

# Statement of Affairs

of the Council  
of the Town of Dalby

January 2003



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# Introduction

This Statement of Affairs is published by the Council in accordance with the requirements of Section 18(1) of the Freedom of Information Act 1992.

The publication of a Statement of Affairs is designed to acquaint the community with the decision-making structure of government bodies and the functions they administer.

While Council acknowledges its statutory obligations to meet certain minimum requirements, this document is intended to provide information on a much broader scale and presents a comprehensive overview of Council's organisation, its relationship with the community and avenues of public access all in a consolidated user friendly format.

The information contained herein will be updated and published periodically and it is hoped users will find the document both informative and practical when seeking access to Council.

Chief Executive Officer  
Dalby Town Council

1st January, 2003



# Mission Statement

*“To enhance the quality of life  
of the community of Dalby by ensuring  
the provision of services and facilities.”*



# Functions

Broadly speaking, the primary role of Local Government is to assume responsibility for the “good rule and government of its area”. In performing this role, the functions of Council are many and varied and may be grouped into five major categories:-

- **Service functions** - the provision of a wide range of property and “people” services such as -

refuse collection	water supply
sewerage	drainage
roads	public health
libraries	recreation
toilets	parks
environmental health	street lighting
community services, etc.	
- **Regulatory functions** - control and administration of laws governing -

building	town planning
environmental health	subdivision
parking	noxious weeds
animals	advertising
parks, etc.	
- **Representation functions** - Council’s Elected Members have a duty to represent and to act in the interest of the community and electors.
- **Community Planning and Co-ordinating Functions** - Council plays an important role in providing a focus for planning and co-ordination of services and facilities provided by Government agencies, voluntary and community groups. Council also provides direct and indirect support and assistance for sporting, cultural and recreational activities.
- **Participation functions** - Council provides channels for community participation in policies and decisions affecting the local community.

The introduction of the Queensland Local Government Act 1993 provides a legal framework for an effective, efficient and accountable system of Local Government in Queensland and enshrines the changes that have been occurring in the role, responsibilities and structure of local Government over the past decade.

Change continues without precedent stretching resources to the limit, as the demands and expectations placed on Council by the Federal and State Governments and residents multiply.

# The Council

The Dalby Town Council is charged with the good rule and government of the Town of Dalby. The Town covers an area of 49 square kilometres and has a population of 10,000 people. Council Members of the undivided area comprise a total nine: a Mayor, and eight other Councillors. These representatives are elected every four years by the electors of Dalby.

## ***Present Members:***

Mayor	Councillor Warwick Geisel
Deputy Mayor	Councillor John Hart
Councillors	Councillor Glen Latemore Councillor Peter McKinnon Councillor Greg Nearhos Councillor Barry O'Shea Councillor Gary Suhr Councillor Ross Thornton Councillor Carolyn Tillman

## **Committee Structure**

The Council is the decision making body and matters for consideration are usually directed through the General Purposes Committee. This Committee convenes twice monthly and have been formatted to streamline Council business.

The General Purposes Committee Meeting is made up of all Councillors and is segregated into nine (9) programmes of the Corporate Plan with a Councillor having specific responsibility for a programme as shown hereunder.

The Committee then makes recommendations to the Ordinary Meeting of Council which meets twice monthly. The chart on the opposite page shows the structure and business each programme deals with.

Additional General Purposes and Special Meetings are convened when necessary and consider specific items such as budget, major projects and future directions.



ORDINARY MEETING



GENERAL PURPOSES COMMITTEE

**Program 1  
CORPORATE SERVICES**

*Cr C.T. Tillman*

Corporate Management  
Agenda and Minute Preparation  
Secretarial/Executive Support  
Legislation  
Special Projects and Research  
Grants/Donations  
Council Properties  
Joint Local Authority Boards  
Counter Disaster Planning

**Program 2  
ADMINISTRATION AND FINANCE**

*Cr P.J. McKinnon*

Staff Recruitment, Training and  
Development  
Employee and Industrial Relations  
Record Management  
Computer Facilities  
Asset Management - Financial  
Revenue  
Purchasing  
Stores  
Creditors  
Financial Planning  
Payroll  
Costing and Financial Reporting

**Program 3  
CIVIL WORKS**

*Crs J.M. Hart & G.E. Suhr*

Road Construction  
Road Maintenance  
Stormwater Drainage  
Footpaths and Bicycle Paths  
Traffic Control  
Cemetery  
Works and Stores Depot  
Asset Management - Civil Works  
Plant Purchases  
Parks, Gardens and Recreation  
Flood Plan Management  
Central Business District  
Beautification  
Street Lighting  
Civil Works - Revenue

**Program 4  
WATER SUPPLY**

*Cr B.T. O'Shea*

Water Resources  
Water Supply  
Water Storage  
Water Distribution  
Water Conservation  
Water Revenue

**Program 5  
SEWERAGE**

*Cr G.E. Suhr*

Sewerage Pumping Station  
Sewerage Treatment  
Main and Collector Sewers  
Sewerage - Revenue

**Program 6  
HEALTH AND ENVIRONMENT**

*Cr R.G. Latemore*

Animal Control  
Pest Management  
Waste Management/Waste  
Collection/Waste Disposal  
Noxious Weeds  
Environmental Health  
Preventative Medicine  
Water Monitoring  
Environmental Protection  
Caravan Park  
Trade Waste  
Public Conveniences  
Aerodrome  
Health Promotion

**Program 7  
PLANNING AND COMMUNITY  
DEVELOPMENT**

*Cr R.A. Thornton*

Planning Services  
Building and Plumbing Services  
Community Housing  
Community and Cultural Development  
Central Business District  
Economic Development and Tourism  
Youth Services

**Program 8  
GAS - BUSINESS UNIT**

*Cr G.M. Nearhos*

Purchase and Sale of Natural Gas  
Development of the Undertaking  
Promotion  
Financial Control  
LPG Purchase and Sales  
Sale of Appliance

**Program 9  
TOURISM AND ECONOMIC  
DEVELOPMENT**

*Cr W. Geisel*

Economic Development  
Financial Assistance  
Promotion



It is usual for the recommendation made by the General Purposes Committee to be submitted to the next Ordinary Meeting of Council for determination. Council meets twice monthly for the Ordinary Meetings. The normal meeting pattern is:-

<b>WEEK NO. 1</b>	<b>WEEK NO. 2</b>	<b>WEEK NO. 3</b>	<b>WEEK NO. 4</b>
TUESDAY AT 4:00 PM	TUESDAY AT 4:00 PM	TUESDAY AT 4:00 PM	TUESDAY AT 7:30 PM
↓	↓	↓	↓
GENERAL PURPOSES COMMITTEE	ORDINARY MEETING	GENERAL PURPOSES COMMITTEE	ORDINARY MEETING

Special Meetings comprise all members of Council and are called as and when required to attend to any urgent business of Council.

All Meetings are open to the public, unless it is otherwise resolved by Council that a Meeting be closed under Section 463 of the Local Government Act.

Council, from time to time, has need for discussions to be held “in camera” and moves into Committee on confidential matters such as contracts, staff, industrial and legal proceedings, etc. Public notice of days and times of Meetings is given each month and copies of the agenda for each meeting are available for public inspection two days prior to each scheduled meeting, at the Council’s Cultural and Administration Centre, 107 Drayton Street. Minutes of Council meetings are available for public inspection within a few days of the Ordinary Meeting.



# General Information

## Community Participation

### *Meetings*

There are a number of methods by which members of the public may have their views on particular issues brought to the attention of a meeting of a committee or of the Council. These are by:

- written request: a member of the public can write to the Council on any Council policy, activity or service. All correspondence should be addressed to the Chief Executive Officer;
- petitions: written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
- deputations: with the permission of the Chairperson or the Mayor, a member of the public can address a Committee or the Council personally or on behalf of a group of residents;
- objections: when certain matters, for example development applications and the making of local laws, are being considered by the Council, the proposals are publicly advertised and members of the community have the opportunity to write to the Council and express their views.
- question time: a Question Time is available to residents at the commencement of Council meetings. Persons wishing to submit a question should give two working days written notice of the question to the Chief Executive Officer.
- elected members: members of the public can contact their elected members of Council to discuss any issue relevant to Council.

It can be seen from the variety of functions performed by the Council that its decisions have a considerable impact on the community. Council encourages public participation in important issues involving the development of its laws, policies, projects and plans and welcomes input from the community in regard to public relations.

In order for Council to maximise community participation, the community needs to be informed and kept in formed of the role, functions and objectives of Council. This document for example, is just one of the ways Council can do this as part of an overall approach.

Council also uses the local press to advise the community on matters of interest mainly via direct press releases and at times through the public notices column and the Mayor's personal column.

Public image and good public relations is most important and Council has an extensive range of information available to the community. This can be obtained by contacting Council's reception or the relevant department with your enquiries.

## **External Representations**

Councillors and senior officers serve on a number of Boards and Advisory Committees within the community. These include:-

### ***Boards***

Dalby-Wambo Saleyards Board

Dalby-Wambo Aerodrome Board

Dalby-Wambo Library Board

### ***Committees***

Regional Gallery Management Committee

Regional Arts Development Fund

East of West Community Housing Group

Urban Local Government Association of Queensland

Local Government Association of Queensland

Darling Downs Local Government Association

Police Citizens Youth Club Committee

Council Safety Committee

Senior Citizens Management Committee Carers

Dalby-Wambo Counter Disaster Committee

Water Allocation Management Planning Committee

Dalby Chamber of Commerce and Industry

Dalby-Wambo Landcare Committee

Dalby Historical Museum and Pioneer Park Association

Staff Uniform Committee

Darling Downs Chemical Liaison Committee

Heritage Committee

Police Community Consultative Committee Inc

Dalby & District Youth Consultative

Condamine-Balonne Water Committee

## **Rights of Objection and Appeal**

This document has already stated that Council encourages and supports active community participation and open access to Council. Another aspect that the community should be aware of is its rights of objection and appeal, e.g. in accordance with the provisions of the Local Government (Planning and Environment) Act, applicants have the right of appeal associated with development applications. Also, the new Environmental Protection Act 1994 has similar provisions.

As this is a formal and quite prescriptive process for applicants to go through, Council officers are available to provide any assistance to objectors by way of advice of how, where and when and to whom the objections and appeals have to be made. Additionally, Council provides free of charge, brochures prepared by the Queensland Department of Housing, Local Government and Planning which describes the approval and objections process to applicants.

Avenues for internal review in respect of other Council decisions are available by making a submission through the Chief Executive Officer. The matter may, depending on its nature, be dealt with directly by the Chief Executive Officer or referred for recommendation to the relevant Standing Committee.

## **Judicial Review (Request for Statement of Reasons)**

The new Judicial Review Act provides for a mechanism to review how decisions are made - that is, to ensure the process of decision making is administratively correct. In essence a review is not concerned with the actual outcome of decision making but rather whether the decision maker was lawful in sense or within scope of authority according to facts found by decisions maker and relevant law.

Applicants requesting a Statement of Reasons must do so in writing. The request does not have to be in any particular form or terms of reference to the Judicial Review Act. It should be addressed to the Chief Executive Officer who issues a letter of decision. The request has to be made to the decision maker.

Applicants must lodge their request within twenty-eight days of receipt of notice of the terms of a decision.

Where no notification has been given, it is the discretion of the decision maker as to what is a reasonable time period.

## Access to Council Documents

### *Documents Available for Inspection*

Council is required by legislation, other than the Freedom of Information Act 1992 (FOI), to keep certain documents and to make these documents available for inspection. The following is a list of the kinds of documents that are usually available for inspection at the Council as required by legislation other than FOI:

Road Map	Road Register
Register of Local Planning Policies	State Planning Policies
Policies	Interim Development Permit Register
Minutes of Council Meetings	Minutes of Standing Committee Meetings
Rate Book	Books of Account
Statements of Account	Financial Statement
Register of Impounded Animals	Register of Notices Given (Building Act)
Planning Study prepared in relation to the Planning Scheme in force	
Register of Existing Lawful Non-Conforming Uses	
Register (Environment Protection Act)	
Code of Conduct	

### *Documents available for Purchase*

Copies may be purchased of many of the documents held by Council. These include:

Council's Local Laws/Policies	Council Minutes
Council's Policies	Annual Financial Statements
Town Planning Scheme	Corporate Plan
Town Planning Maps	Annual Report
Strategic Plan	Street Name Index
Statement of Affairs	

In addition, there is a wide range of information brochures and explanatory leaflets available from the relevant departments free of charge to residents. These relate to matters of:

health care	community development
pet care	recreation
cultural development	local government
WaterWise etc.	

## **Freedom of Information Requests**

Requests for information not provided in the “Access to Council Documents” will be considered in accordance with the Freedom of Information Act. Under this legislation, an applicant may make an application, in writing, seeking access to documents of the local Council.

Application forms are available from the designated Council officers responsible for Freedom of Information requests at the Council office. Applications need not be in the official form, provided they are in writing and provide certain information concerning the documents sought, to enable the document to be identified.

If the documents being sought are personal affairs documents of the applicant, no application fee is payable. If the documents being sought are non-personal affairs documents, \$32.50 application fee is required from the applicant.

The Council has directed its Executive Assistant, to deal with FOI applications on its behalf. This officer acts as Council’s FOI Co-ordinator. Members of the community are encouraged to contact the FOI Co-ordinator to discuss access to Council’s documents and their rights under FOI. FOI applications should be addressed to:

FOI Co-ordinator  
Dalby Town Council  
PO Box 551  
DALBY QLD 4405

The telephone number is 07 4660 6103.

### ***Amendment of Information***

A person who has had access to a Council document and believes that information contained in the document relating to his or her personal affairs is inaccurate, incomplete, out of date or misleading, may apply to the Council for correction or amendment of that information.

## **Policies of the Council**

The adoption of policies is an essential part of Council’s strategy for achieving its long and short term goals and to guide decision making for both Council as a whole and in the context of delegated powers. In short, policies are statements of agreed intent or actions which set out clearly Council’s views on particular issues or actions.

Decision making by Council is reliant substantially on legal requirements and clearly established policy. When making decisions, Council will reference existing policy as the basis by which it will make its decision.

For example, when a Council officer puts a report to Council, the officer will identify the existing policy which will provide the basis for the recommendation. (This is by title and date of adoption.) Additionally, it is usual to clarify how the recommendation is consistent with Council objectives and policies. This is done by reference to the appropriate provisions of the policy.

Council's policies are continuously reviewed to ensure they comply to changes in legislation, local laws, corporate restructuring or community expectations.

# Organisation

## Corporate Plan

The Dalby Town Council has adopted a Corporate Plan to assist the Council in providing progressive and responsive government of its area. This plan includes a Mission Statement and Council's Corporate Philosophy and sets out major programmes and goals aimed at achieving a broader vision for the future and includes performance indicators to monitor progress. The plan will be reviewed each year.

## Resources

Dalby Town Council operates under a programme based structure to manage and report on its financial activities. Specific areas of programme activity are managed by Managers who are in turn responsible to the Council through the Chief Executive Officer.

The Council operates a Budget of \$14,000,000 and utilises total assets valued at \$67,000,000. Major receipts comprise rates and charges, grants, interest earnings and Council also operates its own Natural Gas Franchise with an annual Budget of \$1.3m - total revenue amounts to \$13.5m.

## Delegations Register

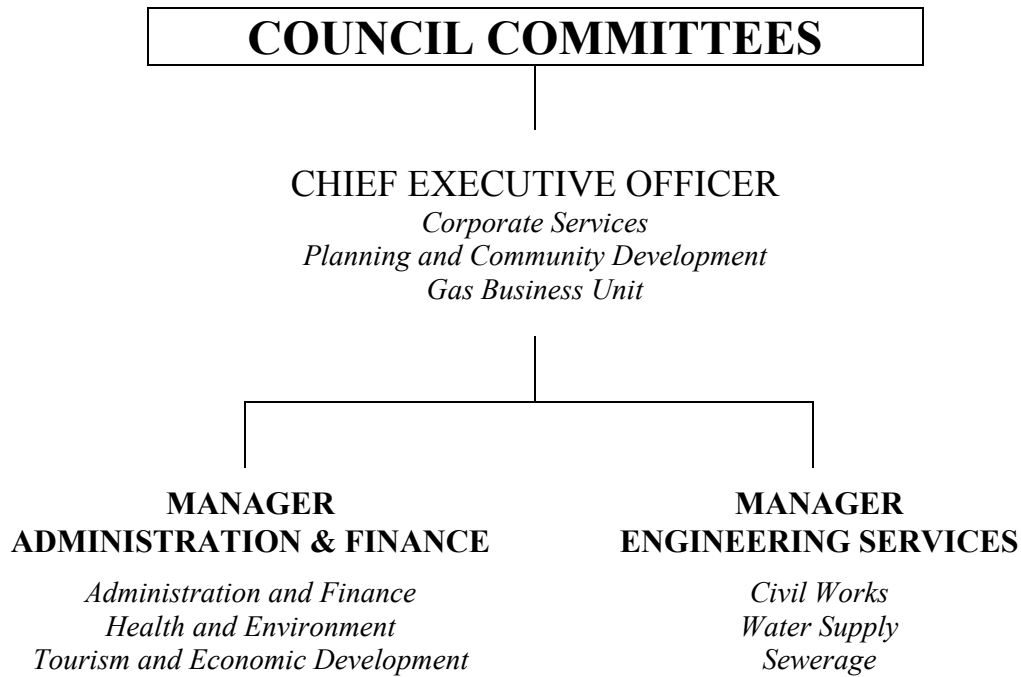
In any effective organisation, the need to delegate powers and functions to officers in order for them to effectively carry out and implement the policy and discretion of Council and management is essential.

The position in local government is that the Council has, within certain specified constraints, statutory power to delegate various management, accounting, engineering, health, planning, sub-divisional and building powers etc. to elected members, Committees or specified officers.



Accordingly the Chief Executive Officer has been delegated authority from the Council to make decisions on certain matters of administration and policy. This had been done to facilitate an efficient and timely response to situations where it is lawful and expedient for the decision making power to be delegated.

## Structure



The Council's Corporate structure consists of four departments whose functions are broken down into an operational format comprising nine major programmes under Council's Corporate Plan.

The operation plan consists of the following programmes in each of the four departments which are headed by the Chief Executive Officer and two appointed Managers.

All functions of Council are carried out in accordance with this plan of operation.

## **1. Corporate Services**

- |            |                               |   |
|------------|-------------------------------|---|
| <b>1.1</b> | Corporate Management          | Corporate Services provides for this function being carried out across programmes 1 and 2. The Chief Executive Officer manages public relations, communications and cultural development and the executive area of Council which services the Elected Members at corporate level. |
| <b>1.2</b> | Agenda and Minute Preparation |   |
| <b>1.3</b> | Secretarial/Executive Support |   |
| <b>1.4</b> | Legislation                   |   |
| <b>1.5</b> | Special Projects and Research |   |
| <b>1.6</b> | Grants/Donation               |   |
| <b>1.7</b> | Council Properties            |   |
| <b>1.8</b> | Joint Local Authority Boards  |   |
| <b>1.9</b> | Counter Disaster Planning     |   |

## **2. Administration and Finance**

- |             |   |  |
|-------------|---|--|
| <b>2.1</b>  | Staff Recruitment, Training and Development | The Manager of Administration and Finance manages human resource services, computer functions, records management, financial management, banking, revenue and supply and purchase functions. |
| <b>2.2</b>  | Employee and Industrial Relations           |  |
| <b>2.3</b>  | Records Management                          |  |
| <b>2.4</b>  | Computer Facilities                         |  |
| <b>2.5</b>  | Asset Management - Financial                |  |
| <b>2.6</b>  | Revenue                                     |  |
| <b>2.7</b>  | Purchasing                                  |  |
| <b>2.8</b>  | Stores                                      |  |
| <b>2.9</b>  | Creditors                                   |  |
| <b>2.10</b> | Financial Planning                          |  |
| <b>2.11</b> | Payroll                                     |  |
| <b>2.12</b> | Costing and Financial Reporting             |  |

## **3. Civil Works**

- |             |   |   |
|-------------|---|---|
| <b>3.1</b>  | Road Construction                           | The Manager Engineering Services is responsible for the planning, building and main-tenance of all Council's infrastructure i.e. buildings, roads, drains, parks and reserves, cemeteries, plant and traffic control. |
| <b>3.2</b>  | Road Maintenance                            |   |
| <b>3.3</b>  | Storm Water Drainage                        |   |
| <b>3.4</b>  | Footpaths and Bicycle Paths                 |   |
| <b>3.5</b>  | Traffic Control                             |   |
| <b>3.6</b>  | Cemetery                                    |   |
| <b>3.7</b>  | Works and Stores Depot                      |   |
| <b>3.8</b>  | Asset Management - Civil Works              |   |
| <b>3.9</b>  | Plant Purchases                             |   |
| <b>3.10</b> | Parks, Gardens and Recreation               |   |
| <b>3.11</b> | Flood Plan Management                       |   |
| <b>3.12</b> | Central Business District<br>Beautification |   |
| <b>3.13</b> | Street Lighting                             |   |
| <b>3.14</b> | Civil Works - Revenue                       |   |

- 4. Water Supply**
- 4.1 Water Resources
  - 4.2 Water Supply
  - 4.3 Water Storage
  - 4.4 Water Distribution
  - 4.5 Water Conservation
  - 4.6 Water Revenue
- The Manager Engineering Services manages Council's water supply and wastewater functions which are under these programmes.
- 5. Sewerage**
- 5.1 Sewerage Pumping Stations
  - 5.2 Sewerage Treatment
  - 5.3 Main and Collection Sewers
  - 5.4 Recycled Water
  - 5.5 Sewerage Revenue
- The Manager Engineering Services manages Council's water supply and wastewater functions which are under these programmes.
- 6. Health and Environment**
- 6.1 Animal Management
  - 6.2 Pest Management
  - 6.3 Waste Collection/Waste Disposal
  - 6.4 Noxious Weeds
  - 6.5 Environmental Health
  - 6.6 Health Promotion
  - 6.7 Water Monitoring
  - 6.8 Environmental Protection
  - 6.9 Trade Wastes
  - 6.10 Public Conveniences
- Health and welfare of the community is managed by the Manager Administration and Finance under this programme and includes animal control, refuse collection and disposals, recycling, noxious weeds, notifiable diseases, immunisation, public conveniences and caravan park management.
- 7. Planning and Community Development**
- 7.1 Development Policy
  - 7.2 Development Assessment
  - 7.3 Community Housing
  - 7.4 Cultural Development  
Central Business District
  - 7.5 Youth Services
- Planning and development is managed by the Chief Executive Officer and includes town planning matters, building and community housing and sub-division.
- 8. Gas**
- 8.1 Purchase and Sale of Natural Gas
  - 8.2 Retail Financial Costs
  - 8.3 Gas Appliance Sales
  - 8.4 Gas Meter Expenditure
  - 8.5 LPG Purchase and Sales
  - 8.6 LP Gas Operation
  - 8.7a Develop the Undertaking
  - 8.7b Develop the Undertaking
- The administration of this programme is the responsibility of the Chief Executive Officer with the management and sales promotion being a separate function to the infrastructure and operational aspect of the franchise area.

## **9. Tourism and Economic Development**

- 9.1** Economic Development
- 9.2** Financial Assistance
- 9.3** Promotion

The responsibility for this programme is managed by the Manager Administration and Finance and includes promotion of the region, financial assistance for new business and development matters.

The Council employs a staff of 120 to assist in the performance of its functions.

