>
<td>-276,404</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure &amp; Utilities</td>
<td>23,682,185</td>
<td>23,786,530</td>
<td>30,682,274</td>
<td>100%</td>
<td>-104,345</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td>-30,718,596</td>
<td>-32,583,158</td>
<td>-43,011,332</td>
<td>94%</td>
<td>1,894,556</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>54,400,784</td>
<td>58,363,688</td>
<td>73,693,608</td>
<td>97%</td>
<td>-1,968,904</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Key**
- Variance > 10%
- Variance > 5%
- Variance < 5%

### Notes
- Asset Management overspent of $63k is related to a result of a reduction in fleet vehicles and current vacancies.
- Information Services underspent of $711k is related to the Consultants & Software budget.
- Governance underspent of $205k is related to timing of legal services.
- People & Culture underspent of $374k is related to Covid 19 restrictions and training vacant positions.
- WHS underspent of $244k is related to the delay in mandatory fire testing and occupational screening.
- BoR Grant funds of $900k to be received 1 month later than budgeted. RMPC works behind schedule following shortage of usable water earlier in the year. The majority of the scheduled works is still expected to be completed by 30 June.
2019-20 OPERATIONAL PLAN

Council adopted its 2019-2020 Annual Operational Plan on 25 June 2019. The Operational Plan provides an activity-based plan on how and what Council will do during the financial year to respond to the priorities in Council’s and the Communities long term planning documents.

The Operational Plan is structured against the five key priority areas of Council’s five-year Corporate Plan – 2017-2022:
- Strong vibrant communities
- Building and maintaining quality infrastructure
- Supporting our local economy
- Protecting our people and our environment
- Leadership and governance
- Our organisation

The following provides an overview of council’s progress towards implementing the 2019-2020 Operational Plan for the period ending 31 March 2020. Each Program/Activity has been given a status on how each is progressing, identifying where targets are being met or highlighting where exceptions are occurring or expected in future quarters. The following legend provides an overview on the actions and their status.

This quarter has encountered unforeseen circumstances affect the progress of activities in the operational plan due to COVID-19 restrictions. Activities affected have been identified and make up approximately 25% of the total operational plan activities. These activities, along with all remaining activities still in progress, will be monitored closely to ensure the best possible outcome.
## 1. Strong Vibrant Communities

### 1.1 Strong Diverse Communities

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Highlands Youth Strategy and Action Plan 2018-2023</td>
<td>Deliver year two of the Action Plan - Growth of the Youth groups in the region.</td>
<td>100% completion</td>
<td>Communities</td>
<td>On Target</td>
</tr>
<tr>
<td>Community information directory.</td>
<td>Increase community uptake of community information directory</td>
<td>24 New entries</td>
<td>Communities</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Interagency networks</td>
<td>Facilitate interagency networks to promote collaboration and understanding of agencies to build resilience within the region.</td>
<td>10 interagency meetings and local level alliance meetings held.</td>
<td>Communities</td>
<td>Complete</td>
</tr>
</tbody>
</table>

**Comments**

- A total of 26 youth events were delivered with 1,330 attendees in eight communities across the region in support of the **Central Highlands Youth Strategy and Action Plan 2018-2023**.
- A second Youthinc. group has been created in Emerald with five meetings held, one event delivered, and three further events planned. The group is dedicated to 18 to 25 year old’s and have named themselves ‘1825 Emerald Youthinc.’.
- Two new community organisations have created a listing on the **Community Information Directory** in quarter three totalling 12 new listings for 2019-20. **Due to COVID-19 restrictions** further progress may be impacted.
- Council hosted **two Interagency networks** meetings this quarter, one in Emerald, one in Blackwater and attendance to one local level alliance meeting.

### 1.1.2 Position the community at the heart of the advocacy strategy.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liveability Strategy</td>
<td>Implement key actions of the liveability strategy for the region.</td>
<td>100% implementation</td>
<td>Communities</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

**Comments**

- The majority of actions for the implementation of the **Liveability Strategy** will be achieved through the adoption of Planning Scheme Amendments. Three planning schemes amendments are currently under review with the State Government. Once adopted (likely to occur between August and December 2020), 50% of the desired outcomes will be achieved. The remaining 50% will be addressed through a further three planning schemes that have been proposed to significantly start in the 2020-2021 financial year. **Due to COVID-19 restrictions** we are likely to see delays with the amendment process.
1.2 Respecting our cultures

### 1.2.1 Preserve, maintain and provide access to our region’s history.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of CHRC heritage management framework</td>
<td>Identify, evaluate and maintain local heritage collections.</td>
<td>Report on key local heritage collections</td>
<td>Communities</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Springsure Hospital Museum</td>
<td>Implement conservation management plan for the Springsure Hospital Museum</td>
<td>Installation of new roof</td>
<td>Communities</td>
<td>Not Proceeding (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

**Comments**
- The remaining 7 heritage groups to participate in the local heritage study supporting the Implementation of CHRC heritage management framework were scheduled to meet in March 2020, however due to COVID-19 restrictions these meetings have been cancelled. On-line methods of delivery are being investigated.
- Progress has been deferred for the installation of a new roof for the Springsure Hospital Museum as site visit are currently prohibited due to COVID-19 restrictions.

### 1.2.2 Promote the heritage, arts and cultures of our communities.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, cultural and heritage precinct.</td>
<td>Development of an arts, cultural and heritage precinct proposal for the region in Emerald.</td>
<td>Report presented to council.</td>
<td>Communities</td>
<td>Completed (in Quarter 2)</td>
</tr>
<tr>
<td>Reconciliation Action Plan</td>
<td>Delivery of Reflect Reconciliation Action Plan</td>
<td>Cultural capability training to staff delivered</td>
<td>Communities</td>
<td>Completed (in Quarter 1)</td>
</tr>
<tr>
<td>Creative Cultural Futures Strategy 2016-2026</td>
<td>Delivery of the Creative Cultural Futures Strategy Action Plan.</td>
<td>Deliver Arts in August Event</td>
<td>Communities</td>
<td>Completed (in Quarter 2)</td>
</tr>
<tr>
<td>Regional Arts Development Fund program</td>
<td>Coordinate the delivery of the Regional Arts Development Fund program.</td>
<td>8 successful applications/acquittals of grant allocation.</td>
<td>Communities</td>
<td>Monitor (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>International relationships</td>
<td>Maintain current Sister City international student exchange program with Inchinoseki, Japan.</td>
<td>2 exchanges held</td>
<td>Communities</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

**Comments**
- Submissions for the final round of the 2019-2020 Regional Arts Development Fund Program are due in May 2020. Due to COVID-19 restrictions, alternate communication methods are being offered to assist community groups with their applications.
Due to COVID-19 restrictions, the Sister City international student exchange program with Inchinoseki, Japan planned for June 2020 has been postponed with a future date to be determined.

### 1.3 Active and inclusive communities

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community engagement</td>
<td>Implement refreshed Community Engagement Model</td>
<td>Implementation of refreshed Community Engagement Model</td>
<td>Communities</td>
<td>Monitor (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Strategic documents to support community engagement and community development.</td>
<td>Community Engagement Policy adopted</td>
<td>Communities</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Enhance community engagement process through increasing the number of online community engagement via Have your say website.</td>
<td>8 projects /consultations</td>
<td>Communities</td>
<td>Completed (in Quarter 2)</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**
- The CH2022 Community Plan Refresh Community Engagement Model and Community Engagement Policy were endorsed by Council at the General Council meeting of 21 January 2020. Due to COVID-19 restrictions, implementation timelines of the action plan will be impacted.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community participation</td>
<td>Report on community participation in active recreation and its influence on community health outcomes</td>
<td>Annual report presented to council.</td>
<td>Communities</td>
<td>Monitor</td>
</tr>
<tr>
<td>Deliver community programs and events that promote active and healthy lifestyles.</td>
<td>84 Events delivered and 1,000 attendees to Get Out Get Active</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>150 Events delivered, and 1,000 attendees to Healthy Active Highlanders</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
<td></td>
</tr>
<tr>
<td>Promote opportunities for improved awareness on key social influences e.g. family and domestic violence and depression.</td>
<td>3 events delivered</td>
<td>Communities</td>
<td>Completed (in Quarter 1)</td>
<td></td>
</tr>
</tbody>
</table>
1.3.2 Lead and influence community participation in healthy and active lifestyles.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Highlands Regional Council Waste strategy</td>
<td>Align the Central Highlands Regional Council Waste strategy with the Queensland Waste Strategy once adopted and integrate the Waste Reduction and Recycling Plan (WRRP) 2016 – 2026 into this document.</td>
<td>Plan in draft for public consultation</td>
<td>Communities</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Comments

- Information continues to be consolidated for community participation in active recreation, currently liaising with appropriate sections to guide the process.
- 82 Get Out and Get Active events have been delivered in Capella and Emerald with 1350 attendees.
- 41 Healthy Active Highlanders classes have been held in Blackwater, Capella, Emerald and Springsure with 816 community members in attendance.
- Council’s Waste Reduction and Recycling Strategy adopted by Council on 8 October 2019 is currently aligned with the Queensland Waste Strategy.

1.3.3 Facilitate opportunities for learning, social activities, community events, grants and funding programs

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community participation</td>
<td>Implement year two of the Libraries Action Plan to encourage learning, social activities and events.</td>
<td>Collection Development Policy approved by Council.</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

| Community grants program | Coordinate and administer council’s community grants program. | 32 applications | Communities | Completed |

Comments

- In support of the Libraries Action Plan, a draft Collection Development policy has been prepared and is scheduled for community consultation in quarter four.
- Community groups have been awarded more than $143K in the first round of Council’s Community Grants Program for 2020. 20 out of 22 applications received were successful adding to a year to date total of 39 successful applications out of 49 received applications.
2. Building and Maintaining Quality Infrastructure

2.1 Well planned and connected communities

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10-year Infrastructure Plan</strong></td>
<td>Align with priorities and funding opportunities</td>
<td>Year 1 of 2 Asset condition assessments completed</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Network Infrastructure Sustainability</strong></td>
<td>Continue to assess and develop long term asset renewal programs</td>
<td>Review and adopt long term asset renewal programs annually</td>
<td>Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Asset Management Plans</strong></td>
<td>Continue to develop and align asset management plans with current and future infrastructure planning and investment.</td>
<td>60% capital bids derived from asset management plans</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Project delivery program</strong></td>
<td>Prepare for emerging funding programs through the Phased implementation of Portfolio/Program/Project (PPP) framework.</td>
<td>100% of relevant funding opportunities applied for</td>
<td>Communities / Customer and Commercial Services / Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
<tr>
<td><strong>Strategic Business Plan for Water Utilities</strong></td>
<td>Implementation of strategic business plan actions</td>
<td>Complete year 1 actions (3-year action plan)</td>
<td>Infrastructure and Utilities</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments
- Majority of asset condition inspections are complete. Sewer and stormwater continue to be progressed as part of the 10-year Infrastructure Plan.
- With the sealed road network data collection completed and a current review of the road hierarchy underway the long term asset renewal programs are developing well to achieve Network Infrastructure Sustainability.
- Asset physical condition inspection outcomes have been used to develop Asset Management Plans (AMP’s). The AMP’s are being aligned with the long term financial planning for the 2020-2021 budget. Aligned AMP’s will be presented to council post adoption of the 2020-2021 budget.
- All endorsed funding opportunities have been pursued this quarter through the Portfolio/Program/Project (PPP) framework.
- Only three actions have been completed as part of the Strategic Business Plan for Water Utilities. Actions are being reassessed as new initiatives for consideration in the 2020-2021 budget development however progress may be impacted due to COVID-19 restrictions.
2.1.2 Implement an effective open space and recreational plan.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development plans</td>
<td>Stages of implementation of the Old Blackwater aquatic centre site, Lions Park and the Blackwater International Coal Centre development plan.</td>
<td>All Stages to be completed</td>
<td>Communities</td>
<td>Monitor</td>
</tr>
<tr>
<td>Game Plan</td>
<td>Develop and implement a regional approach to supporting community and sporting organisations (Game Plan) to ensure consistency and equity into existing assets and facilities.</td>
<td>Implementation of phase 2 of 4 of Game Plan</td>
<td>Communities</td>
<td>Monitor</td>
</tr>
<tr>
<td>Open Space and Recreation plan</td>
<td>Implementation of the Active transport (bikeways/paths) strategic plan.</td>
<td>Finalise draft plan, undertake community engagement and adopt Active Transport Plan</td>
<td>Communities</td>
<td>Below Target</td>
</tr>
</tbody>
</table>

Comments
- Revised plan for the Old Blackwater aquatic centre site, Lions Park and the Blackwater International Coal Centre development plan has been put on hold pending further direction from council.
- Projects are on track for phased implementation of the Game Plan.
- The Active Transport Plan has been drafted as part of council’s Open Space and Recreation plan. Construction projects have commenced in line with the Department of Transport and Main Roads Cycleway program. The next stage is due to commence in June 2020.

2.1.3 Implement a decision-making framework for the prioritisation of shovel-ready projects.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Capital delivery strategy</td>
<td>Implementation of the Capital Turnaround strategy</td>
<td>Phase 1 of PPP implementation completed</td>
<td>All Departments</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments
- The Strategic Program Governance Group (SPGG) meet monthly to provide a standard reporting process for the review and monitoring of delivery status, risks of non-delivery and expenditure against budget for the current capital works program to ensure Phase 1 of the PPP implementation of the Capital Turnaround Strategy is completed, however progress may be impacted due to COVID-19 restrictions.
2.1.4 Plan and deliver essential infrastructure that supports a sustainable future.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralised regional waste management facility</td>
<td>Development of the centralised regional waste management facility</td>
<td>Options paper presented to Council.</td>
<td>Communities</td>
<td>Below Target</td>
</tr>
<tr>
<td>Centralised regional waste management facility</td>
<td>Strategic Direction for Waste resource recovery determined to address shifting operating environment</td>
<td>New Waste Reduction and Recycling Plan adopted.</td>
<td>Communities</td>
<td>Completed (in Quarter 2)</td>
</tr>
</tbody>
</table>

Comments

- Commencement of the new strategy for the Centralised Regional Waste Management Facility has not commenced. Engagement with consultants has commenced for consideration of site options and feasibility.
- The Waste Reduction and Recycling Plan (WRRP) amendment was adopted by Council in quarter 2.
- Proposed updated trigger levels for the Emerald scheme have been reviewed by Council as part of the Water Security Plan and awaiting further information from SunWater and the Department of Natural Resources, Mines and Energy (DNRME) to progress however, progress may be impacted due to COVID-19 restrictions.

2.1.5 Develop a strategy for our land and property assets.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community facilities and assets maintenance multi-year plan</td>
<td>Retention and disposal plan for under-utilised assets established.</td>
<td>100% completion</td>
<td>Communities</td>
<td>Completed (in Quarter 1)</td>
</tr>
<tr>
<td>Council offices and library hierarchy</td>
<td>Hierarchy that details utilisation rates and sustainability. developed and presented to council.</td>
<td>100% completion</td>
<td>Communities</td>
<td>Completed (in Quarter 1)</td>
</tr>
<tr>
<td>Central Highlands Regional Council Aquatic Strategy</td>
<td>Structured multi-year community strategy for the maintenance, improvement and general provision of aquatic centres throughout the region</td>
<td>100% completion</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td>CHRC Housing Strategy</td>
<td>Implementation of housing strategy</td>
<td>Implementation of Action Plan</td>
<td>Customer and Commercial Services</td>
<td>Monitor</td>
</tr>
</tbody>
</table>
2.1.5 Develop a strategy for our land and property assets.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
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</tr>
</thead>
</table>

Comments
- Implementation of a structured multi-year community strategy is now complete as part of the Central Highlands Regional Council Aquatic Strategy.
- Action items are progressing behind schedule however, work continues to be monitored to ensure delivery of the adopted Staff Housing Strategy.
- Actions for implementation of the Vacant Land Management Strategy are ongoing and being addressed on a prioritised basis. New street has been finalised. Nogoa Rise properties are currently being advertised for sale. Work is still occurring on the validation of our land data and a new Vacant Land Management Action plan is being drafted.

2.2 Affordable and well-services infrastructure

2.2.1 Develop efficiencies in water and wastewater operations.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water and Wastewater Strategic Business Plan and Actions Plans</td>
<td>Implementation of identified efficiency gains in water and wastewater operations.</td>
<td>&gt;5% operation cost savings</td>
<td>Infrastructure and Utilities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments
- Water and Wastewater operations are currently under budget at the end of February 2020 however, expenditure and mitigation measures are being monitored due to COVID-19 restrictions.

2.2.2 Develop a roads and transport strategy ensuring the efficient and effective use of resources.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads and transport strategy</td>
<td>Continued collaboration on essential regional transport infrastructure network with local road user groups</td>
<td>Attend all Bowen Basin Regional Road Transport Group Meetings, continue with and create new Road User group Meetings</td>
<td>Infrastructure and Utilities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments
- Central Highlands regional Council representatives have continued to attend meetings of the Bowen Basin Regional Road and Transport Group (BBRRTG) however, proposed additional meetings are unlikely to go ahead due to COVID-19 restrictions.
### 2.2.3 Deliver waste, recycling and re-use strategies across the region.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste recycling strategy</td>
<td>Continuation of Waste Levy Ready - Finalisation of capital projects (fencing, gates, surveillance, weighbridge). Community consultations to check in about the waste levy in October 2019</td>
<td>100% implementation</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td>Waste recycling and reuse of resources.</td>
<td>Monitor the volume of recoverables taken from the Resource Recovery Area.</td>
<td>Target of 10-15% diversion of recoverable material from landfill.</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**
- The **Waste Levy Ready - Finalisation of capital projects** have been completed in this quarter.
- **Waste recycling and reuse of resources** - Target of 10-15% diversion of recoverable material from landfill on track with a 10% reduction being identified.

### 2.2.4 Implement energy efficient practices for our assets and facilities.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset and facility energy efficient management strategies*</td>
<td>Implementation of Asset and facility energy efficient management strategies to reduce environmental impacts.</td>
<td>Inspection regimes are maintained within set parameters. 5% per quarter, over a 5-year plan.</td>
<td>Communities, Corporate Services, Customer &amp; Commercial Services and Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**
- The **LG Sherlock program** has been implemented across Council facilities portfolio. Data is sourced from Council’s energy providers and is currently being analysed to determine trends to inform **Asset and facility energy efficient management strategies** to reduce environmental impacts.
3. Supporting our Local Economy

3.1 Facilitate investment and employment opportunities

3.1.1 Support the Central Highlands Development Corporation (CHDC) to facilitate networks and partnerships between local business, industry groups and government.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Master Plan</td>
<td>Support CHDC to facilitate economic and tourism development.</td>
<td>Number of Business and stakeholders supported by CHDC initiatives</td>
<td>Chief Executive Office</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Production of annual Major Projects Development Register</td>
<td>Chief Executive Office</td>
<td>Completed (in quarter 2)</td>
</tr>
<tr>
<td>Central Highlands Accelerate Agribusiness (CHAA) Strategic Advisory Group</td>
<td>Provide advocacy support to enable business and industry investment in the region.</td>
<td>Level of engagement and development supporting development in the Agribusiness sector Level of production identifies for the region</td>
<td>Chief Executive Office</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Comments
- 4170 businesses and stakeholders were supported this quarter through CHDC economic and tourism development initiatives with YTD totalling 5,839 businesses supported directly. Identified projects, training, information and business support has also been provided across all industry sectors in response to COVID-19.
- Successfully completed a three year initial pilot project and the Central Highlands Accelerate Agribusiness (CHAA) evaluation.

3.1.2 Promote the Central Highlands as a region for tourism and development opportunities

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Economic Development Incentive</td>
<td>Implement the Regional Economic Development Incentive.</td>
<td>Minimum of 6 incentives accepted</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td>Commercial business development</td>
<td>Support the attraction of new commercial business activity to the region to increase the number of commercial development applications.</td>
<td>Minimum of 5 applications approved</td>
<td>Communities</td>
<td>On Target</td>
</tr>
<tr>
<td>Botanic Gardens beautification project</td>
<td>Implement beautification project for the eastern side of the Botanic Gardens including elements such as a nature-based playground, picnic benches, shade shelters, BBQ’s, drinking fountains, footpaths, landscaping etc.</td>
<td>Completion of stage 1 of the process to obtain a grant for the development of the area including a business case and supporting information grant application information</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>
## 3.1.2 Promote the Central Highlands as a region for tourism and development opportunities

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Rifle Range Reserve</td>
<td>Development of an improvement plan/design for the Rifle Range Reserve area suitable for securing future grant funding.</td>
<td>100% completion of a landscape master plan, detailed designs for recommended works elements and whole of life costs to support a grant application</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td>Lake Maraboon Recreational Area</td>
<td>Prepare a business case for a commercially viable (exploring all visitor retail, commercial and land development opportunities) Master Plan for the Lake Maraboon Recreation Area.</td>
<td>Options paper presented to council</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td>Regional Sports Precinct master plan</td>
<td>Development of a site master plan for the future development of a regional sports precinct, Emerald Regional Sports Precinct, suitable for securing future grant funding.</td>
<td>Prepare a scope of works for the development of the Precinct Master Plan, and a report to Council seeking endorsement of the appointment of a suitable consultancy to develop the item</td>
<td>Communities</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Comments**
- Six applications for the Regional Economic Development Incentives have been received and accepted.
- Of the six commercial development applications received, three have been approved and three are currently under assessment. Following the review and appropriate recommendation to Council, progress is currently on track to meet the target.
- The Botanic Gardens Beautification Project continues with the development of a concept design to incorporate a modern play area with existing infrastructure; however, progress may be impacted due to COVI-19 restrictions.
- The concept design is now complete for recommended works elements and whole of life costs to support a grant application for the Rifle Range Reserve area.
- Feasibility study of options for the Lake Maraboon Recreation Area has been completed. Negotiations continue with SunWater to acquire selected land areas.
- A scope of works has been developed to inform direction for the Regional Sports Precinct Master Plan.

## 3.1.3 Encourage a diverse supply of housing affordability and choices.

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
**Comments**

- Staff resourcing and availability of the board continue to impact progress of the Central Highlands (QLD) Housing Company Ltd Strategic Action Plan and to finalise the strategic focus of the Central Highlands (Qld) Housing Company over the next 4 years.

### 3.1.4 Advocate and support the development of the Central Highlands as a regional hub.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Advocacy for regional priorities</td>
<td>Lobby state and federal governments, industry bodies and others to recognise Emerald as a sub-regional hub for services.</td>
<td>Increased number of regional services delivered in health, education and government.</td>
<td>Chief Executive Office</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**

- Advocating continues for regional priorities through progressing planning with the Project Management Office to support beneficial outcomes for the future of the Ag College facility.

### 3.2 Support local business and emerging industries

#### 3.2.1 Facilitate opportunities for existing businesses and emerging industries to consolidate and grow.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Support Central Highlands Development Corporation (CHDC) in business and industry development</td>
<td>Assist CHDC in developing opportunities for industry expansion and investment attraction</td>
<td>500 businesses and stakeholders supported</td>
<td>Chief Executive Office</td>
<td>Completed (in Quarter 1)</td>
</tr>
</tbody>
</table>

**Comments**

- 4170 businesses and stakeholders were supported this quarter through Central Highlands Development Corporation (CHDC) initiatives supported by council, totalling 5,839 businesses supported directly this year to date.

#### 3.2.2 Continue a ‘local buy’ strategy for council business to sustain local communities.

<table>
<thead>
<tr>
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<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Preference Policy</td>
<td>Implementation and promotion council’s local purchasing policies to support local business.</td>
<td>&gt;50% local spend by dollar and number of transactions.</td>
<td>Corporate Services</td>
<td>Below Target</td>
</tr>
</tbody>
</table>

**Comments**

- Due to some of our larger purchase orders to statutory bodies, utilities and Government Agencies reaching greater than 50% local spend may not be achievable.
## 4. Protecting our people and our environment

### 4.1 Well-managed and protected communities

#### 4.1.1 Ensure the region’s sustainability through integrated, well-planned development.

<table>
<thead>
<tr>
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<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council’s Planning Scheme, Local Government Infrastructure Plan amendment 2.0 and Priority Development Areas</td>
<td>Implementation and compliance with Council’s Planning Scheme, Local Government Infrastructure Plan amendment 2.0 and Priority Development Areas to ensure that council manages natural hazards, growth and development while protecting and conserving the natural environment and region’s heritage.</td>
<td>Compliance with statutory requirements and planning instruments is ongoing</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**
- **Council’s Planning Scheme** Amendment 4 (Major 2) Renewable Energy Facilities was adopted on 5 December 2019 and commenced on 16 December 2019. The following planning schemes amendments are currently under review with the State Government:
  - Planning Scheme Amendment 5 (Major 3) Flood Hazard
  - Temporary Local Planning Instrument (TLPI) 1/2020 for Operational Works within a Flood Hazard Area (will be in place until adoption of the Planning Scheme Amendment 5)
  - Planning Scheme Amendment 6 (Major 4) Business Improvement and Innovation
  - Local Government Infrastructure Plan (LGIP) Amendment 2
- Three additional Planning Scheme Amendments have been proposed to significantly start in the 2020-2021 financial year pending funding approval.

#### 4.1.2 Employ efficient development planning processes and practices

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development planning processes and practices</td>
<td>Embrace an innovative approach to efficient and effective development application processes compliant with statutory timeframes.</td>
<td>100% Compliance</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Council’s Planning Scheme</td>
<td>Currency and responsiveness of planning instruments. Continue to update the Planning Scheme with a series of amendments to align with council policy and economic needs.</td>
<td>&gt;90%</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

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Agenda - General Council Meeting - 13 May 2020

Central Highlands Regional Council

2019-20 Quarter 3 Performance Report
4.1.2 Employ efficient development planning processes and practices

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Development Assessments</td>
<td>Establish efficient and effective development assessment processes to meet set benchmarks</td>
<td>Process compliant with statutory timeframes - 100%</td>
<td>Communities</td>
<td>Monitor</td>
</tr>
</tbody>
</table>

Comments

- The Development and Planning front counter launch has been postponed due to COVID-19 restrictions. Development of Council’s Infrastructure Charges Calculator is in the final stages of testing, with the published online version to be available in May 2020.
- Council’s Planning Scheme Amendment 4 (Major 2) Renewable Energy Facilities was adopted on 5 December 2019 and commenced on 16 December 2019. The following planning schemes amendments are currently under review with the State Government:
  - Planning Scheme Amendment 5 (Major 3) Flood Hazard
  - Temporary Local Planning Instrument (TLPI) 1/2020 for Operational Works within a Flood Hazard Area (will be in place until adoption of the Planning Scheme Amendment 5)
  - Planning Scheme Amendment 6 (Major 4) Business Improvement and Innovation
  - Local Government Infrastructure Plan (LGIP) Amendment 2
- Three additional Planning Scheme Amendments have been proposed to significantly start in the 2020-2021 financial year pending funding approval.
- A total of 25 development applications processed within quarter three, 96% within the statutory timeframe.

4.1.3 Implement initiatives for flood mitigation and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Hazards Risk Management</td>
<td>Develop an all hazards risk management approach.</td>
<td>All hazards risk register/plan adopted by council</td>
<td>Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
<tr>
<td>Preparedness and evacuation planning</td>
<td>Build community resilience through preparedness and evacuation planning.</td>
<td>100% Compliance with Inspector-General Emergency Management audit And deliver evacuation planning tools for Emerald and Sapphire</td>
<td>Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
<tr>
<td>Local Disaster Management Group (LDMG)</td>
<td>Facilitate the development of local community support groups and networks.</td>
<td>Evidence of regular LDMG and Satellite LDMG meetings conducted</td>
<td>Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
<tr>
<td>Local Disaster Management collaborative regional strategy</td>
<td>Identify opportunities to collaborate with industry partners for flood mitigation resourcing and outcomes.</td>
<td>Partnerships established, and benefits realised</td>
<td>Infrastructure and Utilities</td>
<td>On Target</td>
</tr>
</tbody>
</table>
2019–20 OPERATIONAL PLAN

Comments

- **Hazards Risk Management** - Stage 1 planning phase of project is ahead of schedule for completion and Stage 2 (2020-21) to be brought forward at Budget Review 3 with Council workshops and engagement to progress early in 2020/21.
- **Preparedness and evacuation planning** – Confirmation was received from IGEM with findings to be delivered at LDMG meeting. Consultants are in process of rerunning scenarios to produce outputs (planning tools) for meeting with LDMG (to be provided within next 2 months).
- All **Local Disaster Management Group (LDMG)** and Regional Community Emergency Advisory Committee meeting have been held for quarter three.
- In accordance with the **Local Disaster Management collaborative regional strategy**, Council has provided feedback to the draft Resilient Queensland 2018-20 Fitzroy Regional Resilience Strategy (Phase 1) issued by the QRA. Valuable relationships have been established with neighbouring councils and state government departments.

### 4.1.4 Promote community safety and well-being.

<table>
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<tr>
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<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public health risk management</strong></td>
<td>Promote public safety and wellbeing through proactive compliance and education services to ensure public health risks assessed and remediated as far as possible.</td>
<td>Partnerships established to promote public health risk management and increase education.</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>Support community safety and well-being through promotion at regional events.</strong></td>
<td>Education sessions conducted on topics such as food safety and pest management to ensure public safety through effective food handling practices.</td>
<td>4 Education sessions conducted on topics such as food safety and pest management.</td>
<td>Communities</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Comments**

- **Public health risk management** promotions such as Food Safety Week have been completed in quarter 3. The Mosquito management program was also completed with associated educational advice provided on council’s various electronic platforms.

### 4.2 Collaborate with stakeholders to manage our built and natural environment.

#### 4.2.1 Collaborate with stakeholders to manage our built and natural environment.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Community awareness and engagement program</strong></td>
<td>Hosting events to promote environmental awareness.</td>
<td>Three events to be scheduled: Clean Up Australia Day, National Tree Planting Day and Nogoa November</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>Nogoa River clean-up</strong></td>
<td>Continue with actions to remove hymenachne weed from the Vince Lester Bridge to beyond the Top Weir.</td>
<td>100% implementation</td>
<td>Communities</td>
<td>Completed (in quarter 2)</td>
</tr>
</tbody>
</table>
4.2.1 Collaborate with stakeholders to manage our built and natural environment.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pest management control initiatives and stakeholder engagement</td>
<td>Continue to partner with key stakeholders to develop pest management control across the region to protect and enhance the region’s natural values and biodiversity.</td>
<td>Pest management control initiatives across the region are delivered</td>
<td>Communities</td>
<td>Completed (in quarter 2)</td>
</tr>
<tr>
<td>Grant funding for pest management</td>
<td>Deliver on grant expectations for funded projects to manage and control pest plants across the region.</td>
<td>Targeted areas subject to pest incursion. 100% implementation</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

Comments

- **Community awareness and engagement programs** – Clean up Australia Day recently completed for Emerald. A further clean-up day is scheduled for mid-June for the regional centres subject to COVID-19 restrictions.
- **Nogoa River clean-up** - Full implementation has occurred with this project as full length of accessible ground was covered. All remaining areas are inaccessible due to terrain and location. No further action can occur, Ranger services will monitor this to take action in a reactive manner.
- The Ranger team continues to work with various stakeholders on the delivery of pest management control initiatives throughout the region. This includes 1080 baiting with landholders and continuing the wild dog scalp bonus payments. Currently scalp claims are in excess of $38,000 proving that this initiative has been a success.
- Ranger services continues to engage with contractors around the current grant funding received for pest management making every effort to meet the requirements.

4.2.2 Ensure an effective regulatory role through education and enforcement.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Development assessment</td>
<td>Increase education on development matters by producing a suite of factsheets regarding acceptable development uses in each zone.</td>
<td>Publish on council’s website a suite of factsheets for every zone</td>
<td>Communities</td>
<td>On Target</td>
</tr>
<tr>
<td>Local Laws management</td>
<td>Increase animal management awareness through delivery of an appropriate animal management education program.</td>
<td>Review and update factsheets on council’s website in relation to animal management</td>
<td>Communities</td>
<td>Completed (in Quarter 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Delivery of region wide education initiatives rolled out through attendance at shows and AgGrow</td>
<td>Communities</td>
<td>Completed (in Quarter 2)</td>
</tr>
</tbody>
</table>
### 4.2.2 Ensure an effective regulatory role through education and enforcement.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Initiative</td>
<td>Educate the community on environment and waste matters</td>
<td>Increase awareness on waste and recycling through the education funding from the Waste contractor</td>
<td>Communities</td>
<td>Monitor</td>
</tr>
<tr>
<td></td>
<td>Actively implement environment protection regulatory requirements.</td>
<td>Increase compliance through the introduction of monitoring devices to deal with environmental nuisances (air, water, soil, noise)</td>
<td>Communities</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspect all licenced premises in compliance with public health requirements</td>
<td>Communities</td>
<td>On Target</td>
</tr>
<tr>
<td>Environmental Plan</td>
<td>Review all major regulatory compliance / enforcement roles and clearly establish responsibilities and the priorities for allocation of enforcement resources.</td>
<td>Develop ongoing compliance program for building, plumbing, planning</td>
<td>Communities</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**

- Fact sheets on development assessment matters for each zone (zone cards) have been developed and are awaiting final publishing to council’s website expected in April 2020.
- **Environmental Initiative**
  - Further recycling educational activities are being explored with our regional partners at Rockhampton, Livingstone and Gladstone.
  - All licenced premises inspections for compliance with public health requirements are on target.
- **Environmental Plan** - A desktop review of outstanding charges has been completed as part of the infrastructure charges recovery project. A procedure for recovery of charges as a rate against the land has been also been drafted for adoption. The project will continue to progress in quarter four.
- Compliance registers are live and actively monitored to address compliance in relation to building and planning.
- Factsheets have been drafted for pool safety and rainwater tanks, to be published early quarter four.
5. Leadership and Governance

5.1 Leadership and communication

5.1.1 Clearly define the functions, services, roles and responsibilities of council.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Level Planning</td>
<td>Service planning and review project across all council activities to enhance understanding of current services and costs of services.</td>
<td>Service profiles and 10 year forecast’s complete</td>
<td>Corporate Services</td>
<td>Below Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments

- Service Level Planning reviews are currently being undertaken for gravel roads, horticulture services and the fleet and workshops activities. COVID 19 restrictions will potentially have an impact on this delivery due to the consultant not being able to access staff and undertake site visits.

5.1.2 Practice effective internal and external communication.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Communications</td>
<td>Increasing level of satisfaction with internal communication as indicated in the staff engagement survey</td>
<td>25% increase in satisfaction in communication measure from previous survey</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>External Communications</td>
<td>Increasing level of satisfaction with communication as indicated in the community satisfaction survey.</td>
<td>25% Increase in satisfaction in communication measure from previous survey (2019)</td>
<td>Communities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments

- Internal communications business plan is being actioned however progress may be impacted due to COVID-19 restrictions.
- External Communications - Regional communication business plan is now complete and being actioned. However, COVID-19 restrictions will impact communications priorities.

5.2 Advocate for our region

5.2.1 Advocate for improved services and infrastructure.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowen Basin Region Road and Transport Group (BBRRTG)</td>
<td>Advocate for improved regional transport network infrastructure in collaboration with the Bowen Basin Road and Transport Group.</td>
<td>4 technical and 4 board meetings held</td>
<td>Infrastructure and Utilities</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>
Comments

- Central Highlands continues to advocate through the Bowen Basin Region Road and Transport Group (BBRRTG). No additional meetings have been held in quarter three.

5.2.2 Advocate for secure and sustainable water supplies for the region.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
</table>

Comments

- Engaging with the Department of Natural Resources, Mines and Energy and Sunwater to secure access to Emerald weirs and potential changes to Nogoa Mackenzie scheme rules to allow access to dead storage in Fairbairn Dam.

5.3 Accountability and integrity

5.3.1 Maintain high standards of corporate governance.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance Framework</td>
<td>Implementation of governance framework</td>
<td>Council and Elected Members Self-Assessment Surveys</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
</tbody>
</table>

Comments

- Governance Framework has been developed and endorsed by Council. Council and elected members annual evaluations will be completed at the end of 2020 to allow the newly elected council to assess the implementation and effectiveness of the framework and provide feedback.

5.3.2 Ensure transparency and accountability through integrated performance management reporting.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Highlands Regional Council Quarterly Performance Report</td>
<td>Delivery of improved integrated quarterly performance reporting providing the legislative requirement of including the Operational Plan performance.</td>
<td>100% Complete</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Executive Management Performance System</td>
<td>Delivery of performance reporting aligned to individual performance plans</td>
<td>100% compliance</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Legislative compliance system</td>
<td>Develop a compliance framework to provide assurance to council by continued input and updating of the legislative compliance system.</td>
<td>100% implementation of Local Government Association Queensland Compliance Tool</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
</tbody>
</table>
Comments

- The Central Highlands Regional Council Quarterly Performance Report continues to be delivered within this third quarter report, reporting on the 2019-2020 operational plan performance. One more report will be produced during the financial year at the completion of the fourth quarter.
- Performance plans for the Executive Leadership team have been developed aligning with new performance measures for the corporate key performance indicators.
- Legislative compliance system - The Local Government Association Queensland (LGAQ) compliance tool has been configured to monitor all Local Government Act legislative requirements.

5.4 Financial Sustainability

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial business initiatives</td>
<td>Seek additional revenue and initiatives to ensure effective operation, management and financial control for commercial businesses</td>
<td>4 initiatives per business</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Commercial Business activity</td>
<td>Airport compliant with all legislative and safety obligations.</td>
<td>0 non-conformance</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td></td>
<td>Quarry compliant with all legislative and safety obligations.</td>
<td>0 non-conformance</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td></td>
<td>Saleyards compliant with all legislative and safety obligations.</td>
<td>0 non-conformance</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Emerald Airport Advisory Committee Meetings</td>
<td>Communication and engagement are strengthened with key stakeholders for all commercial businesses.</td>
<td>Quarterly meetings held</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Emerald Airport stakeholder meetings</td>
<td>Communication and engagement are strengthened with key stakeholders for all commercial businesses.</td>
<td>Half yearly meetings held</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Emerald Saleyards Coordination Committee Meetings</td>
<td>Communication and engagement are strengthened with key stakeholders for all commercial businesses.</td>
<td>Quarterly meetings held</td>
<td>Customer and Commercial Services</td>
<td>On Target</td>
</tr>
</tbody>
</table>

Comments

- Commercial Business activity - There were no Commercial business activity compliance matters outstanding for quarter three.
- The quarterly Emerald Airport Advisory Committee meeting was held in February 2020.
- There were no Emerald Airport stakeholder meetings held in this quarter.
- The Emerald Saleyards Coordination Committee quarterly meeting was held on February 2020.
5.4.2 Ensure the long-term financial sustainability of the region through prudent financial management and budgeting.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year rolling budget for Operating programs</td>
<td>Continued implementation of three-year rolling budgets for operating program.</td>
<td>3 review changes</td>
<td>Corporate Services</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>3 Year rolling budget Capital programs</td>
<td>Continued implementation of three-year rolling budget for capital program.</td>
<td>&lt;10% variance</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Long Term Financial Plan</td>
<td>Alignment of long-term financial forecasts and infrastructure needs with asset management plans. Provision of accurate and timely reporting of financial information and plans to council and government.</td>
<td>0 qualifications</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Local Government financial sustainability ratios</td>
<td>Manage capital and operational budgets to achieve the benchmark local government financial sustainability ratios.</td>
<td>Operating surplus ratio Asset sustainability ratio Net financial liability ratio</td>
<td>Corporate Services</td>
<td>Monitor (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Financial credit rating</td>
<td>Maintain an appropriate Queensland Treasury Corporation credit rating.</td>
<td>Maintain Sound credit rating</td>
<td>Corporate Services</td>
<td>Completed (in quarter 1)</td>
</tr>
</tbody>
</table>

**Comments**

- Budget Review 3 is due to be completed by the end of April 2020. COVID-19 restrictions have impacted the delivery of the 3 year rolling budgets for operating programs due to the changing nature of the status of the pandemic and emerging risks.
- Capital works bid forms have been developed with greater detail for the formation of the 3 year capital works program. Additional reporting and monitoring on scheduling and forecasting has been developed for the 2020-2021 capital works delivery.
- **Long Term Financial Plan** - Monthly reporting to Council continues with changes to reporting structure due to the introduction of OneCouncil platform. Council maintains its compliance with legislative requirements.
- **Local Government financial sustainability ratios** reported at budget review 2 were within target measures except for the operating sustainability ratio which was below the target range. As uncertainty around COVID-19 restrictions impacting on the operations of Council as well as the wider community, changes to the sustainability ratios are expected at budget review 3 and there is potential for further impacts on the final position at 30 June 2020.
- As COVID-19 restrictions are impacting on the financial operations of Council as well as the wider community, changes to the sustainability ratio are expected at budget review 3 and there is potential for further impacts on the final position at 30 June 2020.
- As COVID-19 restrictions are impacting on the financial operations of Council as well as the wider community, changes to the sustainability ratio are expected at budget review 3 and there is potential for further impacts on the final position at 30 June 2020.
- Council has a Queensland Treasury Corporation credit rating of ‘moderate with a neutral outlook’ as at 31 December 2018. It is expected that the next credit review for CHRC will be undertaken in 2020-21.
6. Our Organisation

6.1 Living our values

6.1.1 Provide excellent customer service to ensure professional service delivery.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service Strategy and Action Plan</td>
<td>Implementation of Customer Service action plan.</td>
<td>100% completion of year one actions</td>
<td>Customer and Commercial Services</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Annual Customer Satisfaction Survey</td>
<td>Conduct satisfaction survey to improve the quality and efficiency of frontline services.</td>
<td>&gt;80% overall satisfaction.</td>
<td>Customer and Commercial Services</td>
<td>Monitor (progress impacted by COVID-19)</td>
</tr>
</tbody>
</table>

Comments

- Year one of the Customer Service Strategy actions related to technology, specifically enhancements to online services have commenced. Dealing with Hostile and Violent People Training was delivered to frontline staff February 2020. Review of the Customer Service Charter is now complete and awaiting finalisation from the Communications team of the draft document to reflect amendments. Further training scheduled for May 2020 has been deferred due to COVID-19 restrictions.
- Annual Customer Satisfaction Survey has been rescheduled to May 2020 however progress may be impacted due to COVID-19 restrictions.
- Monthly reporting continues to be provided to the Communities Standing Committee on customer service performance.

6.2 Continuous improvement culture

6.2.1 Continuously advance work practices and business systems to ensure a skilled, motivated and community-focused workforce to drive a coordinated and connected organisation.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise business systems (Technology One).</td>
<td>Implementation of council’s new Enterprise business system TechnologyOne through the Turn On Technology One (TOTO) initiative.</td>
<td>100% completion of phase 1</td>
<td>Corporate Services / Customer and Commercial Services</td>
<td>Completed</td>
</tr>
<tr>
<td>Workforce Planning Strategy</td>
<td>Review and adoption of Workforce Planning Strategy</td>
<td>Completion of review and adoption by ELT.</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Human Resources Strategy</td>
<td>Completion and implementation of action plans from the Human Resources Strategy, ensuring communication with all staff</td>
<td>95% of 1st year action plan implemented with regular communication to staff on progress</td>
<td>Corporate Services</td>
<td>Monitor</td>
</tr>
</tbody>
</table>
6.2.1 Continuously advance work practices and business systems to ensure a skilled, motivated and community-focused workforce to drive a coordinated and connected organisation.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Development program</td>
<td>Implementation of Leadership</td>
<td>90% attendance for first year program Survey participants to provide feedback on effectiveness</td>
<td>Corporate Services</td>
<td>Monitor</td>
</tr>
<tr>
<td></td>
<td>Development Program</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td>Attraction and Retention Strategy</td>
<td>Implementation of attraction and</td>
<td>Quarterly Reporting to the Leadership and Governance Standing Committee and the Executive Leadership Team. Reduction in turnover rate for 2019/20 financial year.</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td></td>
<td>retention initiatives to address</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>current risks across identified</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>roles within council and reduced</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>turnover rate from 2018/19 financial year.</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td>Employee engagement survey</td>
<td>Continue to assess employee</td>
<td>% increase across pulse survey themes</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td></td>
<td>engagement and satisfaction through</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>staff surveys.</td>
<td></td>
<td></td>
<td>--------------</td>
</tr>
</tbody>
</table>

Comments

- Council’s new enterprise business system went live on the 11th of November.
- The Workforce Planning Strategy forms part of the HR Strategic Plan and is scheduled for delivery in 2020-21 financial year. Succession planning process including designated roles and talent identification has been endorsed by ELT. Reconciliation of vacancies against establishment completed. Level of effort work revised and HR metrics (and reporting) developed. Remedial work for positions completed in TechOne following migration.
- Items in the Human Resources Strategy / People Plan are progressing however, SAT quarterly meetings were not held in the Jan-Mar 2020 period, online inductions have not yet been reviewed, position descriptions project is not yet complete, HR policies and procedures have not all been reviewed within expected timeframe.
- Initial framework for revised Leadership Development Program is complete. A pilot group of 12 employees have commenced the first formal skill set training through CQU.
- Attraction and Retention Strategy - A Recruitment Plan has been developed and most action items completed. Employee value proposition endorsed by ELT and employee benefits portal (My CHRC Perks) through the Vine has been established. Employer branding and interaction with employees increased.
- The Employee engagement Pulse Survey to be issued on 7 April 2020 (delayed by 1 week due to COVID-19 restrictions) focussing on Increased employee engagement through communication, provision of resources to staff, employer branding, employee value proposition and employee benefits.
6.3.1 Develop and implement effective systems to manage risk to enable the efficient delivery of council services.

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Risks</td>
<td>Monitoring of enterprise risk management systems and practices for strategic risks to reduce risk severity for all strategic risks.</td>
<td>Annual review reported to Audit Committee</td>
<td>Corporate Services</td>
<td>On Target</td>
</tr>
<tr>
<td>Operational Risk Register</td>
<td>Monitoring of the enterprise risk management systems and practices for operational risks to reduce risk severity for all strategic risks</td>
<td>Quarterly reporting provided to Audit Committee</td>
<td>Corporate Services</td>
<td>Monitor (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Internal Audit Plan</td>
<td>Delivery of Internal Audit plan for the 2019-20 financial year.</td>
<td>100% complete</td>
<td>Corporate Services</td>
<td>On Target (progress impacted by COVID-19)</td>
</tr>
<tr>
<td>Business continuity planning</td>
<td>Annual test outcomes and improvements implemented to ensure business continuity planning is advanced and tested on an annual basis.</td>
<td>Development of a crisis management plan</td>
<td>Corporate Services</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Comments
- Strategic risk review is to be conducted in April 2020.
- Operational Risk reviews conducted for Corporate Services Department. Focus has shifted as a result of the COVID-19 restrictions to assessment of COVID-19 key risks impacts for Council’s risk profile.
- Delivery of the 2019-20 Internal Audit plan is on track, however due to COVID-19 restrictions, some of the work being completed remotely, and minor delays to be expected.
- Strategic crisis management plan has been completed in light of COVID-19 impacts. Departmental COVID-19 business continuity plans and Corporate strategy have been developed.

6.3.2 Develop the elected member group consistent with the One Team approach

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Member Development</td>
<td>Ensure elected members have the tools and skills to enable a positive interaction with council through distribution of relevant and influential papers on local government matters, including journal articles and conference papers.</td>
<td>Conduct Elected members Induction for all Elected Members</td>
<td>Chief Executive Office</td>
<td>On Target</td>
</tr>
</tbody>
</table>
6.3.2 Develop the elected member group consistent with the One Team approach

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
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<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at professional development seminars, conferences and workshops.</td>
<td>Number of conferences and attendees</td>
<td>Chief Executive Office</td>
<td>On Target (progress impacted by COVID-19)</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**
- **Elected Member Development** - Induction program has been developed and waiting for the finalisation of the 2020 Local Government Elections. Induction program has been scheduled for a number of dates in quarter four.
- Conferences attended by Councillors in Quarter three:
  - LGAQ Resource Recovery Management Forum in Rockhampton was attended by Cr Brimblecombe on 11 and 12 February 2020.
  - CQ Hydrogen Forum and Bio Energy Marine Fuels Forum in Gladstone was attended by Cr McIndoe on 27 February 2020.

6.4 Working safely

6.4.1 Sustain a productive, efficient and safe workforce that is responsive to council and community needs

<table>
<thead>
<tr>
<th>KEY ACTIVITY</th>
<th>PERFORMANCE MEASURE</th>
<th>TARGET/MEASURE</th>
<th>RESPONSIBILITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHS Management Plan</td>
<td>Implementation of the revised WHS Management Plan supported by WHS performance standards</td>
<td>Bimonthly reporting provided to council</td>
<td>Chief Executive Office</td>
<td>On Target</td>
</tr>
<tr>
<td>Enforceable undertaking obligations</td>
<td>Compliance with the Acting Director General’s letter of 23 January 2018 to discharge council’s obligations under the enforceable undertaking.</td>
<td>100% compliance</td>
<td>Chief Executive Office</td>
<td>On Target</td>
</tr>
<tr>
<td>Safety management system</td>
<td>Implementation of a digital system for safety management.</td>
<td>100% implementation</td>
<td>Chief Executive Office</td>
<td>On Target</td>
</tr>
</tbody>
</table>

**Comments**
- **WHS Management Plan** – Corporate key performance indicators (KPI’s) have been introduced for each General Manager Management KPI’s are currently in the planning phase. The early intervention model is planned to be introduced in the 2020-21 financial year to assist with the reduction of work caused injuries and assist with the improvement of health and wellbeing of the workforce.
- The final audit for the deliverables of the **enforceable undertaking** will be conducted on 7-9 April 2020 with an expected report due in early May 2020. All actions to date are compliant and on track for completion.
- The Myosh **safety management system** has been implemented and planning is underway to roll out to the workforce in early July 2020.
7 BUSINESS ARISING OUT OF MINUTES

8 REVIEW OF OUTSTANDING MEETING ACTIONS

9 REVIEW OF UPCOMING AGENDA ITEMS

10 MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS

11 PETITIONS

11.1 To be tabled (if any)
12 DECISION ACTION REPORTS

12.1 Communities

12.1.1 Flying-fox Management Plan update..... approx 10 mins

DEcision Report

Date: 13 May 2020  Presentation Duration: Approx. 10 minutes
To: General Council Meeting
Author: Brett Keys, Coordinator Ranger Services
Authorising Officer: John McDougall, General Manager Communities
File Reference: TBA
Presented for: Information

ATtachments:
1. Attachment 1: Code of Practice: Low impact activities affecting flying-fox roosts [12.1.1.1 - 4 pages]
2. Attachment 2: Code of Practice: Ecologically sustainable management of flying-fox roosts [12.1.1.2 - 5 pages]
3. Attachment 3: Flying-fox roost management guidelines [12.1.1.3 - 50 pages]
4. Attachment 4: DRAFT version of Central Highlands Regional Council flying-fox management plan [12.1.1.4 - 91 pages]

Purpose:
This report will outline the proposed amendments to the Central Highlands Regional Council Flying-Fox Management Plan in accordance with the recently amended and updated:
- Code of Practice, ecologically sustainable management of flying-fox roosts (Nature Conservation Act 1992) and
- Flying-fox roost management guide (Department of Environment and Science DES).

Officer recommendation:
That Central Highlands Regional Council adopt the proposed amendments to the Central Highlands Regional Council Flying-fox Management Plan 2020 in accordance with the Codes of Practice and the Department of Environment and Science Flying-fox roost management guideline.

Report:

Background

As a result of the review undertaken numerous amendments were proposed. These amendments were proposed to improve the process around flying fox management and better equip local governments dealing with flying-fox issues. As a result of this consultation process amendments were adopted by the DES in February 2020.
Discussion/Current issue
These amendments have seen the need to update Council Flying-fox management plan by way of updating definitions and other minor editorial amendments for easier readability of the plan.

Outlined below are the amendments to Code of Practice, Low impact activities affecting flying-fox roosts:

1. **Section 2.1 Prescribed methods for low impact activities**
   No roost tree may be trimmed when there are flying foxes near to the trimming (for example 10 meters) previously no distance defined.

2. **Section 2.2**
   Any trimming of roost trees must be limited to 10% (in any 12-month period) not previously defined.

3. **Section 2.3.2**
   All management MUST cease immediately, and DES notified if a flying fox is killed, injured or found on the ground as a result of management actions. Low impact activities may only recommence after – the flying fox has been removed by an appropriately trained person, activities have been ceased for at least the remainder of the day or if activities are being undertaken by local government and a person knowledgeable about flying fox behaviour agrees after a minimum of 2 hours.

4. **Section 2.3.3**
   The person in charge determines that resuming low impact activities poses no risk to other flying foxes at or near the roost.

5. **Section 2.5**
   Any necessary installation, maintenance or removal of infrastructure in close proximity to roost tress (e.g. fence, underground pipes, high pressure hosing of footpaths) or mulching, mowing, weeding or watering under or near roost trees, should be undertaken with as little disturbance to flying foxes as possible (for example, using low impact and low noise equipment or after dusk flyout is complete).

6. **Sections 2.6.1 - 2.6.3.**
   While action may be undertaken at any time throughout the year in accordance with this code of practice the person in charge must consider avoiding certain periods of the year – When females are in the late stages of pregnancy or have dependant young that cannot fly on their own or During or immediately after climatic extremes or weather events that may cause food shortages, such as periods of unusually high temperatures or humidity, cyclones etc.

Amendments to Code of Practice, Ecologically sustainable management of flying-fox roosts:

1. **Section 2.1.1 Prescribed methods for management actions**
   previously the time frame for notification validity was two (2) weeks, this amendment extends this timeframe to four (4) weeks from the date of notification.

2. **Section 2.1.3**
   Relates to driving away or attempts to drive away flying fox from a roost, local governments within a 50km radius of the roost must also be notified in writing (e.g. by email) prior to commencing action.

3. **Section 2.2**
   No roost tree may be – destroyed when there flying foxes in the tree or when flying foxes are near the tree being destroyed (for example within 20 meters) previously no distance was defined.

4. **Section 2.2.2**
   Trimmed when there are flying foxes near the trimming (for example within 10 meters). In cases where trimming or removal of whole trees is necessary for the purpose of protecting public health and safety (e.g. removal of a dangerous branch over a footpath) local government are authorised (in accordance with this code) to move the flying fox that is nearby, to another part of the site to allow the trimming to occur.
5. **Section 2.3**

All management MUST cease immediately, and DES notified if a flying fox is killed, injured or found on the ground as a result of management actions. Management actions may only recommence after – 2.3.1 the flying fox has been removed by an appropriately trained person and

6. **Section 2.3.2**

The person in charge determines after receiving advice from a person knowledgeable about flying fox behaviour that resuming management actions poses no risk to other flying foxes at or near the roost.

7. **Section 2.4**

Any moving or attempt to move flying foxes within a roost (e.g. ‘nudging’ from one tree to another immediately neighbouring tree) while flying foxes are present, should be undertaken using methods that cause as little disturbance to the flying foxes as possible (e.g. using water sprinklers or light only) and must be properly coordinated and led by the person in charge to ensure all actions are lawful and in compliance with this code. To remove any doubt, methods that result in flying-foxes being driven away are not authorised under this condition.

8. **Section 2.5.3**

Driving away or attempts to drive away - may only occur in the early evening (fly out) and/or early morning (fly in - return to roost after foraging) for – no longer than three (3) hours.

9. **Time for dispersal**

While action may be undertaken at any time throughout the year in accordance with this code of practice the person in charge must consider avoiding certain periods of the year – When females are in the late stages of pregnancy or have dependant young that cannot sustain independent flight and

During or immediately after climatic extremes or weather events that may cause food shortages, such as periods of unusually high temperatures or humidity, cyclones, fires, etc, and which may negatively impact the conservation of flying-fox species which are listed as threatened *wildlife* under the Act.

10. **Section 2.7**

DES must be sent a flying fox roost management evaluation form within six weeks of the date of notification.

The amendments to the Flying fox roost management guideline go further into providing more detailed case study/analysis to better assist local governments around decision making associated with determining appropriate management activities.

There is more detailed and user-friendly information regarding breeding patterns and migratory patterns to further assist decision making. This guideline is working well towards a better education tool around flying fox mitigation.

The above listed amendments do not alter the current plan beyond providing a better definition of what constitutes, management actions, a person in charge and a person knowledgeable about flying-fox behaviour and what constitutes

The definitions amended as part of the changes include the following:

**Low impact activities:** means mulching, mowing weeding, watering under or near roost trees, minor trimming of roost tress and installation, maintenance or removal of infrastructure, where the activities are not directed at destroying a flying-fox roost, driving away, or attempting to drive away, a flying-fox from a flying-fox roost, or disturbing a flying-fox in a flying-fox roost.

**Management actions:** means non-lethal actions intended to stop flying-foxes from making use of a site or part of a site and include destroying and/or trimming vegetation at a site, as well as coordinated action to drive flying-foxes away from a site or move flying-foxes within a roost site.
Person in charge:
(a) if the management actions are being performed by a local government – the local government officer on site and leading the management actions (or the local government officer directing a contractor to undertake the management actions); or
(b) if the management actions are being performed by a person under an approved flying-fox roost management permit – the person on site who is leading the management actions.

Person knowledgeable about flying-fox behaviour: means a person who may also be the person in charge, able to demonstrate experience in successfully:
(a) classifying flying-fox species; and
(b) assessing flying-fox population numbers in particular roosts; and
(c) identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts; and
(d) recognising signs of (and circumstances which may result in) –
   i) distress in flying-foxes and
   ii) harm to flying-foxes and
   iii) abandoned dependent young flying-foxes

These amendments do not otherwise hinder the application or usability of the current guidelines. Focus has been on providing more detailed information around roost management activities and timeframes permitted to undertake management activities.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference/Policy/Legislation:
4. Protecting our People and our Environment;
   4.1 - Corporate Plan Strategy: Well-managed and protected communities
   4.1.4 - Promote community safety and well-being.
   4.2.2 - Ensure an effective regulatory role through education and enforcement.

6. Our Organisation;
   6.1.1 - Provide excellent customer service to ensure professional service delivery.
   6.3.1 - Develop and implement effective systems to manage risk to enable the efficient delivery of council services.
   6.4.1 - Sustain a productive, efficient and safe workforce that is responsive to council and community needs.

Budget/Financial/Resourcing:
There are no financial impacts associated with this matter.

Communication/Engagement:
The plan will be published on Council’s website and future engagement around known roost periods can be undertaken.

Risk Assessment:
Central Highlands Regional Council Flying-fox management plan encompasses the legislative requirement to have a Statement of Management Intent (SoMI) and provides a framework for managing flying-foxes and potential impacts of human health and safety. Failure to adopt this plan will risk legislative non-compliance and significant financial penalties.

Timings/Deadlines:
Nil

Conflict of Interest Declaration:
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.
Human Rights Impact:
No

Alternatives Considered:

<table>
<thead>
<tr>
<th>Description</th>
<th>Positives</th>
<th>Negatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2 Do not adopt the amendments to the Flying Fox Management Plan</td>
<td>Nil</td>
<td>Body of work undertaken is wasted. Document is not streamlined to minimise confusion. Does not align with State Government position on Flying Foxes.</td>
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Code of Practice

Low impact activities affecting flying-fox roosts

*Nature Conservation Act 1992*
Code of Practice

Low impact activities affecting flying-fox roosts

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1. Purpose and operation of this code

1.1 The purpose of this Code of Practice—Low impact activities affecting flying-fox roosts (‘the Code’) is to ensure that the chance of low impact activities under this code resulting in harm to flying-foxes is minimised and that appropriate welfare standards are upheld.

1.2 This code sets out how a person may undertake low impact activities at, or near, a flying-fox roost anywhere in the State of Queensland in accordance with section 41B of the Nature Conservation (Wildlife Management) Regulation 2006.

1.3 This code should be read in conjunction with the Flying-fox Roost Management Guideline and the Code of Practice — Ecologically sustainable management of flying-fox roosts.

1.4 This code is made under section 174A of the Nature Conservation Act 1992 (‘the Act’).

2. Prescribed methods for low impact activities

2.1 No roost tree may be trimmed when there are flying-foxes near to the trimming (for example, within 10 metres).

2.2 Any trimming of roost trees must be limited to 10% (in any 12 month period) of the total canopy of the roost tree.

2.3 Low impact activities must immediately cease, and DES be immediately notified, if a flying-fox is killed, injured, or found on the ground as a result of management actions (email wildlife.management@des.qld.gov.au). In this circumstance, low impact activities may only recommence after—

2.3.1 the flying-fox has been removed by an appropriately trained person, and

2.3.2 activities have been ceased for at least the remainder of the day, or, if activities are being undertaken by local government and a person knowledgeable about flying-fox behaviour agrees, after a minimum of 2 hours, and

2.3.3 the person in charge determines that resuming low impact activities poses no risk to other flying-foxes at or near the roost.

2.4 Where low impact activities are required to be undertaken during the daytime, works must immediately cease and DES be immediately notified if 30% or more of the adult flying-foxes leave the roost and remain airborne for five minutes or more (email wildlife.management@des.qld.gov.au). In this circumstance, low impact activities may only recommence after low impact activities have been ceased for a minimum of 2 hours, or, if activities are being undertaken by local government and a person knowledgeable about flying-fox behaviour agrees, at any time.

2.5 Any necessary installation, maintenance, or removal of infrastructure in close proximity to roost trees (e.g. fences, underground pipes, high-pressure hosing of footpaths), or mulching, mowing, weeding, or watering under or near roost trees, should be undertaken with as little disturbance to flying-foxes as possible (for example, using low impact and low noise equipment, or after the dusk fly-out is complete).

2.6 N.B. While low impact activities that are in accordance with this code of practice may be undertaken at any time of the year, the person in charge must consider avoiding low impact activities —

2.6.1 where possible during certain periods of the year, for example—when females are in the late stages of pregnancy or there are dependant young (e.g. creched young, pups, etc) that cannot sustain independent flight, and
2.6.2 during or immediately after climatic extremes, or weather events that may cause food shortages, such as periods of unusually high temperatures or humidity, cyclones, fires, etc, and

2.6.3 which may negatively impact the conservation of flying-fox species which are listed as threatened wildlife under the Act.

3. Definitions

**Act**— the *Nature Conservation Act 1992*.

** Appropriately trained person**— means a person with experience and training in safe handling of flying-foxes, who is appropriately vaccinated.

**Low impact activities**— means mulching, mowing, weeding, watering under or near roost trees, minor trimming of roost trees, and installation, maintenance or removal of infrastructure, where the activities are not directed at destroying a flying-fox roost, driving away, or attempting to drive away, a flying-fox from a flying-fox roost, or disturbing a flying-fox in a flying-fox roost.

**Person in charge**— means
(a) if the *low impact activities* are being performed by a local government— the senior local government officer on site and leading the *low impact activities* (or the local government officer directing a contractor to undertake the *low impact activities*); or
(b) if the *low impact activities* are being performed by a person— the person on site who is leading the *low impact activities*.

**Person knowledgeable about flying-fox behaviour**— means a person, who may also be the *person in charge*, able to demonstrate experience in successfully:
(a) classifying flying-fox species; and
(b) assessing flying-fox population numbers in particular roosts; and
(c) identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts; and
(d) recognising signs of (and circumstances which may result in)—
   i)    distress in flying-foxes, and
   ii)   harm to flying-foxes, and
   iii)  abandoned dependent young flying-foxes.

**Roost or flying-fox roost**— means a tree or other place where flying-foxes congregate from time to time for breeding or rearing their young.

**Threatened wildlife**— means native wildlife that is prescribed under the Act as:
(a) extinct wildlife; or
(b) extinct in the wild wildlife; or
(c) critically endangered wildlife; or
(d) endangered wildlife; or
(e) vulnerable wildlife.
Code of Practice

Ecologically sustainable management of flying-fox roosts

*Nature Conservation Act 1992*
Code of Practice

Ecologically sustainable management of flying-fox roosts

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1. Purpose and operation of this code

1.1 The purpose of this Code of Practice—Ecologically sustainable management of flying-fox roosts (‘the Code’) is to ensure that the chance of management actions under this code resulting in harm to flying-foxes is minimised and all appropriate welfare standards are upheld.

1.2 This code sets out how local governments operating under section 41A of the Nature Conservation (Wildlife Management) Regulation 2006, may undertake management actions, which may:

1.2.1 destroy a flying-fox roost
1.2.2 drive away, or attempt to drive away, a flying-fox from a flying-fox roost
1.2.3 disturb a flying-fox in a flying-fox roost.

1.3 This code should be read in conjunction with the Flying-fox Roost Management Guideline and the Code of Practice – Low impact activities affecting flying-fox roosts.

1.4 This code is made under section 174A of the Nature Conservation Act 1992 (‘the Act’).

2. Prescribed methods for management actions

2.1 The Department of Environment and Science (DES) must be notified at least two business days prior to commencing any management actions by completion of the flying-fox roost management notification form (available on the DES website). However, management actions may be commenced earlier than two business days following completion of the flying-fox roost management notification form on the DES website if an authorised person gives written notice to that effect (email wildlife.management@des.qld.gov.au).

2.1.1 This notification is valid for all notified management actions conducted in relation to a roost within a four-week timeframe from the date of notification, including dispersal activities conducted at a different location which are required to manage any impacts arising from dispersing the target roost.

2.1.2 If commencement or continuation of activities is delayed beyond this four week timeframe, a further notification form, including the new proposed commencement date and time is required.

2.1.3 If the notified management actions involve driving away, or attempting to drive away flying-foxes from a roost, local governments within a 50km radius of the roost must also be notified in writing (e.g. by email) prior to commencing management actions.

2.2 No roost tree may be—

2.2.1 destroyed when there are flying-foxes in the tree, or when flying-foxes are near the tree being destroyed (for example, within 20 metres).

2.2.2 trimmed when there are flying-foxes near the trimming (for example, within 10 metres). Note that in cases where trimming or removal of whole trees is necessary for the purposes of protecting public health and safety (e.g. removal of a dangerous branch over a footpath) local governments are authorised (in accordance with this code) to move a flying fox that is nearby, to another part of the site to allow the trimming to occur.

2.3 All management actions must immediately cease, and DES be immediately notified if a flying-fox is killed, injured, or found on the ground as a result of management actions (email wildlife.management@des.qld.gov.au). Management actions may only recommence after—
2.3.1 the flying-fox has been removed by an appropriately trained person, and

2.3.2 the person in charge determines, after receiving advice from a person knowledgeable about flying-fox behaviour, that resuming management actions poses no risk to other flying-foxes at or near the roost.

2.4 Any attempts to move flying-foxes within a roost site (e.g. “nudging” flying-foxes from one tree to another immediately neighbouring tree), should be undertaken using methods that cause as little disturbance to flying-foxes as possible (e.g. using tree-mounted water sprinklers or floodlights), and must be properly coordinated and led by the person in charge to ensure all actions are lawful and in compliance with this code. To remove any doubt, methods that result in flying-foxes being driven away are not authorised under this condition.

2.5 Any driving away, or attempting to drive away flying-foxes from a roost—

2.5.1 must be properly coordinated and led by the person in charge to ensure all actions are lawful and in compliance with this code.

2.5.2 may only occur when a person knowledgeable about flying-fox behaviour is—

2.5.2.1 for the first two days, present at the time of driving away or attempting to drive away flying-foxes and able to provide advice directly to the person in charge, and

2.5.2.2 available (e.g. by phone or in person) for the remainder of the time of driving away or attempting to drive away flying-foxes, to provide advice to the person in charge as needed.

2.5.3 may only occur in the early evening and/or early morning i.e. during ‘fly-out’ and/or ‘fly-in’.

2.5.4 when being carried out in the early evening, must commence immediately prior to ‘fly-out’ at a roost and continue for no longer than 3 hours.

2.5.5 when being carried out in the early morning, must commence during ‘fly-in’ and continue for no longer than 3 hours.

2.5.6 must be limited to non-lethal deterrence methods only, for example, non-lethal use of smoke, noise, light, foggers, water sprinklers, and/or ‘scarecrow’ type devices. To remove any doubt, methods that physically injure flying-foxes (e.g. high-pressure hoses, caustic soda, paint ball guns) are not authorised.

2.6 N.B. While management actions that are in accordance with this code of practice may be undertaken at any time of the year, the person in charge must consider avoiding management actions—

2.6.1 where possible during certain periods of the year, for example—when females are in the late stages of pregnancy or there are dependant young (e.g. creched young, pups, etc) that cannot sustain independent flight, and

2.6.2 during or immediately after climatic extremes, or weather events that may cause food shortages, such as periods of unusually high temperatures or humidity, cyclones, fires, etc, and

2.6.3 which may negatively impact the conservation of flying-fox species which are listed as threatened wildlife under the Act.

2.7. DES must be sent a flying-fox roost management evaluation form (available on the DES website) within six weeks of the date of notification. Should the outcome of the management actions on site
not be fully known in this timeframe, further information may be submitted at a later date by emailing wildlife.management@des.qld.gov.au.

3. Definitions

Act— the *Nature Conservation Act 1992*.

**Appropriately trained person**— means a person with experience and training in the safe handling of flying-foxes, who is appropriately vaccinated.

**Authorised person**— means any of the following:
(a) the chief executive, performing functions under the Act;
(b) a public service employee of the department performing functions under the Act for the chief executive;
(c) a conservation officer who is not an employee of the department and who is performing functions under the Act for the chief executive.

**Management actions**— means non-lethal actions intended to stop flying-foxes from making use of a site or part of a site, and include destroying and/or trimming vegetation at a site, as well as coordinated action to drive flying-foxes away from a site or move flying-foxes within a roost site.

**Person in charge**— means
(a) if the *management actions* are being performed by a local government— the local government officer on site and leading the *management actions* (or the local government officer directing a contractor to undertake the *management actions*); or
(b) if the *management actions* are being performed by a person under an approved flying-fox roost management permit— the person on site who is leading the *management actions*.

**Person knowledgeable about flying-fox behaviour**— means a person, who may also be the *person in charge*, able to demonstrate experience in successfully:
(a) classifying flying-fox species; and
(b) assessing flying-fox population numbers in particular roosts; and
(c) identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts; and
(d) recognising signs of (and circumstances which may result in)—
   i) distress in flying-foxes, and
   ii) harm to flying-foxes, and
   iii) abandoned dependent young flying-foxes.

**Present**— means on site, or, with chief executive approval (e.g. for remote areas, or urgent management actions), connected by video call or phone call.

**Roost or flying-fox roost**— means a tree or other place where flying-foxes congregate from time to time for breeding or rearing their young.

**Threatened wildlife**— means native wildlife that is prescribed under the Act as:
(a) extinct wildlife; or
(b) extinct in the wild wildlife; or
(c) critically endangered wildlife; or
(d) endangered wildlife; or
(e) vulnerable wildlife.
Flying-fox Roost Management Guideline
Guideline

Flying-fox roost management guideline

Prepared by: Wildlife and Threatened Species Operations, Department of Environment and Science

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Flying-fox roost management guideline

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1. Purpose

The purpose of this flying-fox roost management guideline is to provide information to local governments and flying-fox roost management permit (FFRMP) holders to:

- assist decision making regarding management options at flying-fox roosts
- maximise the effectiveness of any management action undertaken at flying-fox roosts
- minimise the likelihood of any management actions causing harm to flying-foxes.

While this document is primarily intended for Queensland local government officers and permit holders, it may also provide useful information for anyone interested in flying-foxes and flying-fox management.

2. Background

2.1 Acknowledgements

The Department of Environment and Science (the department) appreciates the time and valuable input that local governments, conservation groups and other organisations have provided during consultation, including various written materials that helped in the development of this guideline.

Special thanks are given to CSIRO, Australasian Bat Society, Tolga Bat Hospital, Local Government Association of Queensland, Brisbane City Council, Charters Towers Regional Council, Ipswich City Council, Gold Coast City Council, Moreton Bay Regional Council, Noosa Shire Council, Redland City Council, Sunshine Coast Council, and Toowoomba City Council for responding to requests for advice and for contributing case studies to this guideline. Thank you also to all the organisations and individuals who have provided important feedback and comments about flying-fox management over recent years and throughout the development of this guideline.

2.2 The legislative framework and supporting information

This guideline is non-statutory. It provides information about management options that is consistent with the legislative framework and informs decision making about roost management.

The Nature Conservation Act 1992 is the primary legislation that regulates what management actions may, and may not, be undertaken at, or near, a flying-fox roost in Queensland. In some circumstances, other legislation may also apply, such as the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 and local laws.

There are four species of flying-fox found in Queensland. The:

- black flying-fox (Pteropus alecto) (Figure 1)
- grey-headed flying-fox (P. poliocephalus) (Figure 2)
- little red flying-fox (P. scapulatus) (Figure 3)
- spectacled flying-fox (P. conspicillatus) (Figure 4).

All four of these species are protected under the Nature Conservation Act 1992 with the spectacled flying-fox listed as Endangered. The Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) also lists the spectacled flying-fox as Endangered, and additionally lists the grey-headed flying-fox as Vulnerable.

Section 41A of the Nature Conservation (Wildlife Management) Regulation 2006 provides local governments with an as-of-right authority to manage flying-fox roosts within designated ‘urban flying-fox management areas’ (UFFMA) provided they comply with the Code of Practice—Ecologically sustainable management of flying-fox roosts. Specific requirements of the code are discussed in further detail in section 6 of this guideline.

Section 41B of the Nature Conservation (Wildlife Management) Regulation 2006 provides all persons...
with authority to undertake low impact activities at roosts on their land where the activity is in accordance with the Code of Practice—Low impact activities at flying-fox roosts.

Additionally, local governments may apply to the department for an FFRMP by submitting a flying-fox roost management permit (FFRMP) application form. For example, local governments may wish to apply for a FFRMP to undertake management actions at a roost outside of an UFFMA or undertake management actions that are outside the scope of the code of practice.

Failure to comply with the provisions of the relevant codes of practice may constitute an offence under the Nature Conservation Act 1992 or the Animal Care and Protection Act 2001.

Special care should be taken at roosts that contain spectacled flying-foxes due to their endangered status under both State and Commonwealth legislation.

For further information about flying-fox roost management, please visit https://environment.des.qld.gov.au/wildlife/animals/living-with/bats/flying-foxes/roost-management#toc-7

The ‘National Flying-fox viewer’ also provides information which may be useful in determining the range of various species and the location of various roosts, please visit http://www.environment.gov.au/webgis-framework/apps/ffc-wide/ffc-wide.jsf

2.3 Flying-fox species information

Flying-foxes are the largest flying mammals in the world with some Australian species having wingspans of up to one metre and weighing up to one kilogram.

They are highly social animals living in large groups that often include more than one species. They communicate through a combination of calls, scent from glands and, when necessary, brief scuffles. Communicating by smell and sound allows flying-foxes to avoid territories of other flying-foxes, locate dependant young, and warn others when a predator is nearby. This also helps structure the roost which
tend to orient the territories of dominant males and breeding females in the centre with non-breeding and sub-dominant and sub-adult individuals taking up position towards the edge the roost as sentries. Flying-foxes have highly developed spatial memories and can navigate between their roosts and food trees ranging 50 kilometres in a night. Some flying-foxes have been tracked moving 1000 kilometres in less than a week. Little red flying-foxes migrate en masse with up to a million individuals moving from roost to roost as a local phase of flowering or fruiting ends and another one begins elsewhere.

This mobility underpins the unique role that flying-foxes play in distributing the seed and pollen of a range of forest trees. Many eucalypts attract flying-foxes by producing more nectar at night. The distances they can carry pollen and seed make them vital to the regeneration and genetic diversity of many species of native tree.

*Figure 5. Generalised breeding cycle for black, grey-headed, and spectacled flying-foxes. Note: this is for general information only and timing of behaviours may differ depending on region and climatic conditions. Flying-fox behaviour should be confirmed by a site visit.*
Flying-fox migrations translate into the movement of kilograms of seed and billions of pollen grains that would otherwise remain near their parent trees.

Though individual flying-foxes can be highly mobile, flying-foxes populations tend to develop strong affinities with roost sites. Individual animals may use a different roost site in the short term and even on a nightly basis. The presence and number of animals at a roost can also change with seasonal conditions and the availability and distribution of food across the landscape.

Some communities have large flying-fox roosts in, or close to, urban areas, for example, in town parks and cemeteries. Many of these places are known to the department and to local governments and are mapped and monitored.

Figures 5 and 6 shows the breeding calendar for the four common flying-fox species. For further information on flying-fox identification and distribution maps, refer to Appendix A.
2.4 Lifecycle and dynamics of flying-fox roosts

Note: The following summary of roost dynamics and behaviour is based on observations of grey-headed, black and spectacled flying-foxes (Nelson, 1965). Little red flying-foxes follow similar time frames and patterns, however they are six months out of phase with these three species.

Flying-foxes become sexually mature when they are two to three years old. Breeding roosts are structured around the territories of dominant males, which are in the centre of the roosts. The sub-dominant individuals (including males unable to form a territory, females that did not mate, and sexually immature flying-foxes) take up the more exposed sites around them. In this phase, the flying-foxes are commonly in family groups made up of a male and female with her young from the previous breeding season. The remainder of the flying-foxes are in pairs (adult male and female) or groups of juveniles, with some taking on the role of guarding the roost.

The pregnant females and the males leave their territory and form separate groups that position themselves in different parts of the same tree or different sections of the roost.

Both males and females stay in the summer breeding roost with the young born after a six-month pregnancy (Figure 7).

Birth occurs between September and late October and by their third week the young are left while their mothers go out to feed. At four months, flying-foxes are weaned and become fully independent and move to a winter camp. They can fly at three months and have their adult teeth (losing the hooked premolars that kept them firmly attached to their mothers).

Young flying-foxes start leaving their mothers in January and form into separate groups of juveniles on the edge of their existing roost or at another site, for example, at bachelor or juvenile camps. The populations at these sites increase as the family groups break up and restructure into groups of young with a few adults; usually males. Group size peaks in late March and by April and June flying-foxes are dispersing into winter camps. Here the adult males and females are separate or in small (non-breeding) groups. Sexually immature individuals make up the majority of the flying-foxes present at the winter camp. These winter camps tend to be occupied temporarily but this is dependent on the continued existence of these areas.

These camps are used until September when the flying-foxes return to the summer roost to prepare to breed.

Being limited to having one young a year, with a lag period of three years before that individual can breed, exposes flying-fox populations to risks. Several poor breeding seasons can result in an ageing population that has difficulty recovering. To the casual observer there are still large numbers of flying-foxes, however, each year there will be a higher proportion of older individuals and fewer breeding pairs.
3. Human and flying-fox interaction

People living very close to flying-fox roosts can be affected by noise, smell, and droppings, and can be concerned about the perceived risk of disease and impacts on property values (Rose, 2011). Trees can also be significantly damaged in some situations.

3.1 Noise

Being social mammals, flying-foxes rely heavily on communication with each other to define territories, help mothers find their young within a roost, identify an intention and acceptance to mate, and warn others of any potential threats.

Roosts are typically noisiest when they are disturbed or when the flying-foxes are leaving or returning. Roosts also tend to be noisier during mating season when males are fighting over territories and when mating with females.

The sound that is most commonly heard at night is the vocalisations of flying-foxes squabbling over food. This is short-lived as the dominant flying-fox drives off the other animals, or the subdominant individual grabs what it can and flies away to somewhere safe to eat.

The little red flying-fox is often the noisiest and most active species (Markus and Hall, 2004). Compounding this is the species’ habit of forming large roosts with hundreds of thousands of animals often tightly clustering into whatever space is available.

3.2 Smell

The smell from flying-fox roosts is usually the impact that draws the most complaints from people living nearby.

Humans can react strongly to certain smells and this aversion has evolved as a mechanism for warning us of the presence of potential sources of disease (e.g. rotten food, water contaminated with waste).

Most people believe the smell from a roost is due to the flying-fox droppings (Thomson, 2007), however it is actually due to male flying-foxes wiping scent from their shoulder glands on tree branches to mark their territories and attract mates. Juvenile flying-foxes also have a unique smell which is thought to help mothers identify their offspring when returning from foraging.

The smell at a flying-fox roost varies and is often particularly strong after rain (when males re-mark their branches), during hot and humid weather conditions, and when large numbers of flying-fox numbers are present.

3.3 Droppings and urine

Flying-fox mainly defecate at roosting or feeding sites. However, they also defecate immediately after taking flight to jettison any extra weight and make flying easier. This can affect nearby residents by soiling outdoor furniture, cars, washing on the line, solar panels and swimming pools. If not removed quickly, faeces can even damage the paint on cars. Flying-foxes that have fed on the fruit of the South American Cocos palm (Syagrus romanzoffiana) (Figure 8), can also have particularly sticky faeces.

Figure 8. A flying-fox feeding on Cocos palm
3.4 Hygiene and health concerns

Like any animal, flying-foxes can pose a range of hygiene and health concerns. Flying-foxes have a diet and digestive system that is adapted to allow them to both obtain energy and jettison any waste quickly. Their diet of fruit and nectar is made up of simple carbohydrates that are easy to digest. They also have a shortened gastrointestinal tract that allows them to digest food in 15–20 minutes.

As a result, flying-foxes need to eat regularly to replenish energy (nectar can be as much as 60% water, limiting the amount of energy it contains) and need to defecate regularly to remove excess weight that would otherwise have to be carried when flying.

Being highly mobile, and not discriminating when and where they defecate, means any exposed surface is a potential but inadvertent target for the brown splay of digested fruit pulp excreted by flying-foxes as they move between feeding sites.

All animal droppings are a possible hygiene hazard and could contain bacteria like salmonella or Escherichia coli or leptospirosis. Practising good hygiene standards, for example, through washing hands and cleaning any exposed surfaces before they are used, will remove any health risk from accidentally touching flying-fox droppings.

When undertaking management activities at or near a roost, appropriate personal protective equipment should be worn.

Flying-foxes can also carry zoonotic diseases (diseases that can be transmitted to humans). These are often serious diseases, however, they are difficult to catch. Transmission requires physical contact with the animal through its infected saliva, blood or other bodily fluid. The pathogen needs to get into a person’s blood stream through a cut or the lining of the nose or mouth (i.e. mucous membrane).

Often, a bite or scratch occurs when people try to handle a live flying-fox, for example, attempting to rescue a flying-fox that is sick or injured.

The two most serious zoonotic diseases, Australian Bat Lyssavirus (ABLV) and Hendra Virus, can be fatal and are profiled below.

3.4.1 Australian Bat Lyssavirus

In Queensland, all four common species of flying-fox, and at least three species of insectivorous micro-bat, can carry ABLV. According to Queensland Health, surveys of flying-fox populations have indicated that less than 1% of the animals actually carry the virus. In sick and injured flying-foxes, around 7% have been found to carry the virus.

**Stay safe. Do not handle flying-foxes.**

**ABLV transmission**

Humans may become infected when they are bitten by a flying-fox carrying the virus or if a scratch or wound is contaminated by infected saliva. Therefore, if you do not touch a flying-fox there is no risk of transmission. In the rare event a person is bitten or scratched by a flying-fox, there is a post-exposure vaccination to minimise the possibility of transmission of ABLV.

Preventive vaccinations are also available for people who regularly work with flying-foxes such as wildlife carers or local government officers.

**ABLV transmission myths**

Coming into contact with flying-fox droppings, urine or blood does not pose a risk of exposure to ABLV, nor does living, playing or walking near flying-fox roosting areas. Humans are not exposed to the virus if flying-foxes fly overhead or feed in your backyard.

ABLV cannot be contracted from drinking or using water from rainwater tanks that is contaminated with flying-fox faeces. For households using rainwater for food preparation and drinking, the risk of getting gastroenteritis from flying-fox faeces is no different than from other animals such as birds.
ABLV is unlikely to survive outside the bat or in a dead bat for more than a few hours, especially in dry environments that are exposed to sunlight.

The health risk from domestic swimming pools affected by flying-fox faeces can be managed by maintaining effective pool disinfection.

**ABLV treatment**

Cleaning of a scratch or bite wound from a flying-fox reduces the risk of infection. If bitten or scratched by a flying-fox, wash (not scrub) the wound thoroughly with soap and water for at least five minutes, apply antiseptic. **Anyone that is bitten or scratched by a flying-fox should seek immediate medical advice.**

**ABLV prevention**

Reasonable and practical steps to avoid exposure to ABLV include the following:

- If you find an injured flying-fox, do not attempt to help the animal yourself or touch it in any way.
- Contact the RSPCA (1300 ANIMAL) or your local wildlife care group/rescuer/carer, or the department (1300 130 372) for assistance.
- Only trained and ABLV-vaccinated people should handle live flying-foxes—most bites and scratches occur when people are trying to help sick or injured flying-foxes.
- Vaccinated people should wear appropriate personal protective equipment to prevent or minimise bites and scratches (**Figure 9**).
- Personal protective equipment may include:
  - thick leather gloves, puncture-resistant gloves (e.g. nitrile) or ‘double gloving’
  - long sleeve shirt, long pants and closed in shoes
  - forearm protection (gauntlets) as the forearm is a common site for scratches
  - eye protection.
- All reasonable and practical steps should be taken to prevent unvaccinated people having direct contact with flying-foxes.
- People should only pick up and dispose of flying-foxes if they are certain that they are dead. People have been bitten or scratched by flying-foxes that they assumed were dead.
- Dead flying-foxes should be collected using equipment such as a shovel and/or tongs, then wrapped and placed in a rubbish bin or landfill site, or buried.
- Consider installing first-flush diverters to reduce risk of rainwater tank contamination.

**3.4.2 Hendra virus**

Flying-foxes are hosts for the Hendra virus which they can transmit to horses. There is no evidence that Hendra virus can be transmitted directly from flying-foxes to humans.

The virus can spread between horses and very rarely from a horse to a person through exposure to bodily fluids of infected horses (Smith et al.,...
2014). Horses may become infected through eating food recently contaminated by flying-fox urine, saliva or birth products. The resulting infection can be fatal. The infections are rare which indicates that transmissions may only occur under very specific and extreme conditions.

A pre-exposure vaccination can protect horses against Hendra virus and is readily available through veterinary practices.

Exposure to Hendra virus can also be avoided by ensuring horse feed and water troughs are placed under a roof or cover and away from trees to prevent contamination.

More detailed information regarding potential health risks from flying-foxes is available from Queensland Health on 13 HEALTH (13 43 25 84) or visit the web site: <conditions.health.qld.gov.au/HealthCondition/condition/14/33/14/bats-and-human-health>

3.5 Negative biases

Flying-foxes and bats have been portrayed in numerous books and movies as scary creatures, often alongside vampires or the supernatural. These portrayals, combined with many people across the western world becoming increasingly disconnected from the natural environment, can contribute to a sense of fear and discomfort about flying-foxes. Psychological research (Kahneman, 2011) shows that emotive misinformation, once received, can be very difficult to counter, even with facts.

3.6 Damage to trees

Little red flying-foxes, in particular, can damage and even kill the trees they roost in. Damage to trees can occur quite rapidly especially when large numbers of little red flying-foxes arrive and roost in dense clusters.

Where trees are defoliated, there is increased light penetration allowing seeds from flying-fox faeces to germinate thereby introducing possible weed species (Roberts 2005).

4. Considerations before starting management actions

There are a number of things to consider before undertaking management actions:

- Local governments may—
  - consider developing a Statement of Management Intent (Section 4.1)
  - consider whether the roost is located within an Urban Flying-fox Management Area. i.e. does local government have an as-of-right authority to manage the roost? If not, is a flying-fox roost management permit required? (Section 4.2).

- Local governments and permit holders may—
  - assess whether they have adequate understanding of flying-fox ecology and behaviour (Section 4.3)
  - refer to the flying-fox breeding calendar (Section 4.4) and survey the breeding status of flying-foxes at the roost
  - ensure they know the signs of distress in flying-foxes (Section 4.5)
  - ensure they know what to do if a heat stress or mass dying event occurs (Section 4.6).

4.1. Statement of Management Intent (local governments only)

Local governments may develop a Statement of Management Intent (SoMI) in relation to its plans for roost management. The SoMI enables a local government to declare to its community how it intends to manage flying-fox roosts and flying-fox impacts across its urban areas.

The SoMI may include a broad, general statement of management intent for all flying-fox roosts within the UFFMA. Some local governments may also wish to include a general statement for the areas outside the UFFMAs. Please refer to the SOMI template in Appendix B.
Local governments may wish to consider including the following in a SoMI:

- the cost of various management actions, and who would contribute to these costs
- the number of each species of flying-foxes at the roost, and what the local government’s intention would be should the flying-foxes be breeding or rearing their young
- the conservation status of the flying-fox species under the Nature Conservation Act 1992 and/or the Commonwealth Environment Protection and Biodiversity Conservation Act 1999
- whether good outcomes may be achieved with minimal management interventions (such as community education) or moderate management interventions such as ‘nudging’ or ‘buffering’ processes.

Local governments considering dispersal as a roost management method may wish to include:

- the number of years that flying-foxes have used a particular roost site
- the likelihood of flying-foxes relocating to a site of greater conflict with the community
- if spectacled and/or grey-headed flying-foxes are present (Commonwealth assessment may also be required under the EPBC Act)
- whether flying-foxes at the site might be heavily pregnant or not yet capable of independent flight at the time of year proposed for driving them away
- whether a proposed management action may cause harm to flying-foxes.

The SoMI may include advice to residents, that if a roost is on private land(s), low impact activities may be undertaken under the Code of Practice—Low impact activities at flying-fox roosts.

Should a resident be dissatisfied with a local government’s approach at a roost site on the residents’ private land, they may apply for a flying-fox roost management permit directly from the department.

4.2. As-of-right authority

**Roost fidelity**

Flying-foxes typically show fidelity to a number of roosts in a region and move between them over time, therefore attempts to entirely remove flying-foxes from a site can sometimes prove challenging and resource intensive, as different flying-foxes continue to visit the site over time.

Local governments have an as-of-right authority to manage flying-fox roosts within designated ‘urban flying-fox management areas’ (UFFMAs) provided they comply with the Code of Practice—Ecologically sustainable management of flying-fox roosts. (Note: This code includes a requirement to submit a notification form to the department prior to undertaking management actions (Figure 10).

4.2.1 Flying-fox roost management permit

All other roost management, either by a local government, or by another organisation or person,
requires authorisation through a flying-fox roost management permit. A permit may be granted for a period of one to three years. Permit holders are also required to submit notification form to the department prior to undertaking management actions (Figure 10).

4.2.2 Flying-fox management plan

Local governments may also develop a flying-fox management plan to cover their entire local government area. Such a plan could identify areas where flying-foxes roosts may be problematic and should be discouraged, and identify alternative sites where new roosts may be encouraged or left to establish with minimal intervention.

If such a plan is endorsed by the department as an ‘approved property management plan’, local governments gain access to extended three-year permits to manage flying-fox roosts (for example, across an entire local government area, including areas outside of UFFMAs).

4.3. Wildlife dimension

Understanding the wildlife dimension (how the animal uses its environment and accepting that wild animals learn and adapt their behaviours) and the human dimension (perceptions, attitudes, values, and knowledge) are critical. These are the two sides of wildlife management that make it complex.

Flying-foxes are intelligent with a good spatial memory that allows them to return to previous roosts and feeding sites. Being highly social, they have the opportunity to benefit from observational learning (Wilson, 2000) following others to food, responding to warnings from individuals who see a predator or other threat.

Management therefore needs to consider flying-foxes as intelligent individual animals, and as social animals communicating with others through sight, sound and smell. Their ability to learn and adapt could affect how flying-foxes respond to a given management action and the cost of resourcing it, and should be considered in contingency planning.
**Figure 11. Flying-fox breeding calendar to assist in determining best times to manage roosts**

*this is for general information only and timing of behaviours may differ depending on region and climatic conditions. Flying-fox behaviour should be confirmed by a site visit.*

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BFF</strong></td>
<td>Young flying on their own</td>
<td>Mating territories formed</td>
<td>Conception</td>
<td>Gestation period - Nomadic movement related to food source</td>
<td>Birth – Young carried for 4-5wks</td>
<td>Most young left at camp (crèched)</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>GHFF</strong></td>
<td>Young flying on their own</td>
<td>Mating territories formed</td>
<td>Conception</td>
<td>Gestation period - Nomadic movement related to food source</td>
<td>Birth – Young carried for 4-5wks</td>
<td>Most young left at camp (crèched)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SFF</strong></td>
<td>Most young left at camp (crèched)</td>
<td>Young flying on their own</td>
<td>Mating territories formed</td>
<td>Conception</td>
<td>Gestation period - Nomadic movement related to food source</td>
<td>Birth – Young carried for 4-5wks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LRFF</strong></td>
<td>Gestation period - Nomadic movement related to food source</td>
<td>Birth – Young carried for 4-5wks</td>
<td>Most young left at camp (crèched)</td>
<td>Young flying on their own</td>
<td>Mating territories formed</td>
<td>Conception</td>
<td>Gestation</td>
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</tr>
</tbody>
</table>

**Key:**
- Lower likelihood of heavily pregnant or dependant young being present
- Some likelihood of heavily pregnant or dependant young being present
- High likelihood of heavily pregnant or dependant young being present
- Seasonally lower risk of heat stress events
- Seasonally higher risk of heat stress events
4.4. Breeding cycles and critical times

Particular consideration should be given to avoiding major activities at flying-fox roosts during flying-fox breeding and rearing seasons (Figure 11).

Reproduction in all Australian flying-foxes is seasonal. The reproductive cycle of black, spectacled and grey-headed flying-foxes usually commences in January, with conception in April or May. Females give birth to single pups in October or November and lactate until approximately March. These dates are indicative and can vary by a month or two regionally.

The breeding cycle of the nomadic little red flying-foxes is out of phase with the other species by about six months.

Individual flying-foxes reach reproductive maturity in the second or third year of life. This low reproductive potential inhibits the capacity of flying-foxes to recover from population declines.

Reproduction in flying-foxes can be disrupted by activities at roosts, therefore where possible, activities should be avoided when flying-foxes are in late stages of pregnancy or rearing their dependant young (Figure 12).

4.5. Signs of distress

Distress in flying-foxes may be caused from a variety of factors such as a lack of food, habitat destruction, human disturbance, high temperatures and other climatic extremes. Flying-foxes may respond differently to human disturbance in different circumstances, ranging from being largely comfortable with humans, to scattering at the slightest disturbance.

Indicators of distress in flying-foxes include:

- panting
- wing fanning (Figure 13)
- spreading saliva on their body by licking
- moving within two metres of the ground
- laboured flight or flying close to the ground
- remaining within the roost despite continuing causes of distress (e.g. too weak to move or protecting crèched young)
- more than 30% of the flying-foxes taking flight at one time during the day

Figure 12. A flying-fox giving birth. Photo courtesy of Nick Edards.

Figure 13. Black flying-fox fanning its wings to keep its baby cool during a minor heat stress event.
Though these are general signs of distress, a person knowledgeable about flying-fox behaviour would be able to determine if this behaviour is normal, or a sign of significant distress.

4.6. Heat stress events

Observations of past heat stress events indicate that flying-foxes suffer from heat stress when the ambient temperatures exceed 38°C. Fatalities may occur when the temperature exceeds 42°C as the heat gradient reverses (i.e. the flying-fox cannot lose heat from its body as the ambient temperature is greater than its body temperature). Under these circumstances, a flying-fox attempts to reduce its temperature through wing fanning and wetting its body with saliva.

Heat stress events can lead to mass flying-fox deaths. Flying-foxes have been observed falling from trees suffering from hyperthermia or dehydration and dying on the ground (Welbergen et al., 2008) (Figure 14). The stages of heat stress are outlined in Figure 15 (Bishop, T. et al., 2019).

4.6.1 Relative humidity

Modelling indicates that in certain dry heat circumstances, spraying flying-foxes with water can greatly reduce the risk of dehydration and possible hyperthermia. However, there may be risks with spraying where the relative humidity is high, as it does not allow evaporative cooling to occur. Modelling of the effects of spraying where the relative humidity is

70% to 80% indicates spraying could increase the risk of mortality under certain conditions.

4.6.2 Wind speed and shade

Modelling also indicates that relatively low wind speeds can increase the mortality of a heat-stressed roost unless individual flying-foxes have access to deep shade (i.e. 90% shade). It is therefore important that high levels of shade within roosts are retained and improved where possible. Conversely, increased wind speeds combined with low humidity and high temperatures increases dehydration in flying-foxes leading to increased stress and mortality.

While research into heat stress is progressing, there is still need for further investigation into suitable response mechanisms to assist flying-foxes during these events.
4.6.3 Planning for heat stress event responses

There is a range of activities that local governments and the community can undertake in preparation for heat stress events or mass death events in their area:

1 – Monitoring of flying-foxes

Flying-fox roosts should be monitored when the temperature is approaching 38°C. The Western Sydney University and University of Melbourne have developed a heat stress forecaster at: [https://www.animalecologylab.org/ff-heat-stress-forecaster.html](https://www.animalecologylab.org/ff-heat-stress-forecaster.html). In addition, there are other weather information sources that can be used to forecast the temperature in your region, for example, the Bureau of Meteorology. It is important to consider how a specific roost may be affected by changing temperatures. The structure and cover provided by the ground layer, understorey and canopy at a roost will influence what temperatures flying-foxes are exposed to.

Pregnant females and juveniles are more susceptible to heat stress events. Black flying-foxes have been shown to suffer higher mortalities than grey-headed flying-foxes, indicating a lower tolerance to high temperatures. Little red flying-foxes have been found to have the greatest heat tolerance, coping with increases of 2°C. (Welbergen, 2012, Welbergen et al, 2008).

2 – Communicating with the community

Communicating with the public before, during, and after a heat stress event or mass death is very important. Local governments may consider:

- preparing public information and advice in advance of predicted extreme heat.
- releasing media and public information once an event is occurring
- preparing scripts and frequently asked question responses for the local government public enquiries about the event
- publishing information on the local government website and social media pages.

Members of the public should be reminded not to handle flying-foxes. Only a vaccinated person trained in handling flying-foxes should attempt to interact with a flying-fox.

The RSPCA can be contacted on 1300 264 625 to respond to sick, injured, or orphaned flying-foxes.

3 – Mobilising people

When a heat stress event or mass death event occurs there should be a plan identifying the roles and responsibilities of those who will respond. This includes identifying local carers, flying-fox conservation groups, persons knowledgeable about flying-fox behaviour, appropriately trained persons and the person in charge. People not vaccinated against ABLV should be identified and given roles that do not involve contact with flying-foxes. Carers and trained people should be on standby to ensure any flying-foxes that are found alive are handled safely and given to a carer organisation or RSPCA for appropriate rehabilitation.

If there are dead flying-foxes to be removed, they should be checked to see if there are live immature flying-foxes under their wing membranes.

Dead flying-foxes should be removed as soon as possible to avoid public health concerns as well as causing concern and distress to anyone involved in assisting at a heat stress event.

Local government should have a contingency plan in place for how they will dispose of flying-fox remains. Special waste services may be required if a large number of flying-foxes have died.

Local governments are obliged to dispose of dead flying-foxes (and other wildlife) when there is a public health risk on council-managed land.

4 – Human well-being

It is important to plan ahead to ensure the well-being of everyone who may be involved. Heat stress events can be physically and emotionally exhausting for staff. Working with flying-foxes in distress or witnessing them dying during a heat stress event can also be extremely stressful for carers or volunteers.

Everyone involved in these events should be given appropriate support during and after the event. Lifeline provides a 24 hour support phone line at 13 11 14.
5. Management options

From a management perspective, all flying-fox roosts have different management possibilities and constraints. Each roost site should be considered on a case-by-case basis through risk assessment and cost-benefit analysis. The management options listed in Figure 16 can help local governments and permit holders decide the best approach for their situation.

These management options can be used individually however an effective management approach typically requires integrating multiple management options. The level of human–flying-fox conflict, cost, and likelihood of success in your particular circumstances are often the key considerations in determining a preferred management approach.

Figure 16. Management options to suit varying degrees of human-flying-fox conflict.

Costs are depicted approximately, from lowest cost ($) to highest cost ($$$$), and may vary depending on location, degree of conflict, etc.
5.1. Land use planning

To avoid future conflict between residents and flying-foxes, local governments can ensure adequate distances are maintained between future residential developments and existing or historical flying-fox roosts through their planning schemes (Figure 17). Refer to Case study 1 for further information.

Options include:

- the use of zoning/overlays to identify existing or historical flying-fox roost sites.
- implementation of appropriate buffer areas around roost sites
- conditioning development applications to take into account existing roosts
- the inclusion of a note on relevant land titles advising of an adjacent flying-fox roost to avoid a situation where owners purchase properties without prior knowledge of a flying-fox roost.

Land use planning is a long-term management option and is likely to be acceptable to many communities. It does not resolve existing land use issues however, it will address new issues from as soon as it is put in place.

Many flying-fox roosts have already been identified and are regularly monitored through the National Flying-Fox Monitoring Program. For further information refer to the National flying-fox monitoring viewer.

Case study 1 – Considering roosting habitat and land use conflicts in planning schemes

**Advantages**

- Use planning instruments to minimise land use conflicts at identified flying-fox roosts

**Disadvantages**

- Longer term solution – will not solve immediate conflict issues.

Sunshine Coast Council (SCC) in conjunction with the Queensland University of Technology conducted a study to determine what makes an area attractive to flying-foxes as a potential roost site. The results showed that only 12% of the total local government area contained suitable roosting habitat (Saint Ange, 2018).

Of the land that was suitable roosting habitat:

- 27% was a potentially high conflict zone i.e. within 100m of a building.
- 26% was a potentially medium conflict zone i.e. 100 – 300m from a building.
- 47% was a potentially low conflict zones i.e. more than 300m from a building.

This study has highlighted where potential human-bat contact areas are and their likely degree of conflict, and this information may inform future planning and management of development within the SCC.
5.2. Responding to complaints and choosing ‘no intervention’

A local government may assess a roost site and decide that the best management option is to leave it undisturbed, i.e. no on-ground or active management interventions. This option is best suited to roost sites which are in lower conflict areas (Figure 18). The ‘no intervention’ approach at higher conflict sites may lead to:

- negative community response to local government inaction
- illegal ‘vigilante-style’ driving away or culling activity by residents.

The ‘no intervention’ approach is often best used in conjunction with proactive community education, including speaking with affected residents living near to roost sites. Refer to Case study 2 for further information.

Figure 18. Some flying-fox roosts become established near, or within, towns but do not significantly impact residents due to the low number of flying-foxes at the site, or due to the distance from houses being adequate.

**Case study 2 – Responding to complaints and choosing no intervention**

**Advantages**
- Low cost
- Better informed community if coupled with proactive community education

**Disadvantages**
- Requires time spent face-to-face or on the phone, with concerned residents
- Will not necessarily satisfy everyone

Many local governments have significant experience in dealing with residents’ concerns about flying-foxes. Residents who live close to a particularly noisy or smelly roost may have strong and valid complaints while broader sections of the community may have been exposed to sensationalist media headlines about flying-fox disease, unbearable noise, smell and mess.

When people call to complain about flying-foxes nearby, the conversation should focus on:
- empathising with people’s fears and concerns
- finding ‘common ground’ that shows an understanding of other peoples perspectives
- addressing any misinformation people have absorbed from the media
- building people’s understanding of flying-foxes, including the reasons they are roosting close to residential areas, and the limited health risks they pose
- identifying how significant the issue is
- discussing options and likely outcomes of the different approaches available.

In some circumstances, by having the in-depth conversations with the residents living closest to a roost, significant attitudinal change can occur across the broader neighbourhood and can result in decreased levels of complaints overall. In circumstances where no management is the preferred approach, an informed neighbourhood is very important.
5.3. Research and monitoring

Research and monitoring of flying-foxes and their roosts can greatly improve local governments’ knowledge and understanding of flying-fox behaviours, population size and seasonal movements. This knowledge is valuable when deciding how to manage different roosts and when talking to concerned residents regarding flying-foxes. Refer to Case study 3 for information about the department’s little red flying-fox research program with CSIRO.

**Monitoring flying-fox roosts**

When monitoring a flying-fox roost site, local governments should consider gathering the following information:

- species and numbers present
- evidence of mating behaviours, pregnancy and birthing
- presence of dependant young
- general health of flying-foxes, including any signs of distress or heat stress.

An example monitoring report sheet is provided in Appendix C.

The department coordinates roost monitoring across Queensland by staff and community members (Figure 19) and contributes data on a quarterly basis to the National Flying-Fox Monitoring Program (NFFMP). This project is coordinated by the Australian Government Department of Environment and Energy (DoEE) and Commonwealth Scientific and Industrial Research Organisation (CSIRO). The purpose is to establish a reliable baseline estimate of the flying-fox populations, abundance and distribution, and over time to estimate trends. Monitoring is performed by staff from CSIRO, some LGA’s and the department as well as by registered volunteers. If you would like to participate in the National Flying-fox Monitoring Program in Queensland please contact the department by email: wildlife.management@des.qld.gov.au

The data is published in the NFFMP quarterly report and an interactive web viewer presents the census data on the Australian Government – Department of Environment and Energy website. Becoming a part of this program contributes to a collaborative approach for the management of flying-foxes at a national scale. It can also help a local government officer to meet the requirements of a ‘person knowledgeable about flying-fox behaviour’ under the relevant codes of practice.

**Case study 3 - Flying-fox research**

Research plays an important role in understanding flying-foxes. Much of today’s general knowledge of flying-foxes has come from pioneering research by Francis Ratcliffe in the 1920-30’s (Ratcliffe, 1931).

In 2016, the Queensland Government announced a $2.7 million research program into little red flying-fox migration and behaviour. The program is seeking scientifically-sound information to help improve the way urban flying-fox roosts are managed in Queensland.

$1.8 million of this funding is being used to conduct a four-year scientific study with CSIRO to investigate the movements and behaviour of the little red flying-foxes using satellite trackers. $0.9 million is being used to trial alternative roost management strategies on the ground in Charters Towers.

This research is revealing previously unknown roosts and adding to our knowledge of where little reds forage and roost throughout the year and how they respond to changing environmental conditions. These findings will aid future roost management decisions and flying-fox conservation across Queensland.
5.4. Proactive community education

Proactive community education allows people to learn about flying-foxes and their behaviours and better understand the issues that are associated with flying-fox roosts and their management.

There are two main target audiences for community education: Directly affected residents and the general community.

Directly affected residents can have strong negative attitudes toward flying-foxes. Understanding the residents’ position is the starting point for effective community engagement. Understanding their position can help in framing a suitable response (e.g. if a resident is concerned about disease risks then highlighting the broader ecological services that flying-foxes provide will have no relevance to them until their disease concerns are addressed).

The general community, while largely unaffected by roost sites, may react to fears and anxieties regarding flying-foxes which tend to be sensationalised by some media. This may manifest into a general intolerance of flying-foxes by the larger community, and greater pressure to entirely remove flying-foxes without contemplating the practicalities, expense and consequences.

Proactive community engagement needs to acknowledge people’s concerns (without portraying flying-foxes in a negatively biased way) then communicate positive, factual information about flying-foxes, and build understanding of flying-foxes themselves, e.g. why they are roosting close to residential areas, the real health risks that they pose, and the unique ecological services they provide. Refer to Case study 4 and Figure 20 for further information.

Where possible, use a storytelling narrative in education materials to assist people in absorbing information. For example, flying-foxes ability to carry seeds and pollen long distances makes them unique ‘forest builders’, helping native forest trees to evolve into the forests that exist today.

It is important to integrate proactive community education into annual management programs so that the right communication message is delivered to the right audience at the right time. For example, if there are predictable annual influxes of large numbers of flying-foxes, community education could be timed to give residents the necessary information before any negative attitudes can ‘set in’ across the community. E.g. a council may ‘letterbox drop’ flyers to broad areas around a likely roosting location a few weeks before their predicted arrival with tips and suggestions for directly affected residents regarding smell and mess, plus positive, factual information about flying-foxes.

Case study 4 – Building community awareness about flying-foxes

Advantages
- Cheaper than driving away
- A better understanding and appreciation of flying-foxes leads to reduced complaints.

Disadvantages
- For very high-conflict sites, proactive community education alone is often not enough.

Redland City Council (RCC) promotes positive community awareness about flying-foxes. For example, RCC have installed a series of interpretive signs positioned along a footpath next to their Black Swamp roost. In addition, RCC organise regular fly-out viewings as well as an annual guided Halloween fly-out event. A viewing platform was also constructed to provide a closer look at the flying-foxes.

The department also promotes community awareness about flying-foxes. For example, in October 2019, departmental wildlife officers attended 10 schools in Central Queensland and provided informative presentations to more than 600 students about flying-foxes, including information about feeding behaviour, breeding and rearing behaviour, and health and safety. These sessions were timed to coincide with flying-fox migrations in the region.

Figure 20. Signs installed near a roost by Logan City Council to educate anyone who visits the public space.
5.5 Enhancing low-conflict / alternative sites

Low conflict roost sites can be enhanced, or alternative sites can be developed, to potentially attract flying-foxes to locations where there are less people. This is typically a longer-term management option, with timeframes dependent on the condition of the proposed site, and how long it takes for any planted trees to reach a suitable height. Refer to Case study 5 and Figure 21 for further information).

Historically, factors influencing camp site-selection by flying-foxes have been poorly understood and attraction of flying-foxes to a specific location has very rarely been achieved (Roberts, 2005). However, a number of researchers have been studying this matter and creating maps using predictor variables such as elevation, forest perimeter, canopy height and distance to water, food and mangroves to highlight potentially attractive roost sites in areas which are less likely to cause human and flying-fox conflict.

Methods to make a site more attractive for flying-fox roosting may include:

- planting suitable local native trees
- removing weedy vines from the mid-storey layer
- ensuring there are appropriate buffers to avoid possible future conflicts

Choosing a suitable site

Works that are being considered within existing roost sites must be conducted in accordance with the Code of Practice—Ecologically sustainable management of flying-fox roosts.

**Case study 5 – Establishing alternative roost sites and enhancing existing roost sites**

**Advantages**

- Establishing alternative roost sites or enhancing existing sites can potentially encourage flying-foxes to move away from a higher-conflict area

**Disadvantages**

- No guarantee that flying-foxes will choose to roost at alternative/enhanced lower-conflict sites
- These are generally longer-term options

**Establishing alternative roost sites**

Charters Towers Regional Council is working closely with the department to establish an alternative roost site approximately four kilometres away from the current high-conflict roost site at Lissner Park. The alternative site was selected due to its remoteness, and established trees of the same species as the high-conflict site (mango, tamarind).

To make the alternative roost site even more attractive as a roost, further planned works include:

- planting additional similar tree species to the current high-conflict site, e.g. native *Ficus*
- creating a large, permanent, open water source to allow the flying-foxes to ‘dip’ and drink
- clearing weeds and unsuitable vegetation
- installing fences to keep out feral animals
- installing a solar powered bore and automatic watering system to ensure the site becomes significantly greener than surrounding landscape.

**Enhancing existing low-conflict sites**

Moreton Bay Regional Council has undertaken works to enhance an existing roost site at Redcliffe Botanic Gardens. Due to an expanding population of ibis at the same site, flying-foxes were pushed to the edge of the site in closer proximity to surrounding houses.

By removing vines and undertaking selected tree trimming, the ibis nesting areas were reduced and flying-foxes returned to roosting in the centre of the gardens and away from surrounding houses. These works occurred prior to flying-fox breeding season (to minimise disturbance to flying-foxes) and incrementally over five nights (to allow flying-foxes time to adjust).
5.6. Moving flying-foxes within a roost by modifying vegetation

Modifying vegetation is one technique to create a buffer between flying-foxes and houses.

Modifying vegetation can include:
- trimming or removing roost trees nearest to residents
- planting and maintaining low shrubs, grassy areas or mulched garden beds between roosts and residents
- planting a narrow screen of dense vegetation unsuitable as roost habitat

While removing vegetation along the edge of a flying-fox roost can sometimes be an effective buffering tool, it is important to consider the noise and visual barrier that the existing vegetation already provides. In some situations residents have reported increased noise impacts from the flying-fox roost after vegetation removal was completed. A more effective approach may be to begin with selective vegetation removal and continue incrementally until the best balance is achieved. Refer to Case study 6 and Figure 22 for further information.

To significantly reduce noise from a roost, a combination of the creation of a small buffer and modifying the affected built environment may sometimes be a cost effective option. For example a creating a 10-20 metre buffer as well as the installation of double glazed windows (see section 5.9) for nearby residences.

Consider undertaking vegetation modification as soon as the flying-foxes have left the roost, that is, after evening fly-out or after seasonal movement to another roost site. If undertaking this management action whilst the animals are using the site, vegetation modification should be undertaken incrementally over a number of nights after fly-out to mitigate the risks of driving the flying-foxes away.

The person in charge may wish to consider using the ‘Checklist for significant management actions’ (refer to Appendix D) and must ensure that all actions are in accordance with the Code of Practice—Ecologically sustainable management of flying-fox roosts.

Case study 6 – Creating buffers by selective vegetation removal

Advantages
- Council is seen to be actively addressing the issue
- Reduced complaints
- Cheaper than driving away
- Council does not need to worry about ‘splinter’ roosts forming at undesirable locations.

Disadvantages
- Resident and community consultation may be more time consuming

Prior to 2010, the Sunshine Coast Council (SCC) had attempted three times to drive away flying-foxes from different roosts at an estimated total cost of over $350,000. In 2010, a large number of little red flying-foxes joined the Emerald Woods roost, leading to heightened conflict between flying-foxes and nearby residents.

SCC decided to undertake selective tree removal at the Emerald Woods roost to create a buffer. First, a 10m buffer was created. Then, following community meetings about the buffer’s effectiveness, it was increased to 30m behind the primary impacted property through further selective tree removal. In late 2015 canopy mounted sprinklers were added to the buffer area to better maintain the distance between residents and flying foxes.

Maintenance of the buffer is undertaken each April when the flying-foxes seasonally abandon this roost.
5.7. Moving flying-foxes within a roost by active disturbance

Instead of attempting to drive away flying-foxes entirely, local governments may wish to consider minor active disturbance techniques to move flying-foxes a short distance to a lower conflict location within the existing footprint of the roost, for example, moving flying-foxes to neighbouring trees, or further along a continually vegetated corridor. This is sometimes referred to as ‘nudging’. Refer to Figures 23 and 24.

This technique requires a coordinated approach of low-level disturbance from a specific direction, for example, through using sprinklers, light and/or scarecrow devices approaching from one side of the roost, typically at a time when flying-foxes have settled in at the roost site for the day for example during mid-morning. If disturbance levels and techniques are appropriate, flying-foxes will move away from the disturbance without being driven away from the roost.

Attempts to move flying-foxes within a roost should typically be avoided early in the morning. If too close to ‘fly-in’ time, there is a higher risk of inadvertently driving away flying-foxes (Ecosure, 2015), which could lead to flying-foxes roosting in other undesirable locations. Councils may wish to consider limiting all actions intended to move flying-foxes within a roost to twice a day or less with regular rest days of no disturbance. Excessive disturbance could cause the flying-foxes to leave the roost and create another splinter roost.

It is advisable to avoid carrying out dispersal actions when flying-foxes are heavily pregnant, have dependant young, or during extreme climatic occurrences such as heat events, fires, floods or periods of extreme food shortage.

The person in charge may wish to consider using the ‘Checklist for significant management actions’ (refer to Appendix D) and must ensure that all actions are in accordance with the Code of Practice—Ecologically sustainable management of flying-fox roosts.
5.8. Moving flying-foxes within a roost by empowering residents

Providing direct control over how close to homes flying-foxes are able to roost has proven to be a successful low-cost way of resolving issues for many directly affected residents. Directly affected residents are those whose properties closely adjoin a flying-fox roost (e.g. within 100 metres of a roost).

The use of tree mounted sprinklers or flood lighting, for example, to deter flying-foxes from using certain areas is most suitable for permanent roost sites where there are suitable neighbouring trees for flying-foxes to move into for roosting.

Opportunities to provide directly affected residents with greater involvement in roost management should be considered under the following circumstances:

- if there is a mechanism whereby the residents can ‘self-manage’ the issue
- if this can be achieved without any risk to the residents or flying-foxes.

Refer to Case study 8 and Figure 25 for further information.

Case study 8 – Empowering directly affected residents

**Advantages**
- Less need for more costly management actions
- Creates a ‘working relationship’ between residents and flying-foxes
- Cheaper than driving away / dispersal

**Disadvantages**
- May sometimes need to be combined with other management options such as double glazing windows (see section 5.9)

North Burnett Regional Council and Sunshine Coast Council and have both found strategies that work to decrease complaints about flying-foxes by empowering residents to maintain appropriate buffers between residences and the flying-fox roosts.

- North Burnett Regional Council has positioned mobile floodlights to light up the canopy of trees adjoining buildings close to a motel and school in Monto and advised the school to turn on their floodlights at night to discourage flying-foxes from extending their roost footprint into these trees. A council officer observed that roosts were often established where it was dark and quiet, for example, where buildings and business premises were unoccupied and unlit at night. The use of lighting has established effective buffers and are being maintained at the motel and school.

- Sunshine Coast Council has installed canopy-mounted sprinklers within a roost site abutting residential properties. The residents are able to turn the sprinklers on whenever they deem the flying-foxes to be too close to their properties. SCC pays for the installation and maintenance of the sprinklers and residents pay for power and water usage.

Both of these approaches have addressed flying-fox complaints by empowering the directly affected residents and giving them a solution ‘at the flick of a switch’.

*Figure 25. Sprinklers being installed in trees by Sunshine Coast Council*
5.9. Targeted support for residents

Local governments may consider offering financial or in-kind support to residents living immediately beside a roost. A relatively small spend (compared to the cost of driving flying-foxes away) can significantly reduce complaints. Some items or services it may be appropriate to subsidise for residents include:

- sound barriers such as double-glazing
- air-conditioners and air fresheners
- high pressure hoses for cleaning
- car awnings
- shade structures and covers for outdoor living areas
- rate reductions or subsidies.

A targeted support management approach has been used successfully in a number of situations and has fostered good relationships between residents and the local government (Refer to Case study 9).

In many cases, this is a far more cost effective way of mitigating the effects of flying-foxes than attempting to drive flying-foxes away.

Case study 9 – Small grants

Advantages
- Local governments seen to be proactively addressing the issue
- Improved amenity for those choosing incentives
- Reduced complaints from residents
- Cheaper than driving away / dispersal

Noosa Shire Council received a number of complaints about flying-foxes from residents near the Wallace Park Bushland Reserve in Noosaville.

Acknowledging that attempting to drive away flying-foxes was not a practical solution, council responded to these concerns with vegetation works that increased the buffer width between the flying-foxes and residential housing. Sprinkler systems were also installed to further extend that buffer.

In addition, council initiated a subsidy program to help neighbours who were being impacted by the flying-foxes. Residents within a 100metre radius of the reserve boundary were able apply for items and services such as clothesline covers, a solar panels cleaning service or pressure cleaners for driveways and outside furniture.

This initiative was well received by neighbouring residents and helped reduce much of the conflict over the issue for a total spend of $7,000.

Figure 26: Providing double-glazed windows/doors and air conditioners to affected residents can be a more cost effective way of mitigating the effects of noise and smell than driving away flying-foxes.
5.10. Driving away flying-foxes

Driving away flying-foxes from a high-conflict roost site (sometimes referred to as dispersal) is a management approach that nearby residents often desire and a management approach local governments have previously considered their best, or only, option.

While in some cases it may be a viable option, over recent years there has been a gradual shift by many local governments toward other management options due to the expensive and unpredictable nature of attempting to disperse flying-foxes. For example, moving flying-foxes within a roosting site to put a greater distance between residents and flying-foxes (i.e. creating a buffer) is often equally effective in resolving nearby resident complaints and far less costly. See section 5.6, 5.7 and 5.8.

5.10.1. Driving away flying-foxes by removing vegetation

One approach to ensure that flying-foxes won’t return to a site is to render it completely unsuitable for roosting. This may be achieved by:

- complete removal of roost trees
- removal or trimming of a very large proportion of roost trees
- modification of a very large proportion of the mid or understory to alter the microclimate at the site.

It is recommended that works are undertaken after evening fly-out and carried out incrementally over a number of nights, or after a seasonal roost site has been vacated. Refer to Case study 10.1 and Figures 27 and 28 for further information. The removal of vegetation should be significant. For example, the successful driving away of flying-foxes by Gold Coast City Council at the Bundall roost site required up to 90% vegetation removal.

The person in charge may wish to consider using the ‘Checklist for significant management actions’ (refer to Appendix D) and must ensure that all actions are in accordance with the Code of Practice—Ecologically sustainable management of flying-fox roosts.

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**Case study 10.1 – Driving away flying-foxes by removing vegetation**

**Advantages**
- Council seen to be proactively addressing the issue.
- Reduced complaints and improved amenity

**Disadvantages**
- Potential for formation of ‘splinter roosts’ in equally bad or worse locations.
- Costly and time-consuming.
- Potential negative impacts on flying-fox welfare.

In 2010 a roost of between 200 and 4,500 black and grey-headed flying-foxes established within the Gold Coast Equine Precinct. At that time, a vaccination against Hendra virus had not been available and a risk assessment found a very high risk of Hendra virus infection, warranting an attempt to drive the flying-foxes away.

Gold Coast City Council and its contractor progressively removed vegetation within the roost at night while the roost was vacant. Flying-foxes abandoned the camp after approximately 70% of canopy trees and 90% of understorey vegetation was removed. To reduce the likelihood of roost re-establishment, the canopy was further reduced by up to 90% in parts of the roost site. Flying-foxes from that roost are thought to have been amalgamated into one of several nearby roosts. This approach cost approximately $250,000.

*Figure 27: Roost site at Boonah before management actions.*
5.10.2. Driving away flying-foxes by active disturbance

Driving away flying-foxes by active disturbance is a complex process that has been attempted, often with limited success, at many locations in Australia using methods including sound, physical disturbance, noise, pyrotechnics, smell, taste, visual and a combination of all of the above. Refer to Case study 10.2 and Figures 29, 30, and 31 for further information.

Active disturbance techniques that are too simple or predictable can lead to flying-foxes quickly learning and habituating to the techniques. Active disturbance appears to be more successful when using a variety of techniques with variable timing.

Early intervention

Acting early (e.g. in the first week) before a new roost firmly establishes in an undesirable location is often a key factor in successfully driving away flying-foxes by active disturbance.

Local governments that monitor flying-foxes may be better able to detect the early formation of new roost sites and ‘splinter roosts’. This would enable the local government to plan and respond more quickly using appropriate active disturbance techniques for the new site. Please note – Driving away flying-foxes from a site requires submitting a notification form prior to management actions in accordance with the Code of Practice—Ecologically sustainable management of flying-fox roosts

Case study 10.2 – Driving away flying-foxes using active disturbance

Advantages
- Council seen to be proactively addressing the issue.
- Reduced complaints and improved amenity

Disadvantages
- Potential for formation of ‘splinter roosts’ in locations that create even greater conflict in the community.
- Costly and time-consuming.
- Potential negative impacts on flying-fox welfare.
- High possibility of flying-foxes returning to the site unless active disturbance techniques are continued for a period of months or years after the flying-foxes have vacated the roost.

In 2013 the Pittsworth District Alliance attempted to drive away flying-foxes from the town of Pittsworth.

After a period of a week of coordinated effort, the Pittsworth community successfully dispersed thousands of flying-foxes from their backyards to other surrounding low conflict areas.

Active disturbance methods included: - spotlights, floodlights, banging of saucepans, smoke drums, stock whips, gas guns, Bird Frite, whipper snippers, lawn mowers.

Active disturbance methods for driving away flying-foxes:

Noise disturbance. Temporally and spatially random noise has been shown to be effective in a number of circumstances (Figure 29). However, it can be labour intensive and/or costly. The installation of high-frequency emitting bat repellents has repeatedly been trialled however, flying-foxes do not use echolocation and high frequency sounds are inaudible to them. In fact, a flying-foxes hearing range is similar to that of humans, therefore, sounds that can potentially disturb flying-foxes may have an equally disturbing effect on...
humans. Consequently, noise disturbance may be met with limited popularity in the community.

**Figure 29: Operating a gas gun for noise disturbance as part of a coordinated attempt to drive away flying-foxes.**

**Water sprinkler disturbance.** Sprinklers mounted in roost trees and set on automated random cycles may be effective. While they may initially be labour intensive, they may have a lower long term cost than other options. Costs will vary depending on the size and location of the site as sprinklers may need to be installed in multiple trees across a site.

**Smoke/fogging disturbance.** Smoke and/or fogging machines (which disperse non-toxic paraffin into the air), and smoke from small fires (Figure 30), has been used widely and somewhat effectively as labour and material costs are typically low. Success with these techniques can be greatly influenced by wind direction and speed, with windy conditions making it difficult to direct smoke into roost trees. These methods benefit from being mobile, therefore if using this method try to mobilise smoke/fog machines and small fires so that they may be transported quickly to disturb flying-foxes in various locations as required.

**Visual disturbance.** The use of visual disturbance techniques during active dispersals has had little success. However, North Burnett Regional Council has reported some success with using flood lights to create buffers between buildings abutting a flying-fox roost (refer to Case study 8). Other visual techniques trialled have included hanging reflective objects such as CD’s and plastic bags in trees, strobe-lighting and high intensity sweeping floodlights. All showed low and usually localised effectiveness resulting in flying-foxes quickly habituating to the disturbance.

**Disturbance using smell.** The use of smell deterrents has had variable success. Flying-foxes have been known to avoid the smell of PCB (paradichlorobenzene) found in toilet deodoriser blocks and the smell of aluminium ammonium sulphate found in common animal deterrents. However, in both these instances, the effect is usually localised and expensive to implement as large amounts of chemicals are required across large areas. Kerosene, fish paste and snake faeces have also been trialled. All showed low and localised effectiveness and in the absence of any actual threat the flying-foxes quickly habituated to the disturbance.

**Bird scare disturbance.** Bird scare cartridges have proven successful in some attempts to drive flying-foxes away, however this technique must be used only in accordance with the instructions. These cartridges should never be fired directly at flying-foxes or at a roost. Instead, they should be used in a coordinated way to ‘herd’ flying-foxes in a particular direction.
Drone disturbance. Drones have been used to manage wildlife such as sharks in Australia and seals and bears in other parts of the world. Further trialling is needed to understand how they might safely and effectively be used for flying-fox management (Figure 31).

Figure 31: Drones have potential uses in flying-fox management. More trialling is needed to understand how they might be used safely and effectively.

5.10.3. Driving away flying-foxes—is it the right approach in your situation?

In some situations, driving away flying-foxes may in fact be the preferred option. For example, where there are significant health or safety concerns, and other management options have been unsuccessful.

The biggest issues associated with attempting to drive away flying-foxes is cost and the uncertainty of outcomes. For example, attempts to drive away flying-foxes can cost $100,000 to $200,000 per attempt, with no guarantee of success, and flying-foxes can sometimes disperse to ‘splinter roosts’ at equally or even more unsuitable locations (Perry, 2012) leading to further management costs.

The underlying reason why attempts to drive away flying-foxes often fail is that people often don’t want all the trees at a roost site removed, so the chosen approach is to attempt to drive away flying-foxes by active disturbance (see section 5.10.2).

Driving away by active disturbance alone is difficult. This is because the individual flying-foxes at a site change from day-to-day. So while active disturbance appears to work on day one, day two brings new individual flying-foxes to the site that also need to be driven away, and so on in a continuing daily cycle (Roberts et al., 2012b). Also, without continued (often costly) efforts at the site, the flying-foxes that were successfully driven away on day one may also eventually return to the site as flying-foxes have a high level of fidelity to previously used roost sites.

Attempts to drive away flying-foxes may be more successful when using a combination of significant vegetation modification (refer to section 5.10.1), and significant active disturbance (refer to section 5.10.2).

If considering attempting to drive away flying-foxes, local government should consider monitoring the initial roost site and surrounding areas (up to approximately 6kms) to enable a rapid response to the establishment of any ‘splinter roosts’ in unsuitable locations.

Attempts to drive away flying-foxes seem to be more successful with roost sites that are newly established (e.g. within the first week). For more well-established roost sites where flying-foxes have roosted for multiple years, local governments may need to continue some degree of ongoing management at the site for months or several years before flying-foxes permanently stop using a site.

In recent years, many local governments have begun investigating alternative and more innovative solutions. One of these solutions involves moving flying-foxes short distances within an existing roosting site to create a ‘buffer’ between the flying-foxes and residents. Research suggests that the creation of a 10 metre buffer may help mitigate smell and mess (Pearson. T & Cheng. K, 2018). A greater distance may be needed to help with issues of noise, however window glazing can also be used to mitigate noise (see section 5.9). For more information on ways to move flying-foxes within an existing roost see sections 5.6, 5.7, and 5.8.
6. Considerations during management actions

6.1. Compliance with laws

Ensure that you are aware of the laws applying to the management actions you are undertaking as non-compliance may have legal consequences.

You may wish to consider the following to ensure you are operating within the scope of the law.

- Code of Practice—Ecologically sustainable management of flying-fox roosts
- Code of Practice—Low impact activities at flying-fox roosts.
- conditions of a flying-fox roost management permit you may have been issued.
- Environment Protection and Biodiversity Conservation Act 1999
- Vegetation Management Act 1999
- Local laws

6.1.1 What is a flying-fox roost?

The Nature Conservation Act 1992 defines a flying-fox roost as ‘a tree or other place where flying-foxes congregate from time to time for breeding or rearing their young’.

Some questions a person or organisation may wish to consider in determining whether a particular tree may meet the definition of a flying-fox roost include:

1. Is the tree currently occupied by flying-foxes that may be breeding or rearing their young? To determine this you may wish to consider:
   a. Is it in a month that is typically breeding or rearing time for the species?
   b. Has a site visit occurred to check for breeding activity, pregnancy, crèched young, dependant young?
   c. If in doubt, have you considered consulting an expert?

2. Has the tree previously been occupied, for example in this season or last season, by flying-foxes who may have been breeding or rearing their young? To determine this you may wish to consider:
   b. Are there any other known records of flying-foxes using this site?
   c. If in doubt, have you considered consulting an expert?

If you are satisfied that a tree does not meet the definition of a flying-fox roost, the roost management framework does not apply. However, other laws may still apply, for example, it is an offence to kill or harm wildlife under section 88 of the Nature Conservation Act 1992.

In the absence of complete information, a person or organisation may sometimes wish to act cautiously and manage the tree as if it were a flying-fox roost. A person or organisation is responsible for ensuring they are compliant with all relevant laws.

6.2. Work stoppages and recommencement

6.2.1 Work stoppages

The relevant codes of practice require work to stop in a range of circumstances, for example, under both codes work must stop when a flying-fox is found dead, injured or on the ground, and for low impact activities work must stop when flying-foxes remain airborne for five minutes or more.

In all circumstances where flying-foxes leave a roost and remain airborne for some time, it is important to record how long they remain in the air due to the potential for flying-foxes to over-exert or overheat during extended periods of ‘active’ flight. Refer to the relevant codes of practice regarding stopping work under these circumstances. See inset ‘the energetics of flight in flying-foxes’ for further information.
The energetics of flight in flying-foxes

A flying-fox requires a lot of energy to fly, with about 25% of its energy being used in the actual ‘work’ of flying and the rest lost as heat. Flying-foxes feed on high water content food such as nectar which is heavy to carry in flight.

Flight muscles need oxygen to metabolise. In flight, flying-foxes breathe in with each power stroke and this provides enough oxygen to maintain ‘cruising’ flight. At lift off and during ‘active’ flight, flying-foxes increase wing beat cycle and their breathing rate. This extra exertion creates an oxygen demand that is greater than it can be supplied and heat builds up in the flight muscles. When a roost is disturbed, flying-foxes can remain in ‘active’ flight mode, their body temperature can rise sharply, and overheating or even death can sometimes result. High temperatures and humidity can sometimes further compound this issue.


6.2.2 Notifications to the department

Where work is required to stop under a relevant code of practice, the department must be notified. A simple notification email is all that is required to be submitted (see inset below). The department will contact you if further information is required.

Example work stoppage notification:

Hi, I am writing to notify you that one flying-fox has been injured while undertaking [insert activity] at [insert location].

We have ceased activities and intend to recommence [in x hours / tomorrow].

[name, organisation]

6.2.3 Determinations by the person in charge

Where work is required to stop under a relevant code of practice, the person in charge must determine whether recommencing work would pose a risk to other flying-foxes. The person in charge should consider the following questions:

- If the cause of the injury, death or lifting of flying-foxes is known, can the management action be altered to limit repeat incidents?
- Are any flying-foxes displaying distress behaviours, for example, continual lifting out of the trees, clustering or ‘clumping’, panting?
- Have flying-foxes been airborne for a period of time that may lead to exhaustion?
- If the conditions are currently hot or humid, are the flying-foxes displaying any signs of heat stress, for example, panting, fanning their wings, licking wing membranes.
- Are there any other factors you are aware of that might make recommencing works a significant risk to other flying-foxes?

The decision tree at Figure 32 may also be of assistance.

6.3. Person knowledgeable about flying-fox behaviour

Under the Code of Practice—Ecologically sustainable management of flying-fox roosts, if attempting to drive away flying-foxes, a person knowledgeable about flying-fox behaviour is required on site for the first two days and required to be available for the remainder of the time to provide advice to the person in charge.

Attempts to drive away flying-foxes can be unpredictable, unsuccessful, and can sometimes lead to the creation of multiple ‘splinter roosts’ in new, sometimes undesirable, locations. A person knowledgeable about flying-fox behaviour should be able to recognise flying-fox behaviours that indicate how they are responding to management actions, and provide advice to the person in charge.

There are several organisations and groups that may be able to provide details of persons knowledgeable about flying-fox behaviour in your local area:

- Australasian Bat Society Flying-fox Expert Group
Figure 32: Decision tree that may be used by a person in charge for work stoppages and recommencements

Works have ceased

Removing flying-fox to appropriate person for rehabilitation

Check the status of the flying-fox

Appropriate person to remove flying-fox body for disposal

Will recommencing activities cause more harm?

Yes?

No?

Possibly?

Injured?

Dead?

Ok?

Do not recommence actions

Consider alternatives or lessening the activity

Recommence activities
6.3.1 Who can be considered a ‘Person knowledgeable about flying-fox behaviour’?

A person knowledgeable about flying-fox behaviour is defined in the relevant codes of practice as a person able to demonstrate experience in successfully:

- a) classifying flying-fox species
- b) assessing flying-fox population numbers in particular roosts
- c) identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts
- d) recognising signs of (and circumstances which may result in)—
  - distress in flying-foxes, and
  - harm to flying-foxes, and
  - abandoned dependent young flying-foxes.

A person knowledgeable about flying-fox behaviour may be a local government employee.

To assist in determining if a person meets this standard, some considerations may include:

- a) classifying flying-fox species

Are they able to identify (individually and within a roost) the different characteristics of:

- black headed flying-foxes?
- grey headed flying-foxes?
- little red flying-foxes?
- spectacled flying-foxes?

b) assessing flying-fox population numbers in particular roosts

Are they capable of conducting a roost survey using the following counting methodologies:

- total animal count?
- individual animal count per tree multiplied by number of trees?
- Area or length count multiplied by total roost area or roost length?
- fly-out count?

Are they able to determine the most appropriate counting methodology in particular circumstances by taking into account:

- the size of the roost?
- the accessibility of the roost?
- visibility at the roost?
- the extent to which the animals tolerate the disturbance of surveying?

c) identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts

Are they able to recognise population structures within a flying-fox roost including:

- pregnant females?
- a flying-fox crèche site after fly-out?
- the sex of adult flying-foxes?
- adults, independent and dependant young?
- vocalisations within a roost, for example, mating vocalisations, vocalisations of young to their mothers and vice versa?

d) recognising signs of (and circumstances which may result in)—

- distress in flying-foxes, and
- harm to flying-foxes, and
- abandoned dependent young flying-foxes.

Are they able to recognise each of the following behaviours as being a possible indicator of distress or harm:

- flying-foxes hanging lower in trees, closer to the tree trunk or nearer to the ground than normal?
- clustering or ‘clumping’ of flying-foxes?
Guideline
Flying-fox roost management guideline

- panting due to prolonged flight?
- panting due to heat stress?
- licking wrists and wing membranes?
- continual lifting out of the trees?
- distress vocalisations such as juveniles calling out for lost mothers, barking sounds from adults, increase in noise due to flying-foxes fighting for space?

6.4. Appropriately trained person
An ‘appropriately trained person’ is a person with experience and training in safe handling of flying-foxes and who is appropriately vaccinated.

Should an appropriately trained person be required, it is the responsibility of the person in charge to ensure that the person is appropriately vaccinated, and has the necessary experience and/or training to safely and competently handle flying-foxes on site. Some considerations may include:

- Do they have experience in handling sick or injured flying-foxes?
- Do they have appropriate personal protective equipment?
- Do they have appropriate vaccinations?

The groups listed in section 6.3 may be able to provide details of appropriately trained persons in your local area. Further research may provide contact details for appropriately trained persons in your local area.

6.5. Considering critical timeframes and threatened species
Condition 2.6 in both of the relevant codes of practice includes compulsory considerations in certain circumstances, i.e. for management and activities:

- during certain times of the year, for example, when flying-foxes are in the late stages of pregnancy or there are dependant young present
- during or immediately after events such as high temperatures, food shortages, cyclones and bushfires
- which may negatively affect the conservation of flying-fox species listed as threatened wildlife under the Act.

Consider documenting your decision making process to ensure thorough compliance with condition 2.6 of the code.

As a guide, you may follow these steps:

Step 1: Identify the flying-fox issue you believe requires management, and think about what your preferred outcome would be, along with some other acceptable outcomes.

Step 2: Think about all of the management options available for achieving one of these outcomes. See section 5 of this guideline for information.

Step 3: In your particular circumstances, weigh up the potential benefits against potential negative impacts of each management option, such as, risks to people in the community, risk to flying-foxes, risks to staff required to undertake the action, financial cost, time, resources, timing of the management action, etc.

Step 4: Determine the preferred option.

Step 5: Create a plan for implementing the preferred option including contingency planning.

If you are unsure whether you have properly considered the matters, it is recommended that you seek advice from a ‘person knowledgeable about flying-fox behaviour’.

6.6. Public safety and wildlife rescue
Members of the public are discouraged from approaching or disturbing flying-foxes themselves and may wish to contact their local government if they have an issue with flying-foxes on, or close to, their property.

If you find a flying-fox on your property, dead or alive, take the following action:

- Never approach or disturb flying-foxes.
- Contact an authorised wildlife carer, who will use appropriate protective equipment such as gloves and tongs to remove the animal.
In any situation where flying-foxes are found to be injured or killed, the department (refer to section 6.2.2) and RSPCA Qld can be notified (1300 264 625).

A flying-fox must be euthanised if it is:

- sick or injured to the extent that the animal is unable or unlikely to recover from the sickness or injury
- unable or unlikely to survive in the wild because the animal is orphaned and cannot be rehabilitated for eventual release into the wild.

Euthanasia by barbiturate overdose must only be performed by a veterinary surgeon or a competent and appropriately trained person authorised by the chief executive of Queensland Health to possess and use restricted drugs for veterinary purposes.

Refer to the Code of practice - Care of Sick, Injured or Orphaned Protected Animals in Queensland for further information:

### 6.7. Disease

If you sustain a bite or scratch from a flying-fox, it is very important that you:

1. Wash the wound thoroughly with soap and water for at least five minutes
2. Apply an antiseptic with antiviral action (e.g. povidone-iodine or alcohol)
3. Seek urgent medical attention from a doctor or nearest Public Health Unit (https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units). Further information is available by calling the 13HEALTH information line (13 432584)

For further general information relating to flying-foxes and human health please refer Section 3.3 and the Queensland Health website at: http://conditions.health.qld.gov.au/HealthCondition/condition/14/33/14/bats-and-human-health
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Saint Ange C.A, Maggini R and Parsons S, *Modelling Roosting Habitat Preferences of Three Species of Flying Fox and Predicting Potential Human Bat Conflict Areas*. 2019. Power Point presentation, School of Earth, Environmental & Biological Sciences, Science & Engineering Faculty, Queensland University of Technology


Sunshine Coast Flying-Fox Management Update August 2019, Power Point presentation, Sunshine Coast Council.

Guideline

Flying-fox roost management guideline


Definitions

Some terms from nature conservation legislation and relevant codes of practice are used in this guideline (such as management action, person in charge, and appropriately trained person). To remove any doubt when they are used in this guideline they have the same meaning as in the nature conservation legislation and codes of practice.
### Appendix A: Flying-fox identification and distribution maps

#### Little red flying-fox (LRFF)

**Identifying features:**
- Reddish brown to dark brown.
- Fur on neck, shoulders, around the eyes and under the wing varies from brown to yellow. The top of the head tends to be grey.
- Distinguishable from other common flying-foxes by its small size; forearm length 125–156 mm and head and body length 195–235 mm.
- There is little to no fur on the legs.
- The ears are prominent.

#### Black flying-fox (BFF)

**Identifying features:**
- Short black fur with a slight silver frosting in older individuals.
- Brown rings around the eyes are found on some individuals which usually have dark grey-brown to light yellow hind neck and shoulder fur.
- There is no fur on the lower leg of this species.
- Largest of the Australian flying-foxes with a forearm length of 150–191 mm and a head and body length of 240–280 mm.

#### Grey-headed flying-fox (GHFF)

**Identifying features:**
- Head and body covered in thick grey fur, with a reddish-yellow collar completely encircling the neck.
- Fur extends to the ankle.
- Large species with a forearm length of 138–180 mm and a head and body length of 230–289 mm.

#### Spectacled flying-fox (SFF)

**Identifying features:**
- Almost black with prominent yellow neck ruff and prominent straw-coloured fur surrounding the eyes and along the muzzle. The ruff and head is silver-blonde in some individuals.
- Yellow rings (spectacles) around the eyes.
- There is no fur on the lower leg of this species.
- Size of forearm is 160–189 mm and head and body length is 220–240 mm.
Appendix B: Statement of Management Intent - Flying-fox roost management

Statement of Management Intent for Flying-fox roost management in [INSERT NAME OF LOCAL GOVERNMENT]

This Statement of Management Intent was endorsed on [date] and has effect from [insert date of commencement] until superseded

[Local government logo or other signifier may be inserted here]

[ INSERT NAME OF LOCAL GOVERNMENT ]
Guideline

Flying-fox roost management guideline

1. Authority

Under the Nature Conservation Act 1992, local governments in Queensland have an as-of-right authority to undertake roost management at flying-fox roosts in designated Urban Flying-Fox Management Areas (UFFMAs) provided they comply with the ‘Code of Practice – Ecologically sustainable management of flying-fox roosts’. An UFFMA for a local government area is defined by maps available from the website of the Department of Environment and Science (the department).

Outside an UFFMA, a local government requires a flying-fox roost management permit (FFRMP), available from the department. A local government also has the option to apply for a FFRMP should it wish to use roost management techniques that are not covered by the Code of Practice. A landholder requires an FFRMP irrespective of whether the roost is within the UFFMA or not.

Further information on the Queensland Government’s roost management framework is available at the following webpage:


The Statement of Management Intent (SoMI) will articulate the approach the local government intends to take with respect to roost management across the UFFMA, any rationale the local government considers appropriate to declare and any specific plans local government has in relation to roost management.

2. Purpose

The purpose of this SoMI is to articulate the approach that [insert name of local government] will take to the management of flying-fox roosts in [name of local government area].

3. Location of the UFFMA in [insert local government name]

The local government may consider including a map of the UFFMA for the local government area. Maps are available at the following webpage: <https://environment.des.qld.gov.au/wildlife/animals/living-with/bats/flying-foxes/management-areas>. The local government may also consider directing residents who wish to view a map of their own property in relation to the UFFMA to: <https://environment.des.qld.gov.au/wildlife/animals/living-with/bats/flying-foxes/management-areas/map-request>.

4. Local government intentions and considerations

The SoMI may include a broad, general statement of management intent for all flying-fox roosts within the UFFMA.

The SoMI may also include specific statements of management intent for specified flying-fox roosts within the UFFMA.

Local governments may also wish to include a general statement for the areas outside the UFFMA.

The SoMI may include details of factors that local government would consider before deciding whether to take any action at particular sites, such as:

- the well-being, impacts and concerns that nearby residents are experiencing;
- whether local government considers that there are any risks to human health or well-being from the roost
• whether the roost is on local government land or private land, and if on private land, whether the local
government will agree to provide management assistance, consent for local government to undertake
management has been provided by all relevant landholders.

The SoMI may include details of additional factors that local government would consider in deciding the most
appropriate action to take at particular sites, such as:

• the cost of various management actions and who would contribute to these costs

Note: Potential management actions can range from minimal intervention, through to moderate vegetation
modification, through to complete clearing of roost vegetation and driving flying-foxes away. Costs increase
significantly with increased management interventions

• the number of each species of flying-foxes at the roost, and what the local government’s intention would be
should the flying-foxes be breeding or rearing their young

• whether good outcomes may be achieved with minimal management interventions such as community
education; or moderate management interventions such as ‘nudging’ or ‘buffering’ processes by which the
impact of an existing roost may be reduced.

The SoMI may include details of additional factors that local government might consider for the potential driving away of
flying-foxes at a particular roost, such as:

• the number of years that flying-foxes have used a particular roost site

Note: Flying-foxes are known to have strong affinities with roost sites, and driving flying-foxes away from an
established roost may, in some circumstances, prove challenging and resource intensive

• the likelihood of flying-foxes relocating to a site of greater conflict with the community

• whether flying-foxes at the site are capable of independent flight at the time of year proposed for driving them
away

• whether a proposed management action may cause harm to flying-foxes.

The SoMI may also advise residents, that if a roost is on private land(s), low impact activities may be undertaken by the
landholder(s) as-of-right under the relevant code of practice. The Code of Practice – Low impact activities affecting
flying-fox roosts is available at the following webpage:


The SoMI may include advice to residents that, should they be dissatisfied with local government’s approach at a
particular roost site, they may apply for a permit directly from the department. The permit application form is available at
the following webpage:

The SoMI may advise residents that anyone, local government or resident, wishing to undertake roost management actions must do so in compliance with the Code of Practice—Ecologically sustainable management of flying-fox roosts, which is available at the following webpage:


The SoMI may include any further information the local government considers relevant to residents.

5. Further information

The SoMI may provide contact details within local government, should residents wish to discuss roost management activities with the local government. The SoMI may also refer residents to local offices of the department or to the department’s website should residents require further information.
Appendix C: Monitoring report

<table>
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<th>Roost Name:</th>
<th>Roost Location:</th>
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<td>Date/Time</td>
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### Population Information

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<th>Dependant young present (check box)</th>
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<tr>
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<td><strong>100%</strong></td>
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**Approximate date flying foxes departed:**

### Counting Method

- Count all animals ☐
- Individual tree count x # of trees ☐
- Area/length count x total area/length ☐
- Fly – out ☐

### Comments

Appendix D: Checklist for significant management actions

Ensure all requirements of the relevant code of practice are followed in all circumstances:

- Code of Practice — Ecologically sustainable management of flying-fox roosts.
- Code of Practice — Low impact activities at flying-fox roosts.

Site assessment

- Consider a risk management calendar and presence of females in late stages of pregnancy, presence of dependant young, recent climatic events.

Stakeholder engagement

- Identify stakeholder’s e.g. Residents, Business owners, Indigenous community, Wildlife Care groups, Veterinarians, nearby horse owners.
- Identify and appoint ‘Person in charge’ and identify and engage ‘Person knowledgeable about flying-fox behaviour’.

Community engagement

- Provide notification to residents about the type of management planned and the goals.
- Notify residents about the applicable laws and safety precautions regarding flying-foxes.
- Provide contact details of person in charge.
- Tell residents what to do if flying-foxes move to their property etc.
- Provide mental health contact (especially during attempts to drive away flying-foxes).

Management activities

- Assemble team of trained personnel (team to consist of person in charge, knowledgeable person and any personnel involved in active disturbance or vegetation modification activities).
- Plan management activities and communicate plan with team.
- Ensure appropriate communication channels between all members of the team especially in the event of immediately ceasing management actions in accordance with the code of practice.
- Ensure team is aware of all elements of the legal framework they are operating under.
- Schedule briefings directly before management actions begin and schedule debriefings directly after management actions have ceased to discuss and re-evaluate management activities.
- Consider monitoring reports to evaluate roost management actions and measure effectiveness of management actions. Monitoring can be useful in assessing current and future management actions in-situ or at other roosts. Monitoring can also assess impacts on animal welfare and nearby residents and ensure compliance with the relevant codes of practice.

Health & Safety considerations

- Team to wear protective clothing including long sleeves and pants; consider additional items such as eye protection and a hat. Clothes should be washed daily and appropriate hygiene practices should be adopted such as washing hands with soap and water before eating/smoking.
- Schedule regular breaks for team. Be mindful of fatigue.
- Any member of the team likely to come into direct contact with flying-foxes need to be vaccinated against Australian bat lyssavirus with current titre levels.
- Set up a wash station on site during works along with an antiseptic (e.g. povidone, iodine or another iodine preparation or ethanol alcohol should someone be bitten or scratched.
- Details of the nearest hospital or doctor who can provide post-exposure vaccinations should be kept on site.

Flying-fox welfare considerations

- Consider having an appropriately licensed wildlife carer or veterinarian on call during management works.

Post-work evaluation

An evaluation form is required to be sent within 6 weeks of the notification detailing flying-fox species and numbers before and after management works, methods used, and whether the management works were successful each day. For local government records and learnings consider including:
Guideline

Flying-fox roost management guideline

- Monitoring results before and after management works
- Presence of new/splinter roosts that have formed in the area
- Possible impacts at other locations directly resulting from management, and suggested mitigation measures
- An assessment of how the flying-foxes reacted to the works – i.e. what was effective, what wasn’t and recommendations for future attempts to drive away flying-foxes.
- An assessment of how the community responded to the works, including details on the number and nature of complaints before and after the works
- Further management actions planned which may include a schedule of works
- Expenditure (financial and in-kind costs)
Central Highlands Regional Council
Flying-Fox MANAGEMENT PLAN
Document Control Summary

NRA Environmental Consultants

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<tr>
<td>Client Contact:</td>
<td>Phil Jeston, Manager Planning &amp; Environment</td>
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Report Summary

Key Words: Flying-fox, management plan, Central Highlands Regional Council.

Abstract: NRA was commissioned by Central Highlands Regional Council to prepare a flying-fox management plan. The management plan identifies key management issues and potential management options, and provides a framework for managing flying-foxes within the Central Highlands Regional Council Local Government Area.

Quality Assurance

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Certified Integrated Management System AS/NZS ISO 9001:2008 (Quality)
AS/NZS ISO 14001:2004 (Environment) AS/NZS 4801:2001 (Safety)
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Appendices

Appendix A: Central Highlands Regional Council Statement of Management Intent for Flying-fox Roost Management

Appendix B: Australian Bat Society position statement: Flying-fox camp dispersal
1. Introduction

1.1 Background

Flying-foxes play an important role in biodiversity and ecosystem health but can also be a source of conflict with humans. Central Highlands Regional Council (CHRC) recognises the ecological importance of flying-foxes but also appreciates community concerns about flying-foxes and potential impacts on people’s health and safety. Council has developed a Statement of Management Intent (SOMI) to communicate the ways it plans to manage flying-fox populations within Urban Flying-fox Management Areas¹ (UFFMA, Figure 1).

Two species of flying-fox are found in the Central Highlands Region, the Little-red flying-fox (Pteropus scapulatus) and the Black flying-fox (Pteropus alecto).

This Management Plan builds on the information and guidance in the SOMI and provides a framework for managing flying-foxes within the Central Highlands local government area. The Plan draws on scientific literature and other relevant knowledge about flying-fox ecology and management, including flying-fox management plans and strategies from other regions (eg GeoLINK 2012, O’Connor 2013, SRRC 2015).

This plan should be read in conjunction with the Code of Practice, Low impact activities affecting flying-fox roosts (Nature Conservation Act 1992), Code of Practice, Ecologically sustainable management of flying-fox roosts (Nature Conservation Act 1992) and Flying-fox Roost Management Guideline (Wildlife and Threatened Species Operation, Department of Environment and Science.)

1.2 Purpose and objectives

The Management Plan is guided by the following objectives.

- To ensure that flying-fox management activities do not exacerbate flying-fox problems or transfer flying-foxes to sensitive areas.
- To consider, address and manage community concerns regarding flying-foxes.
- To mitigate current and future impacts of flying-fox camps on public health and amenity.
- To identify flying-fox management strategies that comply with legal obligations and are based on scientific knowledge of flying-fox biology.
- To promote community understanding of issues relating to flying-foxes including their conservation, ecological role, and potential health risks.
- To balance flying-fox conservation with impacts on people.
- To clarify council’s roles and responsibilities in flying-fox management.

2. **Context**

2.1 **Flying-fox ecology and threats**

Flying-foxes play an important role in our ecosystem as they pollinate many plant species and disperse thousands of seeds long distances.

2.1.1 **Ecological importance of flying-foxes**

It's estimated that a single flying fox can distribute up to 60,000 seeds in a night (Caroline et al 2003). This combined with their ability to fly long distances enables flying-foxes to transport seeds and pollen across the landscape. Flying-foxes' role in dispersing seeds and genetic material is beneficial to a broad range of flora and fauna and is vital to maintaining ecosystem health (SEQ Catchments 2012). Apart from their ecological importance, all species of flying-foxes are protected as native fauna under Queensland legislation\(^2\).

2.1.2 **Threats to flying-foxes**

Flying-fox populations face a number of threats, including, but not limited to, the threats outlined below. These threats are often linked and act together to impact flying-fox populations.

**Biological factors**

Flying-foxes can live for more than 15 years and begin reproducing between two and three years of age. They produce only one viable offspring per year (McIlwee & Martin 2002). Since European settlement, flying-foxes have been subjected to human-induced threats such as persecution, culling and habitat loss which have resulted in increased mortality rates. These increased rates of mortality, in combination with their low rates of reproduction, have led to population declines in some areas (McIlwee & Martin 2002).

**Habitat loss**

Black and Little-red flying-foxes are currently widespread and abundant; however, as human populations increase, particularly in eastern Australia, flying-fox habitat is increasingly being cleared or modified. As a result, flying-foxes are more likely to come into contact with humans as they seek alternative refuge in orchards and urban or peri-urban areas (Vardon et al 2001, Aziz et al 2016).

**Human modification to landscapes**

Human modifications to landscapes can cause flying-foxes to be injured and killed. For example, their wings can become entangled in loose nylon (monofilament) netting on fruit trees, flying animals may be electrocuted on powerlines, and they may collide with motor vehicles or fences (EHP 2015a). A study of causes of mortality in the Grey-headed flying-fox (Pteropus poliocephalus) found that electrocution on powerlines accounted for 18.6% of deaths, entanglement in fruit-tree netting was 5.8%, and entanglement in barbed wire was 4.7% (Tidemann & Nelson 2011).

**Crop protection activities**

Flying fox activity is estimated to cause millions of dollars in crop damage in Queensland annually.

The perceived or real threat that flying-foxes pose to crops means that they are frequently persecuted by fruit producers. In the past, electrocution of flying-foxes was a common, legal method to protect fruit crops (McHold & Spencer 1998, Teagle 2002), resulting in the death of hundreds of thousands of flying-foxes (McIlwee & Martin

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\(^2\) Two species, the Spectacled Flying-fox (Pteropus conspicillatus) and Grey-headed Flying-fox (Pteropus poliocephalus), which do not occur in the Central Highlands Region, are also protected under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.
2002). Queensland prohibited the use of electrocution grids in fruit orchards in 2001; however, it is likely that large numbers of flying-foxes continue to be electrocuted illegally (Vardon & Tidemann 1995, Booth 2006).

EHP encourages farmers to use deterrents which won’t harm flying-foxes. It recommends netting as the most effective form of crop protection (EHP 2016). Other potential deterrents include lights, loud noise, scare guns and odour deterrents (DPIF 2009).

2.2 Flying-foxes known to occur in the Central Highlands Region

Two species of flying-fox are found in the Central Highlands Region, the Little-red flying-fox (Pteropus scapulatus) and the Black flying-fox (Pteropus alecto).

2.2.1 Little-red Flying-fox (Pteropus scapulatus)

The Little-red flying-fox (LRFF) is also known as the Little red fruit bat, Reddish fruit bat, Collared fruit bat and Collared flying-fox (Birt et al 2008).

Description

The LRFF is a medium-sized, reddish to dark brown flying-fox. Some LRFFs have a yellow patch on the shoulders and back of their necks (Birt et al 2008, Churchill 2008). They can be distinguished from other Australian flying-foxes by their relatively small size, reddish-brown translucent wing membranes during flight, naked or sparsely-furred legs, and formation of dense clusters when roosting (Birt et al 2008, Churchill 2008; Plate 1). Males weigh between 350-604 g and females between 310-560 g (Birt et al 2008, Sinclair et al 1996).
Conservation status

The LRFF is currently listed as Least Concern under the Queensland Nature Conservation Act 1992 and is not listed under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

Distribution

The LRFF is found throughout most of eastern and northern Australia, from semi-arid areas to tropical and temperate forests (Figure 1; IUCN 2008b, Birt et al 2008, Sinclair et al 1996). They have also occasionally been recorded in central and coastal South Australia, the south coast of New Guinea, and on offshore reefs. The LRFF is more nomadic than other Australian flying-foxes, moving around the landscape in response to available food resources (Vardon et al 2001, Birt 2004, Birt et al 2008, Churchill 2008).

![Figure 1: Distribution of the Little-red Flying-fox (Pteropus scapulatus) in Australia (data source: IUCN 2008b)](image)

Diet


Habitat

The LRFF moves seasonally to capitalise on the nectar available from seasonally-flowering trees (Vardon et al 2001, Birt 2004, Birt et al 2008, Churchill 2008), and uses a diverse range of habitats, including monsoon, temperate and eucalypt forests and paperbark swamps (Churchill 2008).
Roosting
Unlike other Australian flying-foxes, LRFF tend to roost in dense clusters – which can exceed one million flying foxes. (Birt et al 2008). These day-time campsites are usually located in close proximity to water (Birt et al 2008). They often share roost trees with other flying-fox species and can displace these species from permanent roosts (Churchill 2008). The dense clusters LRFFs roost in cause damage to trees (Churchill 2008).

Reproduction
LRFF’s reproduction pattern is similar to other Australian flying-fox species. Mating occurs from November to January and young are born in April and May (Birt et al 2008, Churchill 2008). The young are carried by their mothers for the first month and are then left in the roost while the mother forages at night, returning occasionally to feed them (Churchill 2008). LRFF can fly and move between trees at two months of age. They continue to be suckled and cared for by their mothers while they learn to forage (Churchill 2008). Males and females are sexually mature by 18 months (Churchill 2008).

2.2.2 Black flying-fox (Pteropus alecto)
The Black flying-fox (BFF) is also known as the Back fruit bat, Blackish fruit bat and Gould’s fruit bat (Markus et al 2008).

Description
The BFF is the largest Australian flying-fox and weighs between 500-950 g (Markus et al 2008). It has short black fur with a reddish collar around the back of its neck and occasionally has brown eye rings (Churchill 2008, Markus et al 2008; Plate 2). Some BFFs have white tips on their belly. (Churchill 2008, Markus et al 2008).

Plate 1: Little-red Flying-foxes
Plate 2: Black Flying-foxes
(Imagesource:www.steveparish-natureconnect.com)

3 All plates by NRA unless otherwise stated.
Conservation status
The BFF is currently listed as Least Concern under the Queensland Nature Conservation Act 1992, and is not listed under the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.

Distribution
The BFF is found in coastal areas in the northern half of Australia, covering a range of 1.6 million km$^2$. It is also found in southern New Guinea and parts of Indonesia (Figure 2; Churchill 2008, Markus et al 2008). The BFF is adaptable and has adopted an urban lifestyle in many parts of eastern Australia (Markus et al 2008).

Diet
BFF usually forage within a 20 km radius of their roost however; they sometimes travel as far as 50 km (Churchill 2008). Their preferred native foods include fleshy rainforest fruits and nectar from blossoms of eucalypts (Angophora, Corymbia and Eucalyptus spp.), paperbarks (Melaleuca spp.), figs (Ficus spp.), grevilleas (Grevillea spp.), bottlebrushes (Callistemon and Melaleuca spp.) and turpentines (Syncarpia glomulifera; Markus & Hall 2004, Churchill 2008, Markus et al 2008). BFF also feed on a range of introduced fruit and flower species, including Mangoes (Mangifera indica), Cocos Palms (Sygarus romanzoffiana) and Chinese Elm Trees (Celtis sinensis; Markus & Hall 2004). They also occasionally eat green foliage by chewing the leaves to a pulp and sucking the juices, and have also been observed licking sap from incisions made in eucalypts by gliders (Churchill 2008).

Habitat
The BFF uses a broad range of habitats. Habitat types used include subtropical and tropical forests and woodlands, mangroves, monsoon rainforest and floodplains (Churchill 2008, Markus et al 2008). Patterns of habitat use are usually related to reproductive cycles and food availability (Vardon et al 2001).
Roosting
BFF usually roost in trees located close to reliable food resources, often on the banks of watercourses (Markus et al 2008). Camps can be in mangroves, paperbark swamps, closed and open eucalypt forest, and occasionally in caves (Stager & Hall 1983, Loughland 1998, Churchill 2008, Markus et al 2008). Camps can contain up to 30,000 individuals and are often shared with other flying-fox species. When other species are present, BFF tend to roost high in the canopy and on the periphery of the camp (Markus et al 2008). BFF often use the same camp for many years (Churchill 2008). BFF have adapted to an urban lifestyle in many parts of coastal eastern Australia, most likely as a result of habitat loss and reliable food resources in urban and peri-urban areas (Markus et al 2008).

Reproduction
BFF’s peak mating season on the east coast of Australia is March-April and in northern Australia it is January-February. Females give birth to single young in October-November in eastern Australia and July-August in northern Australia. The young are carried by their mothers for the first month (Markus et al 2008). Young learn to fly between one and three months old and by three months old they start to leave their roost to forage independently (Markus et al 2008). Females reach maturity more quickly than males (Vardon & Tidemann 1998).
2.3 Potential sources of conflict between humans and flying-foxes

Flying-fox camps in urban areas can have a range of impacts on public and council operations. Potential impacts of flying-foxes, and sources of human/flying-fox conflict in the Central Highlands region are discussed below.

2.3.1 Noise

Flying-foxes tend to congregate in large daytime camps and are highly social animals that communicate vocally. In general, noise levels are greatest in the early morning when flying-foxes return to their roosts from nightly foraging. However, noise may occur throughout the day in response to a range of triggers including territorial disputes and disturbances (e.g., predator activity). Noise levels increase during the mating season, when males make loud noises to attract prospective mates, and aggressively defend territories (Nelson 1964, Markus 2002). Flying-fox noise can cause loss of sleep and an inability to relax in the home or concentrate in the workplace for people who live or work near camps (GeoLINK 2002).

2.3.2 Odour

Male flying-foxes mark their territories via glandular secretions (Wood et al 2005), and both sexes defecate and urinate at roost sites. The volatile chemicals in these secretions result in a pungent odour. The smell from flying-fox camps can infiltrate homes and businesses in surrounding areas, and can be strong enough to induce nausea (GeoLINK 2012). Some residents may attempt to minimise the odour by closing doors and windows, which can lead to discomfort if air-conditioning is unavailable, or increase financial burden if it is.

2.3.3 Faeces and urine

Flying-foxes defecate and urinate at roost sites, and during flight. This can cause staining of timber and weatherboards on homes, damage to vehicle paintwork, contamination of clean clothing/washing, and public areas such as picnic tables and benches. Faeces also contain micro-organisms which can cause illness in humans, including Leptospirosis and Salmonella (QGov 2016a).

2.3.4 Damage to vegetation

Long-term occupation of roost trees by flying-foxes can lead to extensive defoliation and in extreme cases, broken tree limbs.

2.3.5 Perceived risk to human and animal health

Flying-foxes can carry a range of pathogens that can cause illness and death in humans and other animals, including Hendra virus, Australian Bat Lyssavirus (ABLV), Menangle virus, histoplasmosis, leptospirosis and salmonella. In general, transmission of diseases directly from flying-foxes to humans is unlikely (EHP 2015b). Nonetheless, the seriousness of the diseases which may be transmitted by flying-foxes means that all flying-foxes should be assumed to be infected and only handled by trained, vaccinated persons. Of the diseases that may be carried by flying-foxes, Hendra virus and ABLV are the greatest concern in Australia.
Hendra virus

Hendra virus, first identified in 1994 in Queensland, is a disease which can be transferred from animals to humans. Hendra Virus is a Notifiable Condition in Queensland.


- Hendra virus can be transmitted in the following ways (QGov 2016b):
  - flying-foxes to horses
  - among horses
  - from horses to humans.

Dogs can also contract Hendra virus, most likely from horses, and a number of other animals including cats, guinea pigs, ferrets and pigs have been infected experimentally. Ongoing research is being conducted to gain an improved understanding of the ways in which Hendra virus can be transmitted between species (QGov 2016b).

“The potential seriousness of Hendra virus infection for humans and horses requires workplace health and safety measures to be implemented where there is occupational contact with horses. To prevent infection, sound hygiene and biosecurity measures should be adopted as routine practice for all horse contact” (QGov 2016b).

Horse owners can follow a number of steps to reduce the risks that they or their horses could contract Hendra virus, including:

- discuss horse vaccination with a veterinarian
- cover horse feed and water containers
- remove horses from paddocks that contain flowering/fruiting trees
- clean up fruit on the ground in horse paddocks
- isolate any horse that becomes sick, pending veterinary advice.

Australian Bat Lyssavirus

Australian Bat Lyssavirus (ABLV) is a disease that is closely related to rabies, and is transmitted from flying-foxes to humans via bites and scratches. Three cases of confirmed ABLV have been recorded in humans (Francis et al 2014a). All four Australian flying-fox species are known to carry the virus, as well as a microbat (Microchiroptera), the Yellow-bellied Sheathtail Bat (Saccolaimus flaviventris). It is estimated that one percent of flying-foxes may be infected with ABLV (DAF 2016). People who do not physically interact with bats, including flying-foxes, are not at risk from ABLV. ABLV is a Notifiable Condition in Queensland.

\[4\] All known cases have involved people who had been in close contact with infected horses (Plowright et al 2008, QGov 2016b).
General health and wellbeing
GeoLINK (2012) identified a range of ailments that a community in Lorn, NSW, attributed to living in close proximity to a flying-fox camp. These included: bronchitis, laryngitis, sinusitis, allergic reactions, headaches, migraines, sore throats, asthma, nausea, tinnitus and wheezing\(^5\). There is limited research into the effects of living near flying-fox camps, and no documented evidence of disease associated with inhaling volatile substances from flying-fox faeces and urine (GeoLINK 2012).

2.3.6 Orchard damage and loss
Fruit orchards provide a concentrated, and often easily accessible, source of food for flying-foxes. Flying-foxes can cause significant damage to fruit crops which costs primary producers millions of dollars annually. The Australian fruit industry considers flying-foxes to be its main vertebrate animal crop pests (Aziz et al 2016).

2.3.7 Reduced amenity
Flying-fox camps can reduce amenity for people living and working near them. For example, people may avoid parks and playgrounds where flying-foxes roost because of the perceived health risks, noise, smell and an aversion to facilities coated by flying-fox faeces. Residents who live adjacent to flying-fox camps may need to keep doors and windows closed to block out the noise and smell, and avoid using outdoor areas. These, and other flying-fox related issues may lead to residents feeling trapped in their homes (GeoLINK 2012).

2.4 Key stakeholders
Flying-fox management involves participation from a broad range of stakeholders. These stakeholders may be responsible for administering laws and managing camps, or may be impacted by flying-foxes. Key stakeholders in the Central Highlands Region are described below.

2.4.1 Department of Environment and Heritage Protection (Queensland Government)
All flying-fox species are protected under the Queensland Nature Conservation Act 1992 (NC Act), and subordinate Nature Conservation (Wildlife) Regulation 2006 (NC Regulation), which are administered by the Queensland Department of Environment and Heritage Protection (EHP).

2.4.2 Biosecurity Queensland (Queensland Government)
One of Biosecurity Queensland’s core responsibilities is to coordinate the government’s efforts to prevent, respond to, and recover from pests and diseases that threaten the economy and environment (BQ 2012). Therefore, Biosecurity Queensland has an interest in managing diseases which are known to occur in Australian flying-foxes, such as Hendra virus and ABLV and conducting surveillance for emerging infectious diseases such as rabies, which may pose a threat to Australia’s economy and environment.

\(^5\) The link between these ailments and flying-foxes has not been medically substantiated. Illnesses that may be attributed to flying-fox camps should be assessed by a medical practitioner.
2.4.3 **Queensland Health (Queensland Government)**

Flying-foxes can carry pathogens which can pose a threat to human health. Queensland Health is responsible for providing medical advice about, and investigating cases of, diseases such as Hendra virus, Australian Bat Lyssavirus, and Leptospirosis which are notifiable conditions under the Queensland Public Health Regulation 2005.

2.4.4 **Central Highlands Regional Council (Local Government)**

Council is responsible for provision of a broad range of services to its constituents, including land use planning and public land management. An as-of-right authority allows Queensland Local Governments to manage (including disperse) flying-fox roosts in UFFMA without the need for a permit under the NC Act, in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’. If local governments wish to conduct non-code compliant activities within a UFFMA, or manage a roost outside of an UFFMA, they must obtain a ‘Flying-fox Roost Management Permit’ (FFRMP). Low impact activities in the vicinity of flying-fox roosts are allowed under the ‘Code of Practice - Low impact activities affecting flying-fox roosts’.

2.4.5 **Community (includes affected and unaffected residents)**

Residents may be affected by flying-foxes in a range of ways. Negative impacts are likely to be most severe where residents’ land contains all or part of a flying-fox camp, or is immediately adjacent to a camp. In some places negative impacts, such as odour, have been identified more than 200 m away from camps. The landscape characteristics at, and surrounding, roost sites influence the distance at which impacts are experienced (GeoLINK 2012). Other ways community members can be impacted include damage to the paintwork of their cars from flying-fox faeces and being deterred from using amenities such as picnic areas or playgrounds.

Conversely, some residents may value flying-foxes because of their ecological role as pollinators and seed dispersers, as a spectacle during evening fly outs, or as backyard visitors.

2.4.6 **Interest groups**

Other interest groups that potentially have an interest in flying-fox ecology and management in the region include the Australasian Bat Society, the Ecological Society of Australia, the Australian Mammal Society, and fauna care/rescue groups such as RSPCA Queensland.
3. Management

3.1 Background

3.1.1 Known flying-fox roosts in the Central Highlands Region
There are two urban locations within the Central Highlands Regional Council area where flying-foxes currently roost (Figure 3): Mackenzie Park in Duaringa, and the Emerald Botanic Gardens.

Mackenzie Park – Duaringa
More than 100,000 Little-red flying-foxes (Pteropus scapulatus; LRFF) occupied Duaringa’s township in early 2013 (Saphore 2013). Since then, LRFF and Black flying-foxes (Pteropus alecto; BFF) have roosted in a number of locations within the township. Council has previously sought to mitigate human/flying-fox conflict via dispersals from populated areas, with the aim of keeping flying-foxes “on the edge of the town [where] they’re not impacting the community” (CQ News 2014). Fifteen large trees were removed from a residential block after one of the dispersals, to prevent recolonization by flying-foxes.

Following dispersals the flying-foxes temporarily relocated to the periphery of the town, including bushland to the east of the Duaringa Cemetery, and along the western edge of the town. The camp in Mackenzie Park was occupied by BFF after they were dispersed from an adjacent site, and LRFF in March/April 2016 (Plate 3).

Plate 3: Little-red and Black Flying-foxes at Mackenzie Park, Duaringa

Numbers were estimated by counting LRFF in four portions of the canopy, extrapolating each count to provide an estimate for the entire tree, and then calculating an average of the four counts (Duaringa = 1,326 LRFF; Emerald = 10,785 LRFF).
Emerald Botanic Gardens
LRFF habitat the rainforest section of the Emerald Botanic Gardens. The last assessment of numbers was carried by the NRA in May 2016 and identified approximately 11,0007 LRFF within a planted, low closed-forest consisting of rainforest tree and shrub species (Figure 5). Assessment of numbers was difficult due to dense vegetation.

The assessment found the flying-foxes had caused some vegetation damage. Fallen foliage was abundant on the ground and the trunk of a tree had snapped, presumably under the mass of roosting flying-foxes (Plates 4 and 5).

Plate 4: Fallen foliage beneath the flying-fox camp in the Emerald Botanic Gardens
Plate 5: Broken tree within the flying-fox camp in the Emerald Botanic Gardens

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7 Estimate based on four counts of portions of the canopy that were occupied by flying-foxes, extrapolating each count to provide an estimate for the entire tree, and then calculating an average of the four counts = 10,785 (158 in 1/30; 521 in 1/20; 95 in 1/5; and 590 in 1/20; 809 in 1/20).
Project: Central Highlands Regional Council Flying-fox Management Plan
Title: Map of Emerald showing the location of the currently occupied Flying-fox roost.

Source:

Job No: 409001
Date: May 2016
3.1.2 Legislative framework

Management activities at flying-fox roosts may be subject to Federal, State, or Local Government approvals. Key legislation that may relate to flying-fox management is discussed below.

Commonwealth legislation

Environment Protection and Biodiversity Act 1999

Neither BFF nor LRFF are listed under the Commonwealth Environment Protection and Biodiversity Act 1999 (EPBC Act). If a species that is listed under the EPBC Act is recorded in a camp, for example the Grey-headed Flying-fox (Pteropus poliocephalus), or Spectacled Flying-fox (Pteropus conspicillatus) then the requirements of the EPBC Act must be considered. However, no EPBC Act listed flying-fox species is known to occur in the Central Highlands Region.

Queensland legislation

Nature Conservation Act 1992

BFF and LRFF are protected under the NC Act and any interference or management of a roost is regulated under the subordinate NC Regulation. Under the NC Act/Regulation, persons are able to manage flying-foxes in number of ways.

- All persons have an as-of-right authority to undertake low impact activities, such as weeding, mulching, mowing and minor tree trimming, at flying-fox roosts in accordance with the code of Practice - Low impact activities affecting flying-fox roosts.
- Local governments have an as-of-right authority (Nature Conservation Act 1992 section 41A) to manage (including disperse), flying-fox roosts in UFFMA, without the need for a permit, in accordance with the code of Practice - Ecologically sustainable management of flying-fox roosts.
- Persons (including local governments) wishing to undertake activities that are not authorised as-of-right can apply to EHP for a flying-fox roost management permit (FFRMP).

Code of Practice; low impact activities affecting flying-fox roost.

Code of Practice; Ecologically sustainable management of flying-fox roosts.


The Flying-fox roost management guideline provides information to assist decision making relating to flying-fox management, maximise the efficacy of various management activities, and minimise the likelihood of management activities at flying-fox roosts causing harm to flying-foxes (EHP 2013).

Vegetation Management Act 1999

Roost management that requires the clearing of remnant vegetation is subject to the Queensland Vegetation Management Act 1999.

Animal Care and Protection Act 2001
The purpose of the Queensland Animal Care and Protection Act 2001 is to achieve the following objectives.

- Promote the responsible care and use of animals.
- Provide standards for the care and use of animals that:
  - achieve a reasonable balance between the welfare of animals and the interests of persons whose livelihood is dependent on animals
  - allow for the effect of advancements in scientific knowledge about animal biology and changes in community expectations about practices involving animals.
- Protect animals from unjustifiable, unnecessary or unreasonable pain.
- Ensure the use of animals for scientific purposes is accountable, open and responsible.
Environmental Protection Act 1994

The Queensland Environmental Protection Act 1994 (EP Act) protects Queensland’s environment while allowing for development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends (ecologically sustainable development). Flying-fox roost management activities, particularly dispersal, may interfere with environmental values by generating noise, smoke and light that could be considered environmental nuisances under the EP Act.

Local Government legislation

Local Government legislation (local laws) may also be relevant to flying-fox management. Local laws that may be particularly relevant are those relating to management of public amenities, vegetation clearing, public health and safety, and noise, smoke and general nuisance which may be associated with flying-fox dispersals.

3.2 Potential management considerations and issues

Council has an as-of-right authority to manage (including to disperse) flying-fox roosts in UFFMA, without the need for a permit, in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’. Management of flying-fox camps on privately owned land is the responsibility of the landowner. If a resident is concerned about a camp that is on private land or falls outside of council’s UFFMA, they can apply to EHP for a roost management permit.

3.2.1 Identifying a need for flying-fox management

Management of flying-foxes and their roost poses a number of challenges. If a need for management activity has been identified, council will consider a range of activities to determine the most appropriate response. The following considerations are identified in the Queensland ‘Flying-fox roost management guideline’.

- Is the management [activity] authorised as-of-right, or if not, has a permit been obtained from [EHP]?
- Will the management [activity] comply with the Code of Practice?
- What will be the potential impacts of the management [activity] on community members near the site?
- What are the potential impacts on community members in the wider surrounding area?
- What are the potential costs of the management [activity]?
- What unique factors exist at the site that might influence the management [activity]?
- Which species use the camp site?
- Is the camp occupied permanently, seasonally or irregularly?
- Is current usage consistent with historical use?
- Are the flying-foxes currently breeding or rearing their young?

3.2.2 Sensitive areas
Some potential flying-fox roost locations are likely to generate greater public concern than others. Areas where people or animals are likely to be susceptible to bat-borne diseases are of particular concern. For example, while a roost in remnant bushland may be little cause for concern, a roost adjacent to a playground or picnic area may pose health risks. Some examples of areas where flying-fox roosts may be undesirable include:

- stables and racecourses where horses may encounter flying-foxes or their excreta
- private residences
- schools and childcare centres
- aged care facilities
- hospitals.

3.2.3 Community consultation
Management activities that do not take community concerns into account may be of limited success in resolving human/wildlife conflict (Zinn et al 1998). To gauge potential management issues and concerns of stakeholders, council should undertake a process of consultation as part of flying-fox camp management. This consultation process may be conducted via, but not limited to, public meetings, mail questionnaires, interviews with key stakeholders, or written feedback on draft proposals. The consultation process can be informed by management plans (eg GeoLINK 2012) and other literature that has previously gauged community perceptions of flying-foxes (eg Kung et al 2015). With effective community consultation it is possible change public perceptions of flying-foxes and reduce community complaints (SEQ Catchments 2012).

3.2.4 Legally available management options
Flying-fox management activities should be effective and legally defensible and should balance community concerns with positive environmental outcomes. Decisions to employ management activities should consider community desires, knowledge of flying-fox behaviour and ecology, past experiences and government guidelines, codes and legislation (OEH 2015).

A range of legally available options for managing flying-foxes within the Central Highlands Region is outlined below and in Table 1. Management activities should be tailored to the particular scenario and be cognisant that what might be appropriate at one roost site may not be appropriate at another. Management activities that could be undertaken by council can be broadly categorised as follows:

- minimal intervention
- land use planning
- responding to complaints and choosing no intervention
- research and monitoring
- proactive community education
• enhancing low-conflict alternative sites
• in-situ management
• dispersal
• driving away flying-fox by removing vegetation.

The above approaches to management can take a variety of forms. To help assess their relative merits, each option has been assessed in relation to the following criteria. The results of the assessment are shown in Table 1.

• Statutory requirements.
• Animal welfare.
• Scientific validity.
• Social acceptability.
• Costs of implementation.
Table 1: Summary of management options for flying-foxes in the Central Highlands Regional Council area

<table>
<thead>
<tr>
<th>Management option</th>
<th>Level of intervention</th>
<th>Description</th>
<th>Statutory requirements</th>
<th>Feasible</th>
<th>Animal welfare considerations</th>
<th>Feasible</th>
<th>Scientific validity</th>
<th>Feasible</th>
<th>Social acceptability</th>
<th>Feasible</th>
<th>Costs of implementation</th>
<th>Feasible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do nothing</td>
<td>Do nothing</td>
<td>Undertake no active management.</td>
<td>No statutory considerations</td>
<td>Y</td>
<td>Negligible welfare issues.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Nil, although could incur social and financial costs associated with loss of amenities, cleaning faeces/urine from infrastructure etc.</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Minimal</td>
<td>Provide accurate and transparent information to the community about flying-fox behaviour, ecology and management.</td>
<td>No statutory considerations</td>
<td>Y</td>
<td>Likely to have positive impacts on flying-fox welfare by improving public understanding of flying-foxes and mitigating conflict.</td>
<td>Y</td>
<td>Education is likely to increase acceptance of flying-foxes.</td>
<td>Y</td>
<td>Depends on the scale of education programs. Could be conducted with in-kind support from research and conservation groups to reduce costs.</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scientific research</td>
<td>Minimal</td>
<td>Conduct scientific research to improve understanding of the characteristics of flying-fox camps, their use of habitat in the region, and gauge public knowledge and perceptions of flying-foxes and potential management options.</td>
<td>Depending on the nature of the research it may be subject to legislation such as the Animal Care and Protection Act 2001 and Nature Conservation Act 1992.</td>
<td>Y</td>
<td>Likely to have positive impacts on flying-fox welfare by facilitating informed management.</td>
<td>Y</td>
<td>Increased knowledge would facilitate management of flying-fox camps and mitigate flying-fox/human conflict.</td>
<td>Y</td>
<td>Depends on the nature of the research. Could be conducted in collaboration with research institutions. External funding could be sought.</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision of alternative habitat</td>
<td>Minimal</td>
<td>An alternative roost location could be identified where flying-fox occupation would be ecologically and socially acceptable. This location could be revegetated with species that are likely to encourage flying-foxes to roost.</td>
<td>Depending on the location, permits may be required</td>
<td>Y</td>
<td>Likely to have positive impacts on flying-fox welfare and provide habitat for other species.</td>
<td>Y</td>
<td>Flying-foxes may or may not choose to roost in alternative sites (eg Roberts et al 2011).</td>
<td>Y</td>
<td>This option is likely to be socially acceptable as it will mitigate human/flying-fox conflict. However, it is likely to be a long-term strategy and in certain cases this on its own may not allay shorter-term public concerns.</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some community members, particularly those affected by flying-foxes, are likely to object to doing nothing. Only feasible if human/flying-fox conflict is low.

Research may reduce public concern but is unlikely to negate it. It is important that it is seen as a non-biased and transparent process, and that the aims of the research are effectively communicated.

Nil, although could incur social and financial costs associated with loss of amenities, cleaning faeces/urine from infrastructure etc.
Re-design the urban treescape

| Minimal | Trees in urban areas could be replaced with species that are unlikely to attract flying-foxes. Elsewhere, trees which provide suitable roosting/foraging resources could be planted to encourage flying-fox activity away from urban areas. | If vegetation clearing is required it must be conducted in accordance with the Nature Conservation Act 1992 and Vegetation Management Act 1999. | Likely to have positive impacts on flying-fox welfare by increasing food and roost availability. | Little is known about the effectiveness of such an option; however, it seems likely that if suitable roosting/foraging habitat is located away from urban areas, flying-foxes may prefer these locations. | Public may oppose removal of existing trees. Landholders may oppose constraints on the species they may plant on their property. Urban dwellers may value the role that flowering trees (eg eucalypts) and fruiting trees (eg figs) play in attracting wildlife, and providing shade. | Y | Y | U | YR | YR | Removal of trees could be expensive. |

- Likely to have positive impacts on flying-fox welfare by increasing food and roost availability.
- Public may oppose removal of existing trees. Landholders may oppose constraints on the species they may plant on their property. Urban dwellers may value the role that flowering trees (eg eucalypts) and fruiting trees (eg figs) play in attracting wildlife, and providing shade.
## Central Highlands Regional Council Flying Fox Management Plan

**Agenda - General Council Meeting - 13 May 2020**

<table>
<thead>
<tr>
<th>Management option</th>
<th>Level of intervention</th>
<th>Description</th>
<th>Statutory requirements</th>
<th>Feasible&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Animal welfare considerations</th>
<th>Feasible&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Scientific validity</th>
<th>Feasible&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Social acceptability</th>
<th>Feasible&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Costs of implementation</th>
<th>Feasible&lt;sup&gt;1&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modifications to infrastructure</td>
<td>In situ</td>
<td>Modify buildings and other infrastructure to lessen the impacts of flying-foxes, for example via air-conditioning or soundproofing of buildings or construct covered shelters in outdoor areas. Members of the community could be subsidised for modifications to private residences.</td>
<td>Approvals may be required through the Sustainable Planning Act 2009</td>
<td>Y</td>
<td>Negligible welfare issues</td>
<td>Y</td>
<td>Air-conditioning buildings enables doors and windows to be closed. Shelters can prevent faecal and urine drop (Roberts et al 2011; GeoLINK 2011).</td>
<td>Y</td>
<td>Public may oppose this option because of installation and reduced amenity Air-conditioning may be unacceptable because of running costs and environmental impact.</td>
<td>Y</td>
<td>Some modifications, such as air-conditioning, could be expensive.</td>
<td></td>
</tr>
<tr>
<td>Modification of roost habitat</td>
<td>In situ</td>
<td>Selectively remove or prune vegetation at the roost to create wider buffers between flying-fox camps, and dwellings and infrastructure. Must be conducted in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’ Vegetation clearing must be conducted in accordance with the Nature Conservation Act 1992 and Vegetation Management Act 1999.</td>
<td>Must be conducted in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’.</td>
<td>Y</td>
<td>Must be carefully managed to mitigate welfare issues. Removal of habitat when flying-foxes are present is likely to increase likelihood of flying-foxes being exposed to predators. If conducted at the wrong time of year it could lead to females being separated from, or aborting young. Alternative roost sites may be sub-optimal (Thiriet 2005).</td>
<td>Y</td>
<td>Has been effective in managing conflict between humans and flying-foxes elsewhere (GeoLINK 2011).</td>
<td>Y</td>
<td>Likely to elicit a range of opinions. Some residents living adjacent to camps may not be satisfied if camp remains in-situ.</td>
<td>Y</td>
<td>Depends on the scale of the habitat modification. Costs associated with this option would include employment of an arborist and a person knowledgeable in flying-fox behaviour to assess the camp prior to work and oversee pruning.</td>
<td></td>
</tr>
<tr>
<td>Dispersal of flying-foxes by deterrence</td>
<td>Dispersal</td>
<td>Concerted effort to drive flying-foxes away from a roost using non-lethal methods such as noise, smoke and light. May be conducted by council as-of-right within the UFFMA. May be conducted subject to a ‘Flying-fox roost management permit’ outside of the UFFMA. Dispersal must be conducted in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’</td>
<td>May be conducted by council as-of-right within the UFFMA. May be conducted subject to a ‘Flying-fox roost management permit’ outside of the UFFMA. Dispersal must be conducted in accordance with the ‘Code of Practice - Ecologically sustainable management of flying-fox roosts’</td>
<td>Y</td>
<td>Must be carefully managed to mitigate welfare issues. Flying-foxes could potentially be injured or killed during dispersals, particularly if they are conducted during the breeding season when dependent juveniles may be affected (ABS 2016).</td>
<td>Y</td>
<td>There is ongoing debate as to whether dispersal of flying-foxes from roosts is an appropriate method for resolving human/flying-fox conflict. Flying-foxes may relocate to undesirable locations (Roberts et al 2011) and will likely attempt to recolonise the roost over time unless the roost is made undesirable or destroyed.</td>
<td>Y</td>
<td>It is likely that some residents affected by the roost will support dispersal. However, some people may oppose dispersals. A survey of Queensland residents found that dispersal was not an acceptable management option for the majority of respondents (Kung et al 2015). If dispersal is employed, secondary actions at sensitive locations is advisable so that the conflict is not simply transferred elsewhere.</td>
<td>Y</td>
<td>The cost of dispersing flying-fox camps and subsequent management can be considerable and ongoing (Roberts et al 2011).</td>
<td></td>
</tr>
</tbody>
</table>

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<sup>1</sup> Y = Yes, N = No
<table>
<thead>
<tr>
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<th>Level of intervention</th>
<th>Description</th>
<th>Statutory requirements</th>
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<th>Costs of implementation</th>
<th>Feasible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispersal of Flying-foxes by removal of roosting habitat</td>
<td>Dispersal</td>
<td>Complete removal of roosting habitat, when flying-foxes are not present (e.g. at night after fly out).</td>
<td>Must be conducted in accordance with the 'Code of Practice - Ecologically sustainable management of flying-fox roosts'. Vegetation clearing must be conducted in accordance with the Nature Conservation Act 1992 and Vegetation Management Act 1999.</td>
<td>Y</td>
<td>Y</td>
<td>YR</td>
<td>YR</td>
<td>YR</td>
<td>Y</td>
<td>YR</td>
<td>Costs would be incurred to remove roost trees/vegetation. The cost of dispersing flying-fox camps and subsequent management can be considerable and ongoing (Roberts et al 2011).</td>
<td></td>
</tr>
<tr>
<td>Reduce flying-fox population</td>
<td>Lethal</td>
<td>Conduct flying-fox culls at roost sites where they are problematic.</td>
<td>Requires a 'Damage Mitigation Permit'.</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Depends on the method that is used.</td>
<td></td>
</tr>
</tbody>
</table>

1 See section 4.3 of the Queensland Flying-fox Management Guideline; Minimal = Minimal Intervention, In situ = In Situ Management, Dispersal, Lethal
2 Y = Yes; YR = Yes with reservations; U = Feasibility is unknown; N = No.
Minimal intervention
In some circumstances it may be possible to manage conflicts between humans and flying-foxes without the need to directly interfere with flying-foxes. Types of minimal intervention that could be employed by council include:

- doing nothing
- education
- scientific research and monitoring
- provision of alternative habitat
- re-designing the urban tree-scape.

**Doing nothing**
This option would only be feasible if the potential for human/flying-fox conflict was low, or on land which council is not responsible for (e.g., some private, and State or Federally administered land).

**Education**
Information about flying-foxes can be communicated to the public and other stakeholders to demystify flying-foxes and enable stakeholders to make informed decisions about flying-fox management. Education should be tailored to the specific stakeholders and should provide information about a range of issues relevant to flying-foxes, including:

- flying-fox biology and behaviour
- ecosystem services
- management options and likelihood of their success
- potential disease risks
- location of flying-fox camps in region.

Education programs could be presented in a range of ways, including:

- on council’s website
- pamphlets and fact sheets
- targeted workshops
- presentation to schools, community groups etc.
- information packages for land use planners.

By educating stakeholders it may be possible to mitigate human/flying-fox conflict and allow council more flexibility in the way it manages camps (SEQ Catchments 2012).

**Scientific research and monitoring**
Scientific research and monitoring at the local and regional level would enable council to understand the ecology of flying-foxes in the region, including their breeding patterns and characteristics of their roost site selection. Social research could also provide insight into the drivers of human/flying-fox conflict in the region and identify potential ways in which it might be mitigated. Ongoing monitoring of flying-fox camps would enable council to assess the success and impacts of management activities.
Examples of research and monitoring that would facilitate flying-fox management include:

- monitoring known flying-fox roosts to determine species and numbers present, temporal patterns of use.
- identification of key life-history parameters in the region, such as mating, birth and weaning of young (pups)
- Presence of dependent young.
- General health of flying-foxes, including any signs of distress or heat stress.
- identification of foraging resources within a nominal distance of camps (eg within a 50 km radius)
- quantifying the impacts of flying-foxes on agricultural crops
- surveying residents to clarify their concerns and determine the social costs and benefits of flying-foxes in the region.

Improving understanding of flying-foxes would enable effective management of flying-fox camps in the region, benefitting council as well as flying-fox managers elsewhere.

**Provision of alternative habitat**

A broad range of factors may influence where flying-foxes choose to roost, including predation risks, topographic features, and the distribution and abundance of food and water resources (Pierson & Rainey 1992, Palmer & Woinarski 1999). For example, the flying-fox camp in Emerald occupies a patch of artificial rainforest within the Botanic Gardens, and it is likely that this site was chosen by flying-foxes for a number of reasons, including the availability of permanent water at the site and shade provided by the dense canopy.

It may be possible to identify a location where flying-fox occupation would not be problematic and provide alternative habitat for flying-foxes to roost via revegetation. Habitat characteristics could be tailored to suit the known roosting preferences of flying-foxes.

**Re-designing the urban tree-scape**

The types of trees planted in urban areas are often chosen because they provide shade, and flowers which provide food resources that attract wildlife. These characteristics also make urban trees attractive food and roost resources for flying-foxes.

For example, the street trees in the Emerald CBD are primarily Moreton Bay Figs, which are commonly used as roosts by flying-foxes elsewhere, including in Duaringa. Flowering and fruiting trees such as Mangoes and eucalypts also occur throughout urban areas and provide food resources for flying-fox9.

Council could consider removing trees that are likely to attract flying-foxes to urban areas, and/or limit new tree plantings to species that are not likely to attract flying-foxes. Local residents could also be encouraged to avoid planting potential roost/food trees. However, residents may not support such changes because they value the aesthetic and other benefits that such trees provide.

**In-situ management**

Flying-fox camps may be actively managed in their current locations to mitigate impacts on the community whilst ensuring that flying-foxes remain in-situ and do not transfer conflict to sensitive areas.

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9 NRA observed Little-red Flying-foxes feeding in roadside eucalypts at a number of urban locations in Emerald on 11 March 2016.
Types of in-situ management that could be employed by council include:

- modifications to infrastructure
- modifications to roost habitat.

**Modifications to infrastructure**

Residential buildings, businesses and public amenities adjacent to flying-fox camps may be modified to reduce problems resulting from flying-fox noise, excrement, and odour. Modifications may include:

- air-conditioning
- acoustic batts
- double-glazing or laminating windows
- carports and shelters over public areas
- non-slip paving.  

Experience in other regions suggests that residents may be unlikely to accept management options that involve modifications to homes because of concerns about the financial and environmental costs associated with installing and running air-conditioners, reduced amenity, and a perception of being ‘imprisoned’ in their own homes (GeoLINK 2012). Other modifications such as installation of shelters may be appropriate in outdoor areas, however, public submissions elsewhere suggest that the community may not favour covering outdoor areas due to installation cost and loss of amenity resulting from the enclosed environment. (GeoLINK 2012).

**Modifications to roost habitat**

Roost habitat could be modified to increase the separation between roosts and residential areas. Care would need to be taken to ensure modifications don’t cause flying-foxes to disperse into areas where they may be a greater problem. Vegetation could also be planted to create buffers between sensitive areas and flying-fox roosts.

**Dispersal**

Flying-foxes in urban areas often occupy bushland remnants where they do not come into conflict with people. However, in some situations, they may adversely impact people. These situations could include where flying-foxes are roosting adjacent to sensitive areas, or where flying-fox/human conflict is high and other methods of mitigating the conflict have failed. In such cases it may be necessary to disperse flying-foxes from roosts to mitigate conflict (Phillips et al 2007). Two main types of dispersal can be carried out:

- dispersal by deterrence - flying-foxes are driven away from roosts using non-lethal deterrence methods including smoke, noise, light, foggers, bird fright and ‘scarecrow’ type devices
- dispersal by removal of roost habitat - roosting habitat is removed from the site at a time when flying-foxes are absent, following:
  - dispersal by deterrent
  - evening fly-out
  - natural abandonment of the camp.

---

10 Flying fox excrement can cause paved surfaces under flying-fox camps to become slippery (*pers. obs.* D. Morrant, NRA Environmental Consultants).
Both dispersal methods have similar risks, primarily primarily (Phillips et al 2007, Roberts et al 2011):

- application of inappropriate methods could lead to flying-fox injury or mortality
- application of inappropriate methods could expose council to legal action
- flying-foxes may disperse to sensitive areas
- time and financial costs of ongoing management may be considerable.

The Australian Bat Society reviewed 17 camp dispersals between 1990 and 2013 (ABS 2016; Appendix B). This review found that dispersed flying-foxes tended to remain in the local area after dispersal with 64% of dispersed camps resettled within 600m and 91% within 2km of the site from which they were dispersed. It was not possible to predict where new replacement camps would form, and for 12 of the 17 dispersals that were reviewed, conflict merely shifted to the new roost site. Flying-fox managers often had to undertake additional dispersal actions over months and even years to prevent flying-foxes from returning to the original site, and ongoing financial costs were sometimes hundreds of thousands of dollars (ABS 2016).

Dispersal was not an acceptable management option for a majority of Queenslanders surveyed by Kung et al (2015). Nonetheless, in certain situations it may be deemed necessary to improve the quality of life, and health of residents living near flying-fox camps. If dispersal of a flying-fox camp is considered, it should be preceded by a detailed assessment to determine the likely impacts on flying-foxes and the community. This assessment will include identification of potential alternative roost sites, including sensitive areas, and development of strategies to discourage flying-foxes from occupying the sensitive areas.

**Lethal control**

Flying-foxes can be lethally controlled in Queensland, to protect crops, via a 'Damage Mitigation Permit'. Councils' as-of-right ability to conduct flying-fox management activities is limited to non-lethal methods, and may only be undertaken in accordance with the 'Code of Practice - Ecologically sustainable management of flying-fox roosts'. Lethal control by council is unlikely to be legally justifiable or socially acceptable. A survey of Queensland residents found that the majority of respondents did not consider culling an acceptable management option (Kung et al 2015). Lethal control is not consistent with the objectives of this management plan, and is therefore not considered to be a feasible method to manage flying-fox problems.

**3.2.5 Potential risks associated with Roost Management**

Flying-fox roost management activities may pose risks to flying-foxes, organisations undertaking the management, and local communities. Roost management activities should therefore be planned based on expert advice which carefully considers and manages associated risks (Table 2) and identifies triggers for stopping management activities and implementing environmental or animal welfare safeguards if necessary. This planning process is intended to ensure that flying-foxes, roost managers and the public are not exposed to unnecessary risks, and that flying-fox problems are not transferred to new areas.
# Table 2: Risks associated with flying-fox management

<table>
<thead>
<tr>
<th>Risk</th>
<th>Comment</th>
<th>Management response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health risks</strong></td>
<td>Operational staff may interact with flying-foxes when undertaking management actions. The general public and domestic animals could be at risk of flying-fox exposure. Stressed and/or exhausted flying-foxes may come to ground and/or females may abort or drop young, thus increasing the potential for human/pet exposure to flying-foxes. Stressed animals may also shed viruses, such as Hendra, at an increased rate (Plowright et al. 2015).</td>
<td>All operational staff who are likely to physically interact with flying-foxes should be rabies/lyssavirus vaccinated, trained in roost management, equipped with appropriate personal protective equipment and follow appropriate OH&amp;S procedures. Where possible, the public should be excluded from the site of the action, and signage should be erected. Trimming of roost trees at night, after fly out, could minimise human/flying-fox interactions.</td>
</tr>
<tr>
<td><strong>Disruption of flying-fox Life Cycles</strong></td>
<td>Management actions may adversely affect flying-fox life cycles, particularly if conducted at times of the year when flying-foxes are breeding or rearing their young.</td>
<td>Actions which could cause distress or harm to flying-foxes should be planned to coincide with times of the year when flying-foxes are not breeding. Actions should be planned and overseen by a person who is knowledgeable about flying-fox behaviour. Procedures on how to deal with injured flying-foxes should be documented and communicated to all staff participating in deterrence/dispersal activities.</td>
</tr>
<tr>
<td><strong>Flying-fox injury/mortality</strong></td>
<td>Flying-foxes may be injured or killed during management actions. Other animals may also be affected.</td>
<td>Vegetation modification to occupied roost trees should be conducted in accordance with the ‘Code of Practice Low impact activities affecting flying-fox roosts’. A person who is knowledgeable about flying-fox behaviour should be on site during management activities which have the potential to injure or kill flying-foxes. Procedures on how to deal with injured flying-foxes should be documented and communicated to all staff participating in dispersal activities. If an injury or mortality is observed, operations must cease immediately and EHP must be notified. Injured animals should receive veterinary care as soon as possible, or be humanely euthanised by a trained person if transporting the animal would unnecessarily prolong its suffering.</td>
</tr>
</tbody>
</table>
### Legal Breaches

Management actions could expose CHRC to an increased risk of litigation.

All required State and Federal Government approvals will be obtained prior to undertaking any management actions, and should be conducted in accordance with the ‘Code of Practice Low impact activities affecting flying-fox roosts’, and the ‘Code of Practice Ecologically sustainable management of flying-fox roosts’, under the Queensland Nature Conservation Act 1992. Management actions should be planned and overseen by a person who is knowledgeable about flying-fox behaviour.

### Transferring the Problem

Dispersing flying-foxes from their roost may shift their impact to another location. This consequence is not always predictable and may result in a larger or complex problem.

Dispersal actions should carefully weigh the potential costs and benefits of coordinated action to drive flying-foxes away from a site. Potential alternative roosts should be identified prior to dispersal, and planning should include methods for preventing flying-foxes from moving to sensitive areas (eg personnel positioned at sensitive areas). Ongoing monitoring and follow up dispersals may be necessary, which may be prolonged and cost considerable time and money. Follow up dispersals may need to be undertaken.

### Public Opposition

Members of the public may oppose the action because of the impacts on flying-fox welfare and conservation.

Management actions should be led by a person knowledgeable about flying-fox behaviour. This will minimise negative impacts on flying-foxes and humans and ensure open and transparent communication with the public.

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1 Viral shedding - the excretion of virus from an infected host.
3.3 Management strategies for Central Highlands Regional Council

3.3.1 Potential management scenarios
Council will undertake management of flying-fox roosts on council owned or managed land. Three main scenarios for flying-fox roost management have been identified.

- Management of existing roosts.
- Management of newly-established roosts.
- Management in response to extreme weather events or severe food stress.

Management scenarios for individual camps are likely to change in line with any changes to roost use by flying-foxes. Management strategies for each camp should be site-specific and may employ one or more management options.

Potential types of flying-fox camps in the Central Highlands region have been grouped into six management categories. These categories, and proposed management activities, are based on those developed by O'Connor (2013), and are cognisant of council’s responsibilities and the potential for camps to generate human/flying-fox conflict (Table 3).

- Category A - Established camp is located fully or partially on council land with a LOW likelihood of human/flying-fox conflict.
- Category B - Established camp is located fully or partially on council land with a MODERATE likelihood of human/flying-fox conflict.
- Category C - Established camp is located fully or partially on council land with a HIGH likelihood of human/flying-fox conflict.
- Category D - Newly established camp is on council managed land with a LOW likelihood of human/flying-fox conflict if a colony becomes established on the site.
- Category E - Newly established camp is on council managed land with a MODERATE or HIGH likelihood of human/flying-fox conflict if a camp becomes established on the site.
- Category F - Camp is located on private, State or Federal Government managed land.

Scientific research and monitoring are appropriate for all roosts located on land administered by council (council land), to determine roost composition and likely costs and benefits of management. Community consultation is also recommended for all established roosts on council land to ensure management activities are aligned with community desires. Information provided by these activities will enable council to make informed decisions about roost management.

Management of existing roosts
Council aims to avoid exacerbating flying-fox problems or transferring them to sensitive areas. Therefore, council will assess roosts of concern and use a scaled approach to management which balances the potential costs and benefits of proposed flying-fox management activities. The following factors will be considered when deciding appropriate management:

- Health and safety concerns of local residents.
- The proximity of the roosting site to sensitive areas.
- Whether appropriate educational tools have been used.
- Financial implications relating to active management. Costs increase significantly with greater management intervention.
• The number of each species of flying-fox at the roost, and whether they are currently breeding or rearing their young.

• Whether positive outcomes may be achieved with minimal intervention.

Dispersal to another site may be considered if it is likely to mitigate problems associated with flying-fox occupation. Dispersal should be carried out if other means of mitigating problems have been considered or undertaken and deemed ineffective in resolving the existing flying-fox related issues.

Management of newly-established roosts
New roosts will be assessed by council staff, or a suitably-qualified contractor, to determine which management activities are appropriate. As mentioned above, council aims to avoid exacerbating flying-fox problems or transferring them to sensitive areas.

Newly-established roosts may be classified in the following ways:

• If the roost is considered to be in a location where human/flying-fox conflict is low, then council will aim to maintain it in its current location. Two scenarios are likely:
  1. The roost is likely to be temporary - sometimes flying-foxes occupy roosts temporarily or seasonally. For example, LRFF follow flowering resources around the landscape and may occupy the site in large numbers but remain for a few weeks only; they tend to occupy roosts anywhere from 10 days to 10 months (Birt et al 2008).
  2. The roost is potentially permanent - this scenario is more likely if the site is occupied by BFF and/or has been occupied for more than a few months. Once the roost is regarded as permanent, other management activities may be considered.

• If the roost is in an area where flying-fox occupation is considered problematic, dispersal will be considered; however, not before other means of mitigating human/flying-fox conflict have been explored or attempted.

Management in response to extreme weather events or severe food stress
Flying-foxes may become sick or die during extreme heat or at times when food availability is limited (stress events). Stress events may be apparent if large numbers of animals are being reported as sick, underweight or dying by knowledgeable people such as council staff, veterinarians, wildlife carers, or ecologists. Stress events may pose a considerable risk because humans or domestic animals may be exposed to sick or dead flying-foxes and the associated health risks. To mitigate risk, council must consider avoiding management actions during or immediately after climatic extremes or weather events that may cause food shortages such as periods of unusually high temperatures or humidity, cyclones, fires etc.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Management options</th>
</tr>
</thead>
</table>
| A        | Established camp is located fully or partially on council land with a LOW likelihood of human/flying-fox conflict. | • do nothing  
• community consultation  
• education  
• scientific research  
• routine site maintenance |
| B        | Established camp is located fully or partially on council land with a MODERATE likelihood of human/flying-fox conflict. | • education  
• community consultation  
• scientific research  
• routine site maintenance  
• modifications to infrastructure  
• modification of roost habitat.  
• guidelines for operational works. |
| C        | Established camp is located fully or partially on council land with a HIGH likelihood of human/flying-fox conflict. | • education  
• community consultation  
• scientific research  
• provision of alternative habitat  
• re-design the urban tree-scape  
• routine site maintenance  
• modifications to infrastructure  
• modification of roost habitat  
• guidelines for operational works  
• dispersal |
| D        | Newly established camp is on council managed land with a LOW likelihood of human/flying-fox conflict if a colony becomes established on the site. | • do nothing  
• education  
• scientific research  
• routine site maintenance  
• guidelines for operational works |
| E        | Newly established camp is on council managed land with a MODERATE OR HIGH likelihood of human/flying-fox conflict if a camp becomes established on the site. | • education  
• scientific research  
• routine site maintenance  
• modifications to infrastructure to mitigate risk  
• modification of roost habitat to mitigate risk  
• guidelines for operational works  
• consider dispersal if implications of the camp establishing are dire |
| F        | Camp is located on private, State or Federal government managed land. | • do nothing  
• education |
4. Implementation of management activities at existing roosts

4.1 Management approach for the existing flying-fox roosts

The following general management approach is recommended for both the Duaringa and Emerald roosts, and can also be applied to new roosts if they occur. Information to support this approach can be found throughout this management plan. Key sections where relevant information can be found are shown in parentheses.

- Council should consult with stakeholders (Section 2.4), including the local community (Section 3.2.3), as soon as possible to develop a thorough understanding of community issues, including potential sources of human/flying-fox conflict (Section 2.3) contains examples of sources) and the community’s preferred roost management approach (options in Section 3.2.4 can be proposed).
- Council should concurrently conduct assessments and monitoring (Section 3.2.4) of existing roosts to determine roost characteristics such as species, number and reproductive status of flying-foxes (Sections 3.1.1 and Section 2.2).
- Sensitive areas (Section 3.2.2) and management-related issues and risks (Section 3.2.5) for the chosen option(s) should be identified and documented.
- Once the characteristics of the roost, community perceptions and risks have been identified, council will decide whether management is needed (Section 3.2.1). If management is needed, council will choose appropriate management options (Section 3.2.4 and Section 3.3.1).
- Once management options have been chosen, council should identify the roles and responsibilities of the project team, timings, and costs (Section 4.2).
- Stakeholder consent to conduct management activities should be sought if relevant (Section 4.2).
- Animal welfare considerations and legal requirements (Section 3.1.2 and Table 1) of management activities should be determined.
- Council must notify EHP prior to commencing if management includes non-lethal actions intended to stop flying-foxes from making use of a site or part of a site (see definition of Management Actions in Glossary and Section 4.2).
- Management activities can then be undertaken, and the activities and roost characteristics should be monitored and be adaptable to changing circumstances (Section 4.2).

Additional considerations for management of the flying-fox camp in Duaringa

The flying-fox camp in Duaringa is currently considered a Category B roost (Table 3). It is immediately adjacent to public amenities, and as mentioned above, there is a history of human/flying-fox conflict in Duaringa. Some local residents believe that aspects of past management actions were left too late and were expensive and ineffective at resolving the overall flying-fox issues in the town (pers. obs., D. Morrant, 10 May 2016). The primary concern for the Duaringa camp is the possibility that it will expand and encroach on public amenities and nearby houses.

Current activity around the Duaringa site includes roost modifications prior to flying-fox habitation. This has proven successful and is the preferred action to minimise flying-foxes in the area. Ranger services will monitor the area ahead of the expected return of flying-foxes and an assessment will be undertaken to determine whether trees should be trimmed in the park area prior to the animals returning.

If dispersal is considered as a management option, council will carefully assess the situation to ensure that relocation does not exacerbate flying-fox problems or transfer them to sensitive areas (Figure 4). Large trees, for example Mangos (Mangifera indica) occur in residential yards throughout the Duaringa township. Little-red flying-foxes are known to roost in Mangos, including in Duaringa, and it is possible that dispersed flying-foxes could relocate to the...
residential yards in which mango trees occur. The Duaringa airstrip is within one kilometre of the current roost and is fringed by tall trees which could be used as roosts by flying-foxes. This could pose a significant strike risk to aircraft during take-off and landing.

Additional considerations for management of the flying-fox camp in Emerald

The flying-fox camp in Emerald is also considered to be a Category B roost (Table 3). Although the camp was previously of minimal concern to council, its potential to support considerably more flying-foxes has allowed the roost to encroach on residential areas and public amenities, such as a children’s playground that is immediately adjacent. As such, council no longer considers the Emerald Botanic Gardens a suitable roost location.

When dispersal is considered as a management option, council will carefully assess the situation to ensure that relocation does not exacerbate flying-fox problems or transfer them to sensitive areas. There are a number of sites within the vicinity of Emerald that may be problematic should they be used or occupied by flying-foxes. Of particular management concern are sites where flying-foxes conflict with humans or increase contact rate with horses. Potentially problematic sites are identified in Figure 5 and Table 4. However, there may be other areas in Emerald where flying-fox location would be undesirable, for example schools, aged-care facilities or the Emerald Showgrounds where horses are occasionally stabled.

Table 4: Sensitive areas in Emerald

<table>
<thead>
<tr>
<th>Site</th>
<th>Issue</th>
<th>Approximate distance from current camp (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburban area immediately to the east of existing camp</td>
<td>If the camp increases in area or shifts to the east, it will encroach on residential blocks.</td>
<td>50</td>
</tr>
<tr>
<td>Children's playground to the north-west of existing camp</td>
<td>If the camp increases in area or shifts, it may spread to within 100 m of playground.</td>
<td>150</td>
</tr>
<tr>
<td>Private residence with tall, dense trees</td>
<td>Numerous large trees on this residential block could conceivably support a flying-fox camp.</td>
<td>300</td>
</tr>
<tr>
<td>Alan McIndoe Park and nearby children's playground</td>
<td>There are numerous large, dense clusters of trees in the vicinity of this site, which could be used as roosts by flying-foxes. If flying-foxes disperse from the current roost location, there is a risk that they will relocate to this site.</td>
<td>650</td>
</tr>
<tr>
<td>Emerald Pony Club</td>
<td>Tall eucalypts on this site are unlikely to be used as roosts by flying-foxes; however their flowers are likely to be a food resource. A key concern is the possibility that flying-fox use would bring horses and flying-foxes in close proximity.</td>
<td>1,150</td>
</tr>
<tr>
<td>Emerald CBD</td>
<td>The streets of the CBD are planted with Weeping Fig (Ficus Benjamina) which could be used as roost trees by flying-foxes. A broad range of implications are conceivable, including damage to vehicles from faecal drop and public health risks.</td>
<td>1,300</td>
</tr>
<tr>
<td>Morton Park</td>
<td>This public park is fringed with large trees that could support a flying-fox camp.</td>
<td>1,750</td>
</tr>
<tr>
<td>Emerald Homestay</td>
<td>Numerous large trees at this bed and breakfast could support a flying-fox camp. Flying-fox occupation could affect business.</td>
<td>2,000</td>
</tr>
</tbody>
</table>
Sunwater Weir

This water storage area is flanked by tall, dense riparian vegetation which could support a flying-fox camp. Of particular concern is the possibility that flying-fox occupation would lead to water pollution by flying-fox urine and faeces.
4.2 Implementing management

Roles and responsibilities

Roles and responsibilities of all personnel must be articulated prior to undertaking flying-fox roost management. Roles and responsibilities of personnel may vary depending on a range of factors including the type of activity, local landscape, location relative to urban areas, composition and life-cycle stage of the flying-fox population at the roost. However, in general the following personnel will be involved:

- **Person in charge** – the local government officer on site and leading the management actions (or the local government officer directing a contractor to undertake the management actions). Or, if the management actions are being performed by a person under an approved flying-fox roost management permit – the person on site who is leading the management actions.

- **Person knowledgeable about flying-fox behaviour** – a person, who may also be the person in charge, able to demonstrate experience in: successfully classifying flying-fox species and assessing flying-fox population numbers in particular roosts; identifying flying-fox breeding cycles, including evidence of breeding and rearing activity in particular roosts; recognising signs of (and circumstances which may result in) distress in flying-foxes and recognising harm to flying-foxes and abandoned dependent young flying-foxes.

- **Council Environmental Managers** - council environmental managers will assist with the development of roost management plans in consultation with the project manager and knowledgeable person and will participate in management activities as required. They should be trained in aspects of flying-fox management appropriate to their role. Personnel who will be physically involved in roost management, or likely to physically interact with flying-foxes, should be vaccinated against rabies and Lyssavirus.

- **Contractors** - contractors may be used to undertake components of the activity, for example vegetation removal or roost dispersal. They should be trained in aspects of flying-fox management appropriate to their role.

- **Wildlife Care Personnel** - if flying-foxes are injured during management activities they will require veterinary treatment and may also require care by a trained wildlife carer. Appropriate people and contact details should be identified during the planning phase of roost management. Procedures on how to deal with injured flying-foxes, and who to contact, should be documented and communicated to all staff participating in management activities.

### Table: Site, Issue, Approximate Distance from Current Camp

<table>
<thead>
<tr>
<th>Site</th>
<th>Issue</th>
<th>Approximate Distance from Current Camp (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerald Hospital</td>
<td>The trees in the grounds of the hospital could be used as roosts by flying-foxes. A particular concern would be susceptibility of immunocompromised people to flying-fox borne diseases.</td>
<td>2,650</td>
</tr>
<tr>
<td>Emerald Airport</td>
<td>Emerald Airport is unlikely to provide ideal conditions for flying-fox roosting. However, the airfield is surrounded by scattered, tall trees, which could be used by flying-foxes as a food or roosting resource. A particular concern is that flying-fox occupation would pose a significant strike risk to aircraft during take-off and landing.</td>
<td>3,000</td>
</tr>
<tr>
<td>Emerald Racecourse</td>
<td>Numerous large trees in the vicinity of stables could support a flying-fox camp. The potential attractiveness of the site to flying-foxes is enhanced by the availability of permanent water in the property’s north-western corner. A key concern is that flying-fox occupation would bring horses and flying-foxes in close proximity.</td>
<td>3,150</td>
</tr>
</tbody>
</table>

Central Highlands Regional Council Flying Fox Management Plan

NRA Environmental Consultants

16 May 2020

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Council Education/Media Officers – education and media officers will be responsible for communicating information about the planned activity to the public and media to ensure that the management process is open and transparent.

Additional Staff - additional staff may be employed as required to assist with management activities and subsequent activities. They should be trained in aspects of flying-fox management relevant to their role.

EHP Officers – EHP Officers will determine whether council has complied with its obligations under Queensland legislation. Council should seek advice from EHP Officers when planning management activities, to clarify council’s obligations and options.

Timing
The timing of management activities should be defined. This definition should also include timing restrictions that may apply to management activities, such as during breeding seasons, or times when particular activities are prohibited by legislation. Clear timeframes and triggers for review should also be identified.

Costs
The potential costs of the management activity should be considered. This consideration should include the costs of undertaking the management activity as well as the potential costs associated with managing the flow-on effects of the activity. For example, dispersal may require ongoing management to deter flying-foxes from the site, as well as management costs associated with flying-foxes relocating to sensitive areas.

Stakeholder consent and notification
Where all or part of the roost is situated on land that is not administered by council, council will seek landholder consent before conducting management activities. Council must notify EHP prior to undertaking ‘Management actions’ as defined in the ‘Code of Practice Ecologically sustainable management of flying-fox roosts’ (the code). The code states: “the Department of Environment and Heritage Protection (EHP) must be notified at least two business days prior to commencing any ‘Management Actions’ by completion of the flying-fox roost management notification form on the EHP website. However, management actions may be commenced earlier than two business days following completion of the flying-fox roost management notification form on the EHP website if an ‘Authorised Person’ gives written notice to that effect.”

Monitoring and adaptive management
Flying-fox roost management should include details about proposed monitoring, and ongoing evaluation of management. Monitoring and evaluation could be linked with other programs such as the ‘National Flying-fox Monitoring Programme11’, for improved outcomes. Management activities should be adapted if they are found to be ineffective or the characteristics of the roost change.

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5. Glossary

Authorised person - may be any of the following:

- the chief executive, performing functions under the Nature Conservation Act 1992 (the Act).
- a public service employee of the department performing functions under the Act for the chief executive
- a conservation officer who is not an employee of the department and who is performing functions under the Act for the chief executive.

Person Knowledgeable about Flying-fox behaviour - a person, who may also be the person in charge, able to demonstrate experience in successfully; classifying flying-fox species and assessing flying-fox population numbers in particular roosts; and identifying flying-fox breeding cycles including evidence of breeding and rearing activity in particular roosts and recognising signs of (and circumstances which may result in) – distress in flying-foxes and harm to flying-foxes and abandoned, dependent young flying-foxes.

Low impact activities - mulching, mowing, weeding, watering under or near roost trees, minor trimming of roost trees, and installation, maintenance or removal of infrastructure, where the activities are not directed at destroying a flying-fox roost, driving away, or attempting to drive away, a flying-fox from a flying-fox roost, or disturbing a flying-fox roost.

Management action - non-lethal actions intended to stop flying-foxes from making use of a site or part of a site. These include destroying and/or modifying vegetation at a site, as well as coordinated action to drive flying-foxes away from a site.

Notifiable condition - a condition which must be reported to a local health unit, as per the listing in schedule 1 of The Public Health Regulation 2005.

Roost or flying-fox roost - a tree or other place where flying-foxes congregate from time to time for breeding or rearing their young.

Sensitive areas - locations where flying-fox occupation would be undesirable such as private residences, schools, childcare centres, aged care facilities or hospitals. Locations where horses are kept are also undesirable because of the potential for transmission of Hendra virus from flying-foxes to horses.
6. References


Dewhurst. 1998. ‘Correspondence from Queensland fruit and vegetable growers to DPI’, Quoted in Teagle 2002.

DPIF. 2009. Flying-fox control methods research findings, Department of Primary Industries and Fisheries, Brisbane.


EHP. 2016. Euthanasia of flying-foxes trapped in orchard nets, Department of Environment and Heritage Protection (QLD), Brisbane.


O’Connor, J. 2013. Draft regional flying-fox management plan discussion for SDF 03/12/12. Sunshine Coast Regional Council, Nambour.


Appendix A: Central Highlands Regional Council Statement of Management Intent for Flying-fox Roost Management
Central Highlands Regional Council

Statement of Management Intent for Flying-fox Roost Management

This Statement of Management Intent (SoMI) was endorsed by council on 27 August 2014 and has effect from this date until superseded.
Authority

Under the *Nature Conservation Act 1992*, local governments have an as-of-right authority to undertake roost management at flying-fox roosts in designated Urban Flying-Fox Management Areas (UFFMAs). A UFFMA for a local government area is defined by maps available from the Department of Environment and Heritage Protection (EHP) website.

Outside of a UFFMA, a local government requires a flying-fox roost management permit (FFRMP), available from EHP. Anon-council applicant requires a FFRMP irrespective of the location of the roost.


Purpose

This Statement of Management Intent (SoMI) has been developed to communicate Central Highlands Regional Council’s (CHRC) approach to flying-fox roost management and ensure appropriate communication regarding roost management to the community.

Central Highlands Regional Council’s UFFMAs

A map of the Central Highlands Regional Council’s UFFMAs is available at the following webpage:


A map is located on Page 6 of this document.

*Central Highlands Regional Council acknowledges the assistance of Ecosure in developing this Statement of Management Intent.*
Flying-foxes in the Central Highlands region

Black flying-fox - *Pteropus alecto*

Black flying-fox are generally black in colour but can have a red or golden collar. They are the largest species of flying-fox in Australia. They travel long distances at night (up to 50 km) foraging for food. This long-distance foraging, coupled with a fast digestive system means that they are an extremely effective long distance pollinator for native forests. Peak conception occurs between March and April, with pups generally born in the warmer months between September and December. Pups will be carried for around four weeks before they are left at the roost in a ‘creche’ while their mothers forage at night. Once they are two to three months of age, young will begin to leave the roost to forage.

Little red flying-fox - *Pteropus scapulatus*

Smaller in size, this species has short red-brown fur and pale brown wings that appear translucent in flight. Little red flying-fox can tolerate varying climates and as a result are highly nomadic. They feed primarily on nectar, but supplement with cultivated fruits, other plant parts and insects. They will generally only stay at one site for around six weeks before moving on when food becomes scarce, unless they are breeding. Peak conception times are November to January and birthing generally occurs between March and May. Breeding cycles have been known to vary when animals have been subjected to periods of high stress. Pups become capable of independent flight at around two months of age after suckling their mothers in the roost.

Grey-headed flying fox - *Pteropus poliocephalus*

The grey-headed flying fox is generally found within 200 km of the coast; with Rockhampton representing the northern extent of this species distribution. It forages and roosts in rainforests, open forests or closed and open woodlands, often within urban or peri-urban areas. Peak conception occurs between March and April, gestation between May and August and birthing generally between September and October.
Council intentions and considerations

CHRC understands that flying-foxes play an important role in biodiversity and ecosystem health; yet appreciates the health and safety concerns of the community in relation to flying-foxes. As such, this SoMI has been developed to communicate how CHRC plan to effectively and ethically manage flying fox populations within UFFMAs. CHRC will undertake management of flying-fox roosts on CHRC owned or managed land. Council will assess roosts of concern and use a scaled approach to management as shown below.

Factors that CHRC will consider when deciding on appropriate management:

- Health and safety concerns of residents.
- The proximity of the roosting site to highly sensitive areas, such as schools.
- Whether appropriate educational tools have been used.
- Financial implications relating to active management. Management actions can range from minimal intervention, through to moderate vegetation modification, through to clearing of roost vegetation and dispersal of flying-foxes. Costs increase significantly with greater management intervention.
- The number of each species of flying-fox at the roost, and whether they are currently breeding or rearing their young.
- Whether positive outcomes may be achieved with minimal intervention (such as community education).

Where active management is unavoidable, the following will be assessed before a management approach is decided upon:

- The number of years that flying-foxes have used a particular roost site. Flying-foxes are known to have strong affinities with roost sites and driving flying-foxes away from an established roost may, in some circumstances, prove challenging and resource intensive for a minimal or short-term result.
- The likelihood of flying-foxes relocating (splintering) to a site (or sites) of greater conflict within the local area, such as a school.
• Whether flying-foxes at the site are capable of independent flight at the time of year proposed for dispersal.
• Whether a proposed management action may cause harm to flying-foxes.

Council has approved the development of a flying-fox management plan. More detail relating to the above points will be provided in the flying-fox management plan, which will be available to residents once finalised.

Further information for residents

A loss of habitat in recent years has led to a redistribution of flying-fox populations into urban and peri-urban areas. There are often misconceptions about the health risks of living in close proximity to a flying-fox roost. Queensland Health advises that the disease risks are generally low and simple to mitigate.

Here are some tips for living near flying-foxes:

• Park cars under shelter where possible.
• Don’t leave washing out at night. Bring it in before the sunset when bats begin foraging.
• Install netting around fruit trees (or put bags around fruit). It is preferable to use white thick-knitted netting pulled tight rather than black netting to reduce the risk of wildlife becoming entangled.
• Avoid using barbed wire fences near flowering plants so that flying-foxes can’t become ensnared.
• If you see a sick, injured or orphaned flying-fox, contact your local wildlife care organisation or RSPCA Queensland. They will put you in contact with a licensed and vaccinated wildlife rescuer.
• Don’t attempt to pick up or touch a flying-fox and ensure that children are aware that they need to report any sick, injured or orphaned flying fox to their parents or a teacher.
• Don’t purposely disturb flying-foxes. Disturbed colonies will often be the noisiest and most highly stressed. As with humans and a case of the common cold, higher stress within an environment can cause higher viral loads, increasing the risk of transmission of viruses between individuals. Disturbance can also impact on the effectiveness of management actions. If animals are too exhausted from being disturbed all day, they are less likely to be able to relocate to another area.
• Disturbances can impact on breeding success; this coupled with habitat destruction could contribute to localised and general extinction events in the future.
Horse owners concerned about the potential health risks relating to Hendra virus can follow these simple steps:

- Discuss horse vaccination with your local vet.
- Cover horse feed and water containers.
- Remove horses from paddocks containing flowering/fruiting trees.
- Clean up any fruit on the ground in horse paddocks.
- Isolate any horse that becomes sick until a veterinarian's opinion has been obtained.
- Residents are reminded that activities that result in the disturbance of flying-fox camps can result in prosecution under the Nature Conservation Act 1992, Environmental Protection and Biodiversity Conservation Act 1999 and/or Animal Care and Protection Act 2001. Low impact activities (such as mulching, mowing or weeding) can be undertaken near flying-fox roosts where the activities are not directed at destroying the roost or disturbing the animals. These activities must be undertaken in accordance with the Code of Practice – Low Impact Activities Affecting Flying-fox Roosts.


You can learn more about Hendra virus by visiting the following websites:

- Queensland Health: [http://access.health.qld.gov.au](http://access.health.qld.gov.au)

Management of roosts on privately owned land is the responsibility of the land owner. If a resident is concerned about a roost that is on private land or falls outside of CHRC’s UFFMA, they can apply to EHP for a roost management permit.


Should residents wish to find out more, they can browse the EHP website: [www.ehp.qld.gov.au](http://www.ehp.qld.gov.au), or contact council on 1300 242 687.
Appendix B: Australasian Bat Society position statement: Flying-fox camp dispersal
ABS Position Statement: Flying-fox camp dispersal

Australasian Bat Society, Inc.

AUSTRALASIAN BAT SOCIETY, INC.
ABN 75 120 155 626
http://ausbats.org.au
ABS President: Dr Kyle Armstrong
Email: president@ausbats.org.au

ABS Position Statement

Flying-fox camp dispersal

Background to flying-fox dispersal

Flying-fox camps provide bats with places to rest, court, breed, raise young and exchange information. They also provide night refuge for flightless young. Some of these sites have been used by flying-foxes for more than a century. Since the 1990s there has been a noticeable increase in the number of camps near human settlements. This has led to the misconception that flying-foxes have increased in numbers in recent times. However, in fact, previously larger historical camps are being replaced by a greater number of smaller camps, often located in urban areas.

The increase in number of camps near human settlements is due to the encroachment of human development on historical camps and to a shift of flying-fox populations into built environments, possibly because they provide protection from lethal control and harassment, or because they provide access to feeding and roosting habitat. ‘Urban’ camps are important to flying-foxes as they are part of an extensive network of roost sites linking different parts of each species’ range. However, urban camps often generate conflict with people who are concerned about loss of amenity, noise and smell. In recent years, additional concerns have been raised over disease transmission from bats to livestock and to humans, although government health authorities have been consistent in their message that public health risks associated with flying-fox camps are low.
In Australia, the typical response to unwelcome flying-fox camps is dispersal. Techniques used to harass flying-foxes to encourage them to move elsewhere have included continuous loud noise, bird-scare guns, helicopters and light aircraft, spraying with water, smoke and camp destruction\textsuperscript{11,12,13}. However, few dispersal activities have been systematically monitored and the ‘success’ of such projects continues to be debated\textsuperscript{4,12,13}.

The results of 17 recent camp dispersal attempts are summarised in Table 1. Sources of information are provided. In summary, the information in this table demonstrate that:

1. Although dispersals sometimes caused animals to move from the original camp, in all cases, dispersed animals did not abandon the local area.

2. In 16 of the 17 cases (94%), dispersals did not reduce the number of flying-foxes in the local area.

3. Dispersed animals generally formed new camps located close to the original site (64% within 600 m; 91% within 2 km) and the close proximity of new camps typically resulted in ongoing conflict within the local community.

4. It was not possible to predict or pre-determine where new replacement camps would form. Often new sites proved to be as - or more - controversial than the initial location.

5. Conflict was usually not resolved. In 12 of the 17 cases (71%), conflict persisted either at the original site or at replacement camps within the local area after the initial dispersal actions.

6. Repeat actions were required to keep animals from returning to the original site. Often dispersal actions were repeated over months or years to keep animals from returning.

\textsuperscript{1} Local area is defined as the area within a 20 km radius of the original site = typical feeding area of a flying-fox.
7. The financial costs of dispersal attempts were high, ranging from tens of thousands of dollars for vegetation removal to hundreds of thousands for active dispersals (e.g. using noise, smoke etc).

The few exceptions to these patterns, occurred when (1) abundant financial and human resources allowed ongoing, daily actions to take place over months to years (e.g. Melbourne and Sydney Royal Botanic Gardens), (2) when the animals moved to favourable habitat nearby (e.g. Batchelor, NT) and/or (3) when habitat links allowed animals to be directed to an acceptable location (e.g. RBG Melbourne).

**ABS position on dispersing flying-fox camps**

*The Australasian Bat Society understands that flying-fox camps in urban areas can compromise the amenity of some members of the community. However, the ABS does not generally support the dispersal of flying-fox camps because, in most cases, regardless of the methods used dispersals have not proven successful in resolving conflict in local communities and the impacts of dispersals on the animals are unknown.*

*The ABS also recognises the migratory behaviour and other long-distance movements of flying-fox species, and supports legislation and management actions that maintain population connectedness and consistent protection across state boundaries.*

*If* relocations are considered, the ABS recommends the following:

- Where conflict arises, the local authority undertakes a community education program which enables all residents and landowners to understand the environmental significance of flying-foxes, the actual level of risk they pose and discussion of alternative management options, risks and costs.
- All dispersal actions should be preceded by the development of a management plan that explores all management options, risks and costs.
- A steering committee with representatives of all stakeholder interests, including a person with adequate specialist experience with bats, should be established to oversee the proposed dispersal. Members of the steering committee should
ABS Position Statement: Flying-fox camp dispersal

have long-term involvement with the site, including a post-dispersal monitoring period.

• There is transparency in decision-making. All documentation relating to dispersals should be made publicly available. Applications for dispersals should be exposed to a public comment period.

• With guidance from bat experts, the steering committee should develop and undertake an adequate monitoring program, to record the actions taken, their costs, and short- and long-term outcomes.
  
  o Each dispersal requires a clear definition of success. The definition of successful dispersals should include the following: (1) that conflict is reduced within the broader community (not just around the original site); and (2) there is minimal impact on the flying-foxes, in terms of injury, survival and reproduction of individuals.

  o The success or otherwise, both in terms of achieving reduced human-bat conflict at the original and alternative camp sites and appropriate management of animal welfare considerations, should be reported and made publicly available.

• Dispersal actions should not be conducted during times that are likely to impact on the welfare of flying-foxes. This includes periods of detrimental environmental conditions (including food shortages, extended periods of rain and extreme temperatures), during the day when animals are resting and during mating, late pregnancy and when young are nutritionally dependent on their mothers (i.e., Grey-headed, Black and Spectacled Flying-foxes, August – April; Little Red Flying-foxes February - September). It is important to note that young flying-foxes remain dependent on their mothers for a period up to 6 months.

• The ABS strongly opposes the use of techniques lethal or harmful to flying-foxes such as bird-scare guns and other projectiles. Habitat removal or alteration sufficient to reduce the number of animals using a camp site is also opposed.

• A research program examining the impacts of dispersal on flying-foxes should be undertaken by suitably qualified scientists.
ABS Position Statement: Flying-fox camp dispersal

Background Information:

• Flying-foxes are mobile, but show a high degree of fidelity to camps sites. This helps explain why attempts to destroy or relocate roosts often have only temporary effects.
• Food is an important driver for flying-fox movements and camp locations. Flying-foxes are unlikely to leave a local area when a camp is dispersed as long as food remains available. This helps explain why camp dispersals do not alter the presence or number of flying foxes in a local area.
• Flying-fox movements vary considerably between seasons and between years, hence the outcomes of camp dispersals are often not known for several months or sometimes years after the actions cease. In addition, the social and economic costs to communities are high when camps are shifted from one ‘backyard’ to another.
• Camp dispersals can result in mortality, particularly if conducted during the breeding season when dependent juveniles are affected14.
• Management strategies for urban camps need to be developed at a range of spatial scales including local, state, range-wide and national as individual flying-foxes visit a number of roosts sites which may come under the jurisdiction and responsibility of various governments, conservation agencies and landholders.

Flying-foxes and the Australian Environment

The ecosystem values that flying-foxes provide to the Australian environment are an important consideration in the public debate on flying-fox management. Flying-foxes play a keystone role in maintaining biodiversity and structure in natural vegetation communities across Australia. Many vegetation communities rely on their blossom and fruit feeding behaviours to assist with pollination and seed dispersal.

The loss of natural habitats due to human population expansion and development activities is a key driver of native species decline and can lead to increased contact and conflict between humans and native fauna including flying-foxes.
ABS Position Statement: Flying-fox camp dispersal

What is the ABS?

The Australasian Bat Society (ABS) is a not-for-profit organisation, registered under the NSW Associations Incorporation Act 1984 through the NSW Department of Fair Trading. Our aim is to promote the conservation and study of bats in Australasia. ABS membership is wide-ranging and includes research scientists, natural resource managers, students, wildlife carers and members of the general public. Anyone with an interest in bats or conservation is welcome to join the Society. For more information on the ABS and membership, go to our website at http://ausbats.org.au/.

References


# ABS Position Statement: Flying-fox camp dispersal

**Table 1 Summary of known documented attempts to disperse Australian flying-fox camps using non-lethal methods, during 1990 to 2013.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Spec ies</th>
<th>FF population estimate at time of dispersal</th>
<th>Methode</th>
<th>Did the animals leave the local area?</th>
<th>Did the local population reduce in size?</th>
<th>How far did they move?</th>
<th>Were new camps formed (number of new camps if known)?</th>
<th>Number of separate actions</th>
<th>Cost (if known)</th>
<th>Was conflict resolved at the original site?</th>
<th>Was conflict resolved for the community?</th>
<th>Source(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcaldine, Qld</td>
<td>R</td>
<td>&gt;50,000</td>
<td>VN</td>
<td>no</td>
<td>no</td>
<td>&gt;2 km</td>
<td>yes (1)</td>
<td>trees in township felled</td>
<td>yes</td>
<td>no</td>
<td>a,b</td>
<td></td>
</tr>
<tr>
<td>Batchelor, NT</td>
<td>B</td>
<td>200</td>
<td>BNS</td>
<td>no</td>
<td>no</td>
<td>&lt;400 m</td>
<td>yes (1)</td>
<td></td>
<td>yes</td>
<td>yes</td>
<td>c,d</td>
<td></td>
</tr>
<tr>
<td>Boyne Island, Qld</td>
<td>BR</td>
<td>25,000</td>
<td>LNS</td>
<td>no</td>
<td>no</td>
<td>&lt;500 m</td>
<td>yes (2)</td>
<td></td>
<td>yes</td>
<td>no</td>
<td>e,f,g</td>
<td></td>
</tr>
<tr>
<td>Bundall, Qld</td>
<td>GB</td>
<td>&lt;1600</td>
<td>V</td>
<td>no</td>
<td>no</td>
<td>uk, but 6 camps were within 5km</td>
<td>yes (2)</td>
<td>1 action over 21 days</td>
<td>yes</td>
<td>yes</td>
<td>h,i,j,k</td>
<td></td>
</tr>
<tr>
<td>Charters Towers, Qld</td>
<td>RB</td>
<td>variable</td>
<td>HLNPOW</td>
<td>no</td>
<td>no</td>
<td>200 m</td>
<td>no (returned to original site)</td>
<td>repeated since 2000</td>
<td>&gt;$500,000</td>
<td>no</td>
<td>l,m</td>
<td></td>
</tr>
<tr>
<td>Dalls Park, NSW</td>
<td>BG</td>
<td>28,000</td>
<td>V</td>
<td>no</td>
<td>yes</td>
<td>300 m</td>
<td>yes (1)</td>
<td></td>
<td>yes</td>
<td>no</td>
<td>n</td>
<td></td>
</tr>
<tr>
<td>Duaringa, Qld</td>
<td>R</td>
<td>&gt;30,000</td>
<td>VNFO</td>
<td>no</td>
<td>no</td>
<td>400 m</td>
<td>yes</td>
<td>1</td>
<td>$150,000</td>
<td>yes</td>
<td>uk,o</td>
<td></td>
</tr>
<tr>
<td>Gayndah, Qld</td>
<td>RB</td>
<td>200,000</td>
<td>VN</td>
<td>no</td>
<td>no</td>
<td>600 m</td>
<td>yes</td>
<td>3 actions, repeated</td>
<td>yes</td>
<td>no</td>
<td>i</td>
<td></td>
</tr>
<tr>
<td>Maclean, NSW</td>
<td>BGR</td>
<td>20,000</td>
<td>NS</td>
<td>no</td>
<td>no</td>
<td>350 m</td>
<td>yes (7)</td>
<td>&gt;2 3</td>
<td>&gt;$400,000 and ongoing</td>
<td>no</td>
<td>n</td>
<td></td>
</tr>
</tbody>
</table>
# ABS Position Statement: Flying-fox camp dispersal

<table>
<thead>
<tr>
<th>Community</th>
<th>BR</th>
<th>Population</th>
<th>BHLNOS</th>
<th>No</th>
<th>&lt;300 m</th>
<th>Uk</th>
<th>&gt; 9</th>
<th>No</th>
<th>No</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mataranka, NT</td>
<td>BR</td>
<td>&gt;200,000</td>
<td>BHLNOS W</td>
<td>no</td>
<td>no</td>
<td>&lt;300 m</td>
<td>uk</td>
<td>&gt; 9</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>North Eton, Qld</td>
<td>B</td>
<td>4800</td>
<td>VNFB</td>
<td>uk</td>
<td>no</td>
<td>&lt;1.5 km initially</td>
<td>yes (≈4 majority temporary)</td>
<td>2</td>
<td>$45,000</td>
<td>yes</td>
</tr>
</tbody>
</table>

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### Agenda - General Council Meeting - 13 May 2020

Central Highlands Regional Council

Document Set ID: 9481
Version: 5, Version Date: 18/12/2020

The Australasian Bat Society, Inc.
## ABS Position Statement: Flying-fox camp dispersal

<table>
<thead>
<tr>
<th>Location</th>
<th>Specie(s)</th>
<th>FF population estimate at time of dispersal</th>
<th>M et h o d</th>
<th>Did the animals leave the local area?</th>
<th>Did the local population reduce in size?</th>
<th>How far did they move?</th>
<th>Were new camps formed (number of new camps if known)?</th>
<th>Number of separate actions</th>
<th>Cost (if known)</th>
<th>Was conflict resolved at the original site?</th>
<th>Was conflict resolved for the community?</th>
<th>Source(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Botanic Gardens, Melbourne, Vic</td>
<td>G</td>
<td>30,000</td>
<td>NS</td>
<td>no</td>
<td>no</td>
<td>6.5 km</td>
<td>yes (2)</td>
<td>approx daily for 6 mths</td>
<td>$3 million</td>
<td>yes, ongoing management required</td>
<td>m</td>
<td></td>
</tr>
<tr>
<td>Royal Botanic Gardens, Sydney, NSW</td>
<td>G</td>
<td>3,000</td>
<td>LN, P, O, W</td>
<td>no</td>
<td>no</td>
<td>4 km</td>
<td>no</td>
<td>ongoing daily actions for 12 mths</td>
<td>&gt;$1 million</td>
<td>yes, ongoing management required</td>
<td>m.s.t</td>
<td></td>
</tr>
<tr>
<td>Singleton, NSW</td>
<td>GR</td>
<td>500</td>
<td>LN, U, W</td>
<td>no</td>
<td>no</td>
<td>&lt;500 m</td>
<td>no (returned to original site)</td>
<td>&gt;3</td>
<td>$117,000</td>
<td>ongoing</td>
<td>n.u</td>
<td></td>
</tr>
<tr>
<td>Townsville, Qld</td>
<td>BR</td>
<td>35,000</td>
<td>BNS</td>
<td>no</td>
<td>no</td>
<td>400 m</td>
<td>no (returned to original site)</td>
<td>5</td>
<td></td>
<td>n</td>
<td>n</td>
<td></td>
</tr>
<tr>
<td>Warwick, Qld</td>
<td>GRB (dispersal targeted R)</td>
<td>200,000</td>
<td>NL, B, P</td>
<td>no</td>
<td>no</td>
<td>≈1 km</td>
<td>no (site known to be previously occupied by GB)</td>
<td>5 days</td>
<td>$28,000</td>
<td>yes</td>
<td>h.v.w</td>
<td></td>
</tr>
<tr>
<td>Young, NSW</td>
<td>L</td>
<td>&lt;5000</td>
<td>VN</td>
<td>no</td>
<td>no</td>
<td>&lt;600 m</td>
<td>yes (1)</td>
<td>uk</td>
<td></td>
<td>yes</td>
<td>no</td>
<td>x</td>
</tr>
</tbody>
</table>

* G = grey-headed flying-fox; B = black flying-fox; R = little red flying-fox
# B = "birdfrite"; F = fog; H = helicopter; L = lights; N = noise; P = physical deterrent; O = odour; S = smoke; U = ultrasonic sound; V = extensive vegetation removal; W = water.
ABS Position Statement: Flying-fox camp dispersal

Plan. Mackay Regional Council; ⑤ Heidi Jarmaine (Mackay Regional Council, pers. comm. 2013); ⑥ Daryl Barnes (Walkerston resident, pers. comm. 2013) ⑦ Peggy Eby (Ecologist, pers. comm. 2013) ⑧ John Martin (Sydney RBG, pers. comm. 2013); ⑨ Singleton Council Meeting Minutes; ⑩ Information from the Southern Downs Regional Council in 2013; ⑪ Tim Low (pers. comm. 2013); ⑫ Young Shire Council.
12.2 Corporate Services

12.2.1 Quarterly Policy Review - Customer and Commercial Services and Office of CEO ..... approx 15 mins

DECISION REPORT

Date: 13 May 2020  Presentation Duration: Approx. 15 minutes
To: General Council Meeting
Author: James Ngoroyemoto, Manager Governance
Authorising Officer: Margaret Gatt, General Manager Corporate Services
File Reference: NA
Presented for: Decision

ATTACHMENTS:
1. Councillors Confidentiality Policy CHRC P 0030 [12.2.1.1 - 5 pages]
2. Electrical Safety Policy CHRC P 0024 [12.2.1.2 - 3 pages]
3. Fire Safety Policy CHRC P 0025 [12.2.1.3 - 2 pages]
4. Workplace Rehabilitation Policy CHRC P 0028 [12.2.1.4 - 2 pages]
5. Long Term Community Housing Rent Management Policy CHRC P 0031 [12.2.1.5 - 3 pages]
6. Work Health and Safety Policy CHRC P 0029 [12.2.1.6 - 2 pages]
7. No Smoking Policy CHRC P 0027 [12.2.1.7 - 3 pages]
8. Fitness for Work Policy CHRC P 0026 [12.2.1.8 - 2 pages]
9. Personal Protective Equipment Policy CHRC 0031 [12.2.1.9 - 7 pages]

PURPOSE:
The purpose of this report is to present policies for review and adoption. The Customer and Commercial Services and Office of the Chief Executive Officer policies have been reviewed in accordance with Central Highlands Regional Council Policy Framework review schedule.

OFFICER RECOMMENDATION:
That Central Highlands Regional Council:

1. Adopt the following proposed new polices:
   a) Councillors Confidentiality Policy (CHCRP0030) dated 15 May 2020, as tabled;
   b) Electrical Safety Policy (CHRCP0024) dated 15 May 2020, as tabled;
   c) Fire Safety Policy (CHRCP0025) dated 15 May 2020, as tabled;
   d) Workplace Rehabilitation Policy (CHRCP0028) dated 15 May 2020, as tabled;
   e) Long-Term Community Housing Rent Management Policy (CHRCP0031) dated 15 May 2020, as tabled.

2. Adopt the proposed amendments to the current policies:
   a) Work Health and Safety (CHRCP0029) dated 15 May 2020, as tabled;
   b) No Smoking Policy (CHRCP0027) dated 15 May 2020, as tabled;
   c) Fitness for Work Policy (CHRCP0026) dated 15 May 2020, as tabled;

3. Rescind the Personal Protective Equipment Policy (CHRC0031) dated 9 February 2017, to be replaced by an Administrative Guideline.
REPORT:

Background
The Policy Framework was adopted by Council on 8 October 2019, contained within the framework is a commitment that all council policies will be reviewed once a year by Council. This annual review is implemented through quarterly departmental policy reviews, facilitated by the governance unit in consultation with the relevant managers and General Managers.

The policy review schedule for 2020 is as follows:
- May 2020 - Customer and Commercial Services
- August 2020 - Corporate Services
- November 2020 - Communities
- February 2021 - Infrastructure and Utilities

Policies are reviewed in three ways:
1. Policy revocation – policy is no longer required or has been combined with or superseded by another policy.
2. Minor amendments – changes to language, style, formatting, etc. that do not impact on the application of the policy.
3. Major amendments – changes that significantly alter Council’s position on an issue or change the strategic intent of the policy.

All policies under the Customer and Commercial Services and Office of the CEO have been reviewed as shown below:

### Safety and Wellness

<table>
<thead>
<tr>
<th>Policy</th>
<th>Policy number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Safety Policy</td>
<td>CHRCP: 0024</td>
<td>New Policy</td>
</tr>
<tr>
<td>Fire Safety Policy</td>
<td>CHRCP: 0025</td>
<td>New Policy</td>
</tr>
<tr>
<td>Fitness for Work Policy</td>
<td>CHRCP: 0026</td>
<td>Old Policy that was completely rewritten, therefore no track changes captured.</td>
</tr>
<tr>
<td>No Smoking Policy</td>
<td>CHRCP: 0027</td>
<td>Old policy, now has new version</td>
</tr>
<tr>
<td>Workplace Rehabilitation Policy</td>
<td>CHRCP:0028</td>
<td>New policy</td>
</tr>
<tr>
<td>Personal Protective Equipment Policy</td>
<td>N/A</td>
<td>Policy is being rescinded and will be turned into an administrative guideline.</td>
</tr>
<tr>
<td>Work Health &amp; Safety Policy</td>
<td>CHRCP: 0030</td>
<td>Current Policy, minor cosmetic changes</td>
</tr>
</tbody>
</table>

### Office of the CEO

<table>
<thead>
<tr>
<th>Policy</th>
<th>Policy number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Confidentiality Policy</td>
<td>CHRCP: 0030</td>
<td>New Policy (previously a procedure)</td>
</tr>
</tbody>
</table>

### Customer and Commercial Services

<table>
<thead>
<tr>
<th>Policy</th>
<th>Policy number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Term Community Housing Rent Management Policy</td>
<td>CHRCP: 0031</td>
<td>New Policy</td>
</tr>
</tbody>
</table>
Discussion/Current issue
This report is the first scheduled review for 2020 in which the Office of the CEO and Customer and Commercial Services have had all their policies reviewed.

Office of the CEO policies

Councillors Confidentiality Policy
The Councillors Confidentiality Policy is being converted from a procedure to a policy which provides guidance to councillors in determining what information received/held by councillors is confidential and the proper handling of confidential information.

This policy aims to support councillors in balancing the right and duty to inform the public and consult with constituents about council business with the interest council has in preventing disclosure of confidential information.

It should be noted that unauthorised release of confidential information is a breach and misconduct under the Local Government Act 2009 which must be referred to the Office of the Independent Assessor.

Work Health and Safety Policy
The Work Health and Safety Policy was adopted on 1 July 2019. The policy sets Council’s position on, and commitment to, workplace health and safety and outlines council’s objectives in achieving those commitments. The policy has undergone minor amendments with the inclusion of a policy purpose and has been updated into the new policy template.

No Smoking Policy
The No Smoking Policy was adopted on 20 April 2017. The policy sets Council’s position on a smoke free working environment. The policy has undergone minor amendments including the use of electronic cigarettes being included in the policy, designated smoking areas and an obligation to maintain designated smoking areas. A failure to comply with the requirements of the policy may result in disciplinary action.

Personal Protective Equipment Policy
The Personal Protective Equipment Policy was adopted on 9 February 2017. This policy has been reviewed and it is recommended that this policy be rescinded and replaced by an Administrative Guideline. It is more appropriate for the Personal Protective Equipment Policy to become an Administrative Guideline as the policy has an internal focus and has been developed to address operational imperatives.

Fitness for Work Policy
The Fitness for Work Policy was last considered by Council on 28 June 2016. This policy shows the overall intention of Council to make fitness for work integrated into all of Council’s management systems and core operations to promote a culture of providing a safe working environment for all persons. This policy has been completely re-written and updated into the new policy template, to align with the current work health and safety standards.

Electrical Safety Policy
The Electrical Safety Policy is a new policy which has been drafted to demonstrate Council’s commitment to comply with the Electrical Safety Act 2002. Like the Fitness for Work Policy the Electrical Safety Policy highlights Council’s intention to elevate and integrate electrical safety into the core operations of Council to prevent occupational injury and illness.

The policy also outlines council commitment to achieving a safe workplace and imposes obligations on council employees to be responsible for electrical safety within their work areas.

Fire Safety Policy
The Fire Safety Policy is a new policy which has been drafted to demonstrate Council’s commitment to comply with the Building Fire Safety Regulation. Like the Fitness for Work Policy and Electrical Safety Policy, the Fire Safety policy highlights Council’s intention to elevate and integrate fire safety into the core operations of Council to prevent occupational injury and illness.
The policy outlines Council’s commitment to achieving fire safety by ensuring compliance with the Building Fire Safety Regulation.

**Workplace Rehabilitation Policy**
The Workplace Rehabilitation Policy is a new policy which has been drafted to show Council’s overall intention to elevate a culture of eliminating work-related injury and illness across all levels of management within the organisation.

The policy outlines Council’s objectives in achieving an elimination of work-related injuries/illnesses and returning council employees to work as soon as medically safe to do so.

**Customer and Commercial Services polices**

**Long-Term Community Housing Rent Management Policy**
The Long-Term Community Housing Rent Management Policy is a new policy which has been drafted to ensure Council’s is compliant with its obligations under the Housing Regulation 2015.

The policy outlines the principles Council will use in setting rent, rent recovery, concessions for rent increases for community housing and tenant’s right to appeal.

**CONSIDERATIONS / IMPLICATIONS:**

**Corporate/Operational Plan Reference/Policy/Legislation:**
- 5. Leadership and Governance;
  - 5.1.1 - Clearly define the functions, services, roles and responsibilities of council.
  - 5.3.2 - Ensure transparency and accountability through integrated performance management reporting.

CHRC Policy Framework
CHRC Governance Framework

**Budget/Financial/Resourcing:**
All associated budget costs are covered in the 2019-2020 adopted budget.

**Communication/Engagement:**
All policy reviews have been consulted with the relevant business unit policy owners. Where appropriate other business units that are impacted by policies have also been consulted with.

**Risk Assessment:**
Policy review and revision is a crucial part of an effective policy management plan. Outdated policies can leave Council at risk. Old policies may fail to comply with new laws and regulations. They may not address new systems or technology, which can result in inconsistent practices. Regularly reviewing policies keeps Council up to date with regulations, technology, and industry best practices.

**Timings/Deadlines:**
Completion of May policy review cycle in order to progress the review of Corporate Services Policies by August 2020.

**Conflict of Interest Declaration:**
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

**Human Rights Impact:**
No

**Alternatives Considered:**
Not applicable
- END OF REPORT -
1.0 Policy Purpose

1.1 This policy provides guidance to councillors in complying with section 171(3) of the Local Government Act 2009 (LGA) regarding the proper handling of confidential information. The policy aims to assist Council in determining what might be considered confidential information and how this information should be handled.

1.2 This policy applies to confidential information held by Council and councillors.

1.3 Section 171 (3) of the LGA sets out provisions relating to the release of confidential information by councillors. It states:

A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

Note: a contravention of subsection (3) is misconduct.

2.0 Policy Statement

2.1 Councillors must use Council information in a way that promotes and maintains the public’s trust and confidence in the integrity of the local government.

2.2 This policy aims to support councillors in balancing the right and duty to inform the public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information.

2.3 This policy does not override an individual councillor’s statutory obligations in respect of the use of information, nor does it override Council’s obligations under the LGA or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

2.4 Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

2.5 At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public’s trust and confidence in the integrity of the local government.

2.6 It is accepted that councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. It is Council’s responsibility
to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

2.7 Whilst endeavouring in the interests of public accountability to limit the number of matters which are considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

Confidential Information

2.8 The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:

2.8.1 Commercial in confidence information – including where the release of information would affect a third party’s competitive advantage; this is particularly relevant in a competitive tender situation;

2.8.2 Information obtained from government departments or ministers that has been classified as confidential;

2.8.3 Information of a personal nature or about personal affairs, for example the personal details of citizens, councillors or council staff;

2.8.4 Information relating to a property disposal or acquisition process where release of the information may prejudice Council (see also section 171(1) and section 171A of the Local Government Act);

2.8.5 Financial and legal analysis where the disclosure of that information may compromise Council or someone else or waive legal professional privilege;

2.8.6 Information that could result in action being taken against Council for defamation;

2.8.7 Information involving the provision of legal advice to Council or about a legal issue or a matter before a court, commission or tribunal;

2.8.8 Information that is expressly given to councillors in confidence;

2.8.9 Information that is given to Council or a Council employee in circumstances where the giver of the information imposes an obligation of confidence on Council or the employee;

2.8.10 Information subject to a contractual obligation requiring Council to maintain confidentiality over the information;

2.8.11 Information subject to an obligation in the Crime and Corruption Act 2001
to maintain confidentiality over the information;

2.8.12 Information subject to an obligation in the Public Interest Disclosure Act 2010 to maintain confidentiality over the information;

2.8.13 Information examined or discussed at councillor briefing sessions, unless the Chief Executive Officer declares that such information (or part thereof) is not confidential;

2.8.14 Information about:

2.8.14.1 The appointment, dismissal or discipline of employees;

2.8.14.2 Industrial matters affecting employees;

2.8.14.3 Council’s budget;

2.8.14.4 Rating concessions;

2.8.14.5 Contracts proposed to be made by Council;

2.8.14.6 Starting or defending legal proceedings involving Council; and

2.8.14.7 Any action to be taken by the local government under the Planning Act 2016, including deciding an application made to it under that Act.

2.9 It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal proceedings, pursuant to a legislative requirement to make the information or document available for inspection and/or purchase (for example Schedule 22 of the Planning Regulation 2017 contains a list of material that local governments, assessment managers and referral agencies must keep available for inspection and/or purchase) or in accordance with the Right to Information Act 2009.

Release of Confidential Information

2.10 Any release of confidential information for any purpose to any person or organisation (other than those who are entitled to the information, such as other councillors or council staff) is a breach of section 171(3) of the LGA. Release includes:

2.10.1 Orally telling any person about the information or any part of the information;

2.10.2 Providing the original or a copy of documentation or any part of the documentation that is marked confidential; and

2.10.3 Paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.
Breach of this Policy

2.11 A person may make a complaint about a breach by a councillor of section 171(3) by giving notice of the complaint to the Council’s Chief Executive Officer. A breach of section 171(3) is “misconduct”.

2.12 Allegations of misconduct must be referred to the Office of Independent Assessor by the Chief Executive Officer or by a councillor who becomes aware of the misconduct.

2.13 If the assessor decides that a councillor has breached section 171(3) of the Act, the assessor may make any one or more of the following orders or recommendations:

2.13.1 Dismiss the complaint about the conduct of the councillor;

2.13.2 If the assessor reasonably suspects the councillor’s conduct is inappropriate conduct – refer the suspected inappropriate conduct to the local government to deal with; or

2.13.3 If the assessor is reasonably satisfied the councillor’s conduct is misconduct – make an application to the Councillor Conduct Tribunal about the conduct; or

2.13.4 If the assessor is reasonably satisfied the councillor’s conduct is inappropriate conduct and the conduct is connected to conduct of the councillor that the assessor is reasonably satisfied is misconduct—make an application to the Councillor Conduct Tribunal about the alleged misconduct and inappropriate conduct;

2.13.5 Take no further action in relation to the conduct.

2.14 If the Councillor Conduct Tribunal decides that a councillor has breached section 171(3) of the Act, the Tribunal may make any one or more of the following orders or recommendations:

2.14.1 Order that the councillor make a public admission that the councillor has engaged in misconduct or inappropriate conduct;

2.14.2 An order reprimanding the councillor;

2.14.3 An order that the councillor attend training or counselling to address the councillor’s conduct;

2.14.4 Order that the councillor pay to the local government an amount that is not more than the monetary value of 50 penalty units;

2.14.5 Order that the councillor reimburse the local government for all or some of the costs arising from the councillor’s misconduct or inappropriate conduct (or both);
2.14.6 Order that the councillor is not to attend a stated number of local government meetings, up to a maximum of 3 meetings;

2.14.7 Order that the councillor is not to act as the deputy mayor or a chair person of a committee of the local government for the remainder of the councillor’s term

2.14.8 Order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor;

2.14.9 Order that the councillor forfeit an allowance, benefit, payment or privilege paid or provided to the councillor by the local government;

2.14.10 Order that the councillor is to forfeit, for a stated period, access to equipment or a facility provided to the councillor by the local government; or

2.14.11 A recommendation to the Minister that the councillor be suspended from office for a stated period or from performing particular functions of the office.

Strategic Link

Local Government Act 2009
Right to Information Act 2009.

Category
Chief Executive Officer

Lead Business Unit
Governance

Public Consultation
No

Adoption Date
15 May 2020

Next Review Due
15 May 2021

Document Number
ECM xxx

Record Keeping
CHRC Website
ECM Policies

Related Documents
Councillors Code of Conduct
CCC Guide to assessing allegations about misuse of confidential information
1.0 Policy Purpose

1.1 The purpose of the Electrical Safety Policy is to demonstrate that Central Highlands Regional Council shall comply with the provisions outlined within the Electrical Safety Act 2002.

2.0 Policy Statement

2.1 Central Highlands Regional Council aims to ensure that electrical safety is integrated into all our management systems and core operations so that prevention of occupational injury and illness and property damage becomes an integral part of our organisational culture.

3.0 Commitment

3.1 Central Highlands Regional Council is committed to ensuring a safe, supportive, protective and healthy working environment for Workers who may be affected by the conduct of our activities. Council recognises its responsibility to provide a safe and healthy work environment and will achieve this by:

3.1.1 Fostering a positive safety culture through effective health and safety leadership;

3.1.2 Implementing a risk management approach to electrical safety which is systematically incorporated as part of our day-to-day business operations;

3.1.3 Using consultative mechanisms to facilitate communication between management and Workers to enable resolution of electrical safety issues;

3.1.4 Providing adequate information, training and supervision to all Workers where appropriate and to enable the identification and elimination of hazards;

3.1.4 Using robust systems for monitoring and maintaining information and records of the electrical safety of Workers, and for evaluating our health and safety performance.

4.0 Responsibilities

4.1 It is the responsibility of a Worker to fulfil their electrical safety responsibility by:
4.1.1 Following electrical safety safe work practices and procedures given for working and behaving in a safe and healthy manner;

4.1.2 Reporting all injuries, incidents and unsafe conditions or work practices.

4.2 Person Conducting Businesses or Undertaking have overall responsibility for the provision of a safe and healthy working environment and for the electrical safety performance within their work areas.

4.3 Officers have overall responsibility for the provision of a safe and healthy working environment and are accountable for ensuring the Safety Management System is operating effectively.

5.0 Definitions

5.1 Officer as defined in accordance with s38A of the Electrical Safety Act 2002.

5.2 Person conducting a business or undertaking as defined in accordance with s21 of the Electrical Safety Act 2002.

5.3 Person in control of electrical equipment as defined in accordance with s24 of the Electrical Safety Act 2002.

5.4 Worker means a worker as defined in accordance with s22 of the Electrical Safety Act 2002 who is directly or indirectly engaged by Central Highlands Regional Council.

Strategic Link

Electrical Safety Act 2002
Electrical Safety Regulation 2013
Electrical Safety (Codes of Practice) Notice 2013
Electrical Safety Code of Practice 2013
<table>
<thead>
<tr>
<th>Category</th>
<th>Safety and Wellness</th>
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<tr>
<td>Lead Business Unit</td>
<td>Safety and Wellness</td>
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<tr>
<td>Public Consultation</td>
<td>No</td>
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<tr>
<td>Record Keeping</td>
<td>ECM, Vine and Council Website</td>
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<tr>
<td>Related Documents</td>
<td>Isolation and Tagging Procedure</td>
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<td></td>
<td>Electrical Safety Procedure</td>
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<td>Electrical Test and Tag Procedure</td>
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Managing Electrical Risks in the Workplace
Electrical Safety Code of Practice 2010 - Works
AS 3000:2007 Electrical Installations (Wiring rules)
AS 3012:2010 Electrical installations – Construction and Demolition Sites
AS 3760:2010 In-service safety inspection and testing of electrical equipment
1.0 Policy Purpose

1.1 The purpose of the Fire Safety policy is to demonstrate that Central Highlands Regional Council shall comply with the provisions outlined within the Building Fire Safety Regulation 2008.

2.0 Policy Statement

2.1 Central Highlands Regional Council aims to ensure that fire safety is integrated into all our management systems and core operations so that prevention of occupational injury, illness and property damage becomes an integral part of our organisational culture.

3.0 Commitment

3.1 Central Highlands Regional Council is committed to ensuring a safe, productive, protective and healthy working environment for Workers who may be affected by our activities in accordance with the Building Fire Safety Regulation 2008.

3.2 The Building Fire Safety Regulation 2008 requires Central Highlands Regional Council, as an employer, to ensure:

   3.2.1 that all Fire Safety Installations are maintained;
   3.2.2 that all Evacuation Routes and exit doors are maintained;
   3.2.3 that Fire Safety Inspections are undertaken;
   3.2.4 that relevant instructions are provided on fire safety;
   3.2.5 that Building Fire Safety Plans are maintained.

4.0 Definitions

4.1 Evacuation Route means a path of travel from any place in the building, through a final exit of the building, to a place of safety outside the building.

4.2 Fire Safety Installation means a fire safety installation within the meaning of the Building Act 1975.

4.3 Worker means a worker as defined in accordance with s7 of the Work Health and Safety Act 2011 who is directly or indirectly engaged by Central Highlands Regional Council.
| Category               | Safety and Wellness  
|                       | Fire and Emergency Management |
| Lead Business Unit    | Safety and Wellness      |
| Public Consultation   | No                       |
| Adoption Date         | TBA                      |
| Next Review Due       | TBA                      |
| Document Number       | 1520242                  |
| Record Keeping        | ECM, Vine and Council Website |
| Related Documents     | Fire Safety Procedure  
|                       | Emergency Preparedness  |
1.0 Policy Purpose

1.1 This policy recognises council’s commitment to supporting workplace rehabilitation and a safe working environment across the entire organisation.

2.0 Policy Statement

2.1 At Central Highlands Regional Council (CHRC) Council we believes all incidents are preventable and are committed to maintaining a healthy and safe work environment for our staff, contractors/consultants, community members and visitors. All levels of management within CHRC will ensure the health and safety outcomes are managed in a proactive manner. All CHRC staff will ensure the continuous improvement aimed at eliminating work-related injury and illness across the entire organisation.

2.2 Central Highlands Regional Council recognises that helping our people to stay at work or make an early and safe return after an injury/illness minimises the impact on our people and their families. Council supports our injured/ill people by having a system of workplace rehabilitation and providing suitable duties during recovery, irrespective of the person’s entitlement to compensation.

2.3 Council expects that all injured/ill people will return to work on suitable duties as soon as it is medically safe to do so. It is expected that all levels of the organisation will support injured/ill people throughout the rehabilitation process.

2.4 To ensure that Council meets its legislative and moral obligations Council is committed to:

2.4.1 providing a safe, supportive, protective and healthy working environment;

2.4.2 encouraging the early reporting of injuries/illness;

2.4.3 ensuring the rehabilitation process is goal focused and commences as soon as possible following injury/illness;

2.4.4 ensuring that a suitable duties program is developed in consultation with the injured/ill person and their supervisor and management staff;

2.4.5 ensuring the treating doctor’s approval is sought throughout the rehabilitation process;
2.4.6 respecting the confidentiality of our people’s medical and rehabilitation information;

2.4.7 reviewing our workplace rehabilitation policy and procedures at least every three years.

<table>
<thead>
<tr>
<th>Strategic Link</th>
<th>Insert Relevant Strategy/Plan/Framework/legislation</th>
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<tr>
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<td>Insert Responsible Business Unit</td>
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<td>Public Consultation</td>
<td>Yes/No in alignment with Community Engagement Plan</td>
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<td>Next Review Due</td>
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<td>Record Keeping</td>
<td>Insert appropriate repository where document is captured/ displayed</td>
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<tr>
<td>Related Documents</td>
<td>Insert relevant/supporting guidelines and procedures</td>
</tr>
</tbody>
</table>
1.0 Policy Purpose

1.1 To comply with the requirements of the Housing Regulation 2015 to maintain a rent policy for community housing.

2.0 Policy Statement

2.1 The purpose of this policy is to outline the principles Council will use in setting rent, rent recover and concession for rent increases for Community housing.

3.0 Setting the rent

3.1 A tenant in a property managed by council as the registered provider will have their rent assessed at 25% of the household’s assessable income, plus the Commonwealth Rent Assistance to which all eligible housing members are entitled.

3.2 The rent is assessed using the Department of Housing and Public Works, Electronic Rent Calculator. Should the market rent of the property be less than the tenant’s calculated rent, market rent will be charged.

4.0 Rent Assistance

4.1 Commonwealth rent assistance is not considered income and therefore is not assessed at 25%. Instead Council, as the registered provider, will add the total Commonwealth Rent Assistance to which all household members are entitled, to the rent assessment.

4.2 If a household is deemed eligible for Commonwealth Rent Assistance, the total amount of Commonwealth Rent Assistance to which they are entitled is added to their rent, regardless of whether they receive the payment or not.

5.0 Market Rent

5.1 The market rent is determined by the provider. In determining market rents, Council considers the private market rent for similar properties of the same standard in the area and any relevant data published on median rents.

5.2 Council will review market rents on an annual basis prior to undertaking rent reviews.

5.3 Council may seek independent valuations of properties but must have consideration for the private market rent for similar properties of the same standard in the area and any relevant data published on the median rents, when
setting market rent.

6.0 Right to Appeal

6.1 Tenants have the right to appeal market rent assessments. Council will keep a copy of the methods used to derive a market rent for one year after the tenancy agreement.

7.0 Rent Review

7.1 Council reviews rent for all households at least annually, or when they become aware of a change of household circumstances. Tenants are responsible for advising Council of a change in circumstances and should be advised of the responsibility at sign-up. Tenants may request a reassessment of rent at any time because of a decrease in income or a change of household circumstances.

8.0 Overcharging of rent

8.1 If a tenant has been overcharged for rent due to having a low income or rent was miscalculated by the housing provider, a reimbursement will be required. This does not include where a tenant has failed to advise the housing provider of a reduction in income. Advice will be given as to how much this reimbursement is estimated to be made up of rent assistance. It will be the responsibility of the tenant to advise Centrelink of the reimbursement.

9.0 Rent Recovery

9.1 Council will ensure transparency by making clear the obligation to the tenant and the processes used by council in assisting them to meet their financial obligations, such as:

9.1.1 Making the process used to pay rent simple to administer and cost effective

9.1.2 Providing tenants two options for the payment of rent as per the General Tenancy Agreement (RTA Form 18a) and the Residential Tenancies and Rooming Accommodation Act 2008

10.0 Rent Arrears

10.1 A tenant with a rent debt to Council will be requested to enter into a mutual agreement to repay the debt in affordable instalments so as not to cause hardship. The payments must be maintained until the debt is cleared.

10.2 Council will pursue the recovery of debt through the provisions of the...
Residential Tenancies and Rooming Accommodation Act 2008 where the tenant does not repay the monies owing in accordance with the agreement.

| Strategic Link | Housing Act 2003  
|               | Housing Regulation 2015  
|               | Residential Tenancy and Rooming Accommodation Act 2008  
|               | Department of Housing and Public Works  
|               | Community Housing Rent Policy; and  
|               | Social Housing Eligibility Policy  
|               | Electronic Rent Calculator  
| Category      | Housing  
| Lead Business Unit | Property Services  
| Public Consultation | No  
| Adoption Date   | TBA  
| Next Review Due | TBA  
| Document Number | 1448678  
| Record Keeping  | ECM, Vine and Council website  
| Related Documents | Draft Community Housing Strategy  

Central Highlands Regional Council
1.0 Policy Purpose

1.1 This policy recognises council’s commitment to supporting Work Health and Safety across the entire organisation.

2.0 Policy Statement

2.1 At Central Highlands Regional Council (CHRC) Council we believe all incidents are preventable and are committed to maintaining a healthy and safe work environment for our staff, contractors/consultants, community members and visitors. All levels of management within CHRC will ensure the health and safety outcomes are managed in a proactive manner. All CHRC staff will ensure the continuous improvement aimed at eliminating work-related injury and illness across the entire organisation.

2.2 CHRC has established an overarching Work Health and Safety Management System to ensure that a planned, structured and effective approach to legislative obligations related to Health and Safety are implemented. Additionally, we have a dedicated Safety and Wellness Team focused on the health and safety of staff, including mental wellbeing that is supported by the Employee Assistance Program (EAP).

2.3 Council’s Health and Safety Values are:

2.3.1 all incidents are preventable.

2.3.2 everyone has a right to come to work and do their jobs effectively and go home safely.

2.3.3 every person has the authority to stop a job if it is not safe.

2.3.4 no job is more important than the top 4.

2.3.5 every council officer is responsible for their safety and the safety of others.

2.3.6 no council employee will walk past an unsafe act or condition.

2.4 In fulfilling Council’s legislative and moral obligations Council is committed to:

2.4.1 Placing the health, safety and wellness of workers and persons ahead of all other considerations.

2.4.2 Ensuring a safe system of work.
2.4.3 Maintaining and continually improving the Work Health and Safety Management System through the development and management of measurable WHS objectives and targets.

2.4.4 Use risk management approaches to develop sustainable, structured and consistent systems for health and safety management.

2.4.5 Ensuring workers and relevant stakeholders are consulted regarding workplace health and safety.

2.4.6 Ensuring that each worker received information, instruction and training regarding their workplace health and safety responsibilities.

2.4.7 Implementing an effective hazard and incident management system.

2.4.8 Health and safety resources will be made available to provide the strategic and operational capability to comply with legislative obligations and proactively contribute to continuous improvement activities.

2.5 To achieve Council’s legislative and moral obligations, this, the commitment and cooperation of every employee, individually as well as working together as a team is required, sharing a fundamental duty of care to ourselves and others. All employees have the authority to take actions necessary to provide for their own safety and the safety of other persons.

Scott Mason
CHIEF EXECUTIVE OFFICER
**No Smoking**

**Policy Number:** CHRC0032  
**Department:** Office of the CEO  
**Effective Date:** 20 April 2017  
**Unit:** Workplace Health and Safety

### 1.0 Purpose and Scope

This policy supports Council’s smoke free working environment. It applies to all Council employees including contractors, volunteers, work experience students and trainees.

### 2.0 Reference

- Council Employee Code of Conduct  
- Tobacco and Other Smoking Products Act 1998  
- Tobacco and Other Smoking Products Regulation 2010

### 3.0 Definitions

**Council** means Central Highlands Regional Council (CHRC)

### 4.0 Policy Statement

Council recognises the negative impact of smoking on the health of the individual and the rights of people to be protected from the dangers of passive smoking. Council is committed to providing a safe and healthy work environment for all employees, contractors, visitors and clients.

It is acknowledged that the individual has the right to choose whether or not to smoke, providing this does not constitute a risk to others or contravene safety provisions or reduce the employee’s productivity.

This policy also defines the use of electronic cigarettes as smoking.

### 4.1 Roles and Responsibilities

Employees must not smoke in the immediate work environment (including inside vehicles and plant/equipment) and have a responsibility to report breaches of the policy to the relevant supervisor.

### 4.2 Designated No Smoking Areas

Smoking is prohibited inside all buildings, office areas, enclosed work areas and plant, machinery and vehicles and wherever there are designated no smoking areas.

Designated no smoking areas include:

- Office, conference and training areas;
- Lunch rooms, recreation areas and crib rooms;
- Administration and library buildings;
- Community and entertainment centres;
- Rural transaction centres;
- Workshop and store complexes;
- Storage facilities;
- Basement areas;
• Enclosed car parks;
• Public Swimming Pools;
• All confined spaces including:
  o Stairwells
  o Fire escapes
  o Lifts
  o Toilets
• All Council plant, machinery and vehicles (including Council vehicles utilised for private use);
• Within five metres of any entry door; air intake system or plant and equipment.

4.3 Signage

‘No Smoking’ signs will be displayed to show that smoking is prohibited in buildings; vehicles and plant and equipment.

Designated smoking areas on sites (only where it has been risk assessed as a permissible provision), shall be clearly signed and demarcated and persons shall only smoke in these designated area/s on site.

4.4 Quit Smoking Program

Council will offer a ‘quit smoking’ program for interested employees with an amount of up to $150 reimbursement on presentation of appropriate documents detailing that the individual is undergoing treatment to quit smoking. Appropriate documentation includes medical certificate and prescription details.

Council also encourages employees to utilise any programs delivered through the Department of Health and Queensland Quitline.

Access to these programs can be arranged in liaison with Council’s Safety and Wellness Department.

4.5 Smoke Breaks/Corporate Image

Employees are encouraged to limit smoking to the designated lunch and morning/afternoon tea breaks and to be mindful of their obligation to promote a positive corporate image for Council during business hours and whilst in corporate and workplace uniform. Any smoking during work time must not reduce the employee’s productivity or safety. Persons utilising designated smoking areas are to ensure that housekeeping is maintained at a high standard (i.e. general rubbish and cigarette butt disposal).

4.6 Consequences of Breach of Policy

Any employee failing to comply with the requirements of this policy may be subject to Council’s disciplinary procedures.

5.0 Policy Review

This policy will be reviewed when any of the following occur:

1. As required by Legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.
1.0 Policy Purpose

1.1 The purpose of the Fitness for Work Policy is to ensure that the health and safety of all persons is not at risk or adversely affected by any worker attending the workplace while not fit for work.

2.0 Policy Statement

2.1 Central Highlands Regional Council aims to ensure that fitness for work is integrated into all our management systems and core operations so that prevention of occupational injury and illness becomes an integral part of our organisational culture.

3.0 Commitment

3.1 Central Highlands Regional Council is committed to providing a safe working environment for all persons. Accordingly, Council shall provide a fitness for work program to ensure that appropriate fitness for work and workplace safety standards are maintained.

3.2 In order to fulfil this commitment, Council shall:

3.2.1 Provide education and awareness programs on fitness for work responsibilities to all workers;
3.2.2 Provide appropriate assistance to overcome problems that could impair fitness for work;
3.2.3 Provide an effective, fair and constructive policy and procedures for dealing with workers who are unfit for work;
3.2.4 Provide assistance through a full range of educational and rehabilitative measures to overcome problems that could impair an individual’s fitness for work, inclusive of Employee Assistance Programs.

4.0 Definitions

4.1 Not fit for work means a person that has an impaired ability to safely perform the inherent duties required of their role. Reasons for the impairment include but are not limited to being under the influence of a substance or alcohol, fatigue, sustaining an injury (work or not work related) or medical procedure.

4.2 Worker means a worker as defined in accordance with section 7 of the Work Health and Safety Act 2011 who is directly or indirectly engaged by Central Highlands Regional Council.
| **Strategic Link** | Work Health and Safety Act 2011  
| | Work Health and Safety Regulation 2011  
| | Transport Operations (Road Use Management) Act 1995  
| | Drugs Misuse Act 1986  
| | Crime and Misconduct Act 2011  
| **Category** | Safety and Wellness  
| **Lead Business Unit** | Safety and Wellness  
| **Public Consultation** | No  
| **Adoption Date** | TBA  
| **Next Review Due** | TBA  
| **Document Number** | 1074843  
| **Record Keeping** | ECM, Vine and Council Website  
| **Related Documents** | Workplace Health and Safety Policy  
| | Medical Assessments Procedure  
| | Drug and Alcohol Procedure  
| | Fatigue Management Procedure  
| | Injury Management Procedure  

Agenda - General Council Meeting - 13 May 2020
1.0 Purpose and Scope

The purpose of this policy is to ensure the supply and use of personal protective equipment (PPE) where employees are required to perform their duties in an environment that involves potential hazards. This policy applies to all employees, councillors, trainees, and contractors of Central Highlands Regional Council and also includes visitors including volunteers and work experience students.

2.0 Reference

Work Health & Safety Act 2011
Code of Conduct
Performance and Misconduct Procedure
Local Government Regulation 2012

3.0 Definitions

CEO refers to Chief Executive Officer
Council refers to Central Highlands Regional Council
The Act shall mean the Local Government Act 2009 (as amended).
The Regulation shall mean the Local Government Regulation 2012 (as amended).
Corporate Employee shall mean staff who in the course of carrying out their core duties, do not require the use of Personal Protective Equipment and who are covered by the Corporate Uniform Policy.
Employee shall mean all staff engaged in work or carrying out duties which require the use of Personal Protective Equipment. This includes but is not limited to, working on or around roadways, moving plant, operating plant or equipment and maintenance staff including their immediate Supervisors.
Personal Protective Equipment (PPE) includes any clothing, equipment, and substance designed to be worn by a person to protect the person from risks of injury or illness. This includes sun protection.
Approved Standards shall mean the item must comply with set Australian Standards and as specified in their publications.

4.0 Policy Statement

This policy is used in conjunction with the Cancer Council Queensland Workplaces Sunsmart Policy Guidelines and Central Highlands Regional Council’s SunSmart in the Workplace Policy. PPE should only be considered as a control measure when exposure to a risk cannot be minimised in another way, or when used in conjunction with other control measures as a final barrier between the worker and the hazard as PPE does not control the hazard at the source.

PPE requirements at Council worksites will be determined by risk assessment and must be approved for use at Central Highlands Regional Council by the Workplace Health and Safety Advisors and shall be
purchased and issued by the Council’s Stores personnel. Personnel required to use PPE will be instructed / trained in its proper selection, use and care. All personnel at Council worksites, including contractors and visitors, are required to use PPE whenever they are exposed to a hazard requiring its use.

Upon commencement, employees will be provided with sufficient Council clothing to cover a working week. Clothing and equipment supply will include a council uniform (in standard colours with an embroidered Council logo) and all personal protective equipment required, as per the issue schedule below.

Employees are required to take reasonable care of all clothing and equipment issued. Clothing and safety equipment will be replaced on a wear and tear basis. Worn/damaged clothing or equipment must be presented to the store personnel to obtain replacements earlier than specified in the schedule.

Clothing worn to comply with cultural or religious standards is allowable as long as it does not pose any foreseeable hazards to health and safety at work.

BRANDING
The Central Highlands Regional Council logo must be embroidered in full colour on the front left (chest area) of shirts and jackets. The letters CHRC must be embroidered on the rear waistband of any bottoms on the left hand side.

PERSONAL PRESENTATION
A high standard of personal presentation is expected of all employees at all times whilst on duty. Employees dress and appearance should at all times enhance Council’s community image with all clothing to be clean and in good condition. It is expected that staff shall be dressed appropriately in the approved Council PPE during work hours and PPE is to be worn in the manner for which it is intended to be used. Long hair must be worn up and back when working in areas with machinery and other situations in which it could pose a risk to the employee or other staff members. Also grooming must allow for correct fitting of PPE i.e. beards are not compliant with respirators.

RESPONSIBILITY/ACCOUNTABILITY

Managers and Team Leaders
Managers and Team Leaders are to ensure that:

- Risk assessments are completed at Council worksites to determine the need for PPE
- Personnel using PPE are properly trained, informed and instructed in its correct selection, care and use.
- All personnel at Council worksites use appropriate PPE
- Personnel at Council worksites not using/wearing correctly maintained PPE are removed from the worksite
- All PPE provided to personnel at Council worksites meets or exceeds the relevant Australian Standard
- Risk assessments are reviewed at least annually
- PPE is properly and diligently used whenever they are exposed to a hazard requiring its use.

Employees

Employees shall:

- Participate in risk assessments to determine PPE requirements at Council worksites
- Use PPE correctly, without misuse or interference, whenever they are exposed to an identified hazard.
- Care for and maintain PPE in a serviceable condition
• Cooperate with directions of their supervisor, including the need to use and maintain PPE, to ensure compliance with the Work Health & Safety Act 2011

Staff must cooperate with directions of their supervisor or manager, including the need to use and maintain PPE, to ensure compliance with the requirements of WH&S Act and Regulation.

Staff who do not respond to their supervisor’s instructions on the correct use and maintenance of PPE may be subject to disciplinary action in accordance with the Central Highlands Regional Council’s Performance and Misconduct Procedure. Supervisors may be subject to disciplinary action initiated by their manager if they fail to ensure that prescribed PPE is used diligently by staff, or if the equipment is not maintained to a serviceable and effective level.

PPE ISSUE SCHEDULE

<table>
<thead>
<tr>
<th>PPE Item</th>
<th>Approved Standards</th>
<th>Issue/Requirements/Allowances</th>
</tr>
</thead>
</table>
| Safety Footwear   | Approved safety boots/shoes are required to be worn by all persons working in areas where injuries to feet could occur. Elastic-sided boots are not permitted. | • 1 pair lace-up work boots initially.  
• Replaced on a fair wear and tear basis  
• Life expectancy is one (1) year  
• Employees must wear footwear that meets the following guidelines:  
  - Footwear must be steel-capped.  
  - Footwear must be suited to the requirements of the employee’s work and work environment.  
• If specialised boots are required for medical reasons the type of boot and cost will be discussed with the Safety Advisors on presentation of a medical certificate.  
• To be replaced on a fair wear and tear basis or when footwear no longer meets the Australian Standards.  
• Safety rubber boots shall be issued on an as required basis. |
| Long Sleeved Shirts  | Approved long sleeved shirts to be worn by all employees unless an exemption has been granted on genuine safety or medical grounds. | • Up to 5 Shirts bearing Council logo initially.  
• Replaced on a fair wear and tear basis  
• Maximum replacement is 5 per year  
• Provide a minimum UPF 40+ fabric  
• All shirts will have long length sleeves and collars to protect the arms and neck  
• All shirts will be made from a close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort |
| Jacket/Jumper     | To be worn by employees when required.                                                | • 1 jacket or jumper bearing Council logo initially.  
• Replaced on a fair wear and tear basis  
• Life expectancy is two (2) years  
• Provide a minimum UPF 40+ fabric  
• Water resistant (jacket only) |
| Trousers           | Wearing of long pants for all external work tasks is mandatory.                       | • Up to 5 pairs initially.  
• Replaced on a fair wear and tear basis  
• Maximum replacement is 5 per year  
• Provide a minimum UPF40+ |
| Safety Glasses / Goggles / Faceshields | Approved eye protection must be worn by all persons engaged in, or working close to any activity which may cause eye injury, and/or where there is a foreseeable risk of flying particles or dust. | • To be issued to all Employees as required. |

Electronic version current – uncontrolled copy valid only at time of printing
Adoption Date: 9 February 2017  
Amended Date: 26 June 2017  
Central Highlands Regional Council  
Review Date: 9 February 2021  
Personal Protective Equipment Policy  
Version: 1
<table>
<thead>
<tr>
<th>PPE Item</th>
<th>Approved Standards</th>
<th>Issue/Requirements/Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Prescription Glasses</td>
<td>Frames/lens conforming with Australian Standards, side protection must be maintained at all times.</td>
<td>• To be issued to employees in accordance with the relevant procedure.</td>
</tr>
<tr>
<td>Ear Muffs / Ear plugs</td>
<td>Approved hearing protection must be worn when exposed to the risk of hearing damage arising from noise caused by the operation of plant, equipment or machinery on the worksite.</td>
<td>• To be issued to all employees as required.</td>
</tr>
<tr>
<td>Respirators/ Dust Masks</td>
<td>Approved respiratory protection must be worn when exposed to the risk of respiratory damage arising from the handling or use of any hazardous chemical or substance, and where stipulated in accordance with the safety data sheet (SDS) or label for the particular chemical or substance. Approved dust masks must be worn in situations where dust may be generated in the course of the work.</td>
<td>• To be issued to all employees as required</td>
</tr>
<tr>
<td>High Visibility Vests</td>
<td>To be worn by Employees when required, attending work sites on or near roadways, median strips, footpaths and car parks, reserves, or where there is poor visibility or when advised by Supervisory Staff.</td>
<td>• To be issued to all employees as required</td>
</tr>
<tr>
<td>Traffic Controller Kits</td>
<td>- Traffic Controller is to be stated on vest</td>
<td>• To be issued to all employees as required</td>
</tr>
<tr>
<td></td>
<td>- Lime Yellow</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- High Visibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Retro-reflective tape</td>
<td></td>
</tr>
<tr>
<td>Protective Gloves</td>
<td>To be worn when handling material where there is a danger of cuts, puncture wounds etc. Gloves must be worn whilst handling debris, rubbish or any other form of refuse, Rubber/PVC Gloves must be worn in the handling and use of insecticides and or herbicides and in any other situation where health is likely to be affected in accordance with directions contained in MSDS or manufacturer's instructions.</td>
<td>• To be issued to all employees as required</td>
</tr>
<tr>
<td>Protective Chaps/ Shin guards</td>
<td>To be issued to Council employees as required subject to Risk Assessment.</td>
<td>• To be issued to all employees as required</td>
</tr>
<tr>
<td>PPE Item</td>
<td>Approved Standards</td>
<td>Issue/Requirements/Allowances</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Safety helmets                | The wearing of approved safety helmets is a mandatory requirement in areas of Council operations where there is a risk of being struck by objects from overhead, this includes but is not limited to:-  
  - When signage indicates hard hats must be worn.  
  - Employees working in trenching operations.  
  - Maintenance staff using overhead cranes.  
  - Tree pruning operations.  
  - As advised by Supervisor or risk assessment | • To be issued to all relevant employees.  
  • Sun protection brims shall be worn  
  • as determined by risk assessment. Brims are to be at least 75mm. |
| Hats & hardhat brim attachments - Broad brim or style hat with brims of at least 75mm (with preference of 10cm): Bucket style hat with brims of at least 60mm. | A hat designed to reduce direct exposure to the face, neck and ears must be worn at all times whilst working outdoors. | • 1 hat initially.  
  • Replaced on a fair wear and tear basis  
  • Life expectancy is two (2) years  
  • Broad brim or bucket style hat - no caps permitted  
  • In situations where hard hats are to be worn, brim attachments must be used. |
| 30+ sunscreen and insect repellent | To be applied to all areas of unprotected skin. | • To be issued to all employees as required |
| Wet weather rain coat and trousers.  
  • Colour – lime yellow  
  • Retro-reflective tape | To be worn in inclement weather | • To be issued to all employees as required  
  • Replaced on fair wear and tear basis |
| Bowyngs                       | To be issued to Council employees as required subject to Risk Assessment.           | • To be issued to all employees as required  
  • Replaced on fair wear and tear basis |

**Exceptions**

Some staff or staff positions may require the issue of clothing and/or Personal Protective Equipment that is considered non-standard issue. Application for exception to the standard issue PPE may only be made on medical grounds or when the wearing of standard PPE increases a risk to workers. Application to vary PPE must be made through the Work Health and Safety Team and approved by the person’s General Manager.

For certain occupations/tasks within Council, the wearing of long pants is mandatory and no exception will be made due to other mitigating factors, for example, it is a requirement of contractual work, exposure to chemicals, specific legislative requirements etc. Those occupations/tasks include:

- Any staff performing work with a bituminous product;
- Electrical staff;
- Staff working in long grass,
- Staff who perform “hot work”
- Workshop staff,
- Rangers
- If it is a requirement of contractual work Council is to perform.

Further occupations/tasks may be added to the above list based on risk assessments performed.
Position Specific Requirements

Certain positions within Council may necessitate the use of PPE while still requiring the employee to wear a uniform which meets Council image requirements and defines their work unit. Specified positions which meet this criteria are:

- Rangers
- Maintenance officers (Facilities Team – C&DS)
- Airport Staff
- Saleyards Staff
- Utilities Staff
- Safety Advisors

In this instance the above table shall apply with the following exceptions:

<table>
<thead>
<tr>
<th>PPE Item</th>
<th>Approved Standards</th>
<th>Issue/Requirements/Allowances</th>
</tr>
</thead>
</table>
| Long Sleeved Shirts    | Approved long sleeved shirts to be worn by all employees unless an exemption has been granted on genuine safety or medical grounds. | - Up to 5 Shirts bearing Council logo  
- Initially.  
- Replaced on a fair wear and tear basis  
- Maximum replacement is 5 per year  
- Provide a minimum UPF 40+ fabric  
- All shirts will have long length sleeves and collars to protect the arms and neck  
- All shirts will be made from a close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort. |
| - Branded              | Rangers, Maintenance Officers, Safety Advisors and Utilities Staff shall be issued with “Stone” coloured shirts. |                                                                                               |
| - Council colours      | Airport Staff and Saleyards staff shall be issued with dark blue shirts specific to their work areas. |                                                                                               |

Compliance

Failure to comply with the directions given in this policy may result in disciplinary action in accordance with Council’s Code of Conduct and Performance and Misconduct Procedure. Supervisors and Managers who fail to address breaches of this policy by employees may also be subject to disciplinary action.

**First Offence**

Employee will be given a verbal warning and be sent home without pay until such time as he/she returns wearing approved PPE.

**Second Offence**

Employee will be given a written warning and be sent home without pay until such time as he/she returns wearing approved PPE.

**Third Offence**

Formal disciplinary action, which may result in termination of employment.

In all instances the employee will be given the opportunity to explain his/her non-compliance with the above policy prior to action being taken

5.0 Policy Review
This policy will be reviewed when any of the following occur:

1. As required by Legislation.

2. The related documents are amended or replaced.

3. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.
12.2.2 Budget Review 3 ..... approx 20 mins

DECISION REPORT

Date: 13 May 2020  Presentation Duration: Approx. 20 minutes
To: General Council Meeting
Author: Helen Kirby, Acting Manager Finance
Authorising Officer: Margaret Gatt, General Manager Corporate Services
File Reference: NA
Presented for: Decision

ATTACHMENTS:
1. B R 3 Measures of Financial Sustainability [12.2.2.1 - 1 page]
2. B R 3 Statement of Financial Position [12.2.2.2 - 1 page]
3. B R 3 Statement of Comprehensive Income [12.2.2.3 - 1 page]
4. B R 3 Statement of Cash Flows [12.2.2.4 - 1 page]
5. B R 3 Statement of Changes in Equity [12.2.2.5 - 1 page]
6. BR3 2019-20 Capital Works Program including 2020-21 [12.2.2.6 - 7 pages]

PURPOSE:
The original budget is reviewed at least three times during the year and adopted by resolution. Budget review 3 has now been undertaken to identify and account for changes since the adoption of budget review 2 in February 2020.

The original 2019-20 budget reported an operating deficit of $2.135m which was revised at budget review 2 to a deficit of $2.358m. Budget review 3 is amending the operating deficit reported at budget review 2, to a forecast deficit of $4.372m. The capital program forecast at budget review 2 of $74.450m is also being revised downwards to $71.423m at budget review 3.

The operating and capital adjustments proposed as part of the budget review 3 process have been reflected in Council’s Long-Term Financial Plan.

The emerging risks and uncertainties associated with COVID-19 have had an impact on the formulation of budget review 3. While known adjustments have been accounted for, there may be additional impacts still to be determined that will modify the operating and capital forecast result to the end of the financial year.

OFFICER RECOMMENDATION:
That Central Highlands Regional Council, in accordance with sections 169 and 170 of the Local Government Regulation 2012, adopt the amendments to the budget including: - 
1. The statement of comprehensive income
2. The statement of financial position
3. The statement of cash flow
4. The statement of changes in equity
5. The measures of financial sustainability
6. Capital program 2019-20 and 2020-21
REPORT:

Background

The original 2019-20 budget, which was adopted by council at a Special Budget Meeting on 25 June 2019, reported a forecast operating deficit of $2.135m and a capital works program of $72.338m. At budget review 2, which was adopted by Council on 21 February 2020, the operating deficit was revised to $2.358m and the capital program to $74.450m.

As part of the budget review process, the submissions provided by the management team have resulted in these forecasts being revised again at budget review 3 (BR3). The proposed operating deficit is now forecast to stand at $4.372m and the capital works program at $71.423m.

Discussion/Current issue

1. Operating budget adjustments

Proposed BR3 operating adjustments collectively amount to $2.014m which increase the forecast deficit position of $2.358m at BR2 to $4.372m. COVID-19 has had a significant impact on the Emerald Airport operations with an estimated $1.116m reduction in revenue forecast to the end of the financial year. The fall in the Reserve Bank of Australia official cash rate has also impacted the forecast interest returns on invested funds with a reduction of $1.500m being proposed at BR3.

A summary of the key proposed changes by Directorate are provided in table below:

Central Highlands Regional Council
Summary of Key Changes by Directorate
2019-20 Budget Review 3

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities</td>
<td>146,705</td>
</tr>
<tr>
<td>Communities net budget reduction primarily due to impact of COVID 19.</td>
<td></td>
</tr>
<tr>
<td>Corporate Revenue and Expenses</td>
<td>900,000</td>
</tr>
<tr>
<td>Reduction to interest received due to cash rate and reduction to rates capping adjustment.</td>
<td></td>
</tr>
<tr>
<td>Executive Management</td>
<td>101,784</td>
</tr>
<tr>
<td>Workplace, Health and Safety increase in contractors to continue to deliver critical projects under Enforceable Undertaking and increases in cleaning and sanitising materials due to COVID 19.</td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td>852,930</td>
</tr>
<tr>
<td>Asset management - increase in internal plant hire recovery and a reduction for tools and plant expenses.</td>
<td></td>
</tr>
<tr>
<td>Information Services - reduction in consultants and staff training due to COVID-19 impacts. New Business Transformation Team created.</td>
<td></td>
</tr>
<tr>
<td>Customer and Commercial Services</td>
<td>1,464,556</td>
</tr>
<tr>
<td>Airport revenue reduced by 35% reflecting impact of COVID 19. Customer and commercial services reduction in profit from sale of developed land.</td>
<td></td>
</tr>
<tr>
<td>Infrastructure and Utilities</td>
<td>547,208</td>
</tr>
<tr>
<td>Net increase of RMPC revenue due to additional work requested by TMR and an increase in grant revenue for Yamala/CQIP project. Increase of for additional overtime expenditure, increase in external plant hire expenditure and a reduction in bulk water sales revenue due to unavailability of suitable water.</td>
<td></td>
</tr>
<tr>
<td>Net Increase in Budget Deficit</td>
<td>2,013,913</td>
</tr>
</tbody>
</table>

The emerging risks and uncertainties associated with COVID-19 have had an impact on the formulation of budget review 3. While known adjustments have been accounted for, there may be additional impacts still to be determined that will modify the operating budget forecast result to the end of the financial year.
2. Capital program budget adjustments

Proposed BR3 adjustments to the capital budget collectively amount to $3.027m, reducing the forecast capital program at BR2 from $74.450m to $71.423m. This reduction relates predominately to the rescheduling and reforecasting of 22 projects to the 2020-21 financial year. COVID-19 has had an impact on the delivery of some of these projects, including:

- Electrical works at Bridgeman Park, Emerald Showgrounds, Maccas Oval and McIndoe Park ($750k)
- Lilyvale Road construction ($1m)
- Various wastewater ($244k) and water ($335k) projects

BR3 proposed changes to the 2019-20 capital works program are provided in the table below by Directorate:

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Department</th>
<th>Adopted Budget</th>
<th>Budget Review 1 (including Carryovers)</th>
<th>Budget Review 2</th>
<th>Budget Review 3 Proposed Alterations</th>
<th>Proposal Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communities</td>
<td>Community Recreation and Facilities</td>
<td>4,332,965</td>
<td>7,889,061</td>
<td>7,749,116</td>
<td>-707,144</td>
<td>7,041,968</td>
</tr>
<tr>
<td></td>
<td>Connected Communities</td>
<td>173,700</td>
<td>234,155</td>
<td>134,410</td>
<td>-100,747</td>
<td>133,663</td>
</tr>
<tr>
<td></td>
<td>Planning and Environment</td>
<td>3,111,491</td>
<td>2,716,835</td>
<td>2,671,380</td>
<td>-217,074</td>
<td>2,454,312</td>
</tr>
<tr>
<td>Communities Total</td>
<td></td>
<td>8,618,156</td>
<td>10,840,032</td>
<td>10,555,396</td>
<td>-955,589</td>
<td>9,599,607</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>Asset Management</td>
<td>8,841,685</td>
<td>8,406,270</td>
<td>8,741,270</td>
<td>24,756</td>
<td>8,766,026</td>
</tr>
<tr>
<td></td>
<td>Information Services</td>
<td>2,100,000</td>
<td>3,641,000</td>
<td>3,741,000</td>
<td>0</td>
<td>3,741,000</td>
</tr>
<tr>
<td>Corporate Services Total</td>
<td></td>
<td>10,941,685</td>
<td>12,497,042</td>
<td>12,882,270</td>
<td>24,756</td>
<td>12,977,026</td>
</tr>
<tr>
<td>Customer and Commercial</td>
<td>Airport</td>
<td>17,242,817</td>
<td>19,704,272</td>
<td>17,885,822</td>
<td>0</td>
<td>17,885,822</td>
</tr>
<tr>
<td>Services</td>
<td>Council Housing</td>
<td>2,117,500</td>
<td>2,155,380</td>
<td>662,800</td>
<td>6,700</td>
<td>669,500</td>
</tr>
<tr>
<td></td>
<td>Land</td>
<td>726,000</td>
<td>1,000,000</td>
<td>500,000</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td></td>
<td>Quarry</td>
<td>0</td>
<td>86,362</td>
<td>10,963</td>
<td>0</td>
<td>10,963</td>
</tr>
<tr>
<td></td>
<td>Safeways</td>
<td>1,366,150</td>
<td>2,330,448</td>
<td>1,060,248</td>
<td>100</td>
<td>1,061,348</td>
</tr>
<tr>
<td>Customer and Commercial</td>
<td>Total</td>
<td>23,956,467</td>
<td>25,750,462</td>
<td>20,512,332</td>
<td>100</td>
<td>20,512,332</td>
</tr>
<tr>
<td>Services Total</td>
<td></td>
<td>23,956,467</td>
<td>25,750,462</td>
<td>20,512,332</td>
<td>100</td>
<td>20,512,332</td>
</tr>
<tr>
<td>Infrastructure and Utilities</td>
<td>Depots</td>
<td>155,000</td>
<td>155,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Emergency and Volunteer Services</td>
<td>64,950</td>
<td>134,950</td>
<td>134,950</td>
<td>65,000</td>
<td>199,950</td>
</tr>
<tr>
<td></td>
<td>Flood Mitigation</td>
<td>456,034</td>
<td>722,629</td>
<td>722,629</td>
<td>-15,000</td>
<td>737,629</td>
</tr>
<tr>
<td></td>
<td>NDRRA</td>
<td>0</td>
<td>272,712</td>
<td>272,712</td>
<td>0</td>
<td>272,712</td>
</tr>
<tr>
<td></td>
<td>Roads</td>
<td>23,171,219</td>
<td>21,105,889</td>
<td>22,760,889</td>
<td>-1,050,000</td>
<td>21,815,889</td>
</tr>
<tr>
<td></td>
<td>Wastewater</td>
<td>1,218,934</td>
<td>2,635,543</td>
<td>2,719,228</td>
<td>-445,751</td>
<td>2,273,477</td>
</tr>
<tr>
<td></td>
<td>Water</td>
<td>5,861,488</td>
<td>5,795,346</td>
<td>4,023,005</td>
<td>-668,000</td>
<td>3,355,005</td>
</tr>
<tr>
<td>Infrastructure and Utilities</td>
<td>Total</td>
<td>31,141,325</td>
<td>33,808,309</td>
<td>31,391,483</td>
<td>-748,000</td>
<td>29,643,483</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>22,117,633</td>
<td>82,038,712</td>
<td>24,640,152</td>
<td>-3,027,033</td>
<td>21,613,119</td>
</tr>
</tbody>
</table>

Note: a negative figure in the proposed alterations column represents a reduction in estimate or deferral to a subsequent financial year.

The emerging risks and uncertainties associated with COVID-19 have had an impact on the formulation of budget review 3. While known adjustments have been accounted for, there may be additional impacts still to be determined that will modify the capital budget forecast result to the end of the financial year.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference/Policy/Legislation:
5. Leadership and Governance;
5.4 - Corporate Plan Strategy: Financial sustainability
5.4.2 - Ensure the long-term financial sustainability of the region through prudent financial management and budgeting.

Budget/Financial/Resourcing:
The adjustments proposed as part of the budget review 3 process have increased the operating deficit by $2.014m. The impact of COVID-19 on airport revenue and the fall in the cash rate reducing investment returns are the key drivers of this revised result. The capital program has reduced by $3.027m which will have an impact on cashflow in the current year.

The Long-Term Financial Plan has been updated to reflect the proposed capital and operating changes and the resulting impact for the three-year period to 2021-22.
Communication/Engagement:
All areas of the organisation have been involved in the budget review process, with close consultation at a manager and coordinator level. General Managers have also had the opportunity to review proposed changes from within their respective areas.

Risk Assessment:
The emerging risks and uncertainties associated with COVID-19 have had an impact on the formulation of budget review 3. While known adjustments have been accounted for, there may be additional impacts still to be determined that will modify the operating forecast result to the end of the financial year.

The most significant risk for the capital program is associated with failure to deliver against the adopted schedule. Monitoring the lifecycle of a project and any projects that are at risk of not achieving documented milestones is a key deliverable of the Strategic Program Governance Group (SPGG), including areas such as early detection of difficulties, understanding the reasons for project delays and how these issues can be mitigated. The Strategic Program Governance Group (SPGG) in conjunction with Council, continues to progress the development of systems to improve capital project management and delivery.

Timings/Deadlines:
If adopted, future monthly performance reports will be measured against the revised budget.

Conflict of Interest Declaration:
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

Human Rights Impact:
No

Alternatives Considered:
Where an increase in expenditure is proposed for the operating budget, managers are asked to identify opportunities for savings within their own operational area before looking to the wider organisation to fund shortfalls. The proposal for the reduction in the airport revenue was made without any compensating reduction in expenditure due to the nature of the fixed costs of operating the transport facility. There was also no identifiable offset for the reduction in interest revenue.

Managers were asked to consider re-prioritisation of projects adopted and their capacity to deliver to ensure the program remains deliverable within the financial year. Managers generally expressed the opinion that the proposed alterations would allow the adopted program for 2019-20 to be delivered.
## CENTRAL HIGHLANDS REGIONAL COUNCIL
### Measures of Financial Sustainability
10-Year Forecast from 1 July 2019

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Surplus Ratio</td>
<td>0% to 10%</td>
<td>-3.1%</td>
<td>-1.0%</td>
<td>-0.5%</td>
<td>-0.4%</td>
<td>0.1%</td>
<td>0.3%</td>
<td>2.9%</td>
<td>3.3%</td>
<td>4.2%</td>
<td>4.7%</td>
<td></td>
</tr>
<tr>
<td>Asset Sustainability Ratio</td>
<td>&gt;90%</td>
<td>119.4%</td>
<td>135.5%</td>
<td>101.0%</td>
<td>104.8%</td>
<td>98.6%</td>
<td>96.0%</td>
<td>101.5%</td>
<td>97.3%</td>
<td>92.7%</td>
<td>89.0%</td>
<td></td>
</tr>
<tr>
<td>Net Financial Liabilities Ratio</td>
<td>&lt;= 60%</td>
<td>-14.4%</td>
<td>14.9%</td>
<td>27.0%</td>
<td>26.0%</td>
<td>23.4%</td>
<td>20.1%</td>
<td>15.4%</td>
<td>8.9%</td>
<td>0.7%</td>
<td>-8.5%</td>
<td></td>
</tr>
</tbody>
</table>

Central Highlands Regional Council
### Central Highlands Regional Council

#### Statement of Financial Position

(for the 3 year period of 1 July 2019 to 30 June 2022)

<table>
<thead>
<tr>
<th>Assets</th>
<th>Current Assets</th>
<th>Non-Current Assets</th>
<th>Total Non-Current Assets</th>
<th>Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash and cash equivalents</td>
<td>Investments</td>
<td>Property, plant and equipment</td>
<td>Other non-current assets</td>
</tr>
<tr>
<td></td>
<td>97,568,752</td>
<td>19,000</td>
<td>1,433,318,714</td>
<td>85,555,000</td>
</tr>
<tr>
<td></td>
<td>95,480,917</td>
<td>19,000</td>
<td>1,467,157,725</td>
<td>77,040,000</td>
</tr>
<tr>
<td></td>
<td>102,734,780</td>
<td>19,000</td>
<td>1,459,570,275</td>
<td>77,040,000</td>
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<tr>
<td></td>
<td>103,859,207</td>
<td>19,000</td>
<td>1,533,354,756</td>
<td>228,000</td>
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<tr>
<td></td>
<td>66,988,369</td>
<td>19,000</td>
<td>1,581,235,349</td>
<td>19,000</td>
</tr>
<tr>
<td></td>
<td>52,119,505</td>
<td>19,000</td>
<td>1,634,007,481</td>
<td>36,000</td>
</tr>
<tr>
<td></td>
<td>Total Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>117,400,363</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>114,929,249</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>122,411,595</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>123,632,930</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>86,939,771</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>72,553,725</td>
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</tr>
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<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Current liabilities</th>
<th>Non-current liabilities</th>
<th>Total liabilities</th>
<th>Net Community Assets</th>
<th>Community Equity</th>
<th>Total Community Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade and other payables</td>
<td>12,478,913</td>
<td>6,000</td>
<td>102,770,369</td>
<td>98,353,920</td>
<td>1,537,939,157</td>
<td>1,556,375,605</td>
</tr>
<tr>
<td>Borrowings</td>
<td>5,217,773</td>
<td>17,089,000</td>
<td>62,566,234</td>
<td>103,099,978</td>
<td>1,034,481,217</td>
<td>526,689,120</td>
</tr>
<tr>
<td>Provisions</td>
<td>4,338,000</td>
<td>17,089,000</td>
<td>62,566,234</td>
<td>103,099,978</td>
<td>1,034,481,217</td>
<td>526,689,120</td>
</tr>
<tr>
<td>Other</td>
<td>368,000</td>
<td>17,089,000</td>
<td>62,566,234</td>
<td>103,099,978</td>
<td>1,034,481,217</td>
<td>526,689,120</td>
</tr>
<tr>
<td>Total current liabilities</td>
<td>22,402,686</td>
<td>102,770,369</td>
<td>98,353,920</td>
<td>103,099,978</td>
<td>1,537,939,157</td>
<td>1,556,375,605</td>
</tr>
<tr>
<td>Total non-current liabilities</td>
<td>75,951,234</td>
<td>103,308,449</td>
<td>98,353,920</td>
<td>103,308,449</td>
<td>1,657,234,237</td>
<td>1,556,375,605</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>98,353,920</td>
<td>102,770,369</td>
<td>98,353,920</td>
<td>103,308,449</td>
<td>1,556,375,605</td>
<td>1,556,375,605</td>
</tr>
<tr>
<td>Net Community Assets</td>
<td>1,537,939,157</td>
<td>1,556,375,605</td>
<td>1,556,940,892</td>
<td>1,553,926,237</td>
<td>1,560,089,858</td>
<td>1,594,071,249</td>
</tr>
<tr>
<td>Community Equity</td>
<td>Asset revaluation surplus</td>
<td>503,457,940</td>
<td>526,689,120</td>
<td>526,689,120</td>
<td>526,689,120</td>
<td>529,289,492</td>
</tr>
<tr>
<td>Retained surplus/(deficiency)</td>
<td>1,034,481,217</td>
<td>1,050,000</td>
<td>1,060,000</td>
<td>1,070,000</td>
<td>1,034,481,217</td>
<td>1,034,481,217</td>
</tr>
<tr>
<td>Total Community Equity</td>
<td>1,537,939,157</td>
<td>1,556,375,605</td>
<td>1,556,940,892</td>
<td>1,553,926,241</td>
<td>1,560,089,863</td>
<td>1,594,071,253</td>
</tr>
</tbody>
</table>
## CENTRAL HIGHLANDS REGIONAL COUNCIL

### Statement of Comprehensive Income

(for the 3 year period of 1 July 2019 to 30 June 2022)

<table>
<thead>
<tr>
<th>Original Budget</th>
<th>Budget Review 1</th>
<th>Budget Review 2</th>
<th>Budget Review 3</th>
<th>Estimated Budget 2020/2021</th>
<th>Estimated Budget 2021/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### Operating Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates and levies</td>
<td>92,604,904</td>
<td>92,446,740</td>
<td>92,446,740</td>
<td>93,204,980</td>
<td>96,828,919</td>
<td>100,611,653</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>3,289,851</td>
<td>3,289,853</td>
<td>4,782,620</td>
<td>4,622,747</td>
<td>4,724,447</td>
<td>4,828,385</td>
</tr>
<tr>
<td>Rental Income</td>
<td>1,140,541</td>
<td>1,140,541</td>
<td>1,140,540</td>
<td>1,172,950</td>
<td>1,198,755</td>
<td>1,225,128</td>
</tr>
<tr>
<td>Interest received</td>
<td>4,047,548</td>
<td>4,048,234</td>
<td>4,047,549</td>
<td>2,546,654</td>
<td>2,942,758</td>
<td>2,253,007</td>
</tr>
<tr>
<td>Sale Proceeds of Developed Land</td>
<td>1,344,000</td>
<td>1,344,000</td>
<td>1,344,000</td>
<td>1,344,000</td>
<td>1,344,000</td>
<td>1,344,000</td>
</tr>
<tr>
<td>Other recurrent income</td>
<td>979,494</td>
<td>1,137,652</td>
<td>1,199,290</td>
<td>1,183,292</td>
<td>1,209,324</td>
<td>1,235,930</td>
</tr>
<tr>
<td>Grants, Subsidies, Contributions and Donations</td>
<td>14,288,223</td>
<td>13,465,223</td>
<td>11,905,360</td>
<td>13,011,578</td>
<td>12,405,404</td>
<td>12,678,323</td>
</tr>
<tr>
<td><strong>Total Operating Income</strong></td>
<td>138,938,193</td>
<td>138,349,879</td>
<td>141,136,689</td>
<td>140,818,073</td>
<td>142,998,150</td>
<td>148,182,668</td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Costs</td>
<td>(3,311,111)</td>
<td>(3,310,593)</td>
<td>(3,311,111)</td>
<td>(3,469,171)</td>
<td>(3,595,669)</td>
<td>(3,613,062)</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(36,563,809)</td>
<td>(36,563,809)</td>
<td>(36,563,809)</td>
<td>(36,563,809)</td>
<td>(35,461,289)</td>
<td>(37,942,535)</td>
</tr>
<tr>
<td>Cost of Developed Land Sold</td>
<td>(1,120,000)</td>
<td>(1,120,000)</td>
<td>(1,120,000)</td>
<td>(1,120,000)</td>
<td>(1,120,000)</td>
<td>(1,120,000)</td>
</tr>
<tr>
<td>Other expenses</td>
<td>(41,821)</td>
<td>(169,093)</td>
<td>(278,980)</td>
<td>(278,980)</td>
<td>(285,118)</td>
<td>(291,390)</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>(141,073,274)</td>
<td>(140,814,168)</td>
<td>(143,494,985)</td>
<td>(145,190,554)</td>
<td>(144,409,580)</td>
<td>(148,918,588)</td>
</tr>
</tbody>
</table>

### Operating Result of Council - surplus/(deficit)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

(2,135,081) | (2,464,289) | (2,358,296) | (4,372,481) | (1,411,430) | (735,920) |
### Central Highlands Regional Council Statement of Cash Flows
(for the 3 year period of 1 July 2019 to 30 June 2022)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash flows from operating activities:</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Receipts from customers</td>
<td>129,674,313</td>
<td>126,579,574</td>
<td>130,825,156</td>
<td>130,726,218</td>
<td>126,229,039</td>
<td>131,567,994</td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>(117,645,249)</td>
<td>(110,131,693)</td>
<td>(112,482,901)</td>
<td>(113,969,999)</td>
<td>(105,746,182)</td>
<td>(107,571,246)</td>
</tr>
<tr>
<td>Rental Income</td>
<td>1,238,042</td>
<td>1,206,133</td>
<td>1,202,898</td>
<td>1,235,709</td>
<td>1,196,371</td>
<td>1,222,960</td>
</tr>
<tr>
<td>Non-capital grants and contributions</td>
<td>15,509,680</td>
<td>14,239,606</td>
<td>12,556,271</td>
<td>13,707,769</td>
<td>12,452,305</td>
<td>12,655,891</td>
</tr>
<tr>
<td>Interest received</td>
<td>4,047,548</td>
<td>4,048,234</td>
<td>2,546,654</td>
<td>2,942,758</td>
<td>2,253,007</td>
<td>2,253,007</td>
</tr>
<tr>
<td>Borrowing costs</td>
<td>(2,994,304)</td>
<td>(2,994,653)</td>
<td>(2,994,653)</td>
<td>(3,117,675)</td>
<td>(3,131,516)</td>
<td>(3,131,516)</td>
</tr>
<tr>
<td>Other cash flows from operating activities</td>
<td>-</td>
<td>560,000</td>
<td>560,000</td>
<td>560,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net cash inflow/(outflow)from operating activities</strong></td>
<td>29,830,031</td>
<td>33,507,201</td>
<td>33,714,316</td>
<td>31,811,699</td>
<td>33,956,615</td>
<td>36,997,089</td>
</tr>
<tr>
<td><strong>Cash flows from investing activities:</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Payments for property, plant and equipment</td>
<td>(72,337,583)</td>
<td>(82,037,594)</td>
<td>(74,450,144)</td>
<td>(71,423,110)</td>
<td>(81,832,510)</td>
<td>(59,858,667)</td>
</tr>
<tr>
<td>Payments from intangible assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Proceeds from sale of property, plant and equipment</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Grants, subsidies, contributions and donations</td>
<td>9,708,878</td>
<td>11,768,534</td>
<td>11,227,832</td>
<td>10,462,842</td>
<td>5,119,180</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Other cash flows from investing activities</td>
<td>132,240</td>
<td>132,240</td>
<td>132,240</td>
<td>997,240</td>
<td>602,500</td>
<td>517,310</td>
</tr>
<tr>
<td><strong>Net cash inflow/(outflow)from investing activities</strong></td>
<td>(61,996,465)</td>
<td>(69,636,820)</td>
<td>(62,590,072)</td>
<td>(59,563,028)</td>
<td>(75,610,830)</td>
<td>(55,841,357)</td>
</tr>
<tr>
<td><strong>Cash flows from financing activities:</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Proceeds from borrowings</td>
<td>13,000,000</td>
<td>13,000,000</td>
<td>13,000,000</td>
<td>13,000,000</td>
<td>10,000,000</td>
<td>10,000,000</td>
</tr>
<tr>
<td><strong>Net cash inflow/(outflow)from financing activities</strong></td>
<td>8,732,187</td>
<td>8,732,536</td>
<td>8,732,536</td>
<td>8,732,536</td>
<td>4,783,378</td>
<td>3,975,403</td>
</tr>
<tr>
<td><strong>Net increase/(decrease) in cash held</strong></td>
<td>(23,434,248)</td>
<td>(27,397,083)</td>
<td>(20,143,221)</td>
<td>(19,018,794)</td>
<td>(36,870,837)</td>
<td>(14,868,864)</td>
</tr>
<tr>
<td>Cash at start of the financial year</td>
<td>121,003,000</td>
<td>122,878,000</td>
<td>122,878,000</td>
<td>122,878,000</td>
<td>103,859,207</td>
<td>66,988,369</td>
</tr>
<tr>
<td><strong>Cash at end of the financial year</strong></td>
<td>97,568,752</td>
<td>95,480,917</td>
<td>102,734,779</td>
<td>103,859,207</td>
<td>66,988,369</td>
<td>52,119,505</td>
</tr>
<tr>
<td>Description</td>
<td>Total</td>
<td>Retained Surplus</td>
<td>Asset Revaluation Reserve</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------</td>
<td>------------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Highlands Regional Council</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Changes in Equity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(for the 3 year period of 1 July 2019 to 30 June 2022)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Closing Balance at 30 June 2019</td>
<td>1,520,237,700</td>
<td>1,020,005,520</td>
<td>500,232,180</td>
<td></td>
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</tr>
<tr>
<td>Net result for the period</td>
<td>7,231,601</td>
<td>7,231,601</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset revaluation adjustment</td>
<td>26,456,940</td>
<td>-</td>
<td>26,456,940</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset recognition</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Balance at 30 June 2020</td>
<td>1,553,926,241</td>
<td>1,027,237,121</td>
<td>526,689,120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net result for the period</td>
<td>4,554,250</td>
<td>4,554,250</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset revaluation adjustment</td>
<td>1,609,372</td>
<td>-</td>
<td>1,609,372</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated Balance at 30 June 2021</td>
<td>1,560,089,863</td>
<td>1,031,791,371</td>
<td>528,298,492</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net result for the period</td>
<td>3,025,390</td>
<td>3,025,390</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset revaluation adjustment</td>
<td>30,956,000</td>
<td>-</td>
<td>30,956,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budgeted Balance at 30 June 2022</td>
<td>1,594,071,253</td>
<td>1,034,816,761</td>
<td>559,254,492</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
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<td>---------------------</td>
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<td>------------------------------------------</td>
<td>-----------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Adjustment</td>
<td>Community Safety, Education, Training</td>
<td>Corporate Services Regional</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Adjustment</td>
<td>2-Sided Opening/Repair/Container (Replacement)</td>
<td>Corporate Services Regional</td>
<td>0</td>
<td>0</td>
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Notes:
- Increase (+) / Decrease (-)
- * Budget Review 3 Submissions only.
- ** Budget (including BR1, BR2 & BR3)
- Reference No.
- Budget Review 3 Commentary
- Budget Review 3 Capital Budget
- "-" information purposes.
- Budget Review 3 Submissions only.
- Please note that lines presented are * Increase (+) / Decrease (-)
Emerald Airport Car Park System: The current pay car parking system has come to the end of its useful life. Business problems, changing footfall, communications issues and cost of maintenance require a new system. Communications changes to facilitate the new system may be required.

- **Emerald**: $200,000
- **Inclusive of Carry Over**: $200,000
- Item 35

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**Customer and Commercial Services**

- **Total Budget** $7,215,951
- **2020/21 Net $** $7,215,951
- **2020/21 Original** $0
- **Budget Review 3 Commentary** $0

**Central Highlands Regional Council**

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## Notes

- Increase (+) / Decrease (-)
- Please note that lines presented are Budget Review 3 submissions only.
- Overall totals are provided for information purposes.

### Table: Project Details

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**Overall Totals**

- **2019/20 Capital Budget**: $72,337,633
- **2020/21 Capital Budget**: $9,700,580

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**Infrastructure and Utilities**

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**Community Engagement**

- **2019/20 Capital Budget**: $72,337,633
- **2020/21 Capital Budget**: $9,700,580
- **2021/22 Capital Budget**: $9,700,580
- **2022/23 Capital Budget**: $9,700,580
- **2023/24 Capital Budget**: $9,700,580

---

**Other Adjustments**

- **2019/20 Capital Budget**: $72,337,633
- **2020/21 Capital Budget**: $9,700,580
- **2021/22 Capital Budget**: $9,700,580
- **2022/23 Capital Budget**: $9,700,580
- **2023/24 Capital Budget**: $9,700,580

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**Notes**

- Special Projects - runway, and PTP works
- Mount Lowe - runway and PTP works
- Overland
- **2019/20 Capital Budget** includes carry-forward
- **2020/21 Capital Budget** includes carry-forward
- **2021/22 Capital Budget** includes carry-forward
- **2022/23 Capital Budget** includes carry-forward
- **2023/24 Capital Budget** includes carry-forward

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**Infrastructure and Utilities**

- **Emerald**
- **Flood Warning Network Improvements - CBS**
- **2020/21**
- **2021/22**
- **2022/23**
- **2023/24**

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**Community Engagement**

- **2019/20 Capital Budget**
- **2020/21 Capital Budget**
- **2021/22 Capital Budget**
- **2022/23 Capital Budget**
- **2023/24 Capital Budget**

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**Other Adjustments**

- **2019/20 Capital Budget**
- **2020/21 Capital Budget**
- **2021/22 Capital Budget**
- **2022/23 Capital Budget**
- **2023/24 Capital Budget**

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**Notes**

- Special Projects - runway, and PTP works
- Mount Lowe - runway and PTP works
- Overland
- **2019/20 Capital Budget** includes carry-forward
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- **2022/23 Capital Budget** includes carry-forward
- **2023/24 Capital Budget** includes carry-forward

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**Infrastructure and Utilities**

- **Emerald**
- **Flood Warning Network Improvements - CBS**
- **2020/21**
- **2021/22**
- **2022/23**
- **2023/24**

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**Community Engagement**

- **2019/20 Capital Budget**
- **2020/21 Capital Budget**
- **2021/22 Capital Budget**
- **2022/23 Capital Budget**
- **2023/24 Capital Budget**

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**Other Adjustments**

- **2019/20 Capital Budget**
- **2020/21 Capital Budget**
- **2021/22 Capital Budget**
- **2022/23 Capital Budget**
- **2023/24 Capital Budget**

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**Notes**

- Special Projects - runway, and PTP works
- Mount Lowe - runway and PTP works
- Overland
- **2019/20 Capital Budget** includes carry-forward
- **2020/21 Capital Budget** includes carry-forward
- **2021/22 Capital Budget** includes carry-forward
- **2022/23 Capital Budget** includes carry-forward
- **2023/24 Capital Budget** includes carry-forward
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### Notes
- Increase (+) / Decrease (-) information purposes.
- Overall totals are provided for Budget Review 3 Submissions only.
- Please note that lines presented are * Increase (+) / Decrease (-).
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**Notes:**
- Increase (+) / Decrease (-)
- Please note that lines presented are for reference purposes. *Increase (+) / Decrease (-)*
### Notes:
(A) (E) (M) (N) (A) + (E) + (M) + (N) = (O) (F) (G) (H) (P) (F) + (G) + (H) + (P) = (I)

### Agenda - General Council Meeting - 13 May 2020

**Central Highlands Regional Council**

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### Budget Review 3 Capital Submissions

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<th>Item No.</th>
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<th>Project Description</th>
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<th>2019/20 Budget Review 3 Submissions</th>
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<th>2019/20 Proposed Budget Including Budget Review 3</th>
<th>(F) + (I) + (J) + (K) + (L) = (M)</th>
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<td>Emergency Standby Generator Sizing of a new generator that powers the Duaringa water treatment plant. Works also include the design of slab, trench, and electrical connections.</td>
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<td>Filter Media Replacement Tieri This project encompasses filter media replacement at the Tieri WTP.</td>
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<td>Filter to Waste Design filters 5 &amp; 6 to send backwash water to waste as per filters 1 to 4.</td>
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<td>Generator Sizing of a new generator that powers the Dingo water treatment plant. Works also include the design of slab, trench, and electrical connections.</td>
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<td>Reservoir Roof Replacement The Capella reservoir roof is in very poor condition and threatens the quality of the clean water. A replacement is to be designed including vermin proofing.</td>
<td>Infrastructure and Utilities</td>
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<td>Reticulation Storage Shed and Amenities Design and build a small amenities and storage building to house approximately 6 people and WTP equipment. Amenities are to include sink, air conditioning, a toilet.</td>
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<tr>
<td>101</td>
<td>Reschedule / Reforecast</td>
<td>ACH System Upgrade (Construct) Infrastructure and Utilities</td>
<td>Capella</td>
<td>$235,000</td>
<td>$100,000</td>
<td>$127,000</td>
<td>$400,000</td>
<td>$400,000</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

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**Grand Total**

| | | | | | 72,337,633 | 9,700,580 | -7,588,061 | -3,027,033 | 71,423,118 | 68,169,850 | 2,619,051 | 7,661,595 | 3,382,000 | 81,832,496 |

*Please note that lines presented are Budget Review 3 Submissions only. Overall totals are provided for information purposes.*
12.2.3 Review of delegations from Council to the Chief Executive Officer ..... approx 20 mins

DECISION REPORT

Date: 13 May 2020  
Presentation Duration: Approx. 20 minutes

To: General Council Meeting

Author: James Ngoroyemoto, Manager Governance

Authorising Officer: Margaret Gatt, General Manager Corporate Services

File Reference: TBA

Presented for: Decision

ATTACHMENTS:
1. Attachment 1 - Updated - Council to CEO Delegations [12.2.3.1 - 103 pages]

PURPOSE:
This report provides a review and update of the delegations from Council to the Chief Executive Officer and is being presented for Council endorsement.

OFFICER RECOMMENDATION:
That Central Highlands Regional Council:

1. Receive the current “Delegations Register Council to CEO” which details all the powers delegated to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act as shown in the attachment 1 to this report.
2. Adopt the proposed amendments to “Delegations Register Council to CEO” to reflect the new and amended delegations, as shown in attachment 2 to this report; and
3. Endorse the Administration to amend the “CEO to Employees/Contractors Delegations Register” to reflect the changes as per recommendation 2

REPORT:

Background
Section 257(4) of the Local Government Act 2009 requires Council to review annually a delegation to the Chief Executive Officer (CEO). The delegations register from Council to the CEO was last reviewed and endorsed by Council on 10 September 2019.

Council is governed by several pieces of legislation that place an obligation on Council to administer, comply with or enforce, in whole or in part. The legislation will outline the power to make decisions is to the ‘Local Government’, ‘Council’ or ‘the Authority’ etc. Council can share in the exercise of its powers through delegation to the CEO who may further sub-delegate to other positions within the organisation (unless the legislation or condition prohibits delegation). Examples of powers that cannot be delegated by Council include the power to make local laws, set the budget or where the legislation specifically requires a decision by Council resolution.

Where Council delegates powers to the CEO, it is not ‘giving away’ powers as Council can still exercise any or all powers. The process of Council sharing its legislative powers through delegation (and the CEO through further sub-delegation) is to allow officers to administer responsibilities and make decisions efficiently without the need of a formal Council resolution for each decision / action. It would be counterproductive and resource intensive to require Council or the CEO to exercise all legislative powers. Accordingly, delegation and sub-delegation ensures officers exercising powers on behalf of Council are exercising these powers lawfully.
This review is based on information provided by the Local Government Association of Queensland (LGAQ) Delegation Service. This service is free of charge for all Council’s with the register of delegations provided by King and Company Solicitors who regularly review delegable powers under applicable state legislation. The information provided by the Delegation Service contains both new and updated legislation.

**Attachment 1** presents all the delegations that are currently missing or require amendment in the current CHRC register for adoption by Council.

**Attachment 2** presents all the delegations currently delegated to the CEO from Council. Council has the power to rescind any delegations currently sitting with the CEO, where it sees fit, through a resolution.

**Exercise of powers**
A delegation made pursuant to the Local Government Act is subject to any conditions imposed by Council limiting that delegation and the terms below:

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.

2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate’s knowledge adversely affects, or is likely to adversely affect, the Council’s relations with the public at large.

3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).

4. The delegate will not exercise any delegate power in a manner, or which has the foreseeable affect, of being contrary to an adopted Council policy or procedure.

5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council’s Planning Scheme/s and any exercise of power which involves a departure or variation of those requirements will only be undertaken by Council.

6. The delegate will not exercise any power which cannot lawfully be the subject of the delegation by Council.

To remove any doubt, the conditions above must be applied to all sub-delegations from the Chief Executive Officer to other employees, including contractors.

**Discussion/Current issue**

**Summary of updates**
Below is a summarised list of the Acts/Regulation that have sections which are recommended for adoption as part of the Council to Chief Executive Officer delegations register:

<table>
<thead>
<tr>
<th>Additional / Amendments to Delegated Acts and Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Care and Protection Act 2001</td>
</tr>
<tr>
<td>Biosecurity Act 2014</td>
</tr>
<tr>
<td>Development Assessment Rules</td>
</tr>
<tr>
<td>Economic Development Act 2012</td>
</tr>
<tr>
<td>Environmental Offsets Act 2014</td>
</tr>
<tr>
<td>Environmental Protection Act 1994</td>
</tr>
<tr>
<td>Environmental Protection Regulation 2019</td>
</tr>
<tr>
<td>Environmental Protection (Water and Wetland Biodiversity) Policy</td>
</tr>
<tr>
<td>Land Act 1994</td>
</tr>
</tbody>
</table>
### CONSIDERATIONS / IMPLICATIONS:

**Corporate/Operational Plan Reference/Policy/Legislation:**
- 5.1. - Corporate Plan Strategy: Leadership and communication
- 5.3 - Corporate Plan Strategy: Accountability and integrity

Section 257(5) of the *Local Government Act 2009* requires Council to review annually a delegation to the CEO. This review will meet the annual requirement and the next review is anticipated to occur early 2021 save for changes in legislation.

**Budget/Financial/Resourcing:**
Nil

**Communication/Engagement:**
The update to the Council to Chief Executive Officer Delegation register has been prepared to incorporate changes to legislation. The updates to the Register of Delegations – Council to Chief Executive Officer has been reviewed by relevant management and content approved.

A review of the Chief Executive to Employee/Contractor Delegations register will be conducted to reflect the changes in legislation that are suitable for further sub-delegation from the CEO to the relevant officer.

**Risk Assessment:**
Failure to review and update Delegations registers may result in routine decisions having to be made by Council which are more appropriately exercised at a council officer level and an inefficient use of Council's time and resources.

**Timings/Deadlines:**
Nil

**Conflict of Interest Declaration:**
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

**Human Rights Impact:**
No

**Alternatives Considered:**
Nil
## Animal Care and Protection Act 2001

<table>
<thead>
<tr>
<th>NO.</th>
<th>DELEGATE</th>
<th>DESCRIPTION OF POWER DELEGATED</th>
<th>LEGISLATION</th>
<th>DATE AND NUMBER OF RESOLUTION</th>
<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the occupier of a place, to consent to entry of the place by an inspector.</td>
<td>Sections 122(1)(a) Animal Care and Protection Act 2001</td>
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</tr>
</tbody>
</table>
## Biosecurity Act 2014

<table>
<thead>
<tr>
<th>NO.</th>
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<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>power as an occupier of a place to sign an acknowledgement of consent to enter the place.</td>
<td>section 268(1) biosecurity act 2014</td>
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<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>power as an occupier of a place to consent to entry by an authorised officer.</td>
<td>section 269(2) biosecurity act 2014</td>
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<td>NO.</td>
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</tbody>
</table>
|     | Chief Executive Officer        | Power as an owner to:- (a) register, by using the online system, the owner’s name and the address of the owner’s private building; and (b) give a copy of a completed combustible cladding checklist (part 1) for the building to the QBCC by using the online system.  

**NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.**  
Section 16Q(1)  
*Building Regulation 2006*                                                                 |                                   |                                                      |                                   |                                |                                           |
|     | Chief Executive Officer        | Power as an owner to apply to the QBCC commissioner to extend the time for complying with subsection (1).  

**NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.**  
Section 16Q(2)  
*Building Regulation 2006*                                                                 |                                   |                                                      |                                   |                                |                                           |
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</tr>
</thead>
</table>
|     | Chief Executive Officer | Power as an owner to keep the completed combustible cladding checklist for the owner’s private building in the way provided in subsections (a) and (b).  

NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16R Building Regulation 2006 |                                |                                |
|     | Chief Executive Officer | Power, as an owner who knows or suspects that the building is an affected private building, to give the QBCC notice of that knowledge or suspicion.  

NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16S(2)(b) Building Regulation 2006 |                                |                                |
|     | Chief Executive Officer | Power, as an owner to which section 16S applies, to give to the QBCC:  
(a) a completed combustible cladding checklist (part 2) for the owner’s private building; and  
(b) a building industry professional statement.  

NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16T(1) Building Regulation 2006 |                                |                                |
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16S applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1).</td>
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<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
<td>Section 16T(3) Building Regulation 2006</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16S applies, to keep the completed combustible cladding checklist (part 2) and a building industry professional statement for the owner’s private building in the way provided in subsections (a) and (b).</td>
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<td></td>
<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
<td>Section 16U Building Regulation 2006</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16V applies, to give to the QBCC, the name and registration number of the fire engineer engaged by the owner for complying with part 4A, division 2, subdivision 3.</td>
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<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
<td>Section 16W(1) Building Regulation 2006</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16V applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1).</td>
<td>Section 16W(2) Building Regulation 2006</td>
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<td></td>
<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16V applies, to give to the QBCC a copy of each of the following documents for the owner’s private building:- (a) a completed combustible cladding checklist (part 3); (b) a building fire safety risk assessment; and (c) a fire engineer statement.</td>
<td>Section 16X(1) Building Regulation 2006</td>
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<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16V applies, to apply to the QBCC commissioner to extend the time for complying with subsection (1).</td>
<td>Section 16X(4) Building Regulation 2006</td>
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<td>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which section 16V applies, to keep the documents listed in subsection (1) for the owner’s private building for the period provided in subsections (2) and/or (3).</td>
<td>Section 16Y Building Regulation 2006</td>
<td></td>
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<td></td>
<td></td>
<td><strong>NB</strong> This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which subsection 16Z applies, to display an affected private building notice in compliance with subsections (2) and (3).</td>
<td>Section 16ZA(1) Building Regulation 2006</td>
<td></td>
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<td></td>
<td></td>
<td><strong>NB</strong> This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which subsection 16Z applies, to give the QBCC, in the approved way, a compliance notice.</td>
<td>Sections 16ZA(4) and (5) Building Regulation 2006</td>
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<td></td>
<td></td>
<td><strong>NB</strong> This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which subsection 16Z applies of a building that comprises two or more lots, to, if there is a body corporate roll kept for the building, give a copy of the building fire safety risk assessment to each lot owner, and each leasehold interest holder, for a lot in the building. <em>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</em></td>
<td>Section 16ZB(2) Building Regulation 2006</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner to which subsection 16Z applies of a building that comprises two or more lots, to, if there is not a body corporate roll kept for the building, leave a copy of the building fire safety risk assessment at, or post a copy of the building fire safety risk assessment to, the address of each lot in the building. <em>NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building.</em></td>
<td>Section 16ZB(3) Building Regulation 2006</td>
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</tbody>
</table>
|     | Chief Executive Officer | Power, as an original owner, in the circumstance set out in subsection (1), to, before the ownership changes, give the new owner:-  
(a) a notice, in the approved form, about the extent to which the original owner has complied with part 4A; and  
(b) a copy of each document given by or to the original owner under this part. | Section 16ZD(2)(a) Building Regulation 2006 | | |
<p>|     | Chief Executive Officer | NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | | | |
|     | Chief Executive Officer | Power, as an original owner, in the circumstance set out in subsection (1), to, before the ownership changes, give the QBCC a copy of the notice that is given to the new owner under subsection (2)(a)(i). | Section 16ZD(2)(b) Building Regulation 2006 | | |
|     | Chief Executive Officer | NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | | | |
|     | Chief Executive Officer | Power, as an original owner, to give the document/s referred to in subsection (1)(a) to the new owner before ownership of the building changes. | Section 16ZF(3) Building Regulation 2006 | | |
|     | Chief Executive Officer | NB This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | | | |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Delegate</th>
<th>Description of Power Delegated</th>
<th>Legislation</th>
<th>Date and Number of Resolution</th>
<th>Conditions to Which the Delegation Is Subject</th>
</tr>
</thead>
</table>
| 1   | Chief Executive Officer | Power, as an owner, to comply with a notice given by the QBCC.  
**NB** This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16ZM(2)  
Building Regulation 2006 |  |  |
| 2   | Chief Executive Officer | Power, as an owner of the building, to apply to the QBCC commissioner to replace the original checklist.  
**NB** This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16ZQ(2)  
Building Regulation 2006 |  |  |
| 3   | Chief Executive Officer | Power, as an owner of the building, comply with the notice given by the QBCC commissioner under subsections 16ZQ(3) or (4)  
**NB** This provision only applies if Council owns the building jointly with one or more private entities and the private entities own more than 50% of the building. | Section 16ZQ(5)  
Building Regulation 2006 |  |  |
## Development Assessment Rules

<table>
<thead>
<tr>
<th>NO.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as an assessment manager acting under section 53(10) of the Act, to comply with the public notice requirements.</td>
<td>Sections 17.1, 17.3 and 17.4 Development Assessment Rules</td>
<td></td>
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<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as an assessment manager, to give a notice to the applicant extending the decision period until a day no later than 10 days after the end of the caretaker period.</td>
<td>Section 38.2 Development Assessment Rules</td>
<td></td>
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</tbody>
</table>
### Economic Development Act 2012

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Minister Economic Development Queensland's (MEDQ) powers and functions</td>
<td>Section 10 (1)(a) Economic Development Act 2012</td>
<td></td>
<td>Infrastructure agreements must be entered into in the name of MEDQ, although the Delegate may negotiate and execute an infrastructure agreement as the Delegate of MEDQ. The Delegate must:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MEDQ’s power to enter into contracts, infrastructure agreements and other agreements</td>
<td></td>
<td></td>
<td>(a) before drafting of the infrastructure agreement commences, give written notice to EDQ that the Delegate proposed to enter into an infrastructure agreement together with details of the proposal, and provide EDQ with at least 10 business days from when the notice is given to respond to the Delegate about the proposal;</td>
</tr>
</tbody>
</table>

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**Central Highlands Regional Council**

**Agenda - General Council Meeting - 13 May 2020**
(b) before entering into an infrastructure agreement, the Delegate must provide EDQ with written evidence of the consultation undertaken with entities the Delegate considers will be superseding public sector entities for the land.

(c) not enter into an infrastructure agreement unless a copy of the agreement has been provided to EDQ and confirmed by EDQ as in order for execution by the Delegate.

(d) provide a copy of the signed infrastructure agreement to EDQ as soon as practicable after the infrastructure agreement has been signed by all parties to it; and

(e) comply with any subsequent direction given by MEDQ.
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Section</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to fix charges, and other terms, for the performance of a function, or exercise of a power, under the Act.</td>
<td>Section 10 (1)(f) Economic Development Act 2012</td>
<td>The Delegate may not fix charges for infrastructure.</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to do anything necessary or convenient to be done in the performance of its functions, or exercise of its powers, under the Act or another Act.</td>
<td>Section 10 (1)(g) Economic Development Act 2012</td>
<td>Nil</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s main function to give effect to the main purpose of the Act.</td>
<td>Section 13 (1) Economic Development Act 2012</td>
<td>Nil</td>
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<tr>
<td>Role</td>
<td>Function</td>
<td>Section</td>
<td>Nil</td>
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<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s function to facilitate economic development and development for community purposes, including coordinating the provision of, or providing, infrastructure and other services.</td>
<td>Section 13 (2)(b) Economic Development Act 2012</td>
<td></td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s function to facilitate economic development and development for community purposes, including deciding PDA development applications under the Act.</td>
<td>Section 13 (2)(d) Economic Development Act 2012</td>
<td>Nil</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s function to consult with each relevant local government in planning for, or developing land in, priority development areas.</td>
<td>Section 13 (3) Economic Development Act 2012</td>
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</tr>
<tr>
<td><strong>PDA exemption certificates</strong></td>
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<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to give a PDA exemption certificate for the carrying out of stated PDA assessable development.</td>
<td>Section 71A Economic Development Act 2012</td>
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<td>State interests</td>
<td>State interests</td>
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<td></td>
<td>The Delegate must:</td>
<td>The Delegate must:</td>
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<td></td>
<td></td>
<td>(a) consult with EDQ prior to issuing a PDA exemption certificate;</td>
<td>(a) consult with EDQ prior to issuing a PDA exemption certificate;</td>
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<td></td>
<td>(b) comply with any practice note or guideline published, or guidance given, by EDQ with respect to the consideration of State interests; and</td>
<td>(b) comply with any practice note or guideline published, or guidance given, by EDQ with respect to the consideration of State interests; and</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s function, if it gives a PDA exemption certificate for the carrying out</td>
<td>Section 71B(2) Economic</td>
<td>The Delegate must publish a notice stating the information set out in s</td>
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<tr>
<td>(c) comply with any further directions from MEDQ</td>
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<tr>
<td><strong>Fees</strong></td>
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<tr>
<td>In deciding the fee in respect of an application for a PDA exemption certificate, the Delegate must comply with s 129 of the Act.</td>
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<tr>
<td>The fee decided by the Delegate shall include a component for the cost of EDQ’s consideration of any State interests, the amount of which is notified to the Delegate in writing by EDQ and must be remitted by the Delegate to EDQ.</td>
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<tr>
<td><strong>Refusal</strong></td>
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<tr>
<td>The Delegate must:</td>
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<tr>
<td>(a) if the Delegate is considering not giving a PDA exemption certificate, notify EDQ in writing before any final decision is made; and</td>
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<tr>
<td>(b) comply with any further directions from MEDQ.</td>
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</tbody>
</table>
### PDA development applications

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>MEDQ’s functions and powers in respect of PDA development applications.</th>
<th>Chapter 3, Part 4, Division 3 Economic Development Act 2012</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

#### Development Act 2012

- 71B(3) of the Act on the Delegate’s website.

#### Notice of application

- The Delegate must advise the applicant that the notice under s 84(4)(a)(ii) of the Act must state that the application may also be inspected on the Delegate’s website.

#### PDA development condition relating to infrastructure

- In deciding a PDA development condition that relates to the...
payment of charges for infrastructure (see s 88(b) of the Act), the Delegate must have regard to the charges fixed by MEDQ under s 10 of the Act, including the charges identified in the Infrastructure Funding Framework.

Refusal

The Delegate must:

(a) if the Delegate is considering not giving a PDA exemption certificate, notify EDQ in writing before any final decision is made; and

(b) comply with any further directions from MEDQ.

State interests

The Delegate must also:

(a) consult in accordance with the process described in any practice note or guideline published by EDQ, or have regard to any guidance given by EDQ, with respect to identifying
and considering State interests; and
(b) comply with any further directions from MEDQ.

**Appeal against PDA development conditions**

In respect of MEDQ’s power under s 90(6) of the Act to lodge a notice of election to become a party to a Planning and Environment Court appeal against MEDQ’s decision to impose a PDA development condition (delegated to the Delegate as part of Chapter 3, Part 4, Division 3 of the Act), the Delegate must:

(a) consult with EDQ before joining the proceeding and comply with any further directions from MEDQ; and
(b) join the proceeding in its own name as the delegate of MEDQ.

### PDA development approvals

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>MEDQ’s power to cancel a PDA development approval, if the owner or the</th>
<th>Section 98(1) Economic</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to receive and decide an application to amend a PDA development if MEDQ is satisfied the change would not result in the relevant development being substantially different.</td>
<td>Development Act 2012</td>
<td>Fees</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>[Section 99(1), 99(2), 99(3)] Economic Development Act 2012</td>
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<tr>
<td>Refusal</td>
<td>In deciding the fee under s 99 of the Act, the Delegate must comply with s 129 of the Act.</td>
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<tr>
<td></td>
<td>The fee decided by the Delegate shall include a component for the cost of EDQ’s consideration of any State interests, the amount of which is notified to the Delegate in writing by EDQ and must be remitted by the Delegate to EDQ.</td>
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<td></td>
<td><strong>PDA development condition relating to infrastructure</strong></td>
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<tr>
<td></td>
<td>In deciding a PDA development condition that relates to the payment of charged for infrastructure (see s 88(b) of the Act as applied by s 99(3) of the Act), the Delegate must have regard to the charged fixed by MEDQ under s 10 of the Act, including the charges identified in the Infrastructure Funding Framework.</td>
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<tr>
<td>Refusal</td>
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</tbody>
</table>
The Delegate must:

(a) if the Delegate is considering refusing an application to amend a PDA development approval, or considering approving only part of the amended PDA development approval applied for, notify EDQ in writing before any final refusal decisions is made; and

(b) comply with any further directions from MEDQ.

State Interests

The Delegate must also:

(a) consult in accordance with the process described in any practice note or guideline published by EDQ, or have regard to any guidance given by EDQ, with respect to identifying and considering State interests; and

(b) comply with any further directions from MEDQ.
<table>
<thead>
<tr>
<th>Role</th>
<th>Power/Function</th>
<th>Section/Clause</th>
<th>Notes/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to require the applicant to give public notice of an application to amend a PDA development approval.</td>
<td>Section 99(4), 84(1)(c) Economic Development Act 2012</td>
<td>Nil</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to receive a plan for reconfiguration of a lot for approval before the currency period ends.</td>
<td>Section 100(2)(b) Economic Development Act 2012</td>
<td>Nil</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>MEDQ’s power to receive an application to extend the currency period of a PDA development approval from a person having an interest in the relevant land.</td>
<td>Section 101(1) Economic Development Act 2012</td>
<td>Nil</td>
</tr>
</tbody>
</table>
| Chief Executive Officer | MEDQ’s power to decide a fee for an application to extend the currency period of a PDA development approval. | Section 101(3)(c) Economic Development Act 2012 | Fees  
In deciding the fee under s 101(3)(c) of the Act, the Delegate must comply with s 129 of the Act.  
The fee decided by the Delegate shall include a component for the cost of EDQ’s consideration of any State interests, the amount of which is notified to the Delegate in writing by EDQ and must be remitted by the Delegate to MEDQ. |
| Chief Executive Officer | MEDQ’s function to decide an application for extension after consulting with each nominated assessing authority under the PDA development approval. | Section 102(2),(3) Economic Development Act 2012 | Refusal  
The Delegate must: |
### Plans of subdivision

| Chief Executive Officer | MEDQ’s function to give notice of the decision under s 102(3) of the Act to the applicant and each nominated assessing authority under the PDA development approval. | Section 102(4) Economic Development Act 2012 | Nil |

### Enforcement and declaratory proceedings and related matters

| Chief Executive Officer | MEDQ’s power to give a person it reasonably believes has committed or is committing a PDA development offence a show cause notice under s 167 of the Planning Act. | Section 104(1),(2) Economic Development Act 2012 | Nil |

| Chief Executive Officer | MEDQ’s power to give a person it reasonably believes has committed or is committing a PDA development offence an | Section 104A Economic Development Act 2012 | The Delegate must: |
| Chief Executive Officer | MEDQ's function to consult with a private certifier engaged in relation to development about the giving of an enforcement notice under s 169 of the Planning Act. | Section 104A Economic Development Act 2012 | The Delegate must: 
(a) notify EDQ prior to consulting with the private certifier; and 
(b) comply with any further directions from MEDQ. |
|-------------------------|---------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------|
| **Chief Executive Officer** | MEDQ’s function, if it withdraws a show cause notice or enforcement notice, to give of the notice of withdrawal under s 170(4) of the Planning Act. | Section 104A Economic Development Act 2012 | The Delegate must: 
(a) notify EDQ prior to withdrawing a show cause notice or enforcement notice; and 
(b) comply with any further directions from MEDQ. |
| **Chief Executive Officer** | MEDQ’s power under s 173 of the Planning Act, if an enforcement notice is contravened, to: 
(a) do anything reasonably necessary to ensure the notice is complied with; and | Section 104A Economic Development Act 2012 | The Delegate must: 
(a) notify EDQ prior to taking steps to ensure that the notice is complied with; and 
(b) comply with any further directions from MEDQ. |
<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>MEDQ’s power to start a proceeding in the Planning and Environment Court for:</th>
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<tbody>
<tr>
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<td>• an enforcement order to remedy or restrain the commission of a PDA development offence; or</td>
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<td>• if MEDQ has started a proceeding under s 105(1) of the Act for an enforcement order and the court has not decided the proceeding, an order under s 106 (interim enforcement order) of the Act.</td>
</tr>
</tbody>
</table>

Section 105(1)(a), 105(1)(b) Economic Development Act 2012

The Delegate must:

(a) Consult with EDQ before starting the proceeding and comply with any further directions from MEDQ; and

Start the proceeding in its own name as the delegate of MEDQ.

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>MEDQ’s power to apply to the Planning and Environment Court to cancel or change an enforcement order.</th>
</tr>
</thead>
</table>

Section 109(3) Economic Development Act 2012

The Delegate must:

(a) Consult with EDQ before making the application and comply with any further directions from MEDQ; and

(b) Make application in its own name as the delegate of MEDQ.

<table>
<thead>
<tr>
<th>Chief Executive Officer</th>
<th>MEDQ’s power to apply to the Magistrates Court for an order against a defendant convicted of a PDA development offence for the payment of expenses reasonably</th>
</tr>
</thead>
</table>

Section 112B(1)(b) Economic Development Act 2012

The Delegate must:

(a) Consult with EDQ before making the application and

(b) recover any reasonable costs and expenses incurred in doing so as a debt owing by the recipient.
| Chief Executive Officer | MEDQ’s power, where a person against whom an enforcement order or an order under s 111 of the Act has been made does not comply with the order within the period stated in the order, to take the action required under the order. | Section 113(2)(a) Economic Development Act 2012 | The Delegate must:  
(a) Notify EDQ prior to taking the action referred to in s 113(2)(a) of the Act; and  
(b) Comply with any further directions from MEDQ. |
|------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------|
| Chief Executive Officer | If action is taken under s 113(3)(a) of the Act, MEDQ’s power to recover from a person who contravenes an enforcement order or an order under s 111 the reasonable costs of taking the action as a debt. | Section 113(2)(b) Economic Development Act 2012 | The Delegate must:  
(a) Notify EDQ prior to taking the steps referred to in s 113(2)(b) of the Act; and  
(b) Comply with any further directions from MEDQ. |
| Chief Executive Officer | MEDQ’s power to bring a proceeding in the Planning and Environment Court for a declaration about:  
• A matter done, to be done or that should have been done for Chapter 3 of the Act or the repealed Urban Land Development Authority Act; and | Section 114(1)(a), (b), (c) Economic Development Act 2012 | The Delegate must:  
(a) Consult with EDQ before bringing any proceeding and comply with any further directions from MEDQ; and  
(b) Bring the proceeding in its own name as the delegate of MEDQ. |
<table>
<thead>
<tr>
<th>Infrastructure agreements</th>
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<tbody>
<tr>
<td><strong>Chief Executive Officer</strong></td>
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<table>
<thead>
<tr>
<th>Investigation powers and enforcement of PDA development offences</th>
</tr>
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<tbody>
<tr>
<td><strong>Chief Executive Officer</strong></td>
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<td><strong>Chief Executive Officer</strong></td>
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<td>Chief Executive Officer</td>
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<td>Roads and road closures</td>
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</table>
Chief Executive Officer  MEDQ’s function to:

- Keep each register open for inspection by the public during office hours on business days at the places MEDQ considers appropriate;
- Allow a person to search and take extracts from the register; and
- Give a person who asks for it a copy of all or part of a document or information held in the register, on payment of the fee decided by MEDQ and MEDQ’s power to decide that fee.

Section 173 Economic Development Act 2012

Chief Executive Officer  MEDQ’s power to approve forms for use under the Act.

Section 175 Economic Development Act 2012

Chief Executive Officer  Power to make a submission about a draft provisional land use plan.

Section 36B Economic Development Act 2012

Chief Executive Officer  Power to consult with MEDQ about a draft provisional land use plan.

Section 36C(3) Economic Development Act 2012

(b) Publish the documents included in the registers on the Delegate’s website.

Nil
<table>
<thead>
<tr>
<th><strong>Chief Executive Officer</strong></th>
<th><strong>Power to make a submission about a proposed amendment of a provisional land use plan.</strong></th>
<th><strong>Section 36(3) Economic Development Act 2012</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power to consult with MEDQ about a proposed amendment of a provisional land use plan.</strong></td>
<td><strong>Section 36(3) Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power to consult with MEDQ about a proposed declaration under section 40C(1).</strong></td>
<td><strong>Section 40B Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power to consult with MEDQ about a proposed PDA instrument change.</strong></td>
<td><strong>Section 40H(1) Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power, if asked by MEDQ, to prepare the proposed instrument for the planning instrument change.</strong></td>
<td><strong>Section 40I Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power to consult with MEDQ about a proposed instrument for a planning scheme change.</strong></td>
<td><strong>Section 40J(a) Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power, as the proposer of the planning instrument change, to consult with any government entity, GOC or other entity it considers will be likely to be affected by the proposed planning instrument change.</strong></td>
<td><strong>Section 40J(b) Economic Development Act 2012</strong></td>
</tr>
<tr>
<td><strong>Chief Executive Officer</strong></td>
<td><strong>Power, as the proposer of the planning instrument change, to give MEDQ the proposed instrument for its approval.</strong></td>
<td><strong>Section 40K(2) Economic Development Act 2012</strong></td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, as the proposer of the planning instrument change, to amend the proposed instrument for a planning instrument change in compliance with conditions imposed by MEDQ under section 40K(3)(b).</td>
<td>Section 40K(6) Economic Development Act 2012</td>
</tr>
<tr>
<td>-------------------------</td>
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</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to publish on its website the planning instrument change made or approved under section 40K.</td>
<td>Section 40M(2) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to make submissions to MEDQ about the proposed planning instrument change.</td>
<td>Section 41(5)(b) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as the proposer to prepare a proposed planning instrument change. For the avoidance of doubt this power includes all actions and all matters required to be considered under sections 42A, 42B, 42C, 42D, 42E, 42G, 42H, 42J and 42L of the Economic Development Act 2012.</td>
<td>Sections 42A, 42B, 42C, 42D, 42E, 42G, 42H, 42J and 42L Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to agree to the making of a regulation making an interim local law.</td>
<td>Section 43(3) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, as the enforcement authority under the Planning Act for a Planning Act approval and where chapter 3, part 2, division 4, subdivision 3 applies, to commence proceedings in the court</td>
<td>Section 51AJ Economic Development Act 2012</td>
</tr>
<tr>
<td>Role</td>
<td>Action</td>
<td>Section/Act</td>
</tr>
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</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, as the enforcement authority under the Planning Act for a Planning Act approval and where chapter 3, part 2, division 4, subdivision 3 applies, to give an infrastructure charges notice if the circumstances in section 51AQ(2) apply.</td>
<td>Section 51AQ(2) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, as a distributor-retailer under the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (SEQW(DRR)A) and where a water connection aspect of a water approval mentioned in section 51AU of the Economic Development Act 2012 is amended, to give an infrastructure charges notice under the SEQW(DRR)A in relation to the amendment.</td>
<td>Section 51AU(6) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to comply with a request by MEDQ to supply documents or information.</td>
<td>Section 52(3) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to consult with MEDQ about a proposed development scheme.</td>
<td>Section 58(2)(a) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as an owner of land to consent to the making of a PDA development application.</td>
<td>Section 82(1)(b) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to make submissions to MEDQ about a PDA development application.</td>
<td>Section 84(4)(d) Economic Development Act 2012</td>
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</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as an owner of land to consent in writing to the cancellation of a PDA development approval.</td>
<td>Section 98(1) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a superseding public sector entity to continue to make and levy the infrastructure expenses recoupment charge.</td>
<td>Section 116E(3)(b) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a charging entity to give a charge notice.</td>
<td>Section 116G Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to recover a charge that becomes owing under subsection (1).</td>
<td>Section 117 Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to consult with MEDQ about a proposed infrastructure agreement likely to continue to apply in relation to land after the land ceases to be in, or to be PDA-associated land for, a priority development area.</td>
<td>Section 122(2) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a directed entity to do everything reasonably necessary to comply with a direction given by MEDQ.</td>
<td>Section 127(4) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a directed entity to comply with a direction given by MEDQ to provide or maintain stated infrastructure in, or</td>
<td>Section 128(4) Economic Development Act 2012</td>
</tr>
<tr>
<td>Role</td>
<td>Power Description</td>
<td>Section Reference</td>
</tr>
<tr>
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</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power to subdelegate a function or power of MEDQ delegated to Council under subsection (1) to an appropriately qualified employee Council.</td>
<td>Section 169(4) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, where serving a document under the Economic Development Act 2012, to effect service by giving the receiver a communication stating that: (a) the relevant document can be viewed on a stated website or other electronic medium; and the receiver may ask for a copy of the relevant document.</td>
<td>Section 171B Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power, where serving a document under section 171B(1) or (2), and where the receiver has asked for a copy of the relevant document, to give the receiver a copy of the relevant document</td>
<td>Section 171B(6) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a directed entity, in the circumstances specified in subsection (1), to comply with the direction.</td>
<td>Section 213(2) Economic Development Act 2012</td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td>Power as a directed entity, in the circumstances specified in subsection (1), to comply with the direction.</td>
<td>Section 214(2) Economic Development Act 2012</td>
</tr>
</tbody>
</table>
# Environmental Offsets Act 2014

<table>
<thead>
<tr>
<th>NO.</th>
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<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a relevant agency, to enter an environmental offset agreement.</td>
<td>Section 26 Environmental Offsets Act 2014</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a relevant agency, to enter another environmental offset agreement that varies, or terminates and replaces, an earlier environmental offset agreement.</td>
<td>Section 28 Environmental Offsets Act 2014</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, in the circumstance specified in subsection 35(1)(a), to give a compliance notice in relation to the terms of the environmental offset agreement.</td>
<td>Section 35 Environmental Offsets Act 2014</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, where Council has given a compliance notice and the person contravenes it by not doing something, to do the thing and recover any</td>
<td>Section 39 Environmental Offsets Act 2014</td>
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</tr>
</tbody>
</table>
reasonable costs or expenses incurred in doing it as a debt.
## Environmental Protection Act 1994

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as the owner or occupier of the land, to claim compensation for any compensable effect in a proceeding brought in a court of competent jurisdiction.</td>
<td>Section 579(4) Environmental Protection Act 1994</td>
<td></td>
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</tr>
</tbody>
</table>
Environmental Protection Regulation 201908
<table>
<thead>
<tr>
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<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
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<tbody>
<tr>
<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, where council is a referral agency for a development application for a material change of use for a concurrence era to assess the development application against the matters stated in subsection 19(2)(a) to (c).</td>
<td>section 19(4) environmental protection regulation 2019</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to an environmentally relevant activity, other than a prescribed era to do those things required in subsections 35(1)(a) to 35(1)(e).</td>
<td>section 35(1) environmental protection regulation 2019</td>
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<tr>
<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to a prescribed era to do those things required in subsections 35(3)(a) and 35(3)(b).</td>
<td>section 35(3) environmental protection regulation 2019</td>
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<tr>
<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose conditions about each of the matters listed in subsections 36(1)(a) to 36(1)(m).</td>
<td>section 36(1) environmental protection regulation 2019</td>
<td></td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose monitoring conditions about the release of contaminants from the activity on the receiving environment.</td>
<td>section 37, environmental protection regulation 2019</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste to a wetland for treatment, to refuse to grant the application for a reason listed in subsection 40(2).</td>
<td>section 40, environmental protection regulation 2019</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste directly to groundwater, to refuse to grant the application for a reason listed in subsection 40(2).</td>
<td>section 41, environmental protection regulation 2019</td>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority in the circumstances set out in subsection 41aa(1), to refuse to grant the application if the relevant activity will, or may have, a residual impact.</td>
<td>section 41aa(3), environmental protection regulation 2019</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a person who generates waste, if required by an authorised person, to retest the waste under chapter 5, part 1, division 2.</td>
<td>section 47, environmental protection regulation 2019</td>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a generator of waste in the circumstances prescribed in subsection 51(1), to notify the administering authority of the change within 24 hours after receiving the test results for the retesting</td>
<td>section 51(2) environmental protection regulation 2019</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a generator of waste in the circumstances prescribed in subsection 51(1), to give a written report to the administering authority containing those things prescribed in subsection 51(3).</td>
<td>section 51(3) environmental protection regulation 2019</td>
<td></td>
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</tr>
</tbody>
</table>
| CHIEF EXECUTIVE OFFICER | power, as a generator of tested waste in the state, to:-  
(A) for each load of the waste transported to a receiver, record the prescribed information for the load in the approved form;  
(B) give the prescribed information for the load to the receiver; and  
keep the record mentioned in subsection 52(1) for at least 5 years. | section 52 environmental protection regulation 2019 |
| CHIEF EXECUTIVE OFFICER | power, as a receiver in the state who is given a load of tested waste, to:-  
(A) record the prescribed information for the load in the approved form;  
(B) within 24 hours after becoming aware of an omission or inaccuracy in the prescribed information, give written notice of the omission or inaccuracy to the administering authority; and keep the record mentioned in subsection 53(2) for at least 5 years. | section 53 environmental protection regulation 2019 |
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<tbody>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a waste handler to pay the fee to the chief executive when giving prescribed information about the transportation of trackable waste to the administering authority.</td>
<td>section 73 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a generator, to give the transporter the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.</td>
<td>section 78(1) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period after giving the waste to the transporter.</td>
<td>section 78(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a transporter, to give the receiver the prescribed information about the waste and to record the prescribed information about the waste.</td>
<td>section 79(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.</td>
<td>section 79(3) environmental protection regulation 2019</td>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a transporter, to keep the record mentioned in subsection 79(2)(b) for at least 5 years.</td>
<td>section 79(4) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a receiver, to record the prescribed information about the waste.</td>
<td>section 80(1) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a receiver, to give a copy of the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.</td>
<td>section 80(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a receiver, to give the administering authority written notice of a discrepancy in information received from the transporter.</td>
<td>section 80(3) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a transporter, to keep the record mentioned in subsection 80(1) for at least 5 years.</td>
<td>section 80(4) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a receiver, to record the prescribed information about the waste.</td>
<td>section 84(1) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a receiver, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.</strong></td>
<td>section 84(2) environmental protection regulation 2019</td>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a receiver, to give the prescribed information about the waste to the transporter.</strong></td>
<td>section 84(3) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a receiver, to keep the record mentioned in subsection 84(1) for at least 5 years.</strong></td>
<td>section 84(4) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a generator, to give the prescribed information about the waste and to record the prescribed information about the waste.</strong></td>
<td>section 87(1) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.</strong></td>
<td>section 87(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a receiver, to keep the record mentioned in subsection 87(1)(b) for at least 5 years.</strong></td>
<td>section 87(4) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td><strong>power, as a transporter, to give the prescribed authority notice of a discrepancy in information received from the generator.</strong></td>
<td>section 88(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3 and to take all steps necessary to advance the application.</td>
<td>section 92 environmental protection regulation 2019</td>
</tr>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to apply to the administering executive for a consignment number for a load of trackable waste to be transported into queensland and to take all steps necessary to advance the application.</td>
<td>section 93 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to apply to the administering executive for an exemption for the transportation of trackable waste to which chapter 5, part 9 applies and to take all steps necessary to advance the application.</td>
<td>section 94 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to apply to the administering executive for a generator identification number.</td>
<td>section 97 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.</td>
<td>section 101(1)(b) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to supply premises with standard general waste containers.</td>
<td>section 101(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to require a waste container to be kept at a particular place at a premises.</td>
<td>section 103(1)(a) environmental protection regulation 2019</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| CHIEF EXECUTIVE OFFICER | power to require a prescribed person of serviced premises, other than a detached dwelling, to supply:  
(A) an elevated stand at a level required by council; or  
(B) an imperviously paved and drained area for the waste containers, and  
(C) a hose cock and hose in the vicinity of the stand or paved area; and  
a suitable enclosure for the waste containers. | section 104(2) environmental protection regulation 2019 |
<p>| CHIEF EXECUTIVE OFFICER | power to give a written notice about the removal of general waste. | section 105 environmental protection regulation 2019 |
| CHIEF EXECUTIVE OFFICER | power to give a written approval to the owner or occupier of relevant premises for depositing or disposing of general waste and to impose conditions on the approval. | section 106 environmental protection regulation 2019 |</p>
<table>
<thead>
<tr>
<th>CHIEF EXECUTIVE OFFICER</th>
<th>power to require the occupier of relevant premises where there is industrial waste to: (A) supply industrial waste containers; (B) keep the waste containers at a place at the premises that council requires; and (C) keep each waste container clean and in good repair.</th>
<th>section 107(1) environmental protection regulation 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, where the occupier does not supply the waste containers required under subsection 107(1)(a), to supply industrial waste containers.</td>
<td>section 107(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to require occupier of relevant premises where there is industrial waste, to treat the waste to the standard approved by council for disposal of the waste at a waste facility.</td>
<td>section 108 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to give the chief executive the information identified in subsection 117(2).</td>
<td>section 117(2) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to comply with a notice issued by the chief executive pursuant to subsection 117(6).</td>
<td>section 117(7) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to keep the information listed in section 119.</td>
<td>section 119 environmental protection regulation 2019</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to make written representations to the minister in response to a notice issued pursuant to subsection 120(4).</td>
<td>section 120 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to apply to the chief executive for an estimation technique approval and to respond to any request for further information.</td>
<td>section 123 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an occupier of a reporting facility that under npi nepm exceeds the reporting threshold for a substance in the facility’s reporting period, to give the chief executive a written notice claiming that the information required to be given under section 117(2) or (7) should be treated as confidential and to respond to any requests for further information.</td>
<td>section 127 environmental protection regulation 2019</td>
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<tr>
<td>Name</td>
<td>Description</td>
<td>Section(s)</td>
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<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power to administer and enforce those provisions of the act devolved to council under chapter 8, part 1.</td>
<td>sections 130, 131, 132, 133, 134, 135 and 136 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as an administering authority, to recover as a debt an unpaid fee under the act.</td>
<td>section 155 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a holder, to give the chief executive the documents listed in subsection 166(1).</td>
<td>section 166(1) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a holder, to keep the records listed in subsections 170(a) to (d).</td>
<td>section 170 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a holder, to comply with a notice issued by an authorised person pursuant to subsection 171(2).</td>
<td>section 171(3) environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>power, as a holder, to give the administering authority written notice that eligibility for the reduced annual fee under subsections 165(1)(c)(i) or (ii) has stopped.</td>
<td>section 172 environmental protection regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>Power, as an administering authority, to require by written notice the holder to pay the difference between the annual fee and the reduced annual fee.</td>
<td>Section 173(2) Environmental Protection Regulation 2019</td>
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</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>Power, as an administering authority, to recover as a debt from the holder of an environmental authority an unpaid supplementary annual fee for an amended environmental authority.</td>
<td>Section 174(3) Environmental Protection Regulation 2019</td>
</tr>
<tr>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>Power, as an administering authority, to, by written notice, require the holder for regulated waste transport to pay a supplementary annual fee and if unpaid, to recover the supplementary annual fee as a debt.</td>
<td>Section 175 Environmental Protection Regulation 2019</td>
</tr>
</tbody>
</table>
| CHIEF EXECUTIVE OFFICER | Power, as an administering authority, to, by written notice, require the holder to pay:-  
(A) the annual fee or the outstanding amount of the fee; and  
(B) the late payment fee stated in schedule 15 of the regulation. | Section 177(2) Environmental Protection Regulation 2019 |
| CHIEF EXECUTIVE OFFICER | Power, as a holder, to comply with a notice issued pursuant to subsection 177(2). | Section 177(3) Environmental Protection Regulation 2019 |
| CHIEF EXECUTIVE OFFICER | power, as a holder, to pay the administering authority a fee for its assessment of the holder's annual returns and monitoring compliance with the transitional environmental program. | section 178(2) environmental protection regulation 2019 |
Environmental Protection (Water and Wetland Biodiversity) Policy 2019

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<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>POWER, IN COOPERATION WITH THE CHIEF EXECUTIVE, TO DEVELOP A HEALTHY WATERS MANAGEMENT PLAN.</td>
<td>SECTION 24(2) ENVIRONMENTAL PROTECTION (WATER) POLICY 2009</td>
<td>28/06/2016</td>
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<tr>
<td></td>
<td>CHIEF EXECUTIVE OFFICER</td>
<td>POWER, AS A RECOGNISED ENTITY, IN COOPERATION WITH THE CHIEF EXECUTIVE, TO DEVELOP AND IMPLEMENT A HEALTHY WATERS MANAGEMENT PLAN</td>
<td>SECTION 16(2) ENVIRONMENTAL PROTECTION (WATER AND WETLAND BIODIVERSITY) POLICY 2019</td>
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## Land Act 1994

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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a person seeking to have a plan of subdivision registered in relation to the land contained in a deed of grant, deed of grant in trust or lease, to apply to the minister chief executive for the allocation of a floating reservation to some or all of the lots created by the plan.</td>
<td>section 23(1) <em>Land Act 1994</em></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an applicant under section 23A(1), to appeal against the chief executive’s Minister’s decision.</td>
<td>Section 23A(6) <em>Land Act 1994</em></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as owner of improvements on a reserve the dedication to which has been revoked, to apply, in writing to the chief executive, to remove improvements on the reserve.</td>
<td>Section 34H(1) <em>Land Act 1994</em></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as owner of improvements on a reserve the dedication to which has been revoked, to remove improvements with the written approval of the chief executive Minister.</td>
<td>Section 34H(2) <em>Land Act 1994</em></td>
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</tr>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as owner of improvements on a deed of grant in trust that has been cancelled, to remove the improvements with the chief executive’s Minister’s approval.</td>
<td>Section 38G(2) Land Act 1994</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|     | Chief Executive Officer         | **Power, as trustee, to:**  
(a) comply with a request of the chief executive to apply for the approval of a management plan for the trust land; and  
(b) comply with a request of the chief executive to make all records available for inspection by the chief executive and allow copies and notes of the records to be made;  
register any management plan in the appropriate register  
|                                |                                                                                          | Section 48 Land Act 1994 |                                |                                              |
|     | Chief Executive Officer         | **Power, as trustee, to:**  
(a) allow the auditor-general, a person mentioned in section 47(1)(a) to (d), or a person authorised by the chief executive of a department, to audit the trust’s financial accounts; and  
<p>|                                |                                                                                          | Section 49 Land Act 1994 |                                |                                              |</p>
<table>
<thead>
<tr>
<th>NO.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>help the conduct of the audit, including the disclosure of financial institution accounts necessary for the audit.</td>
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<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as owner of improvements on a deed of grant in trust that has been surrendered, to apply, in writing to the chief executive, to remove the improvements on the deed of grant in trust.</td>
<td>Section 55H(1) Land Act 1994</td>
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<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power, as owner of improvements on a deed of grant in trust that has been surrendered, to remove the improvements on the deed of grant in trust with the written approval of the chief executive.</td>
<td>Section 55H(2) Land Act 1994</td>
<td></td>
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<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power, as trustee lessee, to transfer, mortgage or sublease a trustee lease subject to the written approval of: (a) the Minister for a sublease; or (b) otherwise, the chief executive.</td>
<td>Section 58(1) Land Act 1994</td>
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<td>5</td>
<td>Chief Executive Officer</td>
<td>Power, as lessee, licencee or permittee, to give the Minister or chief executive the information asked for about the lease, licence or permit.</td>
<td>Section 201 Land Act 1994</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, after receiving a notice under section 235(1) or 238(3), as a lessee of a lease, to apply in writing to the chief executive for permission to sell the lease, to make written application for permission to sell the lease.</td>
<td>Section 240E(1) Land Act 1994.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a local government, to apply to the chief executive to sell a lease.</td>
<td>Section 240G Land Act 1994.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as lessee of a forfeited lease, to apply, in writing to the chief executive to remove the lessee’s improvements on the lease.</td>
<td>Section 243(1A) Land Act 1994.</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as lessee of a forfeited lease, to remove the improvements with the written approval of the chief executive.</td>
<td>Section 243(1) Land Act 1994.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a lessee, licencee or the holder of a sublease, to apply to transfer a lease, sublease or licence under the Act with the approval of the chief executive.</td>
<td>Section 322(3) Land Act 1994</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a lessee, licensee or the holder of a sublease, to apply to the chief executive to extend the time mentioned in subsection 322(4).</td>
<td>Section 322(5) Land Act 1994</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a lessee, licencee or the holder of a sublease, to appeal a decision of the chief executive Minister, not to grant the transfer of a lease, sublease or licence.</td>
<td>Section 322(8) Land Act 1994</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to surrender freehold land on terms agreed between the chief executive Minister and the registered owner and with the chief executive’s Minister’s written approval.</td>
<td>Section 327 Land Act 1994</td>
<td></td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as registered owner or trustee, to surrender the land contained in the registered owner’s deed of grant or trustee’s deed of grant in trust if, on resurvey of the land, the boundaries of the land do not agree with the boundaries described in the existing deed or appropriate plan, and no doubt exists about the boundaries of the land, with the written approval of the chief executive Minister.</td>
<td>Section 358(2) Land Act 1994</td>
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### Land Title Act 1994

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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as the registered owner, to ask the registrar to issue a certificate of title</td>
<td>Section 42(1) Land Title Act 1994</td>
<td>10/09/2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as the registered owner of the lot benefited and the lot burdened by a profit a prendre, to ask the registrar to extinguish the profit a prendre.</td>
<td>Section 97I Land Title Act 1994</td>
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</table>
|     | Chief Executive Officer| power to start a proceeding:-

(1) in the name of council;

(2) under the justices act 1886 in the name of a local government employee who is a public officer within the name of that act. | section 237 local government act 2009                                                   |                                 |                                |
### Local Government Regulation 2012

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<td></td>
<td>Chief Executive Officer</td>
<td>Power to:</td>
<td>Section 59 Local Government Regulation 2012</td>
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<td>(a) construct, maintain, manage and regulate the use of:</td>
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<td></td>
<td></td>
<td>harbours for small vessels in or over tidal waters;</td>
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<td></td>
<td></td>
<td>(b) construct, maintain, manage and regulate the use of and jetties,</td>
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<td></td>
<td></td>
<td>breakwaters and ramps in or over tidal waters; and</td>
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<td></td>
<td></td>
<td>to occupy and use foreshore, tidal land or tidal waters to undertake work in exercising those powers</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to enter into a medium-sized contractual arrangement or large-sized contractual arrangement in circumstances specified in section 235 Local Government Regulation 2012.</td>
<td>Section 235 Local Government Regulation 2012</td>
<td>28/06/2016</td>
<td></td>
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<td></td>
<td></td>
<td><em>Nb. For subsections 235(a) and 235(b) it is a legislative precondition to the exercise of the power that Council first pass the resolution referred to in the respective subsection.</em></td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority, to agree in writing to a longer entry period.</td>
<td>Section 57(3) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority, to impose reasonable and relevant conditions on the resource authority holder about the entry to the public land or the carrying out of the authorised activity.</td>
<td>Section 59(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority, to impose reasonable and relevant conditions on the resource authority holder about the entry to the public land or the carrying out of the authorised activity.</td>
<td>Section 59(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority, to vary any condition it has imposed.</td>
<td>Section 59(7) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority, to give the holder an information notice about the imposition of a condition or the varying of a condition.</td>
<td>Section 59(8) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public land authority for land, to give a waiver of entry notice.</td>
<td>Section 60(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority, to sign a compensation agreement for the use of a public road for a notifiable road use.</td>
<td>Section 63(1)(b)(i) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority, to give written consent to the carrying out of a notifiable road use on a public road.</td>
<td>Section 63(1)(b)(ii) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority for a public road, to give a road use direction.</td>
<td>Section 64(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority for a public road to give an information notice about the decision to give a road use direction.</td>
<td>Section 64(4)(b) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner of restricted land, to give written consent to the resource authority holder carrying out the activity and to impose conditions on the consent.</td>
<td>Section 70 Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an owner or occupier of land, to apply to the Land Court for an order declaring the following: (a) whether particular land is restricted land for a resource authority or the Mineral Resources Act 1989, Schedule 1, section 2; and whether a particular activity is a prescribed activity for a resource authority.</td>
<td>Section 72(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to enter a conduct and compensation agreement with the resource authority holder.</td>
<td>Section 83(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to give a conference election notice to the resource authority holder.</td>
<td>Section 83A(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to a conference with an authorised officer, to ask the other party for a longer period within which to hold the conference.</td>
<td>Section 83B(4) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to use all reasonable endeavours to negotiate a conduct and compensation agreement or a deferral agreement.</td>
<td>Section 85(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to agree to a longer negotiation period.</td>
<td>Section 85(2)(b) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to enter an opt-out agreement.</td>
<td>Section 85(4) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to a conduct and compensation agreement or a deferral agreement, to terminate the agreement by giving notice to the other party during the cooling off period.</td>
<td>Section 87(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to give an ADR election notice.</td>
<td>Section 88(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, upon receipt of an ADR election notice pursuant to section 88(2), to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.</td>
<td>Section 88(5) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the party giving the ADR election notice and where the other party does not accept the type of ADR or ADR facilitator proposed in the notice, to obtain a decision from the Land Court or a prescribed ADR institute about the matter not accepted.</td>
<td>Section 88(6) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td>Chief Executive Officer</td>
<td>Power, as the party giving the ADR election notice and where a decision has been obtained from the Land Court or a prescribed ADR institute about the matter not accepted in the notice, to give the other party notice of the decision.</td>
<td>Section 88(7) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party given or giving an ADR election notice, to participate in the conference and enter a conduct and compensation agreement.</td>
<td>Section 89(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party given or giving an ADR election notice, to ask the other party for, or agree to, a longer period to enter a conduct and compensation agreement.</td>
<td>Section 89(3) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party who attended the ADR and where the other party did not attend the ADR, to apply to the Land Court for an order requiring the non-attending party to pay the attending party’s reasonable costs of attending.</td>
<td>Section 90 Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to a dispute where a conduct and compensation agreement has not been entered, to give an arbitration election notice requesting the other party participate in an arbitration to decide the dispute.</td>
<td>Section 91A(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party given an arbitration election notice, to accept or refuse the request for arbitration.</td>
<td>Section 91A(4) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td>Chief Executive Officer</td>
<td>Power, as a party to an arbitration, to jointly appoint the arbitrator proposed in the arbitration election notice or another arbitrator.</td>
<td>Section 91A(5) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the party giving an arbitration election notice, to require a prescribed arbitration institute to appoint an arbitrator.</td>
<td>Section 91A(6) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to an arbitration and where the circumstances of section 91E(2) apply, to agree with the other party about the payment of the fees and expenses of the arbitrator.</td>
<td>Section 91E(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to an arbitration, to agree with the other party about the payment of each party’s costs.</td>
<td>Section 91E(3) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority for a public road, to enter a road compensation agreement.</td>
<td>Section 94(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party given or giving an ADR election notice, and where a conduct and compensation agreement has not been entered and an arbitration election notice has not been given or has been given and not accepted, to apply to the Land Court to decide the dispute.</td>
<td>Section 96(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the Land Court for a declaration that all or part of the stated costs are payable under section 91.</td>
<td>Section 96B(1)(a) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an eligible claimant, to apply to the Land Court for an order requiring payment of negotiation and preparation costs under section 91.</td>
<td>Section 96B(1)(b) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a party to a compensation agreement, to apply to the Land Court for an order about the alleged breach.</td>
<td>Section 99A(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority, to apply to the Land Court for the Court to decide a resource authority holder’s compensation liability.</td>
<td>Section 100(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public road authority or an eligible claimant, to apply to the Land Court for a review of the original compensation.</td>
<td>Section 101(2) Mineral and Energy Resources (Common Provisions) Act 2014</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a relevant entity, to give the chief executive a copy of a notice or consent given by or to Council under chapter 3.</td>
<td>Section 205(1) Mineral and Energy Resources (Common Provisions) Act 2014</td>
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## Mineral Resources Act 1989

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</thead>
<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the owner of land where a person purports to enter or be upon the land under authority of a prospecting permit, to require the person to produce the prospecting permit or a written authorisation in a form acceptable to the chief executive from the holder of the prospecting permit authorising the person to enter or be upon that land for prospecting purposes. To ask the person for proof of the person's authority to enter or be on the land.</td>
<td>Section 46(1) Mineral Resources Act 1989</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the owner of land where a person purports to enter or be upon the land under authority of an exploration permit, to ask the person for proof of the person's authority to enter or be on the land, permit, to require the person to produce the exploration permit or a written authorisation in a form acceptable to the chief executive from the holder of the exploration permit authorising the person to enter or be upon that land for exploration purposes.</td>
<td>Section 167(1) Mineral Resources Act 1989</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the owner of land where a person purports to enter or be on the land under authority of a mineral development licence, to ask the person for proof of the person's authority to enter or be on the land, to require the person to</td>
<td>Section 216(1) Mineral Resources Act 1989</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>produce the mineral development licence or a written authorisation in a form acceptable to the chief executive from the holder of the mineral development licence authorising the person to enter or be upon that land for any purposes authorised thereunder.</td>
<td>Sections 279(1)(a) and (3) Mineral Resources Act 1989</td>
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### Planning Regulation 2017

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<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>power, in the circumstances prescribed in schedule 22, section 3a, to publish the documents listed in subsections (2), (4) and (5) on council’s website.</td>
<td>schedule 22, section 3a planning regulation 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>power, in the circumstance prescribed in schedule 22, section 3b(1), to keep available for inspection and purchase a document that includes the trunk infrastructure information the local government publishes on its website from time to time under section 3a(4) or (5).</td>
<td>schedule 22, section 3b planning regulation 2017</td>
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</tbody>
</table>
## Plumbing and Drainage Act 2018

<table>
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<tr>
<th>NO.</th>
<th>DELEGATE</th>
<th>DESCRIPTION OF POWER DELEGATED</th>
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<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power to approve a maximum temperature for a substance to be a prohibited substance for section 75.</td>
<td>Section 75(4) (e) Plumbing and Drainage Act 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power to approve the disposal of the contents of a greywater treatment plant into the sewerage system for the area in which the plant is located.</td>
<td>Section 77 Plumbing and Drainage Act 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power, where an explanatory statement given under section 83 states that Council may contact an occupier to arrange inspection of the work, to contact the occupier.</td>
<td>Section 83(7)(c) Plumbing and Drainage Act 2018</td>
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<tr>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the registrar for the approval of Council as an approved sponsor.</td>
<td>Section 19AG State Penalties and Enforcement Regulation 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to comply with a request of the registrar for additional information.</td>
<td>Section 19AH(1) State Penalties and Enforcement Regulation 2014</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to agree with the registrar to an amendment of the approval.</td>
<td>Section 19AM(1) State Penalties and Enforcement Regulation 2014</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to keep the records listed in subsection 19AN(1).</td>
<td>Section 19AN(1) State Penalties and Enforcement Regulation 2014</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to comply with a request of the registrar to give copies of all documents relevant to the work and development orders for which Council is an approved sponsor.</td>
<td>Section 19AO(2) State Penalties and Enforcement Regulation 2014</td>
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<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to surrender the approval as an approved sponsor.</td>
<td>Section 19AQ(1) State Penalties and Enforcement Regulation 2014</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to make written representations to the registrar in response to a show cause notice.</td>
<td>Section 19AU(2)(d) State Penalties and Enforcement Regulation 2014</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power, as an approved sponsor, to take the remedial action, to the satisfaction of the registrar.</td>
<td>Section 19AX(1)(a) State Penalties and Enforcement Regulation 2014</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power, in the circumstances specified in subsection 19AZ(1), to apply to QCAT for a review of the decision.</td>
<td>Section 19AZ(2) State Penalties and Enforcement Regulation 2014</td>
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## Transport Infrastructure Act 1994

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<tr>
<th>NO.</th>
<th>DELEGATE</th>
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<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>power to apply for an approval to carry out road works on a state-controlled road or interfere with a state-controlled road or its operation.</td>
<td>Section 33(2) Transport Infrastructure Act 1994</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>power to apply for an approval to construct, maintain, operate or conduct ancillary works and encroachments on a state-controlled road.</td>
<td>Section 50(3) Transport Infrastructure Act 1994</td>
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</tr>
</tbody>
</table>
Transport Infrastructure (State Controlled Roads) Regulation 2017

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<tr>
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<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, where given a notice by the chief executive, to give the chief executive further information required to decide an application for an approval mentioned in section 50(2)(a) of the Act.</td>
<td>Section 14(2) Transport Infrastructure (State Controlled Roads) Regulation 2017</td>
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### Waste Reduction and Recycling Act 2011

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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to make an exempt waste application to the chief executive.</td>
<td>Section 28 Waste Reduction and Recycling Act 2011</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to provide further information or documents for an exempt waste application if required by the chief executive.</td>
<td>Section 29 Waste Reduction and Recycling Act 2011</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to agree with the chief executive about extending the time for providing further information or documents for an exempt waste application.</td>
<td>Section 29(2) Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the holder of an approval of waste as exempt waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.</td>
<td>Section 33 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the applicant for a residue waste discounting application, to provide further information or documents for the application if required by the chief executive.</td>
<td>Section 45 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to agree with the chief executive about extending the time for providing further information or documents for a waste residue discounting application.</td>
<td>Section 45(2) Waste Reduction and Recycling Act 2011</td>
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<tr>
<td>1.</td>
<td>Chief Executive Officer</td>
<td>Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.</td>
<td>Section 49 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>2.</td>
<td>Chief Executive Officer</td>
<td>Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.</td>
<td>Section 50(3)(e) Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>3.</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site, to receive and request delivery information for waste.</td>
<td>Section 53 Waste Reduction and Recycling Act 2011</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a resource recovery and transfer facility, to receive and request delivery information for waste.</td>
<td>Section 54 Waste Reduction and Recycling Act 2011</td>
<td></td>
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</tr>
<tr>
<td>5.</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to pay the chief executive the waste levy, including any interest.</td>
<td>Section 56 Waste Reduction and Recycling Act 2011</td>
<td></td>
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</tr>
<tr>
<td>No.</td>
<td>Delegate</td>
<td>Description of Power Delegated</td>
<td>Legislation</td>
<td>Date and Number of Resolution</td>
<td>Conditions to Which the Delegation is Subject</td>
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<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site in the waste levy zone, to ensure a weighbridge is installed and operates at the site, is brought back into operation if out of operation, and give notice to the chief executive where the weighbridge is out of operation and brought back into operation, as required by sections 55 and 57.</td>
<td>Waste Reduction and Recycling Act 2011</td>
<td>2029 pursuant to chapter 16, part 3, division 2.</td>
<td>An exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2.</td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site, to agree with the chief executive about an alternative way to measure and record the waste.</td>
<td>Waste Reduction and Recycling Act 2011</td>
<td>Sections 59, 60 and 61.</td>
<td>An exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2.</td>
</tr>
<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site and where the chief executive has given Council a notice under section 63(2), to install, maintain and operate a monitoring system as required by the notice, and comply with sections 64, 65 and 66.</td>
<td>Waste Reduction and Recycling Act 2011</td>
<td>Sections 63, 64, 65 and 66.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to carry out volumetric surveys, ensure volumetric surveys are carried out, and give the chief executive copies of the results of the volumetric surveys as required by sections 67, 68 and 69.</td>
<td>Waste Reduction and Recycling Act 2011</td>
<td>Sections 67, 68 and 69.</td>
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NOTE: an exemption may apply until 30 June 2029 pursuant to chapter 16, part 3, division 2.
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to give the chief executive a waste data return.</td>
<td>Section 72 Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to keep the documents stipulated in section 72A.</td>
<td>Section 72A Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to apply to the chief executive to enter a waste levy instalment agreement, and enter the agreement.</td>
<td>Section 72C Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an amendment of a waste levy instalment agreement, and enter the amendment agreement.</td>
<td>Section 72D Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an extension of time to pay a waste levy amount.</td>
<td>Section 72G Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an extension of time to submit a waste data return and pay a waste levy amount.</td>
<td>Section 72H Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a levyable waste disposal site where the chief executive has decided an estimated waste levy amount under section 72J, to adjust the waste levy amount payable if a different amount is decided under a review of the chief executive’s decision on the estimated waste levy amount.</td>
<td>Section 72J(3)(c) Waste Reduction and Recycling Act 2011</td>
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<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator or former operator of a waste disposal site who is eligible for a bad debt credit, to apply to the chief executive for relief.</td>
<td>Section 72L Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power to respond to a notice from the chief executive requiring further reasonable information or documents about the application for a bad debt credit.</td>
<td>Section 72M(1) Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power to agree with the chief executive about extending the time for providing the further information or documents.</td>
<td>Section 72M(2) Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site, to declare an area within the site as a resource recovery area by giving the chief executive notice of a proposed resource recovery area.</td>
<td>Sections 72R and 72S Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>5</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site with a resource recovery area, to amend the declaration as a resource recovery area by giving the chief executive notice of the proposed amendment.</td>
<td>Section 72U Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>6</td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site with a resource recovery area, to cancel the declaration as a resource recovery area by giving the chief executive notice of the proposed cancellation.</td>
<td>Section 72V Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site with a resource recovery area and where the chief executive proposes to revoke the declaration, to make submissions to the chief executive to show why the declaration should not be revoked.</td>
<td>Section 72W Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site with a resource recovery area, to keep the documents and results stipulated in section 72X.</td>
<td>Section 72X Waste Reduction and Recycling Act 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a resource recovery area at a waste disposal site in the waste levy zone, to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Y. <strong>NOTE:</strong> section 72Y only applies from 01 June 2020.</td>
<td>Section 72Y Waste Reduction and Recycling Act 2011</td>
<td></td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a resource recovery area at a waste disposal site not in the waste levy zone, to carry out volumetric surveys, ensure volumetric surveys are carried out and give the chief executive a copy of the results of the volumetric survey as required by section 72Z.</td>
<td>Section 72Z Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site that has declared, or claims to have declared, a resource recovery area under section 72S, to ensure that the resource recovery area complies with section 73A(2).</td>
<td>Section 73A Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the physical barrier or points of access for the resource recovery area that does not change the boundaries of the area, to amend the plan of the waste disposal site, and give the chief executive notice and a copy of the amended plan.</td>
<td>Section 73C(2) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the recycling activities, to advise the chief executive of the change.</td>
<td>Section 73C(3) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the entity having responsibility for the operation of the resource recovery area, to advise the chief executive of the change.</td>
<td>Section 73C(4) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a local government affected by the waste levy, to receive an annual payment from the chief executive and use that payment to mitigate any direct impacts of the waste levy on households in Council’s local government area.</td>
<td>Sections 73D(1) and (2) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a local government affected by the waste levy that receives an annual payment from the chief executive, to include a statement on rate notices that informs the ratepayer of the amount paid to the local government and the purpose of the payment.</td>
<td>Section 73D(4) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a participant in an accredited stewardship scheme, to amend the scheme by agreement with all other participants in the scheme.</td>
<td>Section 95 Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as scheme manager of an accredited stewardship scheme that the minister is proposing to revoke, to make written submissions to show why the proposed action to revoke the accreditation should not be taken.</td>
<td>Section 97 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to claim a refund amount for an empty container under chapter 4, part 3B, division 3, subdivision 1.</td>
<td>Sections 99S(1) and 99U(1) Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a container refund point, to accept the container and pay the person the refund amount for the container.</td>
<td>Section 99S(2) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a container refund point, to:- (a) keep each refund declaration given to the operator for at least 5 years after the declaration was given; (b) for the proof of identity document mentioned in section 99T(3)(c) that accompanied the declaration, make a copy of the proof of identity document and keep the copy with the declaration for at least 5 years after the declaration was given; (c) if asked by an authorised person - produce the declaration and copy of the proof of identity document for inspection by the authorised person.</td>
<td>Section 99Y(1) Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a container refund point, to enter a container collection agreement with the Organisation.</td>
<td>Section 99ZA Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a container refund point, to claim a collection amount from the Organisation for containers collected.</td>
<td>Section 99ZB Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a material recovery facility, to enter a material recovery agreement with the Organisation.</td>
<td>Section 99ZF Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a material recovery facility, to claim the recovery amount from the Organisation.</td>
<td>Section 99ZH Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as the operator of a material recovery facility, to comply with the recovery amount protocol.</td>
<td>Section 99ZL Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as delegate of the chief executive administering the Act, to give a notice to an adult person.</td>
<td>Section 110 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to Chapter 5, Part 2 of the Act</td>
</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as delegate of the chief executive administering the Act, to give a notice to an adult person.</td>
<td>Section 111 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to Chapter 5, Part 2 of the Act</td>
</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as delegate of the chief executive administering the Act, to direct a responsible entity to collect material from premises.</td>
<td>Section 112 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to Chapter 5, Part 2 of the Act</td>
</tr>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a local government, to prepare and implement a waste reduction and recycling plan</td>
<td>Section 123 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to make written submissions where the chief executive intends to prepare a waste reduction and recycling plan for the local government to address an aspect that is relevant to the local government.</td>
<td>Section 128 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a local government, to give the chief executive a report about the operation, in the financial year, of all the local government’s waste reduction and recycling plans in force in its local government area</td>
<td>Section 147 Waste Reduction and Recycling Act 2011</td>
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<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power, as a reporting entity, to give the chief executive a report about the entity’s receiving, sorting, recycling, treatment or disposal of waste in the financial year.</td>
<td>Section 152 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power to make a submission about a potential end of waste code</td>
<td>Section 160 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power to make a submission about a draft end of waste code</td>
<td>Section 165 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power to apply to amend an end of waste code</td>
<td>Section 168 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>5</td>
<td>Chief Executive Officer</td>
<td>Power, in relation to an end of waste code which the chief executive proposes to amend, cancel or suspend, to make written submissions about the proposed action.</td>
<td>Section 172 Waste Reduction and Recycling Act 2011</td>
<td></td>
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<tr>
<td>6</td>
<td>Chief Executive Officer</td>
<td>Power to give the chief executive a notice stating that Council intends to become a registered resource producer for the code.</td>
<td>Section 173B(1) Waste Reduction and Recycling Act 2011</td>
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<tr>
<td>7</td>
<td>Chief Executive Officer</td>
<td>Power to give the chief executive a notice in the approved form.</td>
<td>Section 173B(3) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to make a submission in response to a notice issued by the chief executive.</td>
<td>Section 173D Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to respond to a request for advice, comment or information about the operation of an end of waste code issued by the chief executive.</td>
<td>Section 173H Waste Reduction and Recycling Act 2011</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the chief executive for an end of waste approval to conduct a trial for 1 kind of waste.</td>
<td>Section 173I Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to comply with the conditions of an end of waste approval.</td>
<td>Section 173K Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the chief executive to extend an end of waste approval.</td>
<td>Section 173L Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the chief executive to amend an end of waste approval.</td>
<td>Section 173M Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to apply to the chief executive to transfer an end of waste approval.</td>
<td>Section 173O Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to respond to a request from the chief executive for advice, comment or information about the operation of Chapter 8, Part 3.</td>
<td>Section 173Q Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to respond to a request from the chief executive for further information or documents required to decide an application under chapter 8A.</td>
<td>Section 173T Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to respond to a show cause notice from the chief executive.</td>
<td>Section 173ZB Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to surrender an approval by giving notice to the chief executive officer.</td>
<td>Section 173ZE Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to respond to a notice from the chief executive requiring information about an approval.</td>
<td>Section 173ZF Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, where given, or entitled to be given, an information notice for a decision, to apply to the chief executive for an internal review of the decision.</td>
<td>Section 175 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to, as delegate of the chief executive administering the Act, apply for an internal review of the decision.</td>
<td>Section 175 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to sections 248(2) and 253(3) of the Act.</td>
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<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power to, as delegate of the chief executive administering the Act, extend the time for making an internal review application.</td>
<td>Section 176(2) Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to sections 248(2) and 253(3) of the Act.</td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, where an internal review application has been made, to apply for a stay of the original decision.</td>
<td>Section 177 Waste Reduction and Recycling Act 2011</td>
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<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power to, as delegate of the chief executive administering the Act, conduct an internal review of the original decision and decide the internal review application.</td>
<td>Section 178 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to sections 248(2) and 253(3) of the Act.</td>
</tr>
<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power to, as delegate of the chief executive administering the Act, give notice of an internal review decision.</td>
<td>Section 179 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to sections 248(2) and 253(3) of the Act.</td>
</tr>
<tr>
<td>5</td>
<td>Chief Executive Officer</td>
<td>Power, where given, or entitled to be given, a QCAT information notice under section 179 of the Waste Reduction and Recycling Act 2011, to apply to QCAT, under the QCAT Act, for external review of the decision.</td>
<td>Section 180 Waste Reduction and Recycling Act 2011</td>
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</table>
|     | Chief Executive Officer   | Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person. | Section 183 Waste Reduction and Recycling Act 2011 and |                                 | Any appointment of an authorised person must be subject to the limitation that an authorised person can only exercise the powers in section 117 and Chapter 10 of the Act in relation to the following offences:  
- Chapter 5, Parts 1, 2 and 3, Division 1 and 2 of the Act;  
- Section 251(a);  
- Section 251(c);  
- Section 254; and Section 264. |
<p>|     | Chief Executive Officer   | Power, as delegate of the chief executive administering the Act, to issue an identity card to an authorised person. | Section 187 Waste Reduction and Recycling Act 2011 and |                                 | As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and 112(2) of the Act. |
|     | Chief Executive Officer   | Power, as delegate of the chief executive administering the Act, to give a show cause notice. | Section 246 Waste Reduction and Recycling Act 2011 and |                                 | As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and 112(2) of the Act. |
|     | Chief Executive Officer   | Power, as delegate of the chief executive administering the Act, to give a compliance notice. | Sections 248 and 249 Waste Reduction and Recycling Act 2011 |                                 | As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and 112(2) of the Act. |</p>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as delegate of the chief executive administering the Act, to give a notice requiring the person to commission a waste audit and to provide a waste report on the audit.</td>
<td>Sections 253 Waste Reduction and Recycling Act 2011</td>
<td></td>
<td>As this power relates to section 104 of the Act</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power to bring a proceeding in a Magistrates Court for an order to remedy or restrain an offence against the Act, or a threatened or anticipated offence against the Act.</td>
<td>Sections 261 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an operator of a levyable waste disposable site, to apply to the chief executive for an exemption during the transition period from the requirements of section 57.</td>
<td>Sections 317(2) Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an operator of a levyable waste disposable site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 323.</td>
<td>Sections 323 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an entity having responsibility for the operation of a resource recovery area for a waste disposal site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 324.</td>
<td>Sections 324 Waste Reduction and Recycling Act 2011</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as an operator of a small site, to give the chief executive written notice of a proposed alternative methodology for measuring and recording waste at the site and implement that alternative methodology. NOTE: this section only applies until 30 June 2021.</td>
<td>Sections 325 Waste Reduction and Recycling Act 2011</td>
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Water Fluoridation Regulation 2020

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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to ask the manufacturer, importer or supplier of the fluoride compound for a copy of a batch analysis certificate.</td>
<td>Section 6(2) Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to:-</td>
<td>Section 6(3) Water Fluoridation Regulation 2020</td>
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<td></td>
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<td>(a) send a sample of the fluoride compound to an accredited laboratory for analysis to determine the concentrations of any impurities in the fluoride compound; and</td>
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<td></td>
<td></td>
<td>(b) obtain the results of the analysis.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to give the chief executive a notice if its automatic fluoride dosing equipment has not been in operation for a continuous period of 14 days.</td>
<td>Section 9(1) Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to give the chief executive a notice if its automatic fluoride dosing equipment resumes operation after it has</td>
<td>Section 10(1) Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td>NO.</td>
<td>DELEGATE</td>
<td>DESCRIPTION OF POWER DELEGATED</td>
<td>LEGISLATION</td>
<td>DATE AND NUMBER OF RESOLUTION</td>
<td>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</td>
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<td></td>
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<td>been out of operation for a continuous period of 14 days.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier who uses naturally occurring fluoride, to give the chief executive a notice if its water blending equipment has not been in operation for a continuous period of 14 days.</td>
<td>Section 15(1) Water Fluoridation Regulation 2020</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier who uses naturally occurring fluoride, to give the chief executive a notice if its water blending equipment resumes operation after it has been out of operation for a continuous period of 14 days.</td>
<td>Section 16(1) Water Fluoridation Regulation 2020</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to carry out a prescribed test and keep the results of each prescribed test for at least 5 years.</td>
<td>Section 19 Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td>NO.</td>
<td>DELEGATE</td>
<td>DESCRIPTION OF POWER DELEGATED</td>
<td>LEGISLATION</td>
<td>DATE AND NUMBER OF RESOLUTION</td>
<td>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to (a) divide a sample collected under section 19(1)(a) into 2 parts; (b) measure the concentration of 1 part of the sample using an approved method; (c) send the other part of the sample to an accredited laboratory to measure the concentration of fluoride in the part using an approved method; (d) obtain the results of the analysis performed under subsection 20(1)(c); and (e) keep the results of the analysis for at least 5 years.</td>
<td>Section 20 Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to comply with a request of the chief executive under subsection 21(1) and notify the chief executive of the results of the additional test.</td>
<td>Section 21(2) Water Fluoridation Regulation 2020</td>
<td></td>
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<tr>
<td>NO.</td>
<td>DELEGATE</td>
<td>DESCRIPTION OF POWER DELEGATED</td>
<td>LEGISLATION</td>
<td>DATE AND NUMBER OF RESOLUTION</td>
<td>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier who adds a fluoride compound to the potable water supply, to record each day:</td>
<td>Section 22(2) Water Fluoridation Regulation 2020</td>
<td></td>
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<td></td>
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<td>(a) the volume of water to which the fluoride compound has been added;</td>
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<td></td>
<td>(b) the amount of the fluoride compound the water supplier has added for the day, even if the amount is zero;</td>
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<td></td>
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<td>(c) the calculated fluoride concentration of the fluoridated water;</td>
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<td></td>
<td></td>
<td>(d) the fluoride concentration of the fluoridated water, measured by a prescribed test.</td>
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<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to prepare a report each quarter stating the matters prescribed in subsection 23(1) for the quarter and give the report to the chief executive.</td>
<td>Section 23 Water Fluoridation Regulation 2020</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>Power, as a public potable water supplier, to give the chief executive supporting information for a fluoridation notice to the chief executive under section 13(3)(a) of the Act.</td>
<td>Section 24(2) Water Fluoridation Regulation 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Water Regulation 2016

<table>
<thead>
<tr>
<th>NO.</th>
<th>DELEGATE</th>
<th>DESCRIPTION OF POWER DELEGATED</th>
<th>LEGISLATION</th>
<th>DATE AND NUMBER OF RESOLUTION</th>
<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chief Executive Officer</td>
<td>Power to apply to the chief executive to relocate a water licence.</td>
<td>Section 34 Water Regulation 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chief Executive Officer</td>
<td>Power, as the holder of the water licence to be relocated, to swear the statutory declaration required in subsection (3)(b)(i).</td>
<td>Section 34(3)(b)(i) Water Regulation 2016</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Chief Executive Officer</td>
<td>Power, as an interested entity, to provide written consent to the proposed relocation.</td>
<td>Section 34(3)(b)(ii) Water Regulation 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chief Executive Officer</td>
<td>Power, as an applicant under section 34, to give the chief executive a transfer notice.</td>
<td>Section 37 Water Regulation 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Chief Executive Officer</td>
<td>Power, as a proposed transferee, to give the chief executive a document evidencing ownership of land to which the new licence will attach.</td>
<td>Section 38(2) Water Regulation 2016</td>
<td></td>
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<tr>
<td>6</td>
<td>Chief Executive Officer</td>
<td>Power, as a relevant person in the circumstances specified in subsection (1) (excluding a person given a notice under section 110AA), to give the chief executive a written notice stating the meter is a faulty meter.</td>
<td>Section 110A(3) Water Regulation 2016</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Chief Executive Officer</td>
<td>Power, as a relevant person in the circumstances specified in subsection (1), to give the chief executive all the information stated in subsection (4) before the expiry date.</td>
<td>Section 110A(4) Water Regulation 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO.</td>
<td>DELEGATE</td>
<td>DESCRIPTION OF POWER DELEGATED</td>
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</tbody>
</table>
|     | Chief Executive Officer | Power, as a relevant person in the circumstances specified in subsection (1), to, before the expiry date:-
|     |                         |   (a) ensure that a meter, other than a faulty meter, is attached to the works;  
|     |                         |   (b) arrange a validation inspection for the meter and give the chief executive a copy of the validation certificate for the meter. |

<table>
<thead>
<tr>
<th>LEGISLATION</th>
<th>DATE AND NUMBER OF RESOLUTION</th>
<th>CONDITIONS TO WHICH THE DELEGATION IS SUBJECT</th>
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</thead>
<tbody>
<tr>
<td>Section 110A(5)</td>
<td>Water Regulation 2016</td>
<td></td>
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</tbody>
</table>
### Workers' Compensation and Rehabilitation Act 2003

<table>
<thead>
<tr>
<th>No.</th>
<th>Delegate</th>
<th>Description of Power Delegated</th>
<th>Legislation</th>
<th>Date and Number of Resolution</th>
<th>Conditions to Which the Delegation Is Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chief Executive Officer</td>
<td>power, as an employer, to give the insurer written evidence that it is not practicable to provide a worker with suitable duties.</td>
<td>Section 228(4) Workers' Compensation And Rehabilitation Act 2003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12.3  Customer and Commercial Services

12.3.2  Nil reports

12.4  Infrastructure and Utilities

12.4.1  Nil reports
12.5 Chief Executive Officer

12.5.1 Date change for Gazetted Central Highlands - Show Holidays 2020 (Capella, Springsure and Emerald) ..... approx 10 mins

DEcision Report

Date: 13 May 2020 Presentation Duration: Approx. 10 minutes
To: General Council Meeting
Author: Marnie Wills, Executive Assistant Mayor and Councillors
Authorising Officer: Scott Mason, Chief Executive Officer
File Reference: <ECM Reference>
Presented for: Decision

Attachment:
1. Email from the Department of Industrial Relations - 7 May 2020 [12.5.1.1 - 3 pages]

Purpose:
The purpose of this report is to determine if Council’s appetite to apply to the Department of Industrial Relations to seek permission to change the gazetted show holidays for Capella, Springsure and Emerald.

Officer Recommendation:
That Central Highlands Regional Council authorise the Chief Executive Officer to write to the Minister for Industrial Relations seeking permission to postpone the gazetted Show Holidays for Capella, Springsure and Emerald to a later date in 2020 (yet to be determined) once the COVID-19 event regulations and restrictions have been lifted to allow community events to resume.

Report:

Background
At the General Council meeting of 9 July 2020, Council resolved:

Cr Sypher moved and seconded by Cr Brimblecombe “That Central Highlands Regional Council advise the Office of Industrial Relations that it requires the following dates to be gazetted in the respective areas as the Show Holidays for 2020:

- Capella/Tieri: Friday 22 May 2020
- Springsure/Rolleston: Friday 29 May 2020
- Emerald / Comet / Gemfields: Wednesday 3 June 2020
- Blackwater/ Bluff / Dingo / Duaringa: Wednesday 3 June 2020”

2019 / 07 / 09 / 010 Carried (9-0)

These dates were later confirmed by the Department on 15 November 2020.

Discussion/Current issue
Due to COVID-19 the 2020 Capella and District Show (22 May 2020), Springsure Pastoral and Agricultural Show (29 May 2020) and Emerald Show (3 June 2020) shows was cancelled by the individual show societies.
Council nominated the above show dates as the public holiday for the show and this was approved by the Minister for Industrial Relations Policy and Regulation as a gazetted holiday.

Central Highlands Regional Council would like to postpone the gazette holiday to a date when a community events are able to be held post COVID-19. Due to the uncertain timelines around the pandemic it is not feasible to set a date at this time, however it is envisaged the gazetted holidays would fall between 1 October and 20 December 2020.

Further to this, a public holiday in May / June will also add cost to the region at a critical time, with employers paying for a day off, as well as enticing the community to be out of home in a period that is forecast to still have social distancing regulations in force.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference/Policy/Legislation:
1. Strong Vibrant Communities;
1.3 - Corporate Plan Strategy: Active and inclusive communities.

Section 4 of the Holidays Act 1983, the Minister for Industrial Relations appoints the holiday.

Outside the requirements of Section 4 of the Holiday Act 1983 as noted in this report, there are no additional relevant legal implications for consideration.

Budget/Financial/Resourcing:
There are no budget implications to be considered.

Communication/Engagement:
No engagement has been conducted with the individual show societies to gauge their interest in this proposal.

Office of Industrial Relations.

Risk Assessment:
No identified risk for this – classified as low risk.

Timings/Deadlines:
Capella Agricultural Show is scheduled for 22 May 2020.

Conflict of Interest Declaration:
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

Human Rights Impact:
No

Alternatives Considered:

<table>
<thead>
<tr>
<th>Description</th>
<th>Positives</th>
<th>Negatives</th>
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<tbody>
<tr>
<td>Option 2 To leave the public holidays as is</td>
<td>Added cost to employers paying for public holiday</td>
<td></td>
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</tbody>
</table>

- END OF REPORT -
Dear Marnie,

Thank you for your email regarding cancelled shows and show holidays. I apologise for the delay in responding.

The position remains the same, however I provide the following which may be of assistance to you should you wish to update Council.

Special holidays are approved by the IR Minister upon the request from the CEO of the relevant local government or from the RNA for the Royal Queensland Show. Special holidays in respect of an annual agricultural, horticultural or industrial show are public holidays (show holidays).

Show holidays are gazetted in the Queensland Government Gazette and published on the Queensland Government website.

As a gazetted show holiday is a public holiday, it attracts the usual public holiday penalty rates for payment of work on the day.

The show holidays for 2020 which were gazetted on 19 November 2019, are still public holidays, unless a request for repeal is made by the relevant local authority or, by the RNA in the case of the Queensland Royal Show, and approved by the Minister.

In the face of show cancellations in regional areas some local councils, like Rockhampton have requested repeal of the show holiday in respect of their regional show, while others, like Toowoomba have allowed the show holiday in respect of their regional show to proceed.

Any changes to the gazetted show holidays will be published in the Government Gazette and on the QG website.

If that position changes I will let you know.

Kind regards,

Jacqui McGuire
Senior Industrial Officer
Industrial Relations Regulation and Compliance
Office of Industrial Relations
P: 07 3406 9854  E: jacqui.mcguire@oir.qld.gov.au

Good afternoon Jacqui
You had left a message on my phone around 15 April 2020 advising that the Minister is considering, however at this stage they are remain in place as an appointed public holiday, and that should anything change, they will contact Councils in that regard.

Just following up to see if there has been any change to this.

Kind regards

Marnie Wills | Executive Assistant (Mayor & Councillors)  
Central Highlands Regional Council  
Phone +617 4980 6377 | Website

From: Marnie Wills  
Sent: Friday, 10 April 2020 9:42 AM  
To: Jacqui.McGuire@oir.qld.gov.au  
Subject: Show and Special Holidays 2020

Good morning Jacqui

In light of the current situation that the whole of Australia is facing at the present moment with COVID-19 restrictions, we have been asked by a number of people if the show / special holidays will continue. As you know, most of the shows have been cancelled this year, including the Brisbane EKKA.

We seek clarification if the show / special public holidays for 2020 will continued as scheduled?

Please do not hesitate to contact me if you wish to discuss further.

Kind regards

Marnie Wills | Executive Assistant (Mayor & Councillors)  
Central Highlands Regional Council  
Address | PO Box 21 | EMERALD QLD 4720  
P 1300 242 686 D +617 4980 6377 F 1300 242 687  
E MWills@chrc.qld.gov.au W www.centralhighlands.qld.gov.au  
Follow Us www.facebook.com/CHRCouncil

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13 DECISION ACTION REPORTS - CLOSED SESSION

13.1 Regional Economic Development Incentive Application - Sojitz Coal Mining Pty Ltd..... approx. 30 mins

CLOSED SESSION REPORT

This report is CONFIDENTIAL under Section 275 (1) (h) of the Local Government Regulation 2012 which permits the Council meeting to be closed to the public to discuss:

(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
14 DISCUSSION REPORTS

14.1 Nil Reports

15 DISCUSSION REPORTS - CLOSED SESSION

15.1 Nil reports
16 INFORMATION REPORTS

16.1 Nil Reports

17 INFORMATION REPORTS - CLOSED SESSION

17.1 Nil reports
18 GENERAL BUSINESS

19 LATE AGENDA ITEMS

20 CLOSURE OF MEETING