



SOUTHERN DOWNS REGIONAL COUNCIL

GENERAL MEETING OF COUNCIL

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 25 June 2014 at 9.00AM.**

Notice is hereby given of the business to be transacted at the meeting.

Andrew Roach

CHIEF EXECUTIVE OFFICER

18 June 2014

ORDER OF BUSINESS:

1.	ATTENDANCE	1
2.	APOLOGIES.....	1
3.	CONDOLENCES	1
4.	READING AND CONFIRMATION OF MINUTES.....	1
4.1	General Council Meeting - 28 May 2014.....	1
5.	DECLARATIONS OF CONFLICTS OF INTEREST	1
6.	READING AND CONSIDERATION OF CORRESPONDENCE	2
6.1	Correspondence	2
7.	RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	14
7.1	Joint Letter - Speed Signs at Southern Entry to Pratten.....	14
8.	BUSINESS & COMMUNITY SERVICES DEPARTMENT REPORTS	16
8.1	BCS - Financial Report as at 31 May 2014	16
8.2	BCS - Youth Action Plan 2014/2015.....	24
8.3	BCS - 2014/15 Out of Round Community Event Grant Request - Warwick Gold Cup Campdraft and Rodeo	40
8.4	BCS - Parks Rationalisation.....	43
8.5	BCS - SDRC Aerodrome Advisory Group	48
8.6	BCS - SDRC Sports Advisory Group	52
8.7	BCS - Stanthorpe Cemetery - Outdoor Burial Wall - Stage 2	58
8.8	BCS - Delegations Register Amendment	61
9.	ENGINEERING SERVICES DEPARTMENT REPORTS.....	70
9.1	Adoption of Proposed Governance Model Options - Emu Swamp Dam..	70
9.2	Public Consultation on the Public's View on Fluoridation	93
9.3	Asset Management Plan - Water Supply	95
9.4	Engineering Department Monthly Report	101
10.	PLANNING & ENVIRONMENT DEPARTMENT REPORTS	104
10.1	Tourism Transition Group replacement nomination.....	104
10.2	Minutes of Council's Pest Management Working Group meeting held 13 May 2014.....	105
10.3	Japanese Business Delegation.....	129
10.4	Economic Development Strategy: Strategic Framework and Action Plan 2014-15	133
10.5	Overview of the Queensland Camping Options Toolkit.....	145
10.6	Request to consider the ancillary use of the Stanthorpe Showgrounds, from the Stanthorpe Agricultural Society.....	149

WEDNESDAY, 25 JUNE 2014 General Meeting of Council

10.7	Material Change of Use - Stanthorpe Agricultural Society, 6 High Street, Stanthorpe	154
10.8	Material Change of Use - J Harris, 56 Herbert Street, Allora	176
11.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	192
	Nil	
12.	NOTICES OF MOTION	192
	Nil	
13.	GENERAL BUSINESS	192
14.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	192
14.1	Request for Relief from Payment Obligations	193
14.2	BCS - General Rates Issues	193
14.3	BCS - Warwick Horse Trials	193
14.4	BCS - Senior's Housing - Long Term Alternatives	193
14.5	BCS - Audit & Risk Management Committee (ARMC) Meeting - 5 June 2014	193

1. ATTENDANCE

2. APOLOGIES

3. CONDOLENCES

Recommendation

THAT Council recognise those recently departed from the region.

4. READING AND CONFIRMATION OF MINUTES

4.1 General Council Meeting - 28 May 2014

Recommendation


THAT the minutes of the General Council Meeting held on Wednesday 28 May 2014 be adopted.

5. DECLARATIONS OF CONFLICTS OF INTEREST

6. READING AND CONSIDERATION OF CORRESPONDENCE

6.1 Correspondence

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Director Business & Community Services	File Ref:

Recommendation

THAT the report of the Chief Executive Officer in relation to Correspondence be received and Council provide feedback to the Summerland Way Promotional Committee on its decisions and participation in the proposed Forum.

Report

1. **Premier of Queensland** advising of the release of the Queensland Government's *Safe Night Out Strategy* which has been developed following broad consultation and deals with the disturbing growth of violent and anti-social behavior. A copy of the strategy is available online at www.qld.gov.au/safenightout A copy of the letter is attached.

Action: Noted.

2. **Summerland Way Promotional Committee** regarding the dissolution of the Committee and the resolutions of the Committee from the meeting held on 11 April 2014. The letter also refers to an extract from the Minutes of that meeting, in particular Item 5.2 regarding the concept that a new forum be created:

"That the five Mayors from the current member Councils, State and Federal representatives, the Cross-Border Commissions, RMS and Queensland Main Roads be invited to the next meeting in order to pursue the setting up of a Forum."

The letter is seeking Council's input into the decisions of the Summerland Way Promotional Committee as outlined in the attached letter and minutes.

Action: Council consider and provide feedback to the Summerland Way Promotional Committee.

3. **Department of Natural Resources and Mines** regarding the new regulatory framework for the construction or modification of levees which commenced on 16 May 2014 and outlining Council's specific assessment responsibilities. A copy of the letter is attached.

Action: The letter has been referred to the Director Engineering Services. A report on this matter will be prepared for Council.

Attachments

1. Premier of Queensland [View](#)
2. Summerland Way Promotional Committee [View](#)
3. Department of Natural Resources and Mines [View](#)



Premier of Queensland

For reply please quote: SocPol/SK - GF/31195 - DOC/14/84116

6 June 2014

Councillor Peter Blundell
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Executive Building 100 George Street Brisbane PO Box 15185 City East Queensland 4002 Australia Telephone +61 7 3719 7000 Facsimile +61 7 3221 5809 Email mcclennan@premier.qld.gov.au Website www.thepremier.qld.gov.au	
1 JUN 2014	
Action Officer:	<input checked="" type="checkbox"/> File
Tsk	<input type="checkbox"/>
Dst	<input type="checkbox"/>
Eval	<input type="checkbox"/>

Dear Councillor Blundell

The Queensland Government has now released its *Safe Night Out Strategy* — a comprehensive plan to allow Queenslanders to enjoy a safe, fun night out in our entertainment precincts.

The strategy has been developed following broad consultation, including online survey responses from more than 13 000 Queenslanders. The Queensland Government has also consulted with the liquor and tourism industries, businesses and other interested people. We have also paid close attention to the letters that have been sent to Members of Parliament on this issue.

The strategy deals with the disturbing growth of violent and anti-social behaviour that has crept into Queensland's otherwise vibrant nightlife.

As you know, in recent times coward punches and acts of thuggery have been all too frequent in and around licensed venues. The Government has listened to the people of Queensland. We need to change the current culture, restore responsibility and respect, and make it clear that bad behaviour will not be tolerated in and around our nightspots.

The *Safe Night Out Strategy* aims to change the culture to restore responsible behaviour and respect, including through education for school students and social marketing campaigns. Legislative changes will make sure that police and the courts have sufficient powers to deal with violent and anti-social behaviour, and that police and liquor licensing compliance officers can deal with unsafe venues and irresponsible service of alcohol practices.

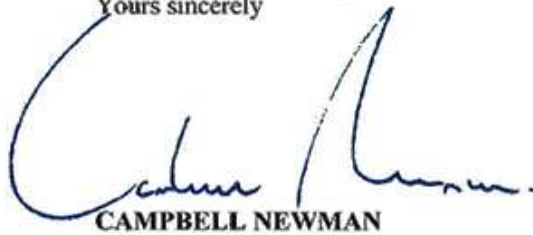
The Queensland Government will also work closely with licensees and community groups to build safe and supportive environments that grow dynamic and vibrant night-time economies. Local communities will be empowered, through Safe Night Precinct Boards to ensure that key entertainment precincts across Queensland are managed in the most effective way possible to safely deal with the high volumes of patrons at peak times.

A copy of the strategy is available online at www.qld.gov.au/safenightout.



The Queensland Government has committed to a review of the *Safe Night Out Strategy* after one year. We will monitor the success of the strategy and make any necessary adjustments to ensure the strategy is the best it can be. The Government is committed to ensuring that all Queenslanders can once again enjoy a safe night out. This can only be achieved by a Can-Do Government with a strong plan for a brighter future.

Yours sincerely



CAMPBELL NEWMAN

12 May 2014



Promotional Committee
Clarence Valley Council
Locked Bag 23
GRAFTON NSW 2460
Phone: 02 6643 0200
Email: council@clarence.nsw.gov.au

General Manager
Southern Downs Regional Council
64 Fitzroy Street
WARWICK QLD 4370

Dear Sir

Summerland Way Promotional Committee Meeting Dissolution

At our meeting held on Friday, 11 April 2014, the Committee resolved:

That

- 1. the Summerland Way Promotional Committee formally write to all five member Councils advising that this Committee recommends it be dissolved.*
- 2. the Summerland Way Promotional Committee recommends that funds should be disbursed equally between the five member councils.*
- 3. a final meeting be planned to consider member council resolutions and, if all are in agreement, give effect to the dissolution of the Committee.*

We are now writing to inform you, as a member Council, of this decision and seek your valuable input.

We would also like to draw your attention to item 5.2 in the attached minutes reporting on the discussion that took place regarding the concept that a new forum be created where the Committee resolved:

That the five mayors from the current member councils, State and Federal representatives, the Cross-Border Commissioners, RMS and Queensland Main Roads be invited to the next meeting in order to pursue the setting up of a Forum

Should you require further information please contact Lesley McBay on 6645 0283 or email Lesley.mcbay@clarence.nsw.gov.au.

Yours faithfully

Cr Margaret McKenna
Chair

Enc.





Summerland Way Promotional Committee

MINUTES

Secretary: Lesley McBay, Clarence Valley Council, P: 6645 0283, E: lesley.mcbay@clarence.nsw.gov.au.

Where: Kyogle Council Chambers, 1 Stratheden Street, Kyogle

When: Friday 11 April 2014

Time: 10.00 am

Committee Members:

Clarence Valley Council	Cr Margaret McKenna (Chair)
Southern Downs Regional Council	Cr Neil Meiklejohn
Kyogle Council	Cr Lindsay Passfield
Scenic Rim Regional Council	Cr Jennifer Sanders (Deputy Chair)
Richmond Valley Council	Cr Ernie Bennett
Lismore City Council	Resigned from Committee

Attendance:

Clarence Valley Council	Cr Margaret McKenna (Chair)
Southern Downs Regional Council	Cr Neil Meiklejohn – by phone
Kyogle Council	Cr Lindsay Passfield
Scenic Rim Regional Council	Cr Jennifer Sanders – by phone
Richmond Valley Council	Cr Ernie Bennett - by phone

Also in attendance:

Clarence Valley Council – Secretary	Lesley McBay
Federal Member for Page	Kevin Hogan MP
Clarence Valley Council	Troy Anderson – Director Works & Civil

1. APOLOGIES

Business Coordinator Manager – RMS
Cross-Border Commissioner

Sonia George
Steve Toms

Summerland Way Promotional Committee

11/4/14

1

2. Confirmation of Minutes of Previous Meeting on 22 November 2013

Moved by Cr McKenna, Seconded by Cr Sanders
That the Minutes of the meeting dated 22 November 2013 be confirmed.
CARRIED

3. Matters Arising From Previous Minutes

Discussion on lobbying the Transport Minister on heavy vehicles using Summerland Way as an alternate route to SE Qld as requested by Cr Bennett. Kevin Hogan advised that the first step in this process is the new Grafton bridge. (Refer Item 5.2 for more information.)

4. Correspondence

Incoming	Date	
	06.12.13	Lismore Council, Garry Hemsworth - report
	11.12.13	Cross-Border Commissioner – accepting invitation
	20.12.13	Richmond Valley, Gary Murphy - report
	23.12.13	Southern Downs, P See – accepting invitation to meeting
	06.01.14	Scenic Rim, Patrick Murphy – report
	27.02.14	Lismore Council – resignation from Committee
	02.04.14	NSW Farmers Far North Coast District Council

Outgoing	Date	
	29.11.13	Cross-Border Commissioner – advising of next meeting
	29.11.13	Mr David Bell – Congratulations on retirement from RMS
	29.11.13	Engineers from Member Councils - requesting report

Moved by Cr McKenna, Seconded by Cr Passfield
That the correspondence be noted and a response sent to the NSW Farmers.
CARRIED

5. General Business

5.1 Moved by Cr Passfield, Seconded by Cr Bennett. CARRIED

That

1. the Summerland Way Promotional Committee formally write to all five member councils advising that this Committee recommends it be dissolved.
2. the Summerland Way Promotional Committee recommends that funds should be disbursed equally between the five member councils.
3. a final meeting be planned to consider member council resolutions and, if all are in agreement, give effect to the dissolution of the Committee.

5.2 Discussion took place on the way forward for the Summerland Way as a road network. Cr Passfield proposed the following – a new forum be created consisting of relevant State and Federal Members of Parliament; mayors from Councils adjoining the State border; the NSW Cross Border Commissioner and his Queensland counterpart; NSW RMS and Queensland Main Roads Manager; to meet twice annually to plan mutually beneficial projects to enhance infrastructure and thereby economic development in these neighbouring regions.

Kevin Hogan agreed that this was a good way forward as the State government does not currently have a plan for transport in this area. Also, it is important for Mayors and MPs to get involved to enable talks at higher levels. He also saw the cross-border issue as important but believes that statistics have to be clear for cost-benefit analysis before any work will be considered.

Cr Bennett suggested the name of the new group be called the Summerland Way Upgrade Forum to give clear focus on its aims rather than as a tourism promotion.

Moved by Cr Passfield, Seconded by Cr McKenna

That the five mayors from the current member councils, State and Federal representatives, the Cross-Border Commissioners, RMS and Queensland Main Roads be invited to the next meeting in order to pursue the setting up of a Forum.

CARRIED

5.3 Financials

Moved by Cr McKenna, Seconded by Cr Sanders

That the following financial statement be adopted

Opening Balance - \$14,295.81

Income – Nil

Expenditure - \$327.27 (Website update)

Balance as at 31.3.14 - \$13,968.54

CARRIED

5.4 Next meeting to be held in July on 7, 11 or 14 depending on availability of Mayors, MPs, etc.

Location to be at Kyogle

Time 10.30 am

6. Meeting Close

There being no further business, Kevin Hogan was thanked for his attendance and input into the meeting which then closed at 11 am.



Promotional Committee

Terms of Reference

Functions

To work with stakeholders to lobby all levels of government to secure funding to upgrade the Summerland Way which includes Orara Way in New South Wales and the Mt Lindesay Highway in Queensland.

To support and promote the significance of the Summerland Way in providing direct transport links between the northern rivers region and the developing industrial hubs in southern Queensland.

Membership

One elected representative (and one alternative) from each of the Councils of:

1. Scenic Rim Regional Council
2. Southern Downs Regional Council
3. Kyogle Council
4. Richmond Valley Council
5. Lismore City Council
6. Clarence Valley Council

(Mayors of each Council are ex officio members of the Committee)

Patrons

1. Leon Lane
2. Shirley Adams – ex Councillor from Clarence Valley Council

Attendees

The following are able to attend the meetings but are not entitled to vote:

1. Technical representatives from each Council
2. Transport industry representatives
3. State and Federal representatives from electorates encompassing the Summerland Way route

Procedural Matters

Chairperson

The office of Chairperson of the Committee to be rotated between the NSW member Councils encompassing the Summerland Way route (i.e. Kyogle, Richmond Valley, Clarence Valley) on a biennial basis with the changeover at the relevant Annual General Meeting.

A Deputy Chairperson shall also be appointed for the same term as the Chairperson. The elected representatives of all member Councils may nominate for Deputy Chairperson. If more than one nomination is received, selection is to be by vote from the delegates present at the meeting.

Meeting Frequency

Meetings will be held on the second Friday of the months of April and October each year with the Annual General Meeting preceding the October meeting or as otherwise agreed to by a majority.

Meeting Location

Meeting location is to be Kyogle or via teleconferencing for at least 50% of the scheduled meetings unless determined otherwise by the Committee.

Meeting Expenses

No fees or other expenses are to be paid to delegates for attendance at meetings. However expenses incurred in relation to official Committee business may be reimbursed from Committee funds subject to resolution by the Committee.

Catering costs associated with hosting meetings will be met from Committee funds.

Administration

The Council providing the chairperson shall also provide a staff member to attend meetings and provide secretarial, financial and administrative support to the Committee. Any funds held by the Committee shall be managed in trust by the administering Council.

Membership Fees

Each member Council shall pay an annual membership fee determined at each Annual General Meeting.

Quorum

The quorum of the Committee shall consist of three (3) local government representatives (i.e. Councillors).

Voting

Decisions of the Committee shall preferably be reached by consensus, however formal recommendations will be put in the form of a motion, to be seconded and voted on.

All member Councils represented on the Committee and present at the meeting are entitled to one vote. In the case of a tied vote the Chairperson has a casting vote.

Agenda

An agenda shall be distributed to delegates prior to each meeting. Additional items not listed on the agenda may be raised in General Business.

Changing the Terms of Reference

Terms of Reference will be reviewed at each Annual General Meeting. Any recommendations to change the Terms of Reference must be circulated with the Annual General Meeting agenda and may only be implemented by majority vote at the Annual General Meeting.



Our Ref CTS 13812/14

Department of
Natural Resources and Mines

12 June 2014

Mr Andrew Roach
CEO
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370



Dear Mr Roach

The new regulatory framework for the construction or modification of levees commenced on 16 May 2014. I would like to take this opportunity to outline the specific assessment responsibilities of your council, as well as those of the Queensland Government under this new framework.

As a result of the new regulatory arrangements, anyone who builds or modifies a levee bank will be subject to assessment against the applicable development code. Levee banks have been categorised according to the risk they pose to people and property with each category being assigned a level of assessment corresponding to the level of risk. The three risk categories and the corresponding assessment requirements are as follows:

- Category 1 levees have no off-property impacts and are subject to self-assessment.
- Category 2 levees have off-property impacts, but impact on a small resident population. These are subject to code assessment with the local councils being the assessment manager.
- Category 3 levees have off-property impacts and potentially impact on a significant resident population. The local council is the assessment manager for these levees with the Queensland Government being the referral agency for matters of interest to the state.

Further information and Version 1 of the guidelines can be found on the Department of Natural Resources and Mines' (the department) website under Regulation of levee banks at www.dnrm.qld.gov.au/water/catchments-planning/levees and the Department of State Development Infrastructure and Planning IDAS website at www.dsdip.qld.gov.au.

In order to ensure the guidelines meet the practical needs of councils and levee proponents, feedback from you on Version 1 of the guidelines is invited. The department intends to update the guidelines by the end of August 2014, based on any feedback that is received.



Director-General
Department of Natural Resources and Mines
PO Box 15216
City East
Queensland 4002 Australia
www.dnrm.qld.gov.au

Southern Downs Regional Council



DQC0152599

The department will be conducting information sessions on the framework during late June/early July. Details on locations, venues and times of these information sessions are as follows:

- Brisbane – Tuesday, 1 July 9am-12pm at the Wet Tropics Room, Level 3, 400 George St, Brisbane.
- Rockhampton – Wednesday, 2 July 1pm-4pm at the Leichhardt Hotel, corner of Denham and Bolsover St, Rockhampton.
- Townsville – Wednesday, 9 July 1pm-4pm at the Ground floor conference room, Townsville State Government Building, 187-209 Stanley St, Townsville.
- Toowoomba – Wednesday, 16 July 1pm-4pm at the Green Room, 203 Tor St, Toowoomba.

Officers from your council are encouraged to attend but, if unable, alternative arrangements can be made to help them understand the implications of the framework and to answer any questions. I understand that many councils engage the services of consultants to undertake hydrological and hydraulic assessments and you should feel free to extend them an invitation to the session your officers attend.

To register your attendance at any of these sessions, please contact Mr Michael Moore of the department as per the details below.

It should be noted that the new regulatory provisions will not apply to existing levee banks or to levees that were considered to be 'under construction' on 16 May 2014. For a levee bank to be considered to be 'under construction' physical work must have commenced on its construction or modification.

Should you have any further enquiries, please contact Mr Michael Moore, Principal Policy Officer, Floodplain Management, Department of Natural Resources and Mines on telephone 3137 4247 or email levees@dnrm.qld.gov.au.

Yours sincerely




Dr Brett Heyward
Director-General
Natural Resources and Mines

7. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

7.1 Joint Letter - Speed Signs at Southern Entry to Pratten

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	PA to Mayor & CEO	File Ref:

Recommendation

THAT Council refer the Joint Letter to the Department of Transport and Main Roads for consideration.

Report

A joint letter has been received from residents of Pratten requesting Council recommend to the Department of Transport and Main Roads that speed signs should be erected at the southern entry to Pratten, in particular an 80km sign at the top of the hill after Darkie Flat and a 60km sign just before the "Welcome Pratten" sign.

Residents are concerned with speeding that is occurring at the southern end of Pratten.

A copy of the joint letter is attached.

Comment

The Department of Transport and Main Roads are the responsible authority for speed signs across the State and the request should be sent to that Department.

Attachments

1. Joint Letter - Speed Signs at Southern Entry to Pratten [View](#)

Speed signs southern entry to Pratten

It would be good and safe to have the same speed signs on the southern end Pratten as the northern end.

There should be an 80Km sign at the top of the hill after Darkie Flat and a 60Km sign just before the Welcome Pratten Sign.

This is just before the first house on the right as you come into the village .

The reason to have the 80Km sign at the top of the hill is to give the trucks time to slow down before they enter the village and reduce the noise level. Just after the first house is the school bus stop where quite a number of school child board and light the bus , this clearly a safety issue and it would comply with the north side.

At the moment there is lot of speeding particularly in the southern end.

I believe it would be incumbent on the councillors to recommend and pass onto Main Roads Dept. And good due diligence on part of all concerned to at all costs avoid a tragedy

Concerned residence of Pratten


James & John Olan
Margaret Haidley
E.B. Springate
Dulcie Weir
Diane Lawlor
Neeta Dwelling
Jan Etheridge

Colin & Cheryl
Vince
Dennis & Natalie Hart
BERNIE & BARBARA CONNELLY

8. BUSINESS & COMMUNITY SERVICES DEPARTMENT REPORTS

8.1 BCS - Financial Report as at 31 May 2014

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Management Accountant	File Ref: 12

Recommendation

THAT Council receive and note the Financial Report as at 31 May 2014.

Report

Summary/Purpose

The purpose of this report is to review Council's financial performance to 31 May 2014. Attached for Councillors' information is a Summary of Performance, Income Statement, Balance Sheet, Key Ratios and Investment Register.

A review of Council's operating performance against forecast as at 31 May 2014 shows that total revenue (including capital grants and contributions) is \$5.8m below the year to date budget estimate, while year to date expenditure is \$2.7m over budget resulting in an overall variance of - \$8.5m.

Income Statement

As at 31 May 2014, total operating revenue is \$70.3m, \$5.8m less than the expected year to date budget figure of \$76.1m. Capital revenue is \$3.6m, \$142k less than the capital year to date budget figure of \$3.7m.

Overall operating expenditure at 31 May 2014 is \$80.3m, 3.5% over the projected year to date amount of \$77.6m.

Capital Works in Progress

Capital works expenditure to 30 April 2014 is \$13.5m which is 62% of the total year to date budget of \$21.8m. The annual budget for Capital Works is \$23.5m; to date 57.41% has been spent.

Year to date capital expenditure by area is as follows:

	Year Budget	Carryover & Amendments	Total Budget	YTD Expenditure	% Spent
Land	0	353,174	353,174	434,002	134.06%
Buildings	357,375	1,098,430	1,455,805	993,130	74.42%
Plant & Equipment	3,350,025	5,351,587	8,701,612	3,424,738	42.94%
Roads, Drains & Bridges	5,852,420	2,341,795	8,194,215	5,637,844	75.06%
Water	5,465,000	1,508,797	6,973,797	3,360,655	52.57%
Wastewater	320,000	455,893	775,893	546,888	76.89%
Other Assets	2,906,500	0	2,906,500	2,041,246	76.61%
TOTAL	18,251,320	11,109,567	29,360,996	16,438,503	61.08%

Budget Implications

Council has received notification that the first installment of the Federal Assistance Grant for 2014/15 will not be paid in the 2013/14 financial year as it has in past years. This will impact both the cash flow position of Council and the expected year end result.

Flood rectification costs under the National Disaster Relief and Recovery Arrangements (NDRRA) program are currently being assessed. Currently there are 2 claims totalling \$5.8m being assessed by the Queensland Reconstruction Authority and a final acquittal (expected to be around \$3m as \$2m has been forwarded in advance) and audit of the 2011 flood works still to be submitted and assessed prior to the year end.

Policy Consideration

Planning 2.2 - Develop a 10-year Financial Plan (and associated annual review mechanisms) incorporating the following policies:

- 2.2.1 Investment policy
- 2.2.2 Debts Policy
- 2.2.3 Procurement policy
- 2.2.4 Revenue policy

Community Engagement

Nil.

Legislation/Local Law

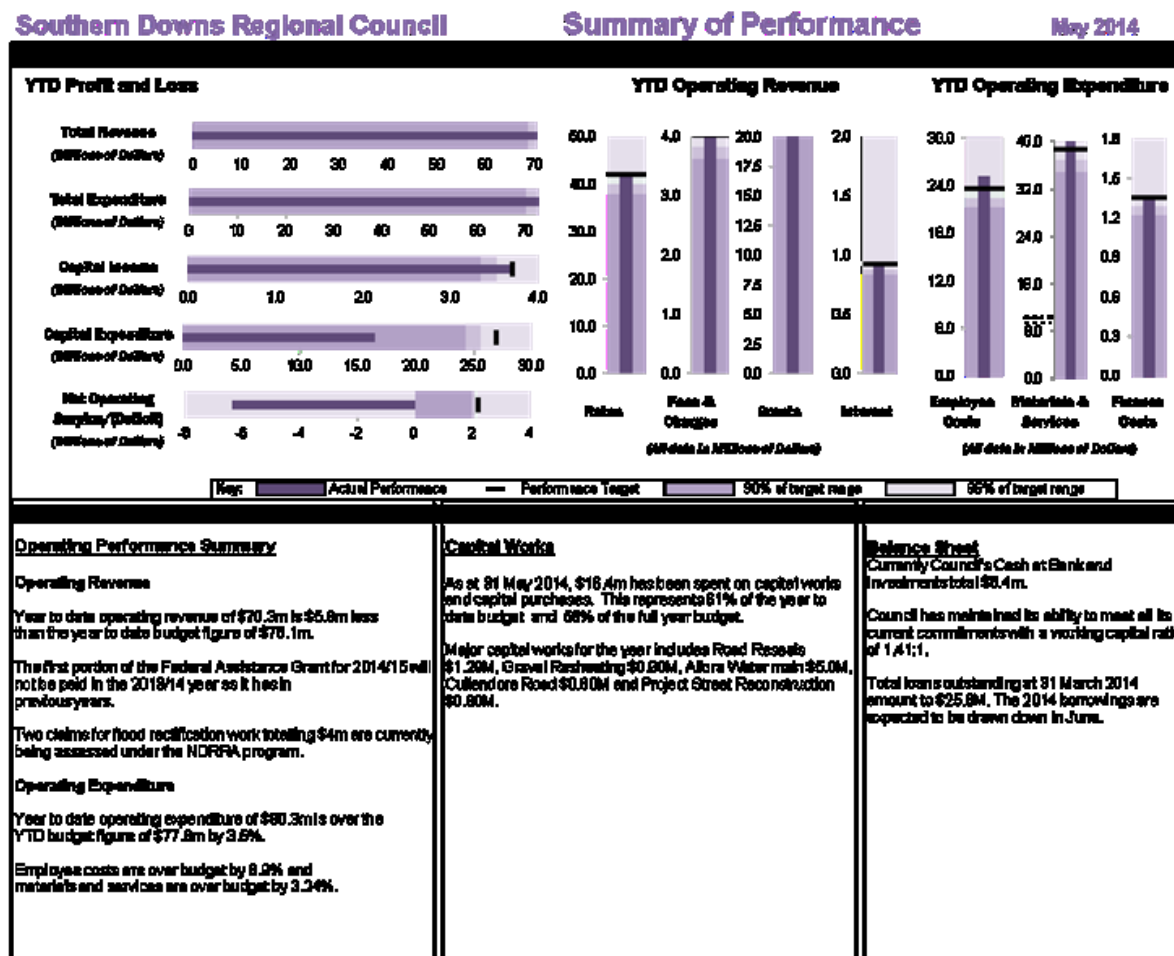
Local Government Act 2009 and Local Government Regulation 2012

Options

Nil.

Attachments

1. Finance Report as at 31 May 2014 [View](#)
2. Investment Register [View](#)



**Southern Downs Regional Council
Income Statement
May 2014**

Actual 2013 Actual \$		Actual 2014 Budget \$	Planned 2014 YTD Budget \$	Planned 2014 YTD Actual \$
Revenue from ordinary activities				
24,740,261	General Rates	25,824,648	25,824,648	25,823,262
18,882,768	Tribble Rates and Charges	20,988,885	20,988,885	20,884,228
<u>(5,238,429)</u>	Less Discounts	<u>(2,732,809)</u>	<u>(2,732,809)</u>	<u>(2,051,129)</u>
38,384,599		43,080,724	43,080,724	43,656,361
3,984,733	Fees and Charges	4,417,887	4,026,877	4,233,771
1,889,914	Interest	1,038,080	928,598	932,494
2,479,028	Contract & Sales Revenue	2,515,880	2,036,775	1,645,888
830,127	Fund and Other Income	371,182	804,132	828,564
<u>23,849,833</u>	Government Grants and Subsidies	<u>31,664,594</u>	<u>28,224,577</u>	<u>21,211,059</u>
72,234,432	Total Operating Revenue	84,499,888	74,183,786	70,514,411
Expenses from ordinary activities				
25,880,225	Employee Costs	25,802,620	22,408,297	25,255,026
41,424,075	Miscellaneous Services	41,654,175	28,811,969	40,870,028
21,886,233	Depreciation and Amortisation	13,246,680	13,842,163	13,681,789
<u>1,349,857</u>	Business Costs	<u>1,323,220</u>	<u>1,203,285</u>	<u>1,229,000</u>
<u>89,539,389</u>	Total Operating Expenses	<u>81,986,795</u>	<u>77,265,715</u>	<u>81,036,843</u>
(17,304,957)	Operating Surplus/(Deficit) before capital items	(7,486,907)	(3,081,929)	(10,522,432)
Other Capital Amounts				
4,426,032	Capital Grants, Contributions and Donations	4,489,871	2,308,032	2,842,468
<u>4,489,393</u>	Other capital income and (losses)	<u>-</u>	<u>-</u>	<u>(128,272)</u>
(12,815,564)	Net Operating Surplus/(Deficit)	2,902,864	2,226,103	(7,680,004)

Explanation

Income Statement

The Statement reflects:

- all sources of Council's YTD income (revenue),
- all YTD operating expenses incurred. These expenses relate to operations and do not include capital expenditure.

However the depreciation of assets is included.

The Net Operating Surplus/(Deficit) for the reporting period is a good measure of Council's financial performance.

This figure is determined by subtracting total expenses from total revenue.

**Southern Downs Regional Council
Balance Sheet
31 May 2014**

Actual 2013 Actual \$		Actual 2014 Budget \$	Planned 2014 YTD Actual \$
Current Assets			
9,147,925	Cash assets & Investments	28,334,239	6,439,739
15,205,326	Receivables	2,280,487	6,861,222
92,768	Other Financial Assets	405,493	92,768
224,578	Inventory	227,089	200,259
54,670,597		31,247,317	13,593,988
Non-Current Assets			
1,487,026	Other	1,415,286	1,385,465
734,840,254	Property, plant and equipment	722,245,692	722,628,205
2,700,000	Other Financial Assets	2,700,000	2,700,000
11,547,434	Capital works in progress	5,497,182	24,873,233
556,282	Intangible Assets	551,580	556,282
750,631,092		732,415,121	751,943,185
771,894,386	TOTAL ASSETS	763,662,438	765,537,173
Current Liabilities			
6,187,393	Creditors and other payables	13,548,534	4,951,000
3,862,266	Provisions	1,428,087	3,879,455
1,720,722	Interest bearing liabilities	1,983,026	1,720,722
11,770,381		17,959,647	10,551,177
Non-Current Liabilities			
20,823,074	Interest bearing liabilities	20,984,454	21,794,588
7,465,964	Provisions	7,111,893	7,465,964
-	Other Payables	674,925	-
28,349,338		28,771,272	29,260,552
40,119,719	TOTAL LIABILITIES	46,730,919	40,811,729
731,774,667	NET COMMUNITY ASSETS	716,931,519	724,725,444
Community Equity			
-	Capital and Capital Reserves	14,281,584	-
281,681,028	Asset Revaluation Reserves	19,499,122	281,681,028
350,791,870	Retained surplus	316,659,863	354,480,506
632,472,900	TOTAL COMMUNITY EQUITY	630,440,569	636,161,534

Explanation

Balance Sheet

The Balance Sheet outlines what Council owns (the assets) and what it owes (liabilities) at a point in time.

Council's net worth is determined by deducting total liabilities from total assets - the larger

the net equity, the stronger the financial position.

Southern Downs Regional Council
Statement of Changes in Equity
31 May 2014

2013 Actual \$		2014 Budget \$	2014 Budget \$	2014 YTD Actual \$
ACCUMULATED SURPLUS				
828,771,971	Balance at beginning of the year	827,882,382	827,882,382	827,882,382
(7,413,523)	Change in Net Assets recognised in the Income Statement	2,433,901	2,352,877	(8,334,023)
-	Surround Reserve Transfer (to/from Reserve)	-	-	-
(3,423,825)	Capital Reserve Transfer to (to/from) Reserve	-	-	-
821,358,448	Balance at end of the year	829,316,283	829,316,283	821,358,448
ASSET REVALUATION RESERVE				
184,548,179	Balance at beginning of the year	184,548,179	184,548,179	184,548,179
19,409,601	Transfer to Asset Revaluation Reserve	-	-	-
-	Transfer from Asset Revaluation Reserve	-	-	-
183,267,780	Balance at end of the year	184,548,179	184,548,179	183,267,780
OTHER RESERVE				
7,281,888	Balance at beginning of the year	7,281,888	7,281,888	7,281,888
-	Surround Reserve Transfer (to/from) Reserve	-	-	-
(3,423,825)	Capital Reserve Transfer to (to/from) Reserve	-	-	-
3,858,063	Balance at end of the year	7,281,888	7,281,888	3,858,063
821,358,448	TOTAL COMMUNITY EQUITY	829,316,283	829,316,283	821,358,448

Explanation:

Statement of Changes in Equity

This statement shows the change in a Council's net worth throughout the financial year.

Councils net worth can change as a result of:

- a surplus or deficit as recorded in the Income Statement

- an increase or decrease in the value of non-current assets resulting from a revaluation of those assets.

Key Ratios	YTD Budget	YTD Actual	On Target?	Key Ratios	YTD Budget	YTD Actual	On Target?
Working Capital Ratio (Current Assets / Current Liabilities)	1.84 : 1	1.42 : 1	✓	Interest Coverage Ratio (Net Interest Expense / Total Operating Revenue) (%)	0.57%	0.58%	✓
Target Ratio	> 1:1	> 1:1		Target Ratio Upper Limit (%)	10.0%	10.0%	
This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.				This ratio indicates the extent to which a Council's operating revenues are committed to interest expenses. As principal repayments are not operating expenses, this ratio demonstrates the extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.			
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	2.9%	-9.0%	✗	Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	194.4%	120.3%	✓
Target Ratio	0.0% to 15.0%	0.0% to 15.0%		Target Ratio Lower Limit (%)	> 60%	> 60%	
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes. A positive ratio indicates the percentage of total rates available to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt.				This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives. Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period. Capital expenditure on renewals (replacing assets that the Council already has) is an indicator of the extent to which the infrastructure assets are being replaced.			
Net Financial Liabilities Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	26.8%	41.4%	✓	Comments on Ratio Results			
Target Ratio Upper Limit (%)	≤60%	≤60%		The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration. Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on. For the year to date, all ratios are within expected guidelines.			
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues. A ratio greater than zero (positive) indicates that total liabilities exceed current assets. These net liabilities must be serviced using operating revenues. A positive value less than 60 per cent indicates the Council has the capacity to fund the liabilities and appears to have the capacity to increase its loan borrowings. A positive value greater than 60 per cent indicates the Council has limited capacity to increase its loan borrowings. A ratio less than zero (negative) indicates that current assets exceed total liabilities and therefore the Council appears to have the capacity to increase its loan borrowings.							

INVESTMENTS REGISTER

as at 31 May 2014

CASH MANAGEMENT

10.30am CALL ACCOUNT

		<u>PRINCIPAL</u>	<u>INTEREST RATE</u>
GENERAL	QTC SDRC Acct	\$ 2,137,378.45	3.11%
TOTAL	QTC	\$ 2,137,378.45	

BANK BILLS AND BCD

<u>DATE</u>	<u>DESCRIPTION</u>		<u>PRINCIPAL</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
8-Jan-14	QCCU		\$ 849,399.02	3.85%	5-Jun-14
15-May-14	WCU		\$ 822,550.09	3.65%	18-Jun-14
23-May-14	BANK OF QLD		\$ 800,000.00	3.15%	19-Jun-14
23-May-14	BENDIGO		\$ 800,000.00	3.15%	25-Jun-14
23-May-14	SUNCORP		\$ 800,000.00	3.00%	28-Jun-14
20-May-14	SUNCORP	T	\$ 300,000.00	3.40%	19-Aug-14
TOTAL			\$ 4,171,949.11		
GRAND TOTAL				\$ 6,309,327.56	

FUNDS BREAKDOWN

<u>FUND</u>	<u>PRINCIPAL</u>
GENERAL	\$ 6,009,327.56
RESERVE	\$ -
TRUST	\$ 300,000.00
GRAND TOTAL	\$ 6,309,327.56


INSTITUTION BREAKDOWN

(30% MAXIMUM AT ANY ONE INSTITUTION)

<u>INSTITUTION</u>		<u>PRINCIPAL</u>	
CBA	0%	\$ -	
BENDIGO	13%	\$ 800,000.00	
WCU	13%	\$ 822,550.09	
SUNCORP	14%	\$ 800,000.00	
QCCU	13%	\$ 849,399.02	
HERITAGE	0%	\$ -	
BANK OF QLD	13%	\$ 800,000.00	
QTC	34%	\$ 2,137,378.45	
NAB	0%	\$ -	
CITIBANK	0%	\$ -	
BANK WEST	0%	\$ -	\$ 6,309,327.56
	100%		
GRAND TOTAL			\$ 6,309,327.56

8.2 BCS - Youth Action Plan 2014/2015

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Youth Development Officer	File Ref: 03.55; 03.55.06; 03.19.04

Recommendation

THAT Council adopt the 2014-2015 Youth Action Plan.

Report

The Youth Action Plan Evening was held on the 3 April 2014 attended by Councillors, some senior staff and the new Young Leaders. This opportunity for the Young Leaders to interact with the Councillors is a valued process and the young people appreciate the support they are given. Discussion and planning has been carried out to develop, and progress the ideas from the planning evening into the Youth Action Plan for 2014-2015. The top 6 issues identified on the night were, Training, Education and Employment, Mental Health and Wellbeing, Drug and Alcohol Abuse, Youth Disengagement, Bullying, Arts, Culture, and Sport and Recreation. Strategies were then developed under these issues and prioritised for action over the next twelve months.

The findings have now been collated and included in the Youth Action Plan for 2014/2015. This plan will direct the work of the Youth Development Officer in the coming year and influence the projects that the Young Leaders will choose to undertake in their term. The actions will be reviewed and reported on at a later date.

Budget Implications

As provided for in the draft 2014/2015 financial year budget.

Policy Consideration

Corporate Plan 2009-2014 – Community and Lifestyle

4.14 Develop, enhance, promote and implement services for young people, people with a disability and our ageing residents.

Community Plan 2030 – The Southern Downs Sense of Community

- 1.1 Recognise and respond to the different social needs and influences on various communities within the Southern Downs.
- 1.6 Hold regular community events where local groups can showcase their activities and attract participation from new people.
- 1.7 Strengthen communication networks within communities and across the region.

Community Engagement

- Southern Downs Young Leader Program
- Support of Youth, Youth Programs and Events

Legislation/Local Law

Nil.

Options

Nil.

Attachments

1. Southern Downs Youth Action Plan 2014-2015 [View](#)



Young Leaders 2014

(Left – Right) Breanna Bott, Brook Clare, Sally Flimer, Eloise Biggin, Dominic Andereen-Strudwick, Elizabeth Dennis, Bianca Fitch, and Marilee Miller,

BACKGROUND

The Youth Action Plan Evening was held on the 3 April 2014. The event went extremely well, with quality engagement and enjoyable participation by the Young Leaders, SDRC Councillors, Staff and guests throughout the planning session. All participants were especially enthusiastic in discussing the issues facing our young people across the region. Some actions were developed for these issues on the night, however further discussion and planning has been carried out to develop, and progress these ideas into the Youth Action Plan for 2014-2015. The top 6 issues identified on the night were,

1. Training, Education and Employment,
2. Mental Health and Wellbeing,
3. Drug and Alcohol Abuse,
4. Youth Disengagement,
5. Bullying,
6. Arts, Culture, and Sport and Recreation.

INTRODUCTION

The Youth Action Plan for 2014-2015 encompasses objectives, strategies, actions, and responsibilities for the next 12 months for the *SDRC Young Leader Program*.

The Young Leader program and Youth Action Plan is dependent on Council's involvement and support for the plan, and include;

- Support of youth events, including representation and financial assistance.
- Support for Youth Development Officer position and funding in collaboration with the Department.

The Youth Action Plan also links with the *Community Plan 2030* and the implementation of objectives, strategies, and actions align with all of the key visions of the *Community Plan*;

- The Southern Downs Sense of Community
- The Healthy and Active Southern Downs
- The Southern Downs Learning Community
- The Economically Strong, Sustainable and Diverse Southern Downs
- Destination Southern Downs
- The Environmentally Sustainable Southern Downs
- The Well-governed Southern Downs
- The Well-connected Southern Downs

PARTICIPATION				
<p>Participation in community and civic events representing council, community and young people.</p> <p>Advertising and promoting relevant youth events, programs, and activities to create awareness and higher participation.</p> <p>To create and develop projects that work with young people from various backgrounds in the community. Including youth at risk, (YARI – Service Agreement).</p> <p>Develop appropriate activities/events for young people of the Southern Downs.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Participate in community and civic events representing council, community and young people.	<ul style="list-style-type: none"> -speakers, members of official parties, members of organising committees, or as Council suggests -Participate in events such as Apple and Grape Festival, Rodeo, ANZAC Day etc. 	<ul style="list-style-type: none"> -YDO to communicate with Council to identify community and civic events each year. -Council to consider options for Young Leader additional involvement in community events. 	Young Leaders, YDO, Director of Business and Community Services, Manager of Community Services, and Council.	
Advertising and promoting relevant youth events, programs, and activities to create awareness and higher participation.	<ul style="list-style-type: none"> -Facebook, website -Newspaper -Flyers and posters -Continue to campaign and advertise SDYS Facebook page. -schools -radio 	<ul style="list-style-type: none"> -Young Leaders to assist YDO in continuing to advertise and promote for events, activities, and programs across the region -pop up promotional banner -continue relationship with fortnightly 'headspace half hour' radio show 	Young Leaders, YDO and Council.	
To create and develop projects that work with young people from various backgrounds in the community. Including youth at risk, (YARI – Service Agreement).	<ul style="list-style-type: none"> -liaise with other young people in the community, including other youth based groups. -Identify a variety of methods to incorporate youth from all facets of the community. 	<ul style="list-style-type: none"> -YDO to help arrange opportunities for Young Leaders to communicate with young people in various ways. -Young Leaders to use their own networks to help promote events and activities etc. 	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	
Develop appropriate activities/events for young people of the Southern Downs.	<ul style="list-style-type: none"> - Consult with young people through Young Leader Program. Find out what young people want. -Use Young Leader Initiatives to develop activities and events, Bullying, Drug and Alcohol Free Events. Etc. -EDGE Southern Downs bands and musicians possible resource. 	<ul style="list-style-type: none"> -Put on agenda for Young Leader Meetings - Use social media, schools, and service providers to consult young people. -EDGE Southern Downs bands and musicians invited to be a part of Youth Events. - Young Leader projects 	Young Leaders, YDO, Council, and other relevant staff.	

Southern Downs Youth Action Plan 2013-2014 | Young Ambassadors / Young Delegates

3



PARTNERSHIPS AND CO-OP				
<p>The purpose of this plan is to provide a framework for the development of partnerships and co-operation between the Council and other organisations in the region. The plan will outline the objectives, strategies, actions, responsibilities and outcomes for the development of partnerships and co-operation between the Council and other organisations in the region.</p> <p>The plan will be implemented by the Council and other organisations in the region.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
<p>Greater partnership between councillors and other relevant council staff in Young Leader Program.</p> <p>Continued Implementation of new Young Leader Mentoring Program and Council involvement.</p>	<p>-presence at Council Meetings</p> <p>- formal Youth Council meetings for one meeting per quarter.</p> <p>-educate Young Leaders regarding council processes.</p> <p>- 'One on One' Mentoring Program with Councillors</p> <p>-Councillor attendance at Young Leader Meetings</p>	<p>- YDO, Young Leaders, with Manager of Community Services to further progress new Model.</p> <p>-to further progress options for Councillor and Young Leader meetings/and collaboration.</p>	<p>Young Leaders, YDO, Director of Business and Community Services, Manager of Community Services, and Council.</p>	
<p>Invite local services and organisations to Young Leader meetings to discuss youth concerns, issues, and resources.</p>	<p>-Crime Prevention Officer → safety</p> <p>-headspace Warwick → mental health</p> <p>-SDIEA → youth at risk, disengagement.</p> <p>-YDO, Young Leaders, to feedback issues and concerns to Council through relevant and appropriate channels.</p>	<p>-Including collating and prioritising concerns raised at engagement meetings → present to council in Quarterly Youth Development Officer Report.</p>	<p>Young Leaders, YDO, Youth Workers, Council and other relevant bodies</p>	
<p>Work collaboratively in partnership with other youth organisations/services in the region.</p>	<p>-Invite organisations and services to be a part of projects.</p> <p>Partner with ;</p> <p>-Crime Prevention Officer → safety</p> <p>-headspace Warwick→ mental health</p> <p>-SDIEA → youth at risk, disengagement.</p>	<p>-YDO and Young Leaders to explore and action ways in which to collaborate effectively and appropriately with other Youth Organisations and Services across the region.</p>	<p>Young Leaders, YDO, Youth Workers, Council and other relevant bodies</p>	



PLANNING				
<p>The Youth Action Plan is a document that sets out the vision, mission, and goals for the Youth Action Plan. It is a living document that is updated regularly to reflect the needs and interests of the young people in the community.</p> <p>The Youth Action Plan is a document that sets out the vision, mission, and goals for the Youth Action Plan. It is a living document that is updated regularly to reflect the needs and interests of the young people in the community.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Council to Involve Young Leaders and other young people in community consultation, and planning across the region.	<ul style="list-style-type: none"> -Involvement in planning Public events -Involving Young Leaders in planning forums and meetings -Look into planning decisions relevant to young people -Implementation of community plan 	<ul style="list-style-type: none"> -YDO to discuss with Manager of Community Services and Planning and Engineering Departments where Young Leaders/Young People can be involved in planning across the region. -send information/queries to Directors and Senior Managers seeking opportunities for greater involvement. 	Young Leaders, YDO, Council, Manager of Community Services.	
Prioritise Youth Action Plan in Young Leaders Program.	<ul style="list-style-type: none"> -Continuous review of Youth Action Plan throughout the year by Young Leaders and YDO. - Youth Action Plan to be the direction for the Young Leader Program. -Youth Action Plan to be a resource for activities, events and projects. 	<ul style="list-style-type: none"> -Youth Action Plan to be reviewed by Young Leaders on a regular basis -YDO to report to Council in Quarterly Report regarding Youth Action Plan progress. -6 Month Review to Council January 2015 	Young Leaders, YDO, and Council.	



<p>Young Ambassadors / Young Delegates</p> <p>Young Ambassadors / Young Delegates are responsible for representing the views of young people in the region on issues relating to transport and mobility. They will be involved in the following activities:</p> <p>• Conducting surveys and consultations with young people in the region.</p> <p>• Attending meetings and forums with relevant stakeholders.</p> <p>• Providing feedback to the Council and the community on the views of young people.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Investigate transport issues/needs for young people across the Southern Downs region	<ul style="list-style-type: none"> -Survey young people in the region, needs, wants etc. - YDO to be a part of regional Collaborative Panel on Youth and Transport. 	<ul style="list-style-type: none"> -YDO and Young Leaders → survey/competition -YDO to continue being a part of regional Collaborative Panel on Youth and Transport. 	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Investigate affordable options for young people and their transport needs.	<ul style="list-style-type: none"> -Once survey is completed regarding 'issues, needs and wants' for the region, identify options that Young Leaders and Council can assist in supporting. -Assess current options and other potentials—as part of regional collaborative panel 	<ul style="list-style-type: none"> -YDO and Young Leaders to consult further with young people. -YDO to discuss with Manager of Community Services and Inform Council. - YDO to continue being a part of regional Collaborative Panel on Youth and Transport 	Young Leaders, YDO, Youth Workers, Council, Manager of Community Services and other relevant bodies	



<p>Develop appropriate activities/events for Leslie Park Youth Space. (demonstrating appropriate use)</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Develop appropriate activities/events for Leslie Park Youth Space. (demonstrating appropriate use)	<ul style="list-style-type: none"> - Consult with young people through Young Leader Program. Find out what young people want. -Use Young Leader Initiatives to develop activities and events, Bullying, Drug and Alcohol Free Events. Etc. -EDGE Southern Downs bands and musicians possible resource. 	<ul style="list-style-type: none"> -Put on agenda for Young Leader Meetings - Use social media, schools, and service providers to consult young people. -EDGE Southern Downs bands and musicians invited to be a part of Youth Space Events. 	Young Leaders, YDO, Council, and other relevant staff.	
Increase positive use of existing public spaces in the Southern Downs Region.	<ul style="list-style-type: none"> -Outdoor Art Project YDO and Young Leader Team to discuss with relevant community members about how to sustain the outdoor art project. -Investigate (with Young People) opportunities to use existing spaces across the Southern Downs. 	<ul style="list-style-type: none"> -Young Leaders, and YDO to investigate with young people ideas for other uses of Public Space using social media and schools. -Set up meeting with key people → starting with Community Development Team. 	Young Leaders, YDO, Youth Workers, and other relevant bodies.	
Skate Parks Extensions for Warwick and Stanthorpe	<ul style="list-style-type: none"> -Follow up on conclusions of flood study in relation to impact on Skate Parks, with relevant Council Staff. -Follow up and find out if Skate Park extensions are going to go ahead. (will the \$50,000 roll over again?). 	<ul style="list-style-type: none"> -YDO and Manager of Community Services to initiate discussions with relevant SDRC Staff. -Communicate results to the young people to keep them informed. 	Young Leaders, YDO, relevant Department Directors and Managers and Council.	



<p>Crime Prevention</p> <p>Crime prevention is a key part of the Youth Action Plan. The Youth Action Plan aims to reduce the risk of crime and vandalism in the community. The Youth Action Plan also aims to raise awareness of crime and vandalism in the community.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Council and Young Leaders to support campaigns that discourage crime and vandalism through projects, community awareness and initiatives	-Continued support of relevant campaigns through discussions with Crime Prevention Officer. -Explore options for more public art for the region.	- Young Leaders and YDO to use projects and events to raise awareness and support initiatives relevant to discouraging crime and vandalism.	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	
-Look into options for young people being more proactive in the safety of their community.	-Investigate and discuss with Crime prevention officer about security camera systems at Stanthorpe Skate Park and Warwick. -Investigate other issues with Young Leaders and young people.	-Discuss with Crime Prevention Officer. -Discuss concerns with Young Leaders.	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	
<p>Drug and Alcohol Free</p> <p>Drug and alcohol free is a key part of the Youth Action Plan. The Youth Action Plan aims to reduce the risk of drug and alcohol use in the community. The Youth Action Plan also aims to raise awareness of drug and alcohol use in the community.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
To support, raise awareness and promote education of drugs and alcohol and related issues.	-Raise awareness through youth activities. -Advertise and promote drug and alcohol free events -Work with local crime prevention officer and local youth organisations.	-Continue Drug and Alcohol free Young Leader Initiative at events. -Possible project or program centred around drug and alcohol issues. I.e Hello Sunday Morning.	Young Leaders, YDO, Youth Workers, and other relevant bodies	



Objectives	Strategies	Actions	Responsibilities	Outcomes
Investigate what young people want in regards to employment training and education in the Southern Downs Region	-Discussions with young people through Young Leader Program.	- Put on Agenda for Young Leader Meeting to discuss further. -Survey/Competition -Social Media	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Investigate the issues surrounding employment, training, and education.	-Discussions with young people through Young Leader Program. - YDO to continue to take part in regional Collaborative Panels on 'Disengagement' and 'Transition from the School gate'.	- Put on Agenda for Young Leader Meeting to develop actions. -Survey/Competition -Social Media - Regional Panels on 'Disengagement' and 'Transition from the School gate'.	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Support the needs of Employment, Training and Education through the Southern Downs BEST (Bringing Employers and Schools Together) Initiative.	-YDO to continue to support the development of the BEST Initiative for the Southern Downs.	-YDO to continue to develop links with schools and employers with BEST coordinators. -YDO to continue to support BEST event and activities, i.e Industry Dinner and Career Expo	YDO, Youth Workers, and other relevant bodies	
Young Leader– Young Entrepreneur Project	-Young Leader project. -Young Entrepreneur Seminar for young people aged 15-25. Providing skills, information and support. -Invite EDU to partner with Young Leader.	-YDO to support Young Leader -Young Leader to develop project and complete project by end of 2014	YDO, Young Leaders, Mentors, Manager Community Services	

<p>Strategic Objectives</p> <p>Support young people and their artistic and musical ability/talents in the community</p> <p>Support our multicultural and Indigenous communities within the Southern Downs.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Support young people and their artistic and musical ability/talents in the community	<ul style="list-style-type: none"> -hold art development and music workshops as an annual activities to support our creative young people in the community. – including EDGE Southern Downs Program. -explore opportunities to link and works with local organisations and galleries on projects/events. -promote youth issues at music and arts events 	<ul style="list-style-type: none"> -talk to galleries and local organisations. -explore RADF grant options -concerts and art competitions (including Stanthorpe Youth Music Festival - Young Leader project) -Continue EDGE Southern Downs Program 	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Support our multicultural and Indigenous communities within the Southern Downs.	<ul style="list-style-type: none"> -possible Young Leader project partnerships - Support events and activities. -Support NAIDOC celebrations -Support other local multicultural and Indigenous activities, events, and programs. 	<ul style="list-style-type: none"> - Young Leaders to invite members of Warwick Indigenous Network to a Young Leader meeting to discuss options for involvement in NAIDOC week and other events and activities. 	Young Leaders, YDO, Youth Workers, and other relevant bodies	



Objectives	Strategies	Actions	Responsibilities	Outcomes
Council to allocate funds for Young Leader Program.	-Including Youth Action Plan Evening, shirts, badges, end of year dinner, and training camps.	- YDO to provide the relevant information for Council's consideration and approval in 2014-2015 budget process.	Young Leaders, YDO, and Council.	
Young Leaders to develop their own budgets for their projects once Action Plan has been developed	-Invite Manager of Finance to talk to Young Leaders about budgeting and discuss with them about relevant council processes associated with this. -YDO to Insure Young Leaders keep to their budgets, and provide assistance where needed. -Invite relevant SDRC Staff to up skill the Young Leader team and assist them in managing their projects.	-Invite Manager of Finance to next convenient Young Leader meeting. -YDO to provide Young Leaders with relevant templates and information.	Young Leaders, YDO, and Council.	
Investigate further funding options and support from relevant organisations, services, community and business.	-work with local organisations/services/business to support Young Leader projects. -i.e funding/sponsorship from headspace Warwick for Concert supporting Mental Health Week.	-After projects are identified by Young Leader team identify and approach businesses/organisations/services that could be involved. -explore potential in grant funding.	Young Leaders, YDO, and other relevant bodies.	
Youth Services Funding – State and Local	-YDO to continue to take part in regional, and local discussions around Youth Services Funding - Review and consider Department Information in regards to changes in youth funding and program delivery -Continue to collaborate with local youth agencies	- to review Department information and develop options for Council consideration in changes to Youth Services Funding and Program delivery	YDO, Manager Community Services, Council and other relevant bodies.	



<p>Strategic Objective 1: To ensure that young people in the Southern Downs region have access to a range of recreational activities and opportunities to participate in sport and recreation.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Investigate recreational needs of young people across the region	-work with appropriate stakeholders to hold 'Come and Try' day with existing recreational organisations to promote local activities. -survey /competition	-Young Leaders and YDO to action survey/competition. -Identify list of activities across the region	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Young Leaders to continue to promote recreational activities through their events and programs	-promote health and lifestyle -Identify strategies to increase participation for enjoyment. - Stanthorpe Young Leader project 2014	-Put on Young Leader Meeting Agenda for further discussion. POSSIBLE ACTIVITIES skate/scooter/bmx tour -use of WIRAC and YMCA for events and activities -fitness challenge -Include non sport related activities e.g scouts, skidish & guides	Young Leaders, YDO, Youth Workers, Council, and other relevant bodies	
Implement some a program or project around the new 'Start Playing, Stay Playign – Women and Girls In Sport and Recreation' Initiative from the Department of NPRSR.	-Investigate options young people. -Investigate possible collaborations across the Southern Downs. (Le YMCA, WIRAC and headspace Warwick)	-Identify list of activities across the region and costs where applicable. -Identify funding options including State Government options under Department of Sport and Recreation. → Talk to local Sport and Recreation Officer Calkin McBarron.	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	



<p>Objective 1: Continued support of existing youth related support services and their projects/events and activities across the Southern Downs.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Continued support of existing youth related support services and their projects/events and activities across the Southern Downs.	<ul style="list-style-type: none"> -Youth service brochure for the Southern Downs. -Partner with other organisations for events and programs e.g. SDIEA, headspace Warwick. 	<ul style="list-style-type: none"> -Continue relationships with youth organisations and services → Invite SDIEA, headspace to Young Leader Meetings. - YDO to continue representation on Southern Downs Youth Network, SDIEA Board and headspace Service Advisory Group. - talk to organisations/services about partnerships between Young Leaders and YDO → Invite SDIEA, headspace to Young Leader Meetings. 	Young Leaders, YDO, Youth Workers, Council and other relevant bodies.	
<p>Objective 2: Young Leaders to continue to promote community awareness about Youth Homelessness.</p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Young Leaders to continue to promote community awareness about Youth Homelessness.	<ul style="list-style-type: none"> -educate Young Leaders on the homelessness issues to inform the community. -YDO and Young Leaders to continue to promote Youth Homelessness through their activities, events and programs. 	<ul style="list-style-type: none"> - Possible Young Leader project → Sleep out with local celebrities -Invite relevant organisations, i.e. QLD Youth Homelessness Coalition to talk Young Leaders about the issues. 	Young Leaders, YDO, Youth Workers, and other relevant bodies	
Investigate the housing, and homelessness issues that Young People are facing on the Southern Downs	<ul style="list-style-type: none"> -partner with other Youth Organisations and Services across the Southern Downs. 	<ul style="list-style-type: none"> -Survey/Competition 	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	

Southern Downs Youth Action Plan 2013-2014 | Young Ambassadors / Young Delegates

13




<p>Objective 1: To promote awareness of diversity in young people in the community.</p> <p><i>Young Leaders to promote awareness of diversity in young people in the community.</i></p> <p><i>Young Leaders to promote awareness of diversity in young people in the community.</i></p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Young Leaders to promote awareness of diversity in young people in the community.	-Young Leader Disability Action Week Event <i>Participate in relevant events and activities.</i> - for example, NAIDOC week, National Youth Week, Disability Action Week, Peace Festival, Harmony Day etc.	-YDO and Young Leaders to identify events and activities to take part in. - Promote Young Carers Initiative and awareness of Young people with Disabilities through Young Leader project.	Young Leaders, YDO, Youth Workers, Council, Community Groups, and other relevant bodies as appropriate.	
<p>Objective 2: To promote health and wellbeing in the community through awareness campaigns and initiatives, and programs</p> <p><i>Young Leaders to promote health and wellbeing in the community through awareness campaigns and initiatives, and programs</i></p> <p><i>Young Leaders to promote health and wellbeing in the community through awareness campaigns and initiatives, and programs</i></p>				
Objectives	Strategies	Actions	Responsibilities	Outcomes
Young Leaders to promote health and wellbeing in the community through awareness campaigns and initiatives, and programs	-work with local/ and or State organisations such as headspace Southern Downs, SDIEA, Q Health to promote health and wellbeing of young people. -Use education and capacity building to target issues. -raise awareness of issues facing young people. For example mental health issues.	- Talk to headspace regarding possible Young Leader project targeting awareness → invite to Young Leader Meeting. - Young Leader— Music Festival Event promoting awareness around mental health and wellbeing issues. - All Young Leader projects and events to promote Drug and Alcohol free activities. - Young Mum's Young Leader Project	Young Leaders, YDO, Youth Workers, Council and other relevant bodies	



8.3 BCS - 2014/15 Out of Round Community Event Grant Request - Warwick Gold Cup Campdraft and Rodeo

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Community Services Officer	File Ref: 15.19.20

Recommendation

THAT Council approve the request for \$16,616 for the Warwick Gold Cup Campdraft and Rodeo being:

1. \$6,616 for the cash component out of the 2013/14 budget;
2. \$10,000 for in-kind assistance to be delivered out of the 2014/15 budget.

Report

Given that this year is a transitional year for community grants as Council transition from the old community grant programs to the new funding to community programs, it is necessary to have a one off mechanism for dealing with applications such as this for events that will be held before all the new programs will be released. This is a significant event that has been actively supported by Council in the past.

At this point in time, Council does not have a specific policy for Community Event Grants. It is proposed that similar eligibility criteria be applied to the Community Event Grant applications as under Council's Grants to Community Organisations Policy as follows:

Eligibility Criteria

- (a) The event must be held within the 2013/14 financial year.
- (b) The community event must be held in the Southern Downs.
- (c) The event must be a community event.*
- (d) The event must not be a commercial event.*
- (e) The objective of the organisation must be solely non-profit making.**
- (f) Organisations that operate a commercial licensed premises and/or gaming machines will not be eligible for assistance.
- (g) State and Commonwealth agencies will not be eligible for assistance. This includes both public and private schools (including P&C Associations and Parent Groups) and Rural Fire Service Groups.***
- (h) Organisations must be incorporated or sponsored by an incorporated body.

* **Community Event** - a community event is one that:

- ✓ Is arranged by a community organisation; and
- ✓ Is held for the enjoyment or recreation of the community; and
- ✓ Does not provide financial gain to any one person or business.

This is the last of the expected requests for the four major events, identified previously by Councillors, to be held in the region in the first half of the next financial year, which are:

- 1) Warwick Gold Cup Campdraft and Rodeo
- 2) Historic Leyburn Sprints
- 3) Jumpers and Jazz Festival
- 4) Apple and Grape Festival (Next scheduled date will be 2016)

The Warwick Gold Cup Campdraft and Rodeo is in its 86th year and has been running each year since 1929. The famous campdraft and rodeo commences Monday 20th October and culminates on Sunday 26th October 2014 at the Warwick Showgrounds.

The Warwick Gold Cup Campdraft attracts over 750 competitors and the Warwick Rodeo attracts over 550 competitors plus their families from throughout Australia. Over 300 volunteers assist with the running of the event. It is expected that over 20,000 spectators will visit over the week which will create a significant injection into the local economy with spectators and competitors utilising services such as accommodation, groceries, produce and saddlery stores, fuel and local attractions.

The Warwick Show and Rodeo Society expects to acknowledge Council's contribution to the event by way of recognition with display signage, in announcements throughout the event and placing the Council logo on advertisements.

The Society is requesting Council assistance in the way of \$6,616 cash sponsorship for garbage collection and a B Double permit for the livestock application and \$10,000 in-kind support for Council to provide a water truck for the duration of the event and grader hire to grade roads prior to 18th October 2014. The amount requested is notably less than last year's approved request of \$20,600.

Budget Implications

The cash component may be paid with the funds that have been set aside in the 2013/14 event grants program for out of round events. However, a commitment would need to be made in the 2014/15 funding to community budget for the in-kind component as the event is not being held until October 2014. This provision impacting 2 financial years would be a one off because of the grants transitional process.

If this grant is approved, this will expend all remaining funds in the 2013/14 Community Event Grant Budget.

Policy Consideration

This event aligns with the following goals and directions of the Southern Downs Community Plan 2030:

- 1.10 Encourage and promote the valuable role volunteers play in community life.
- 5.6 Maximise the potential of history and heritage to diversify tourism experiences such as tin mines, airfield history, steam trains, rodeo and the pioneering past.
- 5.10 Support existing events and festivals and attract new events to cater for a wider range of interests.

Community Engagement

The Warwick Show & Rodeo Society brings in local thoughts, ideas and feedback in to its planning.

Legislation/Local Law

The Society would need to arrange their own risk management plan and relevant insurance cover and to meet the current legislation requirements.

Options


1. Approve the application.
2. Decline the application.

Attachments

Nil

8.4 BCS - Parks Rationalisation

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Community Facilities	File Ref: 21.04

Recommendation

THAT Council:

1. Adopt the criteria recommended by the parks rationalisation committee for the parks assessment as outlined below:
 - Strategic significance
 - Are there monuments on site?
 - Has the site been gifted?
 - Is there infrastructure above or below?
 - Was the park donated by development condition?
 - Tenure
 - Is there any associated cultural or heritage significance?
 - Is the park flood prone?
 - Is the park a drainage easement?
 - Do we want the park, if rationalised, built on?
 - Proximity to other parks
 - Community usage
 - Ablution facilities
 - When do we publicly consult?
 - Impact on amenity
 - Prior land use
 - Operational costs
2. Keep the following twelve (12) parks in Council control until such time as the new criteria has been established and approved by Council. These parks will then be assessed for suitability for rationalisation based on the new criteria.

Parks	Location	Ownership	Tenure
Allora Scout Reserve	Lot125, ML1959 Jubb Street, Allora	Council	Reserve
Barton St Park	Lot 509, SP175547 Barton Street, Stanthorpe	Council	Reserve
Fairwill Dr Park	Lot 38 ML2297 Homestead Road, Rosenthal Heights	Private (134 Homestead Road, Rosenthal Heights)	Reserve
Glencairn Park	Lot 1, RP106240, Warwick-Yangan Road	Council	Freehold
Dwans Lane Reserve	Lot 1, AP21177 Leyburn-Cunningham Road, Pratten	Council	Reserve
Industrial Estate Buffer Strip	Lot 556, ML2175 East Street, Warwick	Council	Reserve
Tulloch Park	Lot 19, RP5818 Grafton Street, Warwick	Council	Freehold
Rosehill Road Reserve	Lot 645, 567, M341317 Warwick Allora Road, Warwick	Council	Reserve
Meadow Bank Park	Lot 48, RP905813 Hans Borgar Court	Council	Reserve
Mountain View Estate Park	Lot 41, RP867684 Rebecca Court, Warwick	Council	Reserve
Banksia Gardens	Lot 55, SP103314 Boronia Drive, Warwick	Council	Reserve
Leslie Reserve	Lot 646, M341254 Sandy Creek Road, Leslie	Council	Reserve

3. Develop a Policy about Council's position on the community or developers gifting land to Council.

Report

At the May 2014 General Council Meeting, the Chief Executive Officer tabled a Parks Rationalisation report to Council. In response to the report, Council recommended that:

1. They establish a Council Committee consisting of Cr Pennisi, Cr Bartley, Cr McNally and Cr Rees to review the parks rationalisation program.
2. This Committee develop criteria for parks assessment and report back to Council at the June General Meeting.
3. The Committee recommend levels of service for existing parks and for those areas identified to be maintained by Council.
4. The Committee meet as required, determined by the Chair, so that this process is completed by 31 January 2015.
5. The Committee prepare a final report back to Council for its General Meeting in February 2015, detailing savings, income generated, and overall result.

On 5 June 2014, the committee consisting of Councillors Bartley, McNally, Pennisi, and Rees met and declared that for the purposes of the committee, Cr Pennisi would be elected chairperson.

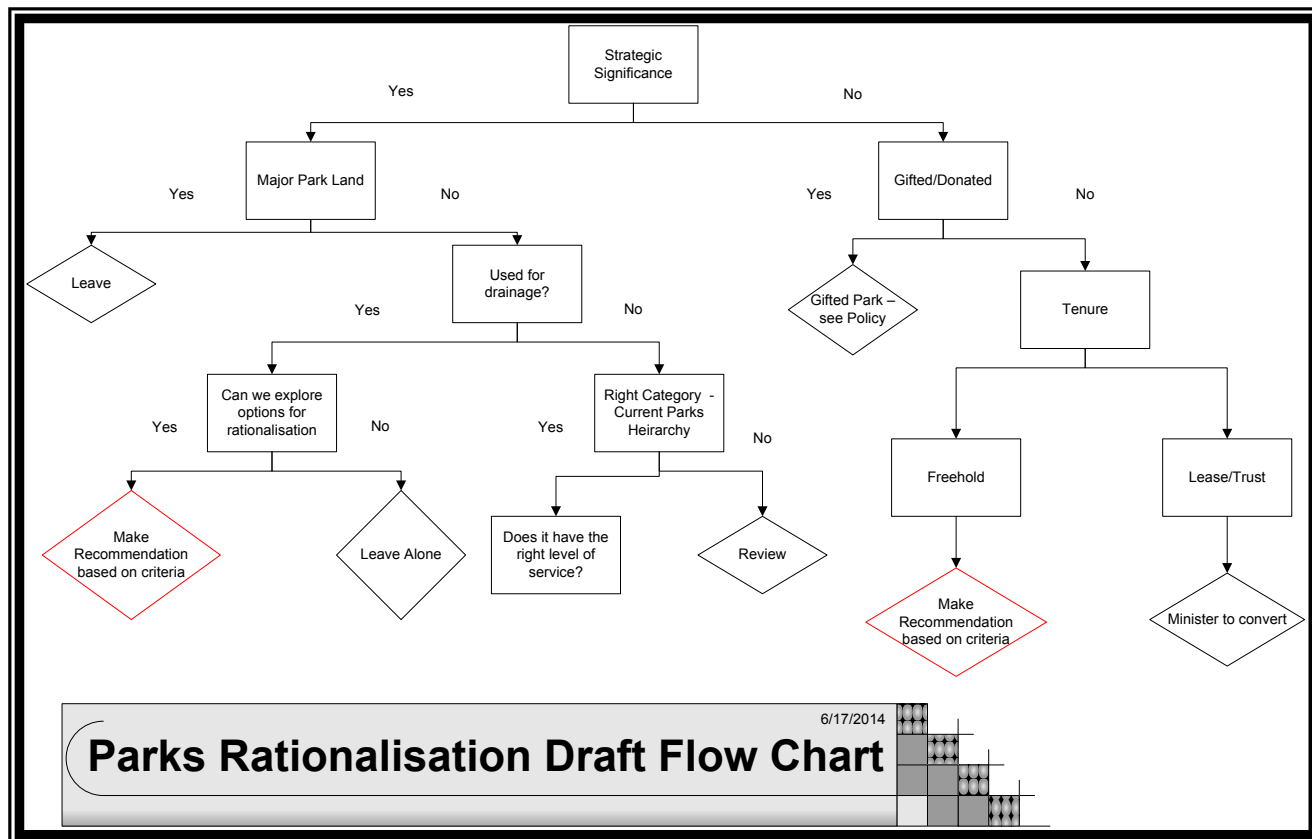
During the meeting the Councillors discussed many things around establishing the criteria, including a submission from Cr Mackenzie of 28 May 2014. As result, Councillors identified the following criteria that should be used in identifying a park's hierarchy and therefore, ability to be rationalised.

- Strategic Significance
- Are there monuments on site?
- Has the site been gifted?
- Is there infrastructure above or below?
- Was the park donated by development condition?
- Tenure
- Is there any associated cultural or heritage significance?
- Is the park flood prone?
- Is the park a drainage easement?
- Do we want the park, if rationalised, built on?
- Proximity to other parks
- Community Usage
- Ablution facilities
- When do we publicly consult?
- Impact on amenity
- Prior land use
- Operational costs

In addition to identifying criteria for assessing parks suitable for rationalisation, the committee recommended that:

- a. the initial parks identified for rationalisation during the March and April 2014 General Council meetings be placed on hold until the new criteria is identified. These parks will then be assessed against the new criteria; and
- b. A policy is developed around land being donated or gifted to Council.

On 16 June 2014, Councillor Pennisi met with the Manager Community Facilities to map out a draft flow chart on how the process could work when considering parks suitable for rationalisation. The flow chart below was developed; with Councillor Pennisi clarifying that rationalisation is about looking at the entire process, not just the selling or leasing of land or open space.



Flowchart 1: Draft flow process to assist with consideration of those parks/open spaces suitable for rationalisation. Decisions outlined in red require consultation with stakeholder prior to proceeding.

The flowchart highlights the need for clear and transparent consultation to occur at a number of the decision points in the process flow, with the assessment criteria that will be used to inform the decision to be developed over the next couple of months.

On 16 June 2014, the committee again met to discuss the parks assessment criteria. During the meeting Councillors further clarified the criterion to ensure clarity around interpretation. The clarification is provided below around a number of subjective items:

- Strategic significance – parks that attract both local and regional community members and events. Examples of parks that would be considered strategically significant include Leslie Park and Weeroona Park.
- Monuments – monuments that provide aesthetic value to the park or are considered significant to the local community.
- Cultural or heritage significance – is something that is tangible and can be proven, which provides value and is considered an important expression of a particular period, class, community or population.
- Flood prone – as defined by Council's Flood Mapping System.
- Proximity – is defined as the distance the park is located to other parks that provide equivalent recreational or enjoyment value. Will be rated on a 1 to 5 scale.

- Community usage – defined as the utilisation rate of a park and will be rating on a 1 to 5 scale.
- Ablution facilities – will come into consideration when facilities are due for capitalisation or the age or condition warrants the removal.
- Amenity – will come into its own where a piece of land has been donated and neighbouring properties have built based on the notion that this land was vacant.
- Operational costs – are those day to day costs to maintain park or open space.

Budget Implications

To be determined.

Policy Consideration

Policy is developed between the Directors Planning and Environment and Business and Community Services about gifted or donated land to Council, after input is obtained from Councillors on the key criteria that should be used to create the policy.

Community Engagement

Nil.

Legislation/Local Law

Nil.

Options


1. Approve the recommendation.
2. Modify the recommendation.
3. Do Nothing.

Attachments

Nil

8.5 BCS - SDRC Aerodrome Advisory Group

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Community Facilities	File Ref: 03.34

Recommendation

THAT Council:

1. Establish the Southern Downs Regional Council (SDRC) Aerodrome Advisory Group that has the purpose of advising Council on matters about Council's two aerodromes.
2. Adopt the SDRC Aerodrome Advisory Group – "Terms of Reference" as attached.

Report

Council owns two aerodromes across the Southern Downs Regional Local Government Area. These aerodromes include the Stanthorpe Aerodrome and Warwick Aerodrome and are predominantly used by general aviation for recreational purposes, and on occasions the Australian Defence Force for training exercises, Royal Flying Doctor Service and Rural Fire Services.

For many years these aerodromes have been run without any strategic direction on what Council would like these facilities to achieve. The purpose of creating the advisory group is to provide an avenue where ideas and expertise can be captured and directly fed through to Council on a structured basis.

This report recommends the creation of a SDRC Aerodrome Advisory Group and associated terms of reference to assist with the capturing of this information that can be used to inform Council on both of these facilities. It is proposed that a Councillor/Councillor's would also be a member/s of this Committee.

Budget Implications

Nil.

Policy Consideration

Nil.

Community Engagement

The establishment of the group will ensure Council actively seeks input into the growth of Council's aerodromes.

Legislation/Local Law

Nil.

Options

1. Approve the establishment of the advisory group and associated terms of reference.
2. Do not approve the establishment of the advisory group and associated terms of reference.

Attachments

1. SDRC Aerodrome Advisory Group - Terms of Reference [View](#)



SDRC Aerodrome Advisory Group

Terms of Reference

1. DEFINITIONS

Aerodrome Advisory Group ("the advisory group") is defined as those individuals nominated to represent the various interested parties that shall assist and provide guidance on aerodrome management matters.

Council is defined as the Southern Downs Regional Council ("SDRC").

Chairperson is defined as a member of the Committee who is selected by the Committee Members as Chairperson.

Aerodrome Manager is defined as the Manager Community Facilities.

Aerodromes are defined as those aerodrome facilities located in Stanthorpe and Warwick, which are owned and operated by the SDRC.

2. PURPOSE

The purpose of the group is to advise Council on matters within the scope of the group's duties and responsibilities.

3. ROLE OF THE ADVISORY GROUP

The role of the advisory group is to provide Council with guidance on issues and decision making related to the running and future development of the aerodromes. The guidance will include providing advice on matters, such as:

1. Aerodrome Governance
2. Aerodrome Planning & Development
3. Asset Construction and Maintenance
4. Aerodrome Funding Opportunities
5. Economic Development & Tourism

4. COMPOSITION

The advisory group shall be made up of a Councillor/Councillors, Aerodrome Manager, a representative from Planning and Development Directorate, Economic Development unit, Queensland Fire and Rescue Service (Rural Fire Operations), Royal Flying Doctor Service, Australian Defence Force and two (2) representatives from the local user group of Stanthorpe Aerodrome and two (2) representatives from the local user group of Warwick Aerodrome.

5. TERM OF REPRESENTATION

Apart from those on Council, representatives from the broader community shall sit on the advisory group for a maximum of two (2) years. The election of a Chairperson would also occur every two (2) years to coincide with this change.

6. CHAIRPERSON

The chairperson for the advisory group shall be selected by the Committee from Committee Members. In the event of the Chairperson being unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

7. SECRETARY

The secretary to the advisory group shall be the Aerodrome Manager or their representative. The Aerodrome Manager shall be responsible for calling meetings and collating minutes of the advisory group.

8. STRUCTURE OF MEETINGS

Meetings shall be held at least on every second month for the first six (6) months and then on a quarterly basis.

9. QUORUM

The quorum shall be 50% of the membership.

10. AGENDA PREPARATION

The Aerodrome Manager shall be responsible for the preparation of the meeting agenda.


11. ADMINISTRATIVE SUPPORT

The Aerodrome Manager shall provide administrative support to the group. This support shall include:

- a. Preparation and distribution of the notice of the meeting as well as the agenda;
- b. Supporting information and other material to the group as required; and
- c. Collation of reports and recommendation to be forwarded to the Council for consideration.

8.6 BCS - SDRC Sports Advisory Group

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Community Facilities	File Ref: 26.26

Recommendation

THAT Council:

1. Adopt the Southern Downs Regional Council Sports Advisory Group Terms of Reference;
2. Commence the implementation of the Southern Downs Regional Council Sports Advisory Group through the calling of expressions of interest from the nominated sporting groups of:
 - Football (Soccer)
 - Rugby League
 - Rugby Union
 - Australian Football League
 - Cricket
 - Netball
 - Tennis
3. Place on hold the proposal to maintain all land on Council owned/controlled sporting fields that are leased to sporting groups for a period of twelve (12) months to allow sustainable funding to be identified.
4. Extend existing arrangements for the Stanthorpe Sports Association lease until 1 July 2015.

Report

On 18 December 2013, Council resolved that Council:

1. Propose to maintain all land on Council owned/controlled sporting fields that are leased to sporting groups with the definition of sporting group to be refined, but in general terms, would include those sports that are played in schools such as:
 - Football (Soccer)
 - Rugby League
 - Rugby Union
 - Australian Football League
 - Cricket
 - Netball
 - Tennis
2. Propose to establish a Sporting Advisory Group that would consist of appointed members and be used to inform and advise Council on suggested investment, projects and opportunities.

3. Extend existing arrangements for Stanthorpe Sports Association lease until 1 July 2014.
4. Receive a further report that clearly sets out how items one and two will be achieved prior to the go live date of 1 July 2014.

The purpose of a Sporting Advisory Group is to provide a strategic direction regarding priority actions to improve sporting and recreational facilities over the short, medium and long term in partnership with the Council. It would also make recommendations to the Council on a suggested sports capital works program for each financial year. It would assist sporting groups in the applications for grants and act as a central point of communication between the Council and the sporting clubs in the LGA. It would also promote sports across the LGA and make recommendations to the Council on suggested lease fees for sporting groups, taking into consideration the sustainability of clubs and the Council.

In relation to the maintenance of Council control/owned sporting fields, at the Council Meeting held on 26 March 2014, Council resolved in part in the parks rationalisation report that a funding source (reserve) from the funds that are obtained through selling or leasing of the remaining 17 parks and/or open space areas be put towards this activity.

At Council's April 2014 Meeting, Council resolved to excluded Memorial Park, Allora from those parks named under the rationalisation process. The remaining 12 parks/open space were to proceed. It should be noted that the potential income that would be derived from selling or leasing these parks and/or open space areas fell way short of the required funding for Council to carry out these additional works. No further funding options exist at this stage and with budgetary constraints, it is recommended to place on hold the proposal to maintain all land on Council owned/controlled sporting fields that are leased to sporting groups for a period of twelve (12) months to allow sustainable funding to be identified.

At Council's May 2014 Meeting, Council resolved to established a Councillor committee to review the parks rationalisation program through the development of criteria that could be used to make an assessment of suitable parks.

At the inaugural committee meeting in June 2014, Councillors on the committee recommended that the initial parks identified to be rationalised be placed on hold until such time as the new criteria is identified and these parks are assessed against the new criteria. A report has been tabled at this Council Meeting relating to this recommendation.

Budget Implications

Council has estimated that approximately \$680k additional funding will be required in the annual budget to maintain all sporting fields that fall within the specified criterion.

Policy Consideration

Community Plan 2030

The Healthy and Active Southern Downs
Recreation – item 2.22, 2.25

The Economically Strong, Sustainable and Diverse Southern Downs

Destination Southern Downs
Item 5.9

Vision 2040

Direction 5: 'A healthier region'

Corporate Plan 2009-14

Service Delivery and Infrastructure

Community Engagement

Nil.

Legislation/Local Law

Nil.

Options

1. Approve the recommendations.
2. Not approve the recommendations.

Attachments

1. SDRC Sports Advisory Group - Terms of Reference [View](#)

Southern Downs Regional Council

Sports Advisory Group

Terms of Reference

1. Name

Southern Downs Regional Council Sports Advisory Group

2. Interpretation

For the purpose of these terms of reference:

- "Advisory Group" means the Southern Downs Regional Council Sports Advisory Group
- "Code" means a sporting code which has players in a club or clubs within the Southern Downs Regional Council Local Government Area (LGA)
- "Council" means the Southern Downs Regional Council
- "LGA" means Southern Downs Regional Council Local Government Area
- "Member" means a member of the Southern Downs Regional Council Sports Advisory Group

3. Status of Group

Advisory Group only.

4. Role of Advisory Group

The role of the Advisory Group is to:

- 4.1 Provide a strategic direction regarding priority actions to improve sporting and recreational facilities over the short, medium and long term in partnership with the Council.
- 4.2 Make recommendations to the Council on a suggested sports capital works program for each financial year.
- 4.3 Foster the appreciation, development and maintenance of sporting facilities, clubs and opportunities in the LGA.
- 4.4 Assist sporting groups in the application process for grants.
- 4.5 Act as a central point of communication between the Council and the sporting clubs in the LGA.
- 4.6 Promote sports across the LGA.
- 4.7 Make recommendations to the Council on suggested lease fees for sporting groups, taking into consideration the sustainability of clubs and the Council.

5. Delegations

- 5.1 The Advisory Group does not have the power to incur expenditure.
- 5.2 The Advisory Group does not have the power to bind the Council.
- 5.3 The Advisory Group can make recommendations to the Council on all relevant business presented before it. Recommendations of the Advisory Group will generally be presented to the Council in written form, accompanied by a report from Council's Sports Development Officer. Recommendations made by the Advisory Group may or may not be adopted by Council.
- 5.4 Recommendations made by the Advisory Group which are determined by the Chief Executive Officer to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the Advisory Group on a regular basis.
- 5.5 The Advisory Group will have the power to invite members of the public with special expertise to attend meetings. However such persons will not be entitled to vote in respect of any issue before the Advisory Group.
- 5.6 The Advisory Group will have the power to convene Working Groups consisting of the Advisory Group members and delegated members of the public with relevant/specific expertise on topics of interest to the Advisory Group.

6. Membership

- 6.1 Membership of the Advisory Group shall consist of members approved and appointed by the Council.
- 6.2 Each sporting code is limited to one person per sports code.
- 6.3 Each sporting code admitted to membership shall be entitled to nominate one delegate and one alternate delegate (should the delegate not be able to attend) to the Advisory Group.
- 6.4 The Mayor (or delegate of the Mayor) shall hold membership in the Advisory Group.
- 6.5 The Councillor, who holds the sports portfolio, shall be a member of the Advisory Group.
- 6.6 Council's Sports Development Officer will provide support to the Advisory Group, but will hold no voting rights.

7. Chairperson

- 7.1 The chairperson for the Advisory Group shall be the Councillor who holds the sporting portfolio of Council.
- 7.2 The role of the chairperson is to facilitate the effective functioning of the Advisory Group and to preside over the meetings held by the Advisory Group.
- 7.3 In the absence of the Chairperson, the Mayor shall assume the role of Chairperson.

8. Support Staff

Council's Sports Development Officer convenes meetings of the Advisory Group and provides administrative and other support to the Advisory Group. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

9. Meetings

- 9.1 Meetings will occur quarterly and at such place and time the Advisory Group sees fit. The minutes will record the month, date, time and place of the next meeting.
- 9.2 At least seven (7) days notice will be given to Advisory Group members including an agenda, time and place of a meeting. The Chairperson will have the right to call a Special meeting at any time he/she deems fit, provided a period of seven (7) days notice has been given stipulating the purpose of the meeting.
- 9.3 A quorum at any meeting of the Advisory Group will comprise at least 50% of the members.
- 9.4 The Advisory Group minutes and recommendations must be made available to enable presentation at the first General Meeting of Council following the Advisory Group meeting.
- 9.5 Ongoing membership of the Advisory Group is subject to regular attendance and reasonable apologies. An Advisory Group member should notify the chairperson or the convenor of their planned absence from a meeting. Membership of the Advisory Group will be automatically terminated after a member's absence from three (3) consecutive meetings without apologies.
- 9.6 Members will be expected to attend a minimum of 50% of ordinary meetings during each calendar year.

10. Term of Group

The life of the Advisory Group will be for the term of Council. Following Council elections nominations for Advisory Group membership will be called. Existing members will be eligible to re-nominate. Following receipt of nominations, Council will appoint a new Advisory Group.

11. Closure of meetings to the public (Confidential Business)

The Advisory Group may move to close the meeting to the public when an issue of a sensitive or confidential nature is presented. All present, other than Advisory Group members, must withdraw after the passing of a motion to close the meeting to the public.

Upon reopening the session, a motion to adopt the report of the confidential session must be put to the meeting and the resolution of the matters resolved in closed Advisory Group must be recorded in the minutes.

If further business is still to be conducted after the confidential session, those excluded from the meeting can be invited to return to the meeting.

12. Code of Conduct

12.1 All members of the Advisory Group must observe the provisions of Council's Code of Conduct, Council's Code of Meeting Practice and any other Council policy applicable to the proper functioning of the Advisory Group. All new members must be provided with a copy of Council's Code of Conduct and must sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Advisory Group.

12.2 Should a member of the Advisory Group breach Council's Code of Conduct the matter will be referred to Council's Chief Executive Officer (CEO) for consideration. The CEO may consider a range of sanctions, depending on the nature of the breach. Serious breaches may result in a decision by the CEO to remove the member concerned from the Advisory Group. In such cases the CEO would convene a meeting with the chairperson and the person concerned to discuss the matter prior to the decision being finalised. The member who has committed the breach may be suspended from the Advisory Group until the matter is resolved.

12.3 Advisory Group members must act in a professional and responsible manner with any information that they obtain. Advisory Group members should feel free to express their opinions and views without fear of recrimination. It is important that Advisory Group members respect each other, despite differences, and work together to create an open and trusting atmosphere. It is essential for Advisory Group members to accept collective responsibility for Advisory Group decisions and remain loyal to those decisions, even when they might disagree with a decision.

12.4 Members, through their involvement on the Advisory Group, may come in contact with confidential or personal information retained by Council. Advisory Group members must maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.


12.5 Privacy legislation governs the collection, holding, use, correction, disclosure and the transfer of personal information. More information about the legislation can be obtained by contacting Council Officers. If an Advisory Group member becomes aware of any breach of the security, or misuse of Council's confidential or personal information, they must contact Council's Chief Executive Officer.

13. Review

The Advisory Group terms of reference will be reviewed as a minimum at the commencement of each term of Council. The date the Advisory Group terms of reference was last reviewed is to be included in the header.

8.7 BCS - Stanthorpe Cemetery - Outdoor Burial Wall - Stage 2

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Team Leader Cemeteries	File Ref: 05.30

Recommendation

THAT Council :

1. Construct block A of stage 2, consisting of 24 vaults, of the Stanthorpe Outdoor Burial Wall, after 50% of the vaults have been purchased.
2. Sets the price of the sale of the vaults at \$8,250 to cover the cost of construction of block A of stage 2.

Report

The construction of Stage 1 of the Outdoor Burial Wall in the Stanthorpe Cemetery was completed in June 2013. On 1 July 2013, burial vaults in the Outdoor Burial Wall were made available to purchase.

On 31 July 2013, Council resolved in part as follows:

5. *Due to the initial interest expressed in purchasing vaults in this wall, Council approve developing a mirror image of the current design, however, not build until 50% of the vaults are purchased. (The proposal is similar to that of a subdivision, whereby the community could purchase a vault off the plan and when sufficient funds are obtained, building could commence. This would be based on the cost recovery rate of the vault full price as stated on the Schedule of Fees as adopted by Council. This would not occur until the current stock of vaults are all sold.*

Within a short period of time, all 90 vaults were reserved. This has presented a problem for families who wish to secure internment of a loved one in the Outdoor Burial Wall but have not pre-purchased a vault.

Interested community members seem reluctant to pay upfront for a facility that has not yet been built. Therefore, clarification is being sought to determine whether the resolution to await the sale of 50% of the vaults relates to 50% of 90 vaults (i.e. sale of 45 vaults prior to construction); or 50% of 24 vaults in Stage 2, Block A depicted below (i.e. sale of 12 vaults prior to construction).



There may be a significant price difference between building 90 vaults as opposed to 24 and this will need to be considered. Price estimates have been sought but were not available at the time of writing this report. An advantage in building each block separately may be that when demand for this type of burial has ceased, Council has not overextended its investment and potentially be left with a large unused facility.

Budget Implications

Funding for block A of Stage 2 would be derived from the sale of 50% of the vaults. Construction would not proceed until at least 50% of the vaults had been purchased. It is estimated that the cost of construction of block A of stage 2 is \$100,000.

Policy Consideration

Corporate Plan – Community and Lifestyle

4.12 Promote our cultural diversity

Community Engagement

Significant community engagement was conducted prior to the finalisation of the Stanthorpe Cemetery Outdoor Burial Wall Stage 1.

Legislation/Local Law

Land Act 1994

Land Regulation 2009

Subordinate Local Law 1.9 (Operation of Cemeteries)

Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains)

Options


1. Await the sale of 45 vaults prior to construction of the whole of Stage 2 (as previously resolved).
2. Approve the construction of the whole of Stage 2 prior to the sale of 45 vaults.
3. Await the sale of 12 vaults prior to construction of Stage 2, Block A.
4. Approve the construction of Stage 2, Block A prior to the sale of 12 vaults.

Attachments

Nil

8.8 BCS - Delegations Register Amendment

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Corporate Services	File Ref: 22.01.01

Recommendation

THAT Council adopt the attached document as part of the Delegations Register.

Report

In 2011, the Local Government Association of Queensland (LGAQ), with the assistance of King and Company Solicitors, developed a register of delegations following a comprehensive review of State legislation impacting on local government. As a result, the delegations register was produced and a large amount of separate documents, listing each possible delegation for every relevant piece of legislation, has been prepared. These templates ensure legislative compliance and will streamline the amendment process through the ongoing use of the LGAQ service.

With ever increasing responsibilities on Local Governments, it is simply not feasible for a Local Government to exercise all powers at or through its meetings. Delegation of certain powers from Council to the CEO, and from the CEO to Council officers ensures the administrative efficiency of Council. The recommended amendment is solely for the purpose of providing guidelines that establish the framework for making, recording and exercising delegations under the *Local Government Act 2009*.

These proposed guidelines are a result of the information session presented to Council by Tim Flynes-Clynton (King & Co) and Mark Leyland (LGAQ), on Monday, 5 May 2014. The purpose of this information session was for Councillors to seek clarification on any selected delegations.

From that information session, council has requested that a policy be drafted regarding the Delegations Register. Advice received from the Department of Local Government indicates that the adoption of a policy may be confusing as the Delegations Register is an adopted document in itself. Implementing a policy on Delegations would be similar to having a policy regarding a policy. Therefore, the recommendation contained in this report is that Council adopt the attached guideline as part of the Register and not as a separate policy document.

Budget Implications

Nil.

Policy Consideration

Community Plan – 8.6 Create seamless processes between Southern Downs Regional Council and the community.

Corporate Plan – 3.7 Provide enhanced levels of service to all communities in the expanded region.

Community Engagement

Nil.

Legislation/Local Law

Section 260 (1) of the *Local Government Act 2009* requires that the Chief Executive Officer must establish and record all delegations in a delegations register. Further, section 305 of the *Local Government Regulation 2012* provides the particular content requirements for the register.

Options

Nil.

Attachments

1. Draft - Delegations Register Guideline [View](#)



Delegations Register Guideline

Guideline Number:	TBA
Department:	Business Services
Section:	Governance
Responsible Manager:	Manager Corporate Services
Date Adopted:	TBA
Date to be Reviewed:	May 2015
Date Reviewed:	
Date Reconsidered:	

REVISION RECORD

Date	Version	Revision description

Delegations Register Guidelines

Guideline no: 784

Updated: 25 June 2014

Page 1 - 7

© Southern Downs Regional Council

CONTENTS

1	Purpose.....	3
2	Scope	3
3	Legislative Context	3
4	Guideline Details	3
4.1	Principles.....	3
4.2	Registers	5
4.3	New or Amended Delegations	5
4.4	General Correspondence and Other Documentation	6
4.5	Financial Delegation	6
4.5.1	Financial Delegation – Procurement	6
4.5.2	Financial Delegations – Other	7
4.5.3	Accountability	7
4.6	Responsibilities	7
4.6.1	Chief Executive Officer	7
4.6.2	Governance Section	7
4.7	Advice of Delegation	7
5	Related Documents.....	7

1 Purpose

Council seeks to deliver a quality service which has, as its foundation, a high level of customer service. As part of this service, Council seeks to ensure an efficient and effective response to operational and administrative matters by delegating its authority in these matters, where it is practical, lawful and administratively responsible to do so.

The purpose of this guideline is to establish the framework for making, recording and exercising delegations made pursuant to sections 257, 258, 259 of the *Local Government Act 2009*.

2 Scope

The Local Government Act confers a broad power to Council, Mayor and the Chief Executive Officer to delegate their powers, subject to certain exceptions.

Delegation by Council is not permissible:

- If the relevant legislation specifically provides that the power must be exercised "by resolution" or that Council "adopt".
- to an individual councillor.
- to officers other than the CEO.

Once power is delegated to the CEO, it is then a matter for the CEO to exercise their power to further delegate to other Council officers (unless further delegation is prohibited or limited by Council).

3 Legislative Context

- Local Government Act 2009, s 257, 258 and 259

4 Guideline Details

4.1 Principles

The following principles apply to delegations made:

- Any delegation does not lessen the power of the Council or Chief Executive Officer to act in any matter.

Delegations Register Guideline

Guideline no: 784

Updated: 25 June 2014

Page 3 - 7

© Southern Downs Regional Council

- A delegation will refer to a delegate's office, or position, not to the individual in that position.
- In exercising a delegation, delegates should make themselves aware of any specific Council policies, decisions, local laws etc. that may be relevant to the proposal.
- Unless the context requires otherwise, a delegation relates only to authorities or functions within the delegate's area of accountability.
- Where a delegation is given to an officer or officers, unless noted specifically to the contrary in the Register, a delegate's Supervisor (who holds immediate, intermediate or ultimate line management responsibility for the delegate) may exercise the delegated authority given to the delegate even if not mentioned by title as a "Delegate". This principle extends to each Supervisor in the hierarchy up to the Chief Executive Officer, but does not:
 - apply if a subordinate delegate has already, in a particular case, exercised the delegation; or
 - permit a supervising delegate to exceed his or her own financial delegation or act outside his or her area of accountability.
- No delegate is authorised to nominate another officer to perform his or her delegated authority or function. A delegation is revocable and does not prevent the Council from acting in a matter (in which case the delegate shall not act).
- A delegation does not cease to have effect merely because the person who was the holder of the specified office when the power was delegated ceases to be the holder of the office.
- Where a delegation is to the holder of an office, this will include any person acting in that position from time to time as well as any person replacing the original office holder.
- Where a matter is contentious, controversial or otherwise warrants consideration by the Council, the Delegate shall not act or exercise any delegated power or function in relation to that matter.
- Where a power to do a thing is delegated in this Register, the delegation includes the power not to do it.
- Where a power to decide or approve an application is delegated in this Register, the delegation includes the power to:
 - approve the application;
 - approve the application, subject to reasonable and relevant conditions, or
 - refuse the application.
- Nothing in this Register authorises a delegate to do anything which is, or is likely to be, a breach of legislation or the code of conduct for employees.
- A delegation cannot be exercised where the officer holding the delegation would be put in a position of conflict of interest. This includes, in particular, where the officer would obtain a personal benefit of some material kind. In such circumstances the conflicted delegate must refer the decision to his or her Supervisor and must not exercise the delegated authority.

4.2 Registers

Southern Downs Regional Council keeps one Delegation Register, comprising three parts which contain particulars of delegations made by:

- The Council to the Chief Executive Officer.
- The Council to the Chief Executive Officer (Local Laws).
- The Chief Executive Officer to other officers.

The Register is divided into numerous sections, for each relevant Act, Regulation and Local Law in respect of which Council may exercise a power:

- listing the matters in which the right to act or exercise discretion has been so delegated by resolution of the Council.
- containing the title of the person to whom the powers are delegated.
- containing the date of the resolution by the Council.

The Register of Delegations by the CEO is further divided into numerous sections, for each relevant Act, Regulation and Local Law in respect of which Council or the CEO may exercise a power and to document the financial delegations, however, the CEO must not delegate the following powers:

- a power delegated by Council, if Council has directed the CEO not to further delegate the power; and
- a power to keep a register of interests.

4.3 New or Amended Delegations

New or amended Delegations by the Council can only be achieved by a resolution at a council meeting.

Applications for new or amended Delegations by the CEO must be made by the completion and approval of a form approved by the Chief Executive Officer.

4.4 General Correspondence and Other Documentation

The following general limitations are to be applied where the Chief Executive Officer is delegated the power to sign a document (including contracts, applications, forms and returns) on behalf of the Council and further delegates the power to other officers:

- To be aware of specific Statutes and Council policies, decisions, local laws etc. which relate to the matter under reply. This is a key responsibility which forms an integral part of the delegation.
- To respond to correspondence in a prompt and timely manner.
- To use common language.
- To use language which is courteous, respectful and temperate.
- Where the subject matter appears to the officer to be potentially controversial or to have major policy ramifications, the draft should be discussed with the relevant Manager, Director or Chief Executive Officer prior to being finalised.

The following class of correspondence is to be signed by the CEO, unless expressly delegated to an officer:

- Letters to Ministers of the Crown, Members of State or Federal Parliament.
- Letters to elected members of other local governments.
- Letters relating to complaints about the alleged official misconduct of any employee.
- Letters to external review bodies, e.g. Ombudsman, Crime and Misconduct Commission, etc.
- The Mayor is empowered by section 236 of the Local Government Act 2009 to sign a document on behalf of the Council.

4.5 Financial Delegation

All expenditure incurred by the Council must be for Council purposes and comply with the provisions of the Local Government Act 2009 and relevant policies (including Council's Procurement Policy), as determined by Council from time to time.

4.5.1 Financial Delegation - Procurement

Financial Delegates have authority to commit funds for procurement purposes within the budget approved by Council, subject to the limits (ex GST) identified in any delegation. The financial delegations detail the maximum value for financial related functions and activities within the Council. Such delegation is limited to those areas and accounts for which the delegated officer has responsibility and the commitment or expenditure must be in accordance with the purpose for which the funds were allocated, Council's accounting policies and personnel policies. An Organisational procedure may be published that establishes particular limits, guidelines and rules with respect to procurement.

4.5.2 Financial Delegations - Other

Notwithstanding the financial delegations above, authority relating to the payment of utility accounts, invoices issued by Government Entities, disposal of Council assets, writing off financial assets, and approval of progress payments where a contract has been executed are to be authorised in accordance with the relevant financial policies and procedures.

4.5.3 Accountability

Financial Delegates who authorise the commitment of Council funds are held fully accountable for that decision and should be able to justify the decision.

4.6 Responsibilities

4.6.1 Chief Executive Officer

The Chief Executive Officer is responsible for:

- Keeping the Register,
- Delegating powers to appropriately qualified employees.

4.6.2 Governance Section

The Governance Section is responsible for:

- Assisting the CEO maintain the Register, ensuring that it is updated with all authorised amendments and that appropriate version control is applied.
- Co-ordinating annual reviews of the Register.
- Monitoring and recording the reporting provisions.

4.7 Advice of Delegation

Once a delegation has been made, the CEO will provide general advice to each delegate. It is the responsibility of each Officer to ensure that they have an appropriate delegation before acting.


5 Related Documents

- PL-FS010 Procurement Policy
- PL-HR052 Code of Conduct Policy
- Organisational Structure

9. ENGINEERING SERVICES DEPARTMENT REPORTS

9.1 Adoption of Proposed Governance Model Options - Emu Swamp Dam

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Director Engineering Services	File Ref: 32.29.01

Recommendation

THAT Council receive and accept the range of Governance Model Options for future consideration of the Emu Swamp Dam project.

Report

Following a request from the State Coordinator General, a report on possible governance models for the construction and operation of Emu Swamp Dam has been developed by Clayton Utz. The report is attached for Council's consideration.

Budget Implications

Council approved expenditure of up to \$20,000 excluding GST at the General Meeting of Council held on 26 March 2014 to develop suitable governance models. The actual cost is \$22,336.75.

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

The discussion on governance options was requested by the State Coordinator General. The supplement to the Environmental Impact Statement is governed by many forms of legislation.

Options

Council can

1. Accept the range of governance model options for future consideration, or
2. Accept a particular option.

Attachments

1. Proposed Governance Model Options [View](#)

Proposed Governance Model Options

Emu Swamp Dam and Pipeline Infrastructure

Date **2 June 2014**

Clayton Utz
Lawyers
Level 28, Riparian Plaza
71 Eagle Street
Brisbane QLD 4000
GPO Box 9908
Brisbane QLD 4001
Tel +61 7 3292 7000
Fax +61 7 3221 9889
www.claytonutz.com

Our reference 12223/12212/60153851

L\12287558.5

Contents

1.	Executive Summary.....	1
2.	Emu Swamp Dam.....	3
2.1	Proposal.....	3
2.2	Purpose.....	3
3.	Governance model options.....	4
3.1	Features.....	4
3.2	Alternatives.....	4
4.	Business unit of SDRC.....	5
5.	Unincorporated Joint Venture.....	6
6.	Incorporation of a company under the Corporations Act.....	7
6.1	Description.....	7
6.2	Features of a Corporations Act company model.....	8
6.3	Types of Corporations Act Companies.....	10
6.4	Proprietary company.....	10
6.5	Public Company.....	11
6.6	Financial Reporting Requirements.....	11
6.7	Third party involvement in the Project.....	11
7.	Review of Alternative Governance Models.....	12
8.	Assessment Criteria for Governance Models.....	16
	Example of assessment criteria.....	17
	alternative governance models.....	17
9.	Examples of Governance Models used in similar schemes.....	19
10.	Conclusion.....	20

1. Executive Summary

- (a) In this Paper we have considered the following potential commercial structures as a means of facilitating a project such as the construction and operation of Emu Swamp Dam and its associated pipeline infrastructure (Project) namely:
- (i) creating a business unit within Southern Downs Regional Council (SDRC) to be responsible for the Project;
 - (ii) incorporating a special purpose vehicle (company) by registration under the *Corporations Act 2001 (Cth)* to undertake the Project; and
 - (iii) establishing an unincorporated joint venture with the selected venture(s) (whether that be the Federal and/or State Government or some other selected entity) to jointly undertake the Project.
- (a) Each structure is capable of implementation within the legislative framework in which SDRC operates.
- (b) Each structure is attended by its own range of advantages and disadvantages.
- (c) We recommend that SDRC further investigate the incorporation of a special purpose vehicle (proprietary company) by registration under the *Corporations Act 2001 (Cth)* (e.g. Emu Swamp Co Pty Ltd). We say this on the basis that, amongst other things, it is the most familiar and commonly used structure for infrastructure projects of this type. Recent examples of the establishment by the State, or by the State and Local Governments of corporate entities for project specific purposes are detailed in Section 9 of this Report.
- (d) Advantageous features of the use of Emu Swamp Co Pty Ltd as a special purpose vehicle to undertake the Project include the following:
- (i) Under its beneficial enterprise powers under the *Local Government Act 2009*, SDRC has the capacity to establish Emu Swamp Co Pty Ltd, without additional government approval;¹
 - (ii) Emu Swamp Co Pty Ltd will have its own independent legal capacity outside the local government legislation and it would enjoy, subject to its constituent documents, a level of corporate flexibility to allow it to accommodate a wide range of activity, including procurement activity;
 - (iii) Emu Swamp Co Pty Ltd will be required to comply with the reporting and compliance standards required under the *Corporations Act*, a familiar set of standards to the Australian business community;
 - (iv) the shareholder (i.e., SDRC) may retain a desired level of control over the activity and investment of Emu Swamp Co Pty Ltd through the limitations imposed under the company's constitution and by entry into a robust shareholders agreement with any future shareholders;
 - (v) the use of Emu Swamp Co Pty Ltd facilitates the attraction of appropriate corporate talent and a commercial approach to business whilst ensuring

¹ Depending on whether SDRC seeks to enter into other financial arrangements incidental to the establishment of Emu Swamp Co Pty Ltd, it may require Treasurer approval under the *Statutory Bodies Financial Arrangements Act 1982*.

- a familiar and well accepted governance and accountability standard for its operations and outcomes;
- (vi) legal liability for SDRC in subscribing to Emu Swamp Co Pty Ltd is limited to its share capital contribution while at the same time dividend and profit bearing entitlements are also determined by reference to shareholding;
 - (vii) by being a proprietary company, there exists the possibility of future participation by irrigators in Emu Swamp Co Pty Ltd (by subscription to the share capital of the company and/or by participation on the board of directors). If the number of potential future shareholders exceeds 50 members, the proprietary company may be converted to a public company limited by shares or a co-operative; and
 - (viii) Emu Swamp Co Pty Ltd facilitates an exit by SDRC at an appropriate time if desired and when appropriate by sale of its shares.
- (e) While the ultimate level of irrigator involvement in Emu Swamp Co Pty Ltd will be a policy decision for SDRC, we consider that, at least initially, SDRC may progress the Project on the basis that Emu Swamp Co Pty Ltd will receive contributions towards the design and construction of the Project, engage the relevant contractors and undertake the Project's completion.
- (f) Once constructed, SDRC may assess whether it wishes to continue to utilise Emu Swamp Co Pty Ltd to manage the Dam and undertake the distribution operations, or whether SDRC would be better placed itself to take on these responsibilities.² Similarly, SDRC may consider permitting involvement by the irrigators in both or either of the responsibilities of managing the Dam and distributing the water allocations.
- (g) Based on our experience, we would recommend that SDRC, at least initially, take responsibility for the operations of the Dam and pipeline infrastructure (either itself or through the Emu Swamp Co Pty Ltd vehicle), with the irrigators being customers of Council or Emu Swamp Co Pty Ltd, rather than being shareholders or joint venturers. Irrigators would enter into supply contracts with Council/Emu Swamp Co Pty Ltd (in relation to the management of their allocation in the Dam) and a distribution contract with Council/Emu Swamp Pty Ltd (for the delivery of their allocation to the supply point). Irrigators would pay Council/Emu Swamp Co Pty Ltd a charge under each of the supply contract and the distribution contract. We recommend that further economic modelling of the charging framework be undertaken by SDRC.
- (h) It would remain open for SDRC to invite irrigators to participate in the operation of the Dam and pipeline scheme at a later point in time if that is desired.

² We note that there will be certain regulatory responsibilities that will attach to the entity responsible for managing the Dam and pipeline under the Border Rivers Resource Operations Plan (ROP). We recommend that SDRC discuss these responsibilities with the Department of Natural Resources and Mines, including any changes that will be required under the ROP to facilitate the Project.

2. Emu Swamp Dam

2.1 Proposal

Southern Downs Regional Council (SDRC) is seeking approval to construct a combined water supply and irrigation dam at Emu Swamp (Dam) on the Severn River, 25km downstream from the town of Stanthorpe.

It is proposed that:

- (a) the Dam will have a capacity of 10 500 ML of which 5000 ML will be allocated for urban water supply and 5 500 ML for irrigation purposes;
- (b) 23.2 km of urban pipeline will be constructed to connect the Dam with the Stanthorpe water treatment plant;
- (c) 102 km of irrigation pipelines will be constructed to connect the Dam to farm gates. These pipelines may be constructed subsequent to the construction of the Dam and urban pipelines;
- (d) funding from the Federal Government and the Queensland State Government will be sought to cover the anticipated construction cost of \$87 million and an estimated \$2 million to cover cash flow requirements in the first 6 years of operation. Funding may also be sought from irrigators and SDRC;
- (e) construction costs of \$87 million is comprised of \$33 million for construction of the Dam and \$54 million for pipeline costs to the farm gate;
- (f) the day to day operational and maintenance costs of the Dam may potentially be funded through contracted payments for water entitlements.

2.2 Purpose

In this Paper we outline a range of governance models available to SDRC for the design, construction and operation of Emu Swamp Dam and recommend what we consider to be a suitable model in the circumstances.

3. Governance model options

3.1 Features

The range of governance models appropriate for consideration of a project of this type ought to facilitate -

- (a) appropriate levels of accountability of the project entity to SDRC, as an owner and/or investor;
- (b) efficient operations within an effectively resourced host suited to the nature of the activity to be undertaken;
- (c) a risk management framework that adequately manages the resources of SDRC committed to the activity given that the resources of SDRC are public resources and SDRC needs to be in a position to adequately account for their deployment and use;
- (d) flexibility with respect to the degree of control and involvement over the activity that SDRC wishes to exercise and flexibility to attract the level and quality of management and resources that will ensure optimum decision making in a body accountable to SDRC for its performance under key performance indicators;
- (e) development of the right culture within the project vehicle;
- (f) potential future participation by irrigators where appropriate;
- (g) some control over the management of risk of the activity and the reputational and financial impacts on SDRC;
- (h) capital raising so as to fund the activity, if appropriate; and
- (i) an exit strategy that enables SDRC to withdraw at an appropriate time if desired.

3.2 Alternatives

We understand that the design and construction of the Dam and town supply pipeline infrastructure may be funded by Federal, State and local government contributions and that the irrigation pipeline infrastructure may be constructed at a later stage.

We also understand that external third parties, such as irrigators, may be given the opportunity to participate in the project once the Infrastructure construction phase is complete and the Dam and pipeline is operational.

In this scenario, the general alternatives for delivery of the Project include:

- (a) **Option 1:** SDRC taking responsibility for the construction and operation of the Dam and pipeline infrastructure. Essentially, the irrigators would hold an allocation in respect of the water stored in the Dam and would be customers of Council, which would deliver the allocation to the irrigator under a delivery contract. The irrigators would not hold any shareholding interest in the entity responsible for the management of the Dam storage or the pipeline delivery infrastructure;
- (b) **Option 2:** SDRC and irrigators jointly contribute to a venture to undertake the construction and operation of the Dam and pipeline infrastructure. Under this option, it is envisaged that irrigators would hold their interests in the venture in proportion to their allocation entitlements and take responsibility (with Council) for the ultimate delivery of the Project and operation of the scheme.

- (c) **Option 3: The irrigators take sole responsibility for the delivery of the Project and operation of the pipeline scheme. SDRC's involvement would be limited to a contribution of funding to support the Project and assistance with coordination of necessary approvals etc.**

The general types of structures that may be appropriate for progression of these Options include:

- (a) creating a business unit within SDRC to be responsible for the Project;
- (b) incorporating a special purpose vehicle (company) by registration under the *Corporations Act 2001 (Cth)* to undertake the Project; and
- (c) establishing an unincorporated joint venture with the selected venturers (whether that be the Federal and/or State Government or some other selected entity) to jointly undertake the Project.

We note that if the design and construction of the Dam and pipeline infrastructure is to be substantially funded by non-government parties (e.g. private investment funds), other governance structures may also need to be considered (e.g. unit trust structures). However, based on our instructions, we have not detailed these other governance structures as part of this paper.

The potential involvement of private investors with their own suite of structural and tax efficiency issues, is beyond scope at this stage. We anticipate that when that stage is reached the most appropriate structure will be one primarily determined by reference to tax outcomes for those parties.

4. Business unit of SDRC

This governance model option involves the design, construction and operation of the Dam by a specially assigned business unit within SDRC. The business unit would not be a separate legal entity. It would be SDRC itself that would bear the full extent of legal and financial risk.

The practicalities for this option are not complex. The matter would be dealt with administratively. SDRC would simply need to decide to establish a business unit to be responsible for the Project and allocate resources to the business unit. Given the lack of actual or potential competition for the construction and operation of the Dam, it is unlikely that, at least for the construction phase, SDRC would need to identify and conduct the business as a significant business activity in accordance with the Local Government Act 2009.

The advantages of this model include that:

- (a) The same levels of public accountability and transparency apply as those that apply to SDRC itself, given that the structure operates wholly within the confines of local government in Queensland;
- (b) Operating within the structure and under the functions and powers of SDRC allows for the highest levels of Council control; and
- (c) As an activity within Council there will not be any adverse taxation consequences as SDRC is a tax exempt State/Territory Body for tax law purposes.

There are however disadvantages with this model -

- (a) This model exposes SDRC directly to all the legal risks and liabilities related to the Project;

- (b) This model requires an extensive resource commitment from SDRC in calling and letting contracts for the work and then managing contractors and holding them to account for their contractual performance.
- (c) Being a local government, SDRC may not be able to attract the correct mix of skills and experience to facilitate the Project. It is not the usual function of local government to build dams.
- (d) A business unit operating wholly within the bureaucracy of SDRC, may not have sufficient flexibility to respond to commercial issues as they arise, particularly if Council resolutions are needed to address these issues;
- (e) The model does not accommodate the introduction of third parties to the commercial activity through an ownership interest such as the irrigators when the irrigation pipeline infrastructure is constructed. It would only be suitable for the construction stage; and
- (f) Raising funds for the activity and acquiring and disposing of assets will be subject to SDRC's legislative and operational constraints and processes.

In our opinion, the legal and practical risks for Council in undertaking a project of this nature "in-house" outweigh any accountability advantages that may be perceived to arise.

5. Unincorporated Joint Venture

Where SDRC wishes to undertake the Project with another party who will contribute money, property or skill to the Project, SDRC could undertake the Project using an unincorporated joint venture model. This type of model may be applicable where SDRC wishes to undertake the Project for example with the State Government.

In our opinion, SDRC may use its powers in Chapter 3 Part 2 of the Local Government Act 2009 to establish an unincorporated joint venture for the purpose of conducting a beneficial enterprise. To comply with s40 of the Local Government Act 2009, SDRC would need to limit SDRC's liability to a specified amount to be committed by SDRC.

In our opinion, having the necessary and express powers to participate in a venture under its own Act, SDRC would not need to obtain approval to enter into a Type 1 financial arrangement under the Statutory Bodies Financial Arrangements Act 1982 for this purpose.

The advantages of this model include that:

- (a) It may be arranged and implemented under contractual arrangement;
- (b) The unincorporated joint venture is not a separate tax payer. Any income or loss of the joint venture will be recorded in the tax returns of the separate parties. Consequently there are no additional or extra taxation issues for SDRC in using this model, beyond its usual taxation accountabilities.

The disadvantages of this model include that:

- (a) As no separate legal entity is established, SDRC continues, subject to contractual protections that may be negotiated, to be exposed directly to the legal risks and liabilities relating to the Project;
- (b) The Project remains a contractual commitment of the Council. There is no legal separation from SDRC;
- (c) Parties to the joint venture owe each other fiduciary obligations which may conflict with SDRC preferring its own commercial interests to those of the joint venture; and

- (d) Each joint venture party can be sued in its own name and has joint and several liability for the debts of the joint venture.

In our view, the disadvantages of this model, particularly the fact that liability for the Project is not quarantined into a separate entity, outweighs any particular advantage that might arise.

6. Incorporation of a company under the Corporations Act

6.1 Description

This option involves SDRC incorporating a proprietary company by registration under the *Corporations Act 2001* to have the carriage of the Project to the extent that is agreed between SDRC and that company.

A *Corporations Act* company is a separate legal entity distinct from its shareholders and directors and the liability of its members (shareholders) is limited. The shares in a company incorporated by registration under the *Corporations Act* could be held entirely by SDRC or by a wider range of entities, dependent upon which of the participants funding the Project might take up a shareholding equity in the company.

SDRC has the express power to incorporate a *Corporations Act* company limited by shares for the purpose of conducting a beneficial enterprise under Chapter 3 Part 2 of the *Local Government Act 2009*. There is no restriction on the amount that SDRC may commit by way of shareholding in a company that it incorporates, however under s41 of the *Local Government Act 2009*, SDRC is required to list all beneficial enterprises conducted during the financial year in its annual report. This obligation would apply, in our opinion, in respect of such a company.

As SDRC has the express power in Chapter 3 Part 2 of the *Local Government Act* to form or participate in forming a company limited by shares for the purposes of conducting a beneficial enterprise, it will not be necessary that SDRC obtain the Treasurer's approval to incorporate the company. This is the case, even though by incorporating a company, SDRC will be engaging in a Type 1 financial arrangement under the *Statutory Bodies Financial Arrangements Act 1982* (SBFA Act) and s.60A of the SBFA Act enables a statutory body to enter into a Type 1 financial arrangement with the Treasurer's approval.

The power of a statutory body such as SDRC to enter into a Type 1 financial arrangement is only limited to the conditional power in the SBFA Act where "there is no express power in the body's authorising Act or another Act to enter into the Type 1 financial arrangement". Given the express power that we have mentioned, the limitation imposed by the SBFA in obtaining the Treasurer's approval to enter into this particular Type 1 financial arrangement, is not engaged.

A *Corporations Act* company model provides the following advantages:

- (a) a proprietary company has its own independent legal capacity outside the local government legislation and it would enjoy, subject to its constituent documents, a level of corporate flexibility to allow it to accommodate a wide range of commercial and operational activity;
- (b) a proprietary company will be required to comply with the reporting and compliance standards required under the *Corporations Act*, a familiar set of standards to the Australian business community;
- (c) the incorporators (e.g. SDRC) may retain a desired level of control over the activity and investment of the company through the limitations imposed under the company's constitution and by entry into a robust shareholders agreement with the company;
- (d) the use of a proprietary company facilitates that attraction of appropriate corporate talent and enables a commercial approach to the business of the company whilst

ensuring a familiar and well accepted governance and accountability standard for its operations and outcomes. Individuals with relevant commercial and industry experience can be appointed to be directors of the company;

- (e) the legal liability for SDRC in subscribing to a proprietary company is limited to its share capital contribution while at the same time dividend and profit bearing entitlements are also determined by reference to shareholding;
- (f) a proprietary company facilitates the participation by other parties if desired and when appropriate (by subscription to the share capital of the company and by participation on the board of directors) and facilitates an exit by SDRC at an appropriate time if desired and when appropriate by sale of its shares;
- (g) as a company, the Project vehicle will provide a degree of separation from SDRC which will help foster positive commercial and industry relationships and will allow the company to develop its own business reputation separate from SDRC;
- (h) under this corporate structure, further structural reform is easily accommodated and the company can easily in the future be restructured or even disposed of by the sale of its shares;
- (i) whilst SDRC remains the majority shareholder, the Auditor-General must audit the company thus providing a degree of public accountability and transparency;

The disadvantages of this model are:

- (a) the establishment costs for incorporation of the company;
- (b) the company will need to incur the costs of compliance with the Corporations Act and the directors will be required to exercise their powers in the best interests of the company as a whole as opposed to the specific interests of SDRC;
- (c) The company's incorporation and ongoing operation is regulated by the Australian Securities Investments Commission;
- (d) the company is not subject to detailed public sector accountability regimes of a local government. However, this issue can be addressed by incorporating additional accountability measures into the company's constitution;
- (e) SDRC is divorced from management of the company as the board of directors is responsible for the management of the company; and
- (f) even though SDRC will be legally isolated from the liability of the company, as its liability will be limited to the value of its shareholding, there is an inherent political risk for SDRC as an owner of the company should the company fail or breach the law. Effective risk management within the company, for example insurance, compliance regimes and appropriate contractual relationships with other parties are essential to managing business risks.

6.2 Features of a Corporations Act company model

The features of a company incorporated by registration under the *Corporations Act* include that

- (a) All profits made by the company stay within the company. The company can declare dividends or return capital to shareholders by following certain procedures. All losses stay within the company.
- (b) A company's operations are governed by its constitution which can set limits on the powers of the company. In addition, where there is more than one shareholder of the company, a shareholders agreement may be entered into under which the

parties contract in relation to their ownership of the company and the range of corporate relationships between the company and the shareholders and between the shareholders.

- (c) A shareholders agreement can supplement many of the provisions of the constitution. A shareholders agreement regulates the relationship between the shareholders with regard to the management and control of the company. Shareholder agreements are useful as planning and protective devices and are designed to bolster the position of shareholders. Such agreements are increasingly being used as a tool to customise a company's ownership and management structure to meet the specific objectives of the shareholders. For example, a shareholders agreement may provide that specified key decisions are to be decided upon by shareholders at a general meeting.
- (d) Protection of a shareholder's equity relies on the directors providing sound management of the company. An appropriate corporate governance structure for the company is therefore critical. The responsibilities on directors and officers of a company are onerous and they may be held personally liable for the debts of the company in certain circumstances such as if the company trades whilst insolvent - s 588M Corporations Act.
- (e) Companies are regulated by the Australian Securities and Investment Commission. They must also operate within a number of legislative frameworks in addition to the Corporations Act including Competition and Consumer Act 2010, workplace health and safety and environmental legislation. A company, wholly or partially owned by SDRC, would be subject to less of the public sector accountability regime than a business unit of SDRC.
- (f) A company provides a much greater degree of commercial flexibility in that the board of directors becomes highly accountable for the decisions and success of the company. Further, a company structure has the flexibility to accommodate new shareholders, raise capital and debt, enter into strategic relationships with key commercial partners, sell or acquire assets, establish wholly or partly owned subsidiaries, set appropriate employment conditions to recruit and retain key staff and account for the commercial outcomes.
- (g) A company is a tax paying body, however if the new company is set up as a wholly owned subsidiary of SDRC, it will be a tax-exempt entity. Section 24AM of the Income Tax Assessment Act 1936 (ITAA) provides that a State/Territory body (STB), which includes a local government, is tax-exempt. Section 24AO provides that an STB includes a company the shares in which are beneficially owned by one or more government entities. A government entity includes a municipal corporation or other local governing body.
- (h) However, due to the requirements of Competition Policy, the Tax Equivalents Regime (TER) will apply to the new company. In short, the new company will undertake a simplified method of ascertaining its income and will notionally pay "tax" at 30% on this amount by remitting a "tax" payment in some form to SDRC. No payment is made to the State or Commonwealth government under the TER.
- (i) Should the new company be structured as an incorporated joint venture with another government entity, it will again be a State/Territory Body and tax exempt, although subject to the TER as above. This is because the definition of government entity in the ITAA also includes another STB.
- (j) However, if the new company was not wholly owned by government entities then it cannot be a State/Territory Body and will be subject to company tax at 30% in the usual manner. The new company will pay franked dividends to its shareholders, who will then receive a franking credit representing company tax paid against their own tax payable.

6.3 Types of Corporations Act Companies

Using its beneficial enterprise powers in Chapter 3 Part 2 of the Local Government Act 2009, SDRC may incorporate:

- (a) a company limited by shares; or
- (b) a company limited by guarantee.

A company limited by shares is one formed on the principle of having the liability of members limited to the amount (if any) unpaid on the shares respectively held by each member. Therefore, on winding up the members of a company limited by shares are liable only to contribute in the winding up to the amount (if any) owing for the issue price of their shares.

A company limited by guarantee is a company formed on the principle of having the liability of its members limited to the respective amounts that the relevant member undertakes to contribute to the property of the company if the company is wound up. Therefore, when a company limited by guarantee is wound up without adequate funds to discharge its liabilities each person who is a member at the commencement of the winding up is liable to pay an amount that the member has undertaken to contribute if the company is wound up.

A company limited by guarantee does not have any share capital. Membership in the company is personal to a member and may not be transferred. This type of company is commonly formed where the entity pursues not for profit purposes.

Under the Corporations Act there are two types of companies limited by shares that may be incorporated - a public company limited by shares or a proprietary company limited by shares.

6.4 Proprietary company

Proprietary companies are typically "private" companies for relatively small groups of shareholders who do not wish the company to be able to invite the public to subscribe for its share capital or to lend it money. A proprietary company must have less than 50 non-employee shareholders. Generally speaking proprietary companies enjoy more privileges and are less heavily regulated than public companies.

Proprietary companies are divided into small and large proprietary companies. The importance of this is that proprietary companies have different financial reporting requirements depending on whether they are categorised as small or large proprietary companies.

A proprietary company is a small proprietary company for a financial year if it satisfies at least 2 of the following indicia:

- (a) the consolidated gross operating revenue for the financial year of the company and the entities it controls (if any) is less than \$25 million;
- (b) the value of the consolidated gross assets at the end of the financial year of the company and the entities it controls (if any) is less than \$12.5 million;
- (c) the company and the entities it controls (if any) have fewer than 50 employees at the end of the financial year.

A proprietary company is a large proprietary company for a financial year if it satisfies at least 2 of the following indicia:

- (d) the consolidated gross operating revenue for the financial year of the company and the entities it controls (if any) is \$25 million or more;
- (e) the value of the consolidated gross assets at the end of the financial year of the company and the entities it controls (if any) is \$12.5 million or more;

- (f) the company and the entities it controls (if any) have 50 or more employees at the end of the financial year.

A proprietary company must have at least one director and at least one director must ordinarily reside in Australia.

A proprietary company is not required to have a company secretary, but, if it chooses to have one or more secretaries, at least one of them must ordinarily reside in Australia.

6.5 Public Company

In contrast, the *Corporations Act* imposes more onerous obligations on public companies. A public company must:

- (a) lodge a copy of its constitution with ASIC;
- (b) open its registered office to the public;
- (c) have at least three directors (excluding alternate directors), at least two of which must ordinarily reside in Australia;
- (d) have at least one company secretary and at least one secretary must ordinarily reside in Australia;
- (e)
- (f) comply with a higher standard of financial reporting requirements than those that apply to a proprietary company.

6.6 Financial Reporting Requirements

A financial report and a directors' report about the operations and activities of the company must be prepared for each financial year in accordance with the *Corporations Act* by all public companies and all large proprietary companies.

A small proprietary company only has to prepare a financial report and a directors' report if:

- (a) shareholders with at least 5% of the votes in that company direct the company to do so;
- (b) ASIC directs the company to do so; or
- (c) the company was controlled by a foreign company for all or part of the year and it is not consolidated for that period in financial statements for that year lodged with ASIC by either a registered foreign company, an Australian company, a registered managed investments scheme or disclosing entity.

6.7 Third party involvement in the Project

A company limited by shares model accommodates the introduction of third parties to the Project through ownership interests.

We understand that the majority of the funding will come from the Commonwealth and State Governments. However, once the infrastructure is constructed, irrigators and infrastructure investors may wish to take an ownership interest in the Project.

A company limited by shares model will accommodate the involvement of third parties in the Project at various stages. The different interests of the parties can be accommodated by the issue of different classes of shares with different voting and dividend rights attaching to the various classes of shares.

7. Review of Alternative Governance Models

Set out in the comparative table is a summary of an analysis of each of the three models.

CLAYTON UTZ

COMPARATIVE TABLE ALTERNATIVE GOVERNANCE MODELS

	Implementation	Accountability Framework	Taxation Issues	Other Legal Issues	Advantages of model	Disadvantages of model
Business unit of SDRC	A decision of Council to establish a business unit to be responsible for the Project.	High levels of public accountability and transparency.	No additional adverse taxation consequences as SDRC is a tax exempt State and Territory Body for tax law purposes.	<p>Council negotiate funding for Project from Federal and State Government.</p> <p>Council responsible for the Project as no other parties involved in the Project.</p> <p>Council may need to take out specific Project insurance to cover the Project.</p>	Complete control by Council.	<p>Exposes SDRC directly to all legal risks and liability.</p> <p>Model does not accommodate the introduction of third party equity and involvement in the Project through ownership interests (ie irrigators).</p> <p>Decrease in flexibility to address commercial issues due to prescriptive approval processes and decision making process within Council.</p>

CLAYTON UTZ

	Implementation	Accountability Framework	Taxation Issues	Other Legal Issues	Advantages of model	Disadvantages of model
Incorporation of a company under the Corporations Act	Decision by Council to establish a Corporations Act company limited by shares for the purpose of conducting a beneficial enterprise under Chapter 3 Part 2 of the Local Government Act 2008.	<p>Subject to less public sector accountability legislation compared to that imposed upon a business unit of SDRC however the company will be subject to other legislative regimes including the Corporations Act, Competition and Consumer Act, workplace health and safety legislation and environmental legislation.</p> <p>The company will be regulated by the Australian Securities and Investments Commission.</p> <p>Whilst SDRC is the majority shareholder, the Auditor-General must audit the company.</p>	<p>Not subject to Federal Income tax if wholly owned by SDRC as it will qualify as a State and Territory Body.</p> <p>The company could be subject to NTER if the company is listed in the NTER Manual. We assume that a company of this nature would be listed.</p>	<p>SDRC would need to appoint a board of directors to manage the company.</p> <p>The board of directors would be accountable for decisions of the company and owe a duty to prefer the interests of the company to any other interests.</p> <p>The company would need to receive the funding for the Project.</p> <p>The company would need to take out separate insurance for the Project or extend Council's existing insurance to cover the Project and its operations.</p> <p>Subject to the Competition and Consumer Act 2010.</p>	<p>Separation of liability from SDRC.</p> <p>Limitation of SDRC's liability to share capital contribution.</p> <p>Accommodates for the introduction of third parties to the Project through ownership interests (ie State Government or irrigators).</p> <p>Increased flexibility and commercial focus can be achieved.</p> <p>Enables appointment of individuals with commercial and industry experience to the Board.</p> <p>Provides a degree of separation from SDRC.</p> <p>Accommodates further structural reform in the future or even disposition of shares by way of sale.</p> <p>Company owns property in its own right.</p>	<p>Establishment costs for incorporation of company.</p> <p>Not subject to detailed public sector accountability regimes.</p> <p>SDRC is divorced from management of the company as the board of directors is responsible for the management of the company.</p> <p>Each director will be required to exercise their powers in the best interests of the company as a whole as opposed to the specific interests of SDRC.</p> <p>SDRC will still bear the political risk of failure.</p>

CLAYTON UTZ

	Implementation	Accountability Framework	Taxation Issues	Other Legal Issues	Advantages of model	Disadvantages of model
Unincorporated Joint Venture	<p>This governance model option could be used where SDRC wishes to share responsibility for the Project with another party such as the State Government. This governance model is however more commonly used where both parties will take their share of a product produced by the joint venture.</p> <p>This model would require a decision by Council to establish an unincorporated joint venture for the purpose of conducting a beneficial enterprise under Chapter 3 Part 2 of the Local Government Act 2008.</p> <p>To comply with s40 of the Local Government Act 2008, SDRC would need to limit SDRC's liability to a specified amount to be committed by SDRC.</p>	As no separate legal entity is created, the operation of the Project and SDRC's involvement will be subject to the normal public sector accountability legislation that applies to SDRC.	Each party remains an independent party for tax purposes.	<p>Purely contractual arrangement.</p> <p>No separate entity is established.</p> <p>Appropriate Insurance would need to be taken out to cover the Project and potential Project liabilities.</p>	<p>Quicker to implement as no company would need to be incorporated under the Corporations Act.</p> <p>Flexibility with respect to management of the joint venture with the appointment of a management committee.</p>	<p>No separation from SDRC as joint venture is not a separate legal entity.</p> <p>Joint venture agreement required to be negotiated with participants.</p> <p>Parties owe each other fiduciary obligations.</p> <p>Joint venture is not able to own property. Joint venture agreement commonly stipulates assets used by joint venture owned to parties in defined, undivided shares.</p> <p>Each joint venture party can be sued in its own name and has joint and several liability for the debts of the joint venture. SDRC will need to rely on contractual provisions in the joint venture agreement limiting SDRC's liability to a specified amount in order to comply with s40 of the Local Government Act 2008.</p>

8. Assessment Criteria for Governance Models

Set out in the table below are certain assessment criteria against which Council may assess different governance models. We have, against these criteria, analysed the three models described above in this paper.

EXAMPLE OF ASSESSMENT CRITERIA ALTERNATIVE GOVERNANCE MODELS

	Governance, Risk and Accountability Framework	Accessibility to Finance	Participation by external parties	Exit Strategy	Taxation
Business unit of SDRC	High levels of public accountability and transparency. Expose SDRC directly to all legal risks and liability.	No opportunity for equity funding. Debt funding or grants for the project are likely to be limited to being obtained from Commonwealth or State Governments, without specific approval.	Model does not accommodate the introduction of third party equity and involvement in the project through ownership interests (ie irrigators).	Council would need to sell assets individually or roll assets into a vehicle if Council wished to sell its interest in the Project.	No additional adverse taxation consequences as SDRC is a tax exempt State and Territory Body for tax law purposes.
Incorporation of a company under the Corporations Act	Subject to less public sector accountability legislation compared to that imposed upon a business unit of SDRC however the company will be subject to other legislative regimes including the Corporations Act and Competition and Consumer Act. SDRC liability will be limited to the amount unpaid on shares held in the company.	Accommodates both debt and equity finance.	Model accommodates the introduction of third party equity and involvement in the Project through ownership interests (ie irrigators). Different classes of shares in the company may be issued to irrigators/funders.	Accommodates for the exit by Council by way of sale of shares in the company at a future point in time.	Not subject to Federal income tax if wholly owned by SDRC as it will qualify as a State and Territory Body. The company could be subject to NTER if the company is listed in the NTER Manual. We assume that a company of this nature would be listed.

CLAYTON UTZ

	Governance, Risk and Accountability Framework	Accessibility to Finance	Participation by external parties	Exit Strategy	Taxation
Unincorporated Joint Venture	<p>As no separate legal entity is created, the operation of the Project and SDRC involvement will be subject to the normal public sector accountability legislation that applies to SDRC.</p> <p>Each joint venture party can be sued in its own name and has joint and several liability for the debts of the joint venture.</p> <p>SDRC will need to rely on contractual provisions in the joint venture agreement limiting SDRC's liability to a specified amount in order to comply with s40 of the Local Government Act 2009.</p>	<p>Accommodates debt and equity finance. However, given that no separate entity is established it may be difficult to coordinate equity finance. It may also be difficult to obtain grant funding, particularly if a condition on the grant funding is that it be provided to a Corporations Act company (as some Commonwealth funding is conditioned).</p>	<p>Accommodates SDRC undertaking the venture with a third party.</p>	<p>Purely contractual arrangement. Council could negotiate an exit with the other joint venture party assuming all obligations under the joint venture.</p>	<p>Each party remains an independent party for tax purposes.</p> <p>Joint venture agreement required to be negotiated with participants.</p> <p>Parties owe each other fiduciary obligations.</p>

9. Examples of Governance Models used in similar schemes

Recent examples of the establishment by the State, or by the State and Local Governments of corporate entities for project specific purposes include:

Incorporation of a Company under the Corporations Act

- *Queensland Water Infrastructure Pty Ltd* ACN 119 634 427 was the entity that was responsible for the design, construction and commissioning of the Wyaralong Dam. Queensland Water Infrastructure Pty Ltd has now been deregistered. Seqwater now manages and operates Wyaralong Dam. Seqwater is a statutory authority (the Queensland Bulk Water Authority) established under the *South East Queensland Water (Restructuring) Act 2007*;
- *Burnett Water Pty Ltd* was the entity that was the project proponent for the Burnett River Dam. It is now a wholly owned subsidiary of SunWater ;
- *Southern Regional Water Pipeline Company Pty Ltd* ACN 117 888 174 was the entity that was established to build and operate a number of pipelines to enable the distribution of water from a number of bulk water sources to the Council shareholders. It was owned by several local governments and SEQWater Corporation Limited;
- *South East Queensland Water Corporation Limited* ACN 088 729 768 was the entity engaged in the business of the conservation, storage, distribution, treatment and supply of water in the SEQ region. It was owned by the State and several local governments but now operates as a statutory authority (the Queensland Bulk Water Authority) established under the *South East Queensland Water (Restructuring) Act 2007*;
- *Local Government Infrastructure Services Pty Ltd* ACN 115 959 021 was established to address a need within local government for assistance in evaluating and delivering infrastructure in a cost effective and efficient manner.
- *Queensland Motorways Limited* ACN 067 242 513 is the operator of specific toll road infrastructure.
- *Aviation Australia Pty Ltd* ACN 088 207 651 is an entity that provides training and support for aviation and aerospace companies covering international, domestic and regional airlines; Defence contractors; general aviation; aircraft manufacturers and maintenance, repair and overhaul organisations. It is totally owned by the State;
- *City North Infrastructure Pty Ltd* ACN 123 249 874 was the entity that was established by the State as a wholly owned subsidiary special purpose vehicle to commission and manage the delivery of the Airport Link and Inner Northern Busway projects.
- *Ipswich City Properties Pty Ltd* ACN 135 780 837 - is an entity established by Ipswich City Council for the purposes of undertaking the Ipswich City Heart redevelopment project.

Unincorporated Joint Venture or Partnership

- *Shared Services Partnership* - was an unincorporated partnership arrangement put in place between Ipswich City Council and Propel to facilitate the delivery of Council services.
- *Hervey Bay Airport Industrial Park Joint Venture* - was an unincorporated joint venture between Council and a local developer to develop an industrial park near Hervey Bay airport.

- *Namoi Cotton Alliance Joint Venture* - was a joint venture between the Namoi cotton cooperative and Louis Dreyfus Commodities Group for cotton marketing and commodities packing.

Business Unit of Council

- *Gold Coast Water, Logan Water and Redland Water* currently own and operate their respective Councils' water businesses. Each of these business units was re-corporatised by legislation following the de-amalgamation of Allconnex Water (the Southern SEQ Distributor-Retailer Authority).
- *Wide Bay Water* was the local government business unit within the Fraser Coast Regional Council (formerly Hervey Bay City Council) which owned and operated the Lenthall Dam.
- *Wide Bay Water Corporation* was corporatized by the Fraser Coast Regional Council (formerly Hervey Bay City Council) under the former local government owned corporation provisions of the Local Government Act to operate and manage the water infrastructure servicing the Fraser Coast region.

10. Conclusion


There are a number of commercial structures that can be considered to facilitate construction and operation of Emu Swamp Dam and its associated pipeline infrastructure. Each of these structures can be legally implemented within the legislative framework in which Southern Downs Regional Council operates.

Each of the relevant options has their own set of advantages and disadvantages.

We recommend further investigation of the adoption a proprietary company established under the Corporations Act to construct and operate the Dam and associated pipeline infrastructure. We believe adoption of a proprietary company established under the Corporations Act is the most suitable model given that in the initial phases there will be only one or a relatively small groups of shareholders with no intention to invite the public to subscribe for its share capital or to lend it money.

9.2 Public Consultation on the Public's View on Fluoridation

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Director Engineering Services	File Ref: 32.99

Recommendation

THAT:-

1. Council send a survey to every water connection ratepayer.
2. The ratepayer be asked to respond to whether:
 - a. They wish fluoridation to continue.
 - b. They wish fluoridation to be removed from the water supply other than naturally occurring fluoride.
3. Council consider that a return of more than 50% is required to be a valid survey.
4. Council discontinue fluoridation if more than 50% of returns wish for fluoridation to be removed.

Report

Council received a petition from the Save Our Shires Group to remove fluoride from Stanthorpe's water supply at the General Meeting of Council held on 26 March 2014.

At the General Meeting of Council held on 29 April 2014, Council resolved that a report be prepared for Council's consideration on options for a public consultation process to review fluoridation of the Southern Downs Region's water supplies.

Council adds fluoride to reticulated water supplies in Stanthorpe, Warwick and Yangan as well as to bulk water supplied via standpipes in Stanthorpe and Warwick. Once Allora is connected to Warwick's Treatment Plant, Allora will also receive Fluoridated water.

No other water supplies are fluoridated.

Through discussion in Council and with Councillors it is proposed to survey all water connection ratepayers in Stanthorpe, Warwick, Yangan and Allora as only these properties consume fluoridated water on a regular basis. As stated in Council and in previous reports, the decision to fluoridate or not is a political decision for the Council to make.

It is proposed to send a survey to all water connection ratepayers asking them to indicate if they wish fluoridation to remain. It is further proposed that for the survey to be valid a return of 50% or better is required. It is also proposed that a return of more than 50% will be required to indicate majority support for or against fluoride.

Budget Implications

There will be an additional cost for printing of survey sheets, and return postage as well as staff costs to compile the results. It is estimated this will cost \$8,000.

Policy Consideration

Nil

Community Engagement

The method suggested will enable all of Council's water customers on the reticulated systems which have fluoride to be able to have their say.

Legislation/Local Law

Nil

Options

Options for Council are


1. To adopt the proposed method of survey;
2. Use some other method of consultation;
3. Decide on the use or otherwise of fluoride as representatives of the community.

Attachments

Nil

9.3 Asset Management Plan - Water Supply

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Water & Waste Water Manager Infrastructure Services	File Ref: 32.10

Recommendation

THAT Council adopt the Asset Management Plan for Water Supply.

Report

Summary/Purpose

The purpose of this report is for Council to adopt the Asset Management Plan for Water Supply.

Report

What is Asset Management?

Asset management is the combination of financial, economic and engineering management applied to physical assets such as roads, drainage, bridges, footpaths, parks, buildings and water and wastewater infrastructure. The ultimate aim of asset management is to provide the defined (or required) level of service in the most cost effective and efficient way.

Asset management encompasses the entire lifecycle of an asset through the creation, acquisition, operation and maintenance, renewal and disposal of assets in order to cater for the needs of present and future customers/communities. The practice of asset management has significant implications for Council's long-term financial forecast, annual budget, staffing requirements and levels of community satisfaction.

The key elements of asset management are:

- Taking a life cycle approach;
- Developing cost-effective management strategies for the long term;
- Providing a defined level of service and monitoring performance;
- Understanding and meeting the demands of growth through demand management and infrastructure investment;
- Managing risks associated with asset failures;
- Sustainable use of physical resources; and
- Continuous improvement in asset management practices.

What is the driver for Asset Management?

Asset Management requirements for local governments throughout Australia are being steered by the National Asset Management Framework (NAMF). The NAMF sets out a common approach and common assessment tool to assist local government to identify where it can target action to achieve improved asset management and financial planning.

At a State level, legislative reform has resulted in a new Local Government Act 2009 which has a clear and mandated focus on financial management, planning and accountability. By law, local governments in Queensland are required to:

- have a long term asset management plan (LGA 104) (5) (a) (ii)
- have an asset register (LGA 104) (5) (b) (ii)
- link asset management plans to long term financial forecast (LGA 168) (c)

What is Southern Downs Regional Council's response to Asset Management?

In 2012, an Asset Management Plan (AMP) was adopted for Parks. Since this time, Council has been progressively collecting asset data and undertaking condition assessments to assist with the development of best practice Asset Management Plans for the following asset classes:

- Roads;
- Footpaths and Cyclepaths;
- Drainage;
- Bridges;
- Buildings;
- Parks;
- Water;
- Wastewater; and
- Waste.

Asset Management Plan - Water Supply

This AMP for Water Supply has been prepared as a 'core' AMP in accordance with the International Infrastructure Management Manual. It has been prepared to meet the minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. In essence, core asset management is a 'top down' approach where analysis is applied at the 'system' or 'network' level.

Future revisions of the AMP will move towards '*advanced*' asset management using a 'bottom up' approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels. This AMP has been prepared to demonstrate the responsible and sustainable management of assets (and services provided from assets), compliance with regulatory requirements, and communicate the funding required to support the required levels of service on a long-term basis.

The Southern Downs Region covers an area of approximately 7,119.9km² and supplies water through ten (10) water supply schemes, to a population of approximately 20,446 people. Council provides a water supply network to enable the provision of drinking water, in accordance with the Public Health Regulation 2005 standards, to the towns of Allora, Dalveen, Killarney, Leyburn, Pratten, Stanthorpe, Wallangarra, Warwick and Yangan. Council also provides a non-drinking water supply to the village of Karara.

Council's Water Supply network has a written down value of \$113 million with a replacement cost of \$170 million. Generally, the Water Supply network comprises the assets and values noted in **Table A** below:

Table A: Southern Downs Water Supply Network

Asset Type	Asset Quantity	Replacement Cost (\$M)	Written Down Value (\$M)	Annual Depreciation (\$M)	Average Useful Life (Years)
Water Sources	3 Dams*	30	29	0.54	56
Treatment Works	4	12	10	0.40	33
Water mains	464 km	89	44	1.20	74
Water Pump stations	23	4	3	0.14	29
Storages / Reservoirs	29	16	15	0.33	48
Water Meters	11,629	3	2	0.15	20
Water Service	11,629	10	5	0.18	55
Valves/Fittings	4,169	6	5	0.12	50
Total		170	113	3.07	56

* Plus bores and creek supplies

The AMP uses a simplified condition rating scale ranging from 1 (being new) to 5 (being very poor) and applies the following strategies for assets at different condition levels:

- Condition 1&2 – Minimum concern and longer frequency monitoring of the assets;
- Condition 3 – Monitor performance and start condition assessments of high risk assets;
- Condition 4 – Candidates for medium term (e.g. 4-8 years) capital replacement;
- Condition 5 – Candidates for short term (e.g. 1-3 year) capital replacement.

Undertaking a condition assessment of below ground assets (i.e. water mains and services) is difficult given it requires a physical inspection to be performed. For this AMP, Council Officers conducted a condition assessment of the belowground water supply assets using a combination of approaches, including but not limited to:

- A desktop assessment using subject matter experts and asset attributes (pipe material, age, etc)
- Opportunistic windows such as watermain failures which provide opportunity for Officers to assess the type of failure and condition of the asset. The assessment is then able to be applied to pipes of similar ages and types;
- Proactive and targeted sampling of watermain and services.

The general condition of Council's water supply network is as shown at **Table 2**.

Table 2 – Condition of the SDRC Water Supply Network

Asset Type	Replacement Cost (\$m)	Asset Condition Rating				
		As New	Good	Fair	Poor	Very Poor
		1	2	3	4	5
Water Sources	30	3%	35%	61%	0%	1%
Treatment Works	12	16%	73%	10%	0%	1%
Water Mains	89	0%	30%	23%	43%	4%
Water Pump Stations	4	2%	69%	20%	0%	9%
Storages / Reservoirs	16	3%	64%	27%	2%	4%
Water Meters	3	16%	32%	25%	28%	0%
Water Service	10	5%	32%	30%	33%	0%
Valves/Fittings	6	10%	43%	25%	12%	10%
Total	170	3%	39%	30%	25%	3%

Some of the key issues arising out of the AMP are:

- (1) The water supply network has a written down value of \$113 million with a replacement cost of \$170 million;
- (2) There is reasonable security of water supply for the majority of towns, except for Stanthorpe;
- (3) Over 85% of water supply assets (by value) are buried underground. Condition assessments of such assets is carried out through representative sampling at every opportunity e.g. pipe bursts and repairs, however more 'proactive' work needs to be undertaken to get a better handle on the condition of the buried assets;
- (4) Based on the desktop analysis and field investigations:
 - 3% (or \$5.13m) of the entire water asset base are in very poor condition; and
 - 47% (or \$41.83m) of water mains are within the range of poor to very poor.
- (5) \$3.8m worth of watermain replacements are categorised at extreme risk and could be at risk of imminent failure;
- (6) \$14.2m worth of watermain replacements are categorised at high risk and could be at risk of failure in the medium term;
- (7) There are a number of critical assets deemed to be in poor condition, these being:
 - Storm King Dam raw water supply pipeline to Stanthorpe;
 - Clarifier at Warwick Water Treatment Plant;
 - Clarifier and filter system at Wallangarra Water Treatment Plant;
 - Tuberculation within unlined Ductile Iron and Cast Iron valves, fittings, and hydrants; and
 - Valves and fittings at Connolly Dam.
- (8) In recent times, formal field condition assessments have not been carried out for assets such as Dams, Treatment Works and Pump Stations. However, these assessments will be undertaken for future iterations of the AMP;
- (9) There is missing data in regards to the date and type of asset installation;
- (10) The financial asset sustainability ratio is 29% compared to a desired target of >90%;
- (11) There is a lack of redundancy at Water Treatment Plants (during times of maintenance) and a high risk of asset failures for raw water and trunk mains (i.e. water supply pipeline from Storm King Dam to Stanthorpe);
- (12) Water customer service standards need to be reviewed and updated.

Budget Implications

The AMP for Water Supply was developed in-house by Council staff. The estimated cost of producing the AMP is \$

The AMP will impact upon the future maintenance, renewal and improvement of Council's water supply network. In particular, the annual budget and long-term financial plan will need to provide sufficient funding balanced with risk to support the water supply network in order to meet the current and future needs of the Southern Downs community.

Policy Consideration

The Southern Downs 2030 Community Plan identifies the following:

- Vision 1 - The Southern Downs Sense of Community
1.1 Review levels of service delivery to our region

1.2 Continually monitor and evaluate all Council operations and commission independent surveys of client/customer satisfaction levels

1.12 Establish community service obligations in relation to water, sewerage, roads etc. to precede the levels of service to clarify expectations.

- Vision 2 - The Healthy and Active Southern Downs
2.4 Implement the Morgan Park Master plan including: a) Recycled water, b) 1/4 mile drag way racing strip, c) Infrastructure development of water and sewerage through increased demand, d) Expansion through the acquisition of adjoining State land.
- Vision 4 – The Economically Strong, Sustainable and Diverse Southern Downs
4.1 Identify new external revenue sources to fund regional infrastructure and services
4.9 Review and expand the amount of serviced land available for Industrial growth and development, including land for special industry and develop strategies for the expansion of key Council infrastructure to allow for this growth including opportunities for Council funding of this infrastructure.
- Vision 6 - The Environmentally Sustainable Southern Downs
6.1 Promote education and environmental awareness programs in relation to water conservation and wastewater recycling for both industry and residents.
6.4 Implement innovative measures to reduce Council's energy use and carbon emissions
6.7 Provide and maintain a reliable, secure and high quality long term water supply for existing urban communities.
6.8 Develop and review current plans for Emu Swamp Dam including the associated risk management strategies.
6.9 Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies
- Vision 8 - The Well Governed Southern Downs
8.8 Use info management, communication and technology to provide and support modern delivery of services to Council and the region
8.16 Update existing Asset Management Plans and develop meaningful new asset management plans for the remaining major assets.
8.19 Continue to promote and encourage a proactive approach to risk management, including business continuity

Community Engagement

The community has not been consulted about this Plan.

The chair of the Asset Management Portfolio, Cr Jo McNally, has been briefed on the AMP, with comments incorporated into the Plan considered by Council at the June 2014 meeting.

Legislation/Local Law

At a State level, legislative reform has resulted in a new Local Government Act 2009 which has a clear and mandated focus on financial management, planning and accountability. By law, Local governments in Queensland are required to:

- have a long term asset management plan (LGA 104) (5) (a) (ii)
- have an asset register (LGA 104) (5) (b) (ii)
- link asset management plans to long term financial forecast (LGA 168) (c)

Various legislation exists which governs the provision of water services including:

- Local Government Act
- Water Supply Act (2008)
- Environmental Protection Act

Options

Asset management encompasses the entire lifecycle of an asset through the creation, acquisition, operation and maintenance, renewal and disposal of assets in order to cater for the needs of present and future customers/communities. The practice of asset management has significant implications for Council's long-term financial forecast, annual budget, staffing requirements and levels of community satisfaction.

This AMP for Water Supply has been prepared as a '*core*' AMP but will move towards '*advanced*' as further investigations and refinements of the plan occur. Notwithstanding, the initial AMP has been prepared to provide critical information to Council about the:


- overall condition of the water supply network;
- water supply assets determined to be high or an extreme risk;
- funding required to support the ongoing maintenance, renewal, and improvement of the water supply network; and
- future actions to be taken in order to move towards an advanced AMP.

Attachments

1. Asset Management - Water Supply (Excluded from agenda - Provided under separate cover) [View](#)

9.4 Engineering Department Monthly Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Director Engineering Services	File Ref: 04.15.01

Recommendation

THAT Council receive the Engineering Department Monthly Report.

Report

Summary/Purpose

The following is provided for the information of Councillors.

WORKS

Capital Works Undertaken During May 2014

Project:	RTR Teale Road
Budget:	\$320,000
Description:	Teale Road (widen and rehabilitate approx 1.1-2.1km)
Start Date:	19-May-14
Est End Date:	27-Jun-14
% Complete:	10%
Expenditure to date:	\$31,340
Estimated Final Expend:	\$320,000
Project Officer:	Nathan Kamalan
Comments:	Work commenced on 19/05/14 and sub base of first 200m completed

Project:	Locke St - Hospital Car Park
Budget:	\$300,000
Description:	Eathworks ,drainage, pavement,barrier kerb, asphalt
Start Date:	5-May-14
Est End Date:	11-Jul-14
% Complete:	90%
Expenditure to date:	120000
Estimated Final Expend:	\$155,000
Project Officer:	Pat Lyons
Comments:	Footpath & asphalt works will be carried out in early july due to availability of resources however all materials will be ordered before June 30

INFRASTRUCTURE SERVICES

Design

Warwick Hospital Carpark Extension

Construction plans are finalised and the control line set out. Consultants have provided final plan for street lighting improvements to meet the current lighting standard for the car parks. Application process to install streetlights has commenced with Ergon.

Anemone Street Stage 2

On site meetings have been held with residents affected by land acquisitions. Valuations of the proposed areas have been submitted by the appointed valuer.

Asset Management/Geographical Information System

Road Condition Survey - Contract 14/39

- The successful contractor, Radar Portal Systems, commenced work on the 19th May. The survey is expected to be completed by July/August.

Stormwater Data Collection and Condition Assessment

- The Asset Team has been working on Rural Culvert Data Collection for some time. At the current rate of collection, crews are expected to achieve approximately 60% of the network by end of this financial year. Subject to further funding being allocated next financial year, the stormwater data collection project is anticipated to be completed by December 2014. When the asset data collection is finalized, this will enable the Asset Management Plan for drainage to commence.

GIS

- An upgrade to council's internal corporate GIS (IntraMaps) is nearing completion. The upgraded version will run side-by-side with the existing system for a period to ensure it is able to meet the needs of all users as there are some significant changes/improvements. Upon successful implementation, the public system will be upgraded. One of the new features of the system is very fast streaming of imagery data directly into the user's web browser. There are some technical and IT related challenges with enabling this feature but it has been deemed significant enough to delay the rollout of the new system; particularly as the existing system is functioning satisfactorily.

Flood Warning Systems

Flood Warning Alert System - Killarney and Leyburn

The Tender was considered by Council at its December meeting, with a decision to award the Contract to BMT WBM. Work on the project is progressing, however the flood warning (alert) system is not likely to be fully operational until August 2014 due to the need for the Bureau of Meteorology to undertake inspection and testing of the alert system.

Rain/River Alert Stations - Emuvale, Maryvale and Harrison Road, Warwick

Quotations were sought from suitably skilled and experienced Contractors to supply and install river/rain alert stations at Emuvale, Maryvale and Harrison Road, Warwick. The river/rain alert stations have been installed however they are not as yet operational as the Bureau of Meteorology have not as yet undertaken the necessary inspection and testing of the alert network. It is hoped that the system will be operational by August 2014.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

Nil


Attachments

Nil

10. PLANNING & ENVIRONMENT DEPARTMENT REPORTS

10.1 Tourism Transition Group replacement nomination

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Economic Development Officer	File Ref: 08.63.01

Recommendation

THAT Council endorse the nomination of Mr Tony Hassall as one of the Granite Belt Wine Tourism (GBWT) representatives to the Southern Downs Tourism Transition Reference Group.

Report

At the most recent meeting of the Southern Downs Tourism Transition Reference Group on 30th May 2014, Mr Tony Hassall was nominated in place of Mr Bill James as one of the GBWT representatives. This nomination was unanimously supported by the Transition Group.

Mr James is unable to continue in this role due to other commitments.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

That Council either:


1. Endorse the nomination of Mr Tony Hassall; or
2. Not endorse the nomination of Mr Tony Hassall.

Attachments

Nil

10.2 Minutes of Council's Pest Management Working Group meeting held 13 May 2014

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Environmental Services	File Ref: 11.12.08

Recommendation

THAT Council receive the Pest Management Working Group minutes of the meeting held on 13 May 2014 and adopt the following recommendations from the Group:

- Adopt the attached Pest Management Annual Action Plan for the three years commencing January 2015
- That the budget amount for Bounties for wild dogs for the coming financial year remains at the same level as this year, which is \$40,000.

Report

The last meeting of Councils PMWG minutes from 13 May 2014 are presented for Council's endorsement and action.

The items of note from the minutes are the recommendations to:

1. Recommendation

That Council adopt the Draft Pest Management Annual Action Plan for the three years commencing January 2015.

Moved: Ms Renee Mackenzie Seconded: Cr Ross Bartley CARRIED

A new Pest Management Annual Action Plan 2015-2018 was prepared by staff and presented to the Working Group for endorsement. The plan sets out the areas that will be inspected and treated for declared pests over three month blocks for the coming three years. The Working Group has endorsed the Draft Plan and it is recommended Council adopt the Plan.

2. Recommendation

That the budget amount for Bounties for wild dogs for the coming financial year remains at the same level as this year, which is a total of \$40,000.

Moved: John Agnew Seconded: Renee Mackenzie CARRIED

The PMWG requested that Council maintain the level of bounty reimbursement at the same level of \$40,000 in the 2014/15 budget.

Budget Implications

Nil

Policy Consideration

Corporate Plan – Foundation Two – 2.3.5 Develop the following long term plans – Pest Management Plan.

Operational Plan– Foundation Two – Task 20 – Adopt a Southern Downs Region Pest Management Plan.

Community Plan - The Community Plan identifies protection of the environment as a future challenge for the region

Community Engagement

The PMWG Committee is a community engagement tool.

Legislation/Local Law

Land Protection (Pest and Stock Route Management) Act 2002

Options

Nil

Attachments

1. Pest Management Working Group minutes from meeting held 13 May 2014 [View](#)
2. Pest Management Annual Action Plan 2015-2017 [View](#)



**Minutes of Meeting held at 61 Marsh Street Stanthorpe
Tuesday, 13 May 2014 at 10.00am**

PRESENT: Mr James Eastwell, Mr Craig Magnussen, Cr Vic Penniel, Mr Tim O'Brien, Mr Ross McCorquodale, Mr Pedro Hodgson, Mr John Agnew, Ms Renee Mackenzie, Cr Cameron Gow, Cr Ross Bartley, Mr Chynton Spencer, Mr Peter Rouen, Mr Brett Roberts, Elspeth Cooper, and Mrs Michelle Anderson (Minute Secretary).

APOLOGIES: Mr Greg Mislud, Mr Damien Ferguson, Cr Glyn Rees, Mr Harley West, Mr John Conroy, Mr Ray Lambert, Mr Ken McCray and Ms Kym Campbell.

3.0 Business Arising From Previous Minutes

Recommendation:

That the minutes from the meeting of the Pest Management Working Group held on 11 February 2014 as circulated are true and correct.

Brett Roberts requested an amendment to the Minutes to include him in the list of attendees as he was at the meeting. Noted.

Moved: Mr John Agnew Seconded: Cr Ross Bartley CARRIED

- a) Rabbit RDH Boost Trails (Item 4 from previous minutes) – Tim reported that Council is satisfied with the Queensland Murray Darling Committee's rabbit detection and eradication program and endorse the continuation and support of this program for the continued success of rabbit eradication.
- b) Rabbit Control on Unformed Roads and Road Reserve (Item 12 from previous minutes) – Tim advised that as the CEO of the Darling Downs Moreton Rabbit Board has been unavailable due to leave, the meeting hasn't yet been held to discuss this issue. The meeting will, however, be scheduled to occur within the next couple of weeks to discuss issues and draw up a working agreement between both Groups. Renee advised that they were hopeful that a further 7 other local authorities would get involved as they are also experiencing the same issues.
- c) Lippia Being a Declared Pest (Item 13 from previous minutes) – James advised that he has responded to the letter about Lippia being a declared pest.

- d) **Little Red Flying Foxes** – Tim reported that the Little Red Flying Foxes have now moved on from their roost at the Grafton Street end of the Condamine River now that the cooler weather is here. He has also conveyed the involvement of the Condamine River Trust in trying to control the flying foxes. Tim suggested that further discussions with them might be beneficial and particularly look at the types of trees along the river that attract the flying foxes and the possible removal of these trees. Cr Gow and Cr Bartley, who are on the Condamine River Trust Committee will take this recommendation to the next meeting of the Trust.
- e) **Electric Fence** - On the whole this project has been very successful, however, there is one land owner who has expressed his displeasure about the siting of the Energiser even with it not being on his land.

4.0 Annual Action Plans and Extension Activities - Craig Magnusson

Craig advised that the new Action Plan will now be a 3 year plan because:

- a) This will allow SDRC to send out letters well in advance which will allow landholders to be informed of the relevant weed pest on their property and advise specific treatment for that pest
- b) It will also allow the Landholder more time to comply with the pest notice and if there are any issues with complying with the notice
- c) It will also allow a greater time for follow up with Landholders and in effect be a more thorough way of dealing with the weed pests in our Region.
- d) It will also allow time to deal with customer complaints and to provide information/ field days.

Craig advised that it takes approximately 3 years to completely cover all areas within our Region in respect to pest management/treatment. So to have the new Action plan aligned to this time frame is a proactive approach to the pest management program in our Region. The current plan expires at the end of August and the new plan will be effective from January 2015. The period between August and January will be taken up following up on outstanding Notices.

Craig reported that he is planning to work in the Pikedale / Goldfields area this winter, as there is a section here where the Blackberry vines are advancing and if treated early should result in stopping the spread of the blackberries.

Tim O'Brien also advised that Ken McCray of Main Roads Department asked to pass on his congratulations to Southern Downs Regional Council for their roadside weed control program and a special mention to Geoff Pittstock who led this program.

There is to be an Element 5 Funding Meeting in Toowoomba in the next couple of weeks with invitations being sent to a number of Local Government Authorities to attend. At present Southern Downs Region is being 'held up' as an example of how things work well when we have good ideas, a co-operative team and a well thought out plan.

Tim noted that there should be one change to the new Action Plan on page 12 – change the word Dingo to Wild Dog.

Recommendation

That Council adopt the Draft Pest Management Annual Action Plan for the three years commencing January 2015.

Moved: Ms Renee Mackenzie Seconded: Cr Ross Bartley CARRIED

5.0 Update on African Boxthorn Program - James Eastwell

James advised that he is aware of 15 people who are looking for funding from Condamine Alliance to assist with the control of African Boxthorn. Condamine Alliance had set a target for 9 people to be involved with this program. So the results have been above expectation.

James reported that there had been two workshops and one field day held since our last meeting with all being very successful. 28 private landholders were in attendance and the events were supported by other groups including the Daring Downs - Moreton Rabbit Board and Landcare groups. James is hoping that they will hold 4 of these types of event per year. He is also meeting with Kym Campbell of Condamine Alliance next week to make further arrangements for future events.

6.0 Update on Wild Dog Funding Initiatives - Craig Magnusson

Craig provided the Committee with an update on the funding that we have received to assist with the Wild Dog Program:

1. Queensland Government - \$47,740.00 has been received and the following has been completed:
 - a) 10 Km of Electric fence on the Stanthorpe Wild Dog Control Spur Fence installed including SMS warning if fence becomes damaged
 - b) Storage Facility constructed for storage of baits and equipment
 - c) Purchase of baits completed.
2. AWI - \$20,000 has been received and disbursed as follows:
 - a) Two Cold Rooms which are both installed and operational.
 - b) Items for storage of meat.

Both amounts of funding have been fully expended. It is noted that the cold rooms are only running when required for baiting days.

Craig reported that the repairs on the Wild Dog fence at Killamey are all but completed. Craig also suggested that if we were to obtain more funding that we consider using it to electrify a further 10 km stretch of the Wild Dog fence.

7.0 Community Wild Dog Management Advisory Committee - Ross McConquodale

Last Committee meeting was held 2 months ago and the next meeting of the Community Wild Dog Management Advisory Committee will be held on 13 June 2014. Ross reported that they have held 2 wild dog baiting programs since our last meeting and there is still lots of Wild Dog activity around.

Two baiting days held produced the following results:

Program 1 - 67 attendees which was down by around a third of normal attendance

Program 2 – approximate attendance of 100 people with a number being first time participants

- approximately 1 ton of dog meat handed out

8.0 Update by Member Groups

Renee Mackenzie - DDMRB - Renee presented Will Dobble's report as follows:

- 79 Properties visited since the last meeting
- 21 Rabbits culled
- 158 warrens fumigated and 1 pet rabbit in our area
- Deuchar is an area of concern with 105 active burrows found in this area. The Dept of Environment has agreed to provide the DDMRB with a list of landholders in this area so that a personal approach can be made to assist with eradication.

Renee also reported that when the need arose to build a new rabbit fence, it will be built to dog height and with contracts to build, it should be able to be constructed for around the same cost as present fencing. Hopefully this could alleviate cost to Council by avoiding having to replace the current netting at the top of the fence.

Craig Magnussen SDRC - Biosecurity will be using Wallangarra as a trial area for RHD Boost Program for 2015/2016.

Cr Ross Bartley SDRC - \$31,500 has already been expended in relation to Wild Dog Bounties. There is 8 weeks left in this finance year and \$8,500 left to cover this period, so we seem to be on budget for Bounty payments.

Recommendation

That the budget amount for Bounties for wild dogs for the coming financial year remain at the same level as this year, that is a total of \$40,000.

Moved: John Agnew

Seconded: Renee

CARRIED

Pedro Hodgson Biosecurity - Pedro advised that an exotic turtle called a Chinese striped neck turtle has been found in the water habitat in Toowoomba. He suggested that this is a wake-up call to us all to be vigilant when dealing with pests in our Region.

Pedro gave us an update of the new Biosecurity Regulations. At present, a new statement is being drafted for the new regulations and will be released after the beginning of the Financial year for interested parties for comments to be submitted.

23 Candidates have been successful in applying to obtain their qualification for Associate Diploma in Pest Management. The program acknowledges prior learning which will assist the applicants to gain their Diploma without having to complete a number of years of study. Two candidates from Southern Downs Regional Council have been selected for this program and they are Craig Magnussen & Lloyd Hilton. They will both be attending a 2 day course at Gatton which will assist them to obtain their Diplomas.

Brett Roberts National Parks - Currently preparing for the annual aerial cull in the Sundown National Park to be held after long weekend in June. Brett advised that they will be conducting ground control in the week prior to the aerial program and that patrols would also be conducted to see what pests are in the park at present.

Brett also advised that the blackberry program has been finished off in Girraween with good results. He also advised that the baiting station at Duriaki State Forest is still operational but with limited success.

Clynton Spencer DAFF -Clynton has been working with Granite Border Landcare with a 1080 aerial baiting campaign for Wild Dogs across the border of New South Wales & Queensland. They are looking to disperse 400kg of dog meat from 29 May 2014 in this Region. Jim Thompson has recently visited the Advisory Committee Chairs of various regions across the west of State.

Clynton advised that he is yet to hear about the Federal Drought Funding of \$10million. At this stage there is no information on how these funds will be dispersed.

Elsbeth Cooper Landcare - Elsbeth advised that there is a lot of Tree Pear in the area covered by Landcare and Elsbeth confirmed that they are keen to keep partnerships strong to achieve good outcomes with its control.

Ross McCorquodale President Wild Dog Committee - Ross highlighted the constant problem with two weed pest in our area being White Moth Vine & Pampas Grass which are both Environmental weeds but are not declared pests at this stage.

9.0 General Business

1. **Wild Dog Ears** - Collection of Wild Dog ears is a valuable tool for research about these pests, however, little is known of the correct procedure of collecting and storing them.

Action: Pedro Hodgson is to contact Ben Allen to obtain details about the collection and storage of ears and where we need to send them. Once this information is received it is to be shared with this Committee and with the Community Wild Dog Management Advisory Committee.

2. **Pest Management Plan** - The current plan expires at the end of June 2014 and the new Plan is to commence from January 2015.

Action: Copy of the new Pest Management Plan is to be circulated with the minutes of this meeting and will be ratified at the next meeting in 3 months.

Once this is completed a copy will be sent to the Queensland Government. With reference to the last couple of pages of the Plan, Tim reviewed the Membership of the Group to ensure its' accuracy.

The Committee consists of:

- 3 Councillors
- Manager of Environmental Services - SDRC
- SDRC Local Laws Officer - Stanthorpe
- SDRC Local Laws Officer - Warwick
- Condamine Alliance
- Stanthorpe Landcare Group
- Condamine Headwaters Landcare Group
- Biosecurity Queensland
- Main Road Department
- National Parks & Wildlife
- Agforce
- Darling Downs - Moreton Rabbit Board
- President of Community Wild Dog Committee.

The Community Wild Dog Committee reports to the Southern Downs Region Pest Management Working Group who in turn reports to the Southern Downs Regional Council. Council will respond in writing to any requests and the Pest Management Group needs to make all requests to Council in writing.

3. **Cross Border Campaign** - Clynton requested media coverage via Council regarding the Cross Border Pest Management campaign.

Action: Tim to provide Sonia Wood with information about the Campaign to prepare a Media Release after the event has been completed.

4. **Road Reserve, Leasehold Land & Unformed Roads** - Cr Ross Bartley shared with the Committee complaints that he had received from landholders in the Ballandean area, some of which were first time participants in the Pest Notice program.

They have challenged Council about areas that are under our control, eg. Road Reserve, Leased Land and Unformed roads. Ross also advised that there are issues around Landholders using leased land for grazing... Council will not control pests whilst landholders stock is in these areas.

Council to take it on operationally to add another clause on the pest notice to advise of the property owner's responsibility.

Next Meeting

The next meeting will be held at 10.00am on Tuesday 12 August 2014 at the Council Chambers, Warwick Administration Building, 64 Fitzroy Street Warwick.

Closure

There being no further business, the meeting closed at 11.15am.



Local Laws

(Pest Management)

Annual Action Plan 2015-2017

Contents

Survey & control schedule	3
Declared plant program	10
Main Roads funding	11
Pest animals program	12
Appendices	
Appendix 1 – Acronyms	13
Appendix 2 – Weed management calendar	14
Appendix 3 – Pest animal management calendar	15
Appendix 4 – Pest survey / Approved inspection program notices	16

Survey and Control Schedule 2015

Survey time frame	Survey & control areas	Target species	Officers
1 January – 31 March 2015	<u>Survey areas North</u> <ul style="list-style-type: none"> Swanfels 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Peri urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Swanfels 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> Eukey Mt Tully <u>Control areas</u> <ul style="list-style-type: none"> Eukey Mt Tully 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS WO3
1 April – 30 June 2015	<u>Survey areas North</u> <ul style="list-style-type: none"> Upper Freestone Mount Sturt 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Peri urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Upper Freestone Mount Sturt 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1, WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> Sugarloaf Storm King <u>Control areas</u> <ul style="list-style-type: none"> Sugarloaf Storm King 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS WO3

1 July – 30 September 2015	<u>Survey areas North</u> <ul style="list-style-type: none"> Maryvale 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Maryvale 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1 WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> Pikedale Nundubbenere 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Pikedale Nundubbenere 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3
1 October – 31 December 2015	<u>Survey areas North</u> <ul style="list-style-type: none"> Gladfield 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Gladfield 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> Dalcouth Kyoomba Diamondvale 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Dalcouth Kyoomba Diamondvale 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3

Survey and Control Schedule 2016

Survey time frame	Survey & control areas	Target species	Officers
1 January – 31 March 2016	<u>Survey areas North</u> <ul style="list-style-type: none"> • Tregony • North Branch 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> • Tregony • North Branch 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> • Passchendaele • Fleurbaix <u>Control areas</u> <ul style="list-style-type: none"> • Passchendaele • Fleurbaix 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS WO3
1 April – 30 June 2016	<u>Survey areas North</u> <ul style="list-style-type: none"> • Goomburra 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> • Goomburra 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1, WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> • Greenlands • Amiens <u>Control areas</u> <ul style="list-style-type: none"> • Greenlands • Amiens 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS WO3

1 July – 30 September 2016	<u>Survey areas North</u> <ul style="list-style-type: none"> Goomburra 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Goomburra 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1 WO2
1 October – 31 December 2016	<u>Survey areas South</u> <ul style="list-style-type: none"> Goldfields 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Goldfields 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3
1 October – 31 December 2016	<u>Survey areas North</u> <ul style="list-style-type: none"> Upper Pilton Spring Creek Forest Springs 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Upper Pilton Spring Creek Forest Springs 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
1 October – 31 December 2016	<u>Survey areas South</u> <ul style="list-style-type: none"> Cannon Creek Bapaume 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Cannon Creek Bapaume 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3

Survey and Control Schedule 2017

Survey time frame	Survey & control areas	Target species	Officers
1 January – 31 March 2017	<u>Survey areas North</u> <ul style="list-style-type: none"> • Berat 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> • Berat 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> • Glen Aplin • Fletcher <u>Control areas</u> <ul style="list-style-type: none"> • Glen Aplin • Fletcher 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St.John's wort, bridal creeper, green castrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St.John's wort, bridal creeper, green castrum, groundsel, rabbits	LLS WO3
1 April – 30 June 2017	<u>Survey areas North</u> <ul style="list-style-type: none"> • Allora 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> • Allora 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1, WO2
	<u>Survey areas South</u> <ul style="list-style-type: none"> • Somme • Ballandean <u>Control areas</u> <ul style="list-style-type: none"> • Somme • Ballandean 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St.John's wort, bridal creeper, green castrum, groundsel, rabbits Blackberry, annual ragweed, tree pear, fireweed, firethorn, St.John's wort, bridal creeper, green castrum, groundsel, rabbits	LLS WO3

1 July – 30 September 2017	<u>Survey areas North</u> <ul style="list-style-type: none"> Swan Creek 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Swan creek 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1 WO2
1 October – 31 December 2017	<u>Survey areas South</u> <ul style="list-style-type: none"> Ballandean Sundown 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Ballandean Sundown 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3
1 October – 31 December 2017	<u>Survey areas North</u> <ul style="list-style-type: none"> Freestone 	African Boxthorn, Honey Locust, Groundsel, Tree pear, Firethorn, Fireweed, Blackberry, Sporobolous grasses. Mapping rabbit harbour Education Perl urban Pest animals (Wild Dogs/foxes, rabbits, feral pigs etc)	LLW
	<u>Control areas</u> <ul style="list-style-type: none"> Freestone 	African Boxthorn, Honey locust, Blackberry, Weedy Sporobolous grasses, Groundsel, MOM, Tree pear, Fireweed,	WO1,WO2
1 October – 31 December 2017	<u>Survey areas South</u> <ul style="list-style-type: none"> Cottonvale Thullimbah 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	LLS
	<u>Control areas</u> <ul style="list-style-type: none"> Cottonvale Thullimbah 	Blackberry, annual ragweed, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits	WO3

Declared plant program

Strategic Action	By Whom	When (or completed by)	Success Indicator
Inspect/ control council lands, (roadways, reserves, waste facilities) for declared plants, localities prioritised according to priority species composition and inspection programs.	WC1 WC2 WC3	On-going	Action is completed within time and within allocated resources and if applicable, is maintained.
Conduct inspection/ compliance program, targeted towards prioritised declared weeds.	LLW LLS	Ongoing	
Conduct inspection/compliance program, under LP Act and Local government legislation	LLW LLS	On going	
Inspect program on council lands. Leased through council. (declared plant control, lease conditions)	LLW LLS	During Inspection/ control programs Renewal of lease	
Enforce pest management lease conditions	Council Risk/ Property coordinator	As required	
Conduct planning inspections as per weed conditions (Standard condition 3. Destruction of declared plants)	LLW LLS	As request by Planning Manager	
Conduct education/ public awareness activities	LLW LLS	Quarterly during inspection program. Weedbuster Week Community events	
Issue coordinated pest information (media, council, Landcare, newsletters) to coincide with pest management activities and as required to assist with promotion of pest management in general	LLW, LLS, MIES, MA	Survey notice quarterly Issue at least every quarter	
Develop factsheets for weeds declared under council's local law	LLW, LLS	As required	
Map pest data during property inspection Provide data to state and regional data storage on quarterly basis.	LLW, LLS	Collection ongoing Transfer data regularly	
Provide access for QuikSpray/ lopper control equipment for landholder hire, at nominal rates	Warwick – Depot supervisor Stanthorpe – Administration desk	All year round	
Inspect local nursery/ aquarium sales businesses, monitor for trade of declared plants	LW LS Biosecurity officer	Annually	
Implement policy for preventing the spread of declared weedy grasses Chilean Needle Grass/ Parramatta Grass	Technical services.	Ongoing High risk period September to November.	

Continue participation in regional weed management groups/forums Queensland CNG Taskforce Southern Inland Qld Pest Mgt Group SEQ local skills development workshop MR&T Pest Management Forum Wild Dog Advisory Committee	LLW LLS Operational staff Representative North/ South LLW or LLS	As required Quarterly As provided As required As required	
Conduct LGA Pest Management Working Group meetings	MES, LLW, LLS Representative Councilors Government / Community representatives	As required	

Pest Plant Control Program to include (Council controlled roads, reserves and other lands and Main Roads). Control will be undertaken according to the survey schedule but certain areas will be treated according to weed biology and seasonal conditions and priority will also be given to responding to complaints.

Consideration must be given throughout the year to allow time to undertake control on Main Roads in accordance to Element 5 funding allocation (table below).

Proposed Element 5 Funding Main roads

Year	Target Species	Class	DTMR Road Number	Road	Estimated Cost
2014/15	Blackberry	2	17B	Cunningham Highway	\$7,500
2014/15	Tree pear	2	17C	Cunningham Highway	\$7,500
2014/15	Tree pear	2	232	Stanthorpe-Texas Road	\$10,000
2014/15	Tree pear	2	234	Stanthorpe-Inglewood Road	\$2,000
2014/15	Blackberry	2	2301	Amiens Road	\$8,000
2014/15	Tree pear	2	3106	Allora-Goomburne Road	\$1,000
2014/15	Tree pear	2	3306	Layburn-Cunningham Road	\$8,000
2014/15	Tree pear	2	22C	New England Highway	\$7,500
2014/15	Chilean Needle Grass	1	22B 3363 3306 3202	New England Highway, Rysford-Pratten Road, Layburn-Cunningham Road, Dalrymple-Creek Road	\$4,000
2014/15	Blackberry	2	22C	New England Highway	\$5,000
2014/15	Blackberry	2	221 222 222B 2302 3302 3303	Warwick-Killarney Road, Warwick-Yangan Road, Yangan-Killarney Road, Leslie Dam Road, Dalrymple Creek Road Warwick-Allora Road	\$3,000
2014/15	African Boxthorn	2	221 222	Warwick-Killarney Road, Warwick-Yangan Road,	\$1,000
2014/15	Rabbits	2	22C	New England Highway	\$5,000

Pest animals Program

Strategic Action	By Whom	When (or completed by)	Success Indicator
Implement Wild dog incentive payment program	Approved persons Local laws Officers Councillors	Ongoing	
Utilise property description details, to identify wild dog activity hotspots for targeted campaigns.	Wild dog coordination groups	Ongoing	
Provide mapping, <ul style="list-style-type: none"> Create 1080 use maps for shire Collate Wild Dog bounty form data 	LLW, LLS LLW, LLS	Ongoing	
Coordinate baiting programs. SDRC PMO's to provide 1080 service Council to organise baiting stations	LLW, LLS, (WDs may assist where necessary) Biosecurity officers	April/May, August/September November/December	
Facilitate strategic Wild Dog management in SDRC Shire	WDMAC	Ongoing	
Continue to fund pest animal fencing network	Council MES	Ongoing	
Participate in Regional Pest Animal forums <ul style="list-style-type: none"> Southern Inland Queensland Pest Mgt Group Queensland Rabbit Management Advisory Group 	LLS SDRC PMO	As required Twice yearly	

Appendix 1

Acronyms

Weeds Officer 1 (WO1) - Geoff Pitstock
Weeds Officer 2 (WO2) - Lloyd Hilton
Weeds Officer 3 (WO3) - Peter Rouen
Local Laws Officer - Warwick (LLW) - James Eastwell
Local Laws Officer - Stanthorpe (LLS) - Craig Magnussen
Local Laws Coordinator - Ray Lambert
Environmental Compliance Officer (ECO) - Nicole Collett
Manager Environmental Services - Tim O'Brien
Media Advisor (MA) - Sonia Wood
Landcare Coordinators - Stanthorpe (Harley West)
- Warwick (Catherine Potter)
Biosecurity officer (BO) - Dalby (Craig Hunter)
Toowoomba (Peter Hodgson)
Goondiwindi (John Conroy)

Northern Zone - north of the rabbit barrier fence

Southern Zone - south of the rabbit barrier fence

Appendix 2 Weed Management Calendar

Weed Management Calendar	Calendar provides a reference guide to control options for priority pest species listed in the plan. Shows when certain species are easy to identify, when flowering or when in leaf for deciduous plants.																			
	Control methods/Season																			
	Summer					Autumn					Winter					Spring				
Common Name	ID	Mechanical control	Cut stump /Basal bark	Foliar spray	Fire	ID	Mechanical control	Cut stump /Basal bark	Foliar spray	Fire	ID	Mechanical control	Cut stump /Basal bark	Foliar spray	Fire	ID	Mechanical Control	Cut stump /Basal bark	Foliar spray	Fire
Alligator Weed																				
African Bushman																				
Annual Ragweed																				
Blackberry																				
Devils Rope Pear																				
Fincham																				
Fireweed																				
Green cat's paw																				
Groundsel Bush																				
Herringbone Cactus																				
Monkey locust																				
Mother of millions																				
Mosses Grasses - Chd																				
Parthenium																				
Prickly Pears - Opuntia spp.																				
Sporobolus (Rat Tail) grasses																				
St John's Wort																				
Water weeds - Salvinia																				
Willows																				

Appendix 3 Pest Animal Management Calendar Rabbits

Month	Rabbits Breeding	Destroy warrens/harbour	Shoot	Trap	Famigate	Bait	RHDV Active	Mycop Active
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								

Wild Dogs

Month	J	F	M	A	M	J	J	A	S	O	N	D
Peak wild dog dispersal												
Breeding												
Mating												
Whelping												
Pups restricting movement												
Trapping												
Coordinated baiting												
Shooting												
Guarded Animals												
Predator proof fencing												

Provide guides only, effectiveness of controls can vary according to local conditions.

Appendix 4

Pest survey program & Approved inspection program notice template

Entity: Southern Downs Regional Council

QUEENSLAND

LAND PROTECTION (PEST AND STOCK ROUTE MANAGEMENT) ACT 2002 SECTION 241

LOCAL GOVERNMENT Act 2009
(Southern Downs Regional Council Control of Pests (Application of Continuing Local Law) Local Law 2011)

PEST SURVEY PROGRAM & APPROVED INSPECTION PROGRAM

(WHOLE OF LOCAL GOVERNMENT AREA)

Areas to be covered in this program

Person/s authorised pursuant to sections 244 and 245 of the *Land Protection (Pest and Stock Route Management) Act 2002* and section 133 of *The Local Government Act 2009* will conduct property inspections throughout the following areas:

The whole of the local government area, with particular emphasis on the following Localities:

Northern Zone

Localities of:

•

Southern Zone

Localities of:

•

Criteria for selection of above area

The whole of the local government area has been selected to allow Council's authorised persons flexibility to select the most appropriate properties for inspection, based on seasonal climatic variations and other factors affecting the distribution of declared pests. However, the major focus of inspections over the next three months will be in the places specified above.

Inspections will include all declared pests.

High priority pest plants known or suspected to be present in the identified area:

Northern Zone

African Boxthorn, Honey Locust, Groundsel, Devil rope pear, Harrisia Cactus, Tree Pear, Firethorn
Mapping rabbit harbour, Education Pest animals.

Southern Zone

Blackberry, annual ragweed, weedy Sporobolous grasses, tree pear, fireweed, firethorn, St John's wort, bridal creeper, green cestrum, groundsel, rabbits.

Purpose of the program (one or more of the following)

- to monitor compliance with the *Land Protection (Pest and Stock Route Management) Act 2002* in relation to declared pests.
(In particular s77; Obligation to keep land (as identified) free of pests; landowners must take reasonable steps to keep land free of class 1 and 2 declared pests)
- to aid in monitoring/mapping the distribution and spread of declared pests.
- to promote to land owners *Best Practice*¹ in the treatment of declared pests.
- to assist in the enhancement of community awareness in relation to declared pests.
- to monitor compliance with Local Laws dealing with pests, passed by council under authority of the Local Government Act.

These inspections may be conducted on all properties within the area/s stated above.

¹ *Best Practice* pursuant to section 9 of the Act includes pest management based on ecologically and socially responsible practices.

As part of the promotion of best practice, field day will be conducted in the area demonstrating effective control techniques.

Commencement and duration of survey

Under section 134(7) the public may inspect and purchase a copy of the resolution that approved the program at the Southern Downs Regional Council's public office until the end of the program. There will be no fee for the purchase of the resolution.

This survey will commence on **Date** and will be in force for a period of *5 months*, expiring on **Date**.


By resolution of Council meeting on **Date**.

.....
Chief Executive Officer (or delegate)

.....
Date

10.3 Japanese Business Delegation

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Economic Development Officer	File Ref: 08.02.02

Recommendation

THAT Council endorse the proposal of the International Relations Group and the proposed business delegation to Japan.

Report

The International Relations Community Group has been supported by Council since it was formed in 2009, following a resolution *THAT Council form an International Relations Community Group (IRCG) comprising representatives from across the region.*

The International Relations Plan by the IRCG identified the need to support inbound and outbound delegations to build on existing Sister and Companion City relationships. Following on this, Southern Downs Regional Council has a Sister City Agreement with Shiwa and links with Kumiyama in Japan. To date the emphasis with these arrangements have been on cultural and school exchanges or in conjunction with sporting events.

Currently the Economic Development Unit (EDU) is accountable for these activities and has recently been in discussion with the IRCG about the potential to build on existing relationships to encourage self-funded Southern Downs businesses to participate in an outbound mission to Japan.

The IRCG has developed a proposal (See attachment 1) to support a sporting exchange and business delegation to Kumiyama. There has been strong interest shown by Kumiyama in trade with our region; this coincides with significant opportunities associated with the Federal Government's focus on the Asian Century. In addition to agribusiness opportunities, there are also potential market opportunities in cut flowers and foliage, cosmetics, education services, and wine (Austrade 2014) as well as significant potential foreign direct investment.

It is considered that the established relationship is sufficiently mature to now actively progress these opportunities. The recent change of Mayor in Kumiyama requires a renewing of the relationship and the new Mayor, Mr Shinki's invitation to our Mayor to visit creates the ideal opportunity. Kumiyama Town will cover the mayor's travel, accommodation and meals whilst in Kumiyama.

The importance of the cultural relationship in establishing trade ties has been documented:

"It has been reported that the cultural and social links are an important factor in developing a trust-based relationship from which trade relationships can be formed". (*Report to Greater Shepparton City Council – International Relations Strategy – Dench McLean Carlson April 2009*)

Council has committed \$20,000 per annum to fund activities undertaken by the IRCG. The IRCG recommends that:

- \$10,000 be provided to assist the soccer team cultural visit;
- \$5,000 of its budget in 2014/15 be committed to a mayoral visit to Kumiya.

It was proposed that the Economic Development Unit recruit interest from qualified businesses with the aim to develop targeted in-market programs in conjunction with Austrade and Trade and Investment Queensland (TIQ) to coincide with the Mayoral visit and soccer team exchange.

The business and civic delegation would also visit Shiwa for a two-day program. This program is currently under development.

Expressions of Interest have been received from eight (8) regional businesses to participate in this mission. Qualification of businesses and ongoing discussions with Austrade and TIQ are continuing. It is proposed that the Economic Development Officer (EDO) attend the mission to provide further assistance and support in market. The EDO has previously taken trade missions to China and India and has significant experience in both inbound and outbound government led business missions. Additional costs associated with this support would be covered by existing budget allocations and is estimated to be in the vicinity of \$6,000.

Budget Implications

There are no additional budget allocations required to cover the costs associated with this proposal. Funds to support the soccer team exchange and Mayoral visit would be met from the existing allocation to the IRCG. Additional funding of \$6,000 to cover costs associated with the Economic Development Officer attending this mission would be provided from existing allocations.

Policy Consideration

Nil

Community Engagement

Foster business and cultural relationships between Kumiya, Shiwa and Southern Downs Regional Council and businesses during the mission.

Legislation/Local Law

Nil

Options

1. EDO attend
2. EDO not attend

Attachments

1. SDRC International Relations Group - Proposal for Kumiya visit [View](#)

Southern Downs Regional Council International Relations Group

Proposal for Kumiya Visit 20 September 2014

Executive Summary

Southern Downs Region has a strong relationship with the town of Kumiya, Japan. Regular cultural, sport and educational exchanges take place through the Warwick Peace Festival and Warwick Soccer and the Warwick State High School and The School of Total Education.

Kumiya Town has expressed strong interest in pursuing economic relations with the Southern Downs. This is supported by the Economic Development Unit and it is proposed that a business delegation also attend at this time to coincide with the Mayoral visit. It is proposed the Economic Development Unit will develop a targeted In Market program in conjunction with Austrade.

Kumiya Athletic Association has invited Warwick Soccer to send a junior men's team to participate in a soccer carnival to take place on a national holiday in Japan in September 2014.

The new mayor of Kumiya has invited the Southern Downs mayor to visit Kumiya at the same time as the Soccer Team with a view to strengthening relations between our regions.

Recommendation

Council's International Relations Group recommends the support of Council for both the sporting exchange and the Mayoral visit pursuant to the Kumiya invitations and proposes the expenditure of \$10,000 of its budget to assist the soccer team to visit and \$5,000 to assist the Mayoral visit. The Economic Development Unit to recruit business representatives from the region, and develop a suitable in market program.

Background

About Kumiya

Kumiya is mainly flat terrain surrounded by the Uji and Kizu Rivers with an area of 13.86 square kilometres. As of May 2009 it had a population of 17,057. The northern part of Kumiya adjoins Kyoto City.

There are some strong similarities between Kumiya and Warwick

Kumiya is on the National Highway Route 1 (since 1996)

This has given rise to expanding industry and business

It has a substantial agricultural base with very fertile soil.

Kumiya land use is divided 1/3 residential, 1/3 industrial, 1/3 agricultural. It has about 6,000 businesses including some major manufacturers including toolmakers, Coca Cola factory, and high tech industry. Being so close to a major centre as Kyoto it is the location for business expansion from there.

History of Relationship

Kumiya Junior High School and Warwick State High School have been conducting annual exchanges since the 1990s.

In 2007, 2009 and 2011 Kumiya sent a men's soccer team to participate in the Warwick

Peace Festival's International Soccer Carnival.

In 2008 Warwick was invited to and attended a soccer carnival in KumiYama.

In 2009, 2011, 2013 KumiYama sent cultural events to the peace festival including Tea Ceremony Group, Traditional Musicians and Traditional Kendo masters (Marital Arts experts). In 2011 the Japanese Mayor also attended the Peace Festival. Visits to schools were included in these visits.

Fundraisers for the Japanese people affected by the tsunami were held at the Peace Festival and KumiYama representatives assisted with its distribution to the people of Sendai.

Business Exchange

There has been strong interest shown by KumiYama in trade with our region. This coincides with significant opportunities associated with the Federal Government's focus on the Asian Century. In addition to agribusiness opportunities, there are also potential market opportunities in education, services, cut flowers and foliage, cosmetics and wine. (Austrade 2014)

It is considered that the relationship is sufficiently mature to actively progress these opportunities. The previous mayor, Mr Sakamoto, was looking to this. The recent change of Mayor requires a renewing of the relationship and the new Mayor, Mr Shink's invitation to our Mayor to visit creates the ideal opportunity. KumiYama Town will cover the mayor's travel, accommodation and meals whilst in KumiYama.

The importance of the cultural relationship in establishing trade ties has been documented:

"It has been reported that the cultural and social links are an important factor in developing a trust-based relationship from which trade relationships can be formed".-(Report to Greater Shepparton City Council – International Relations Strategy – Darrin McLean Carlson April 2009)

The IRG recommends that \$5,000 of its budget in 2014/15 be committed to a mayoral visit to KumiYama. It is proposed the Economic Development Unit recruit interest from qualified businesses and develops a targeted program in conjunction with Austrade.


Soccer Exchange

Warwick benefits greatly both culturally and educationally from the visits from KumiYama. The invitation from KumiYama is very special and the IRG recommends Warwick Soccer be supported by council to make the exchange happen. The team is a youth team of boys aged from 15 to 17. They will be accompanied by 3 adults from the club. They will be fundraising as many of the boys' families do not have the financial resources to pay for the exchange themselves. It is a great benefit to the Southern Downs community for its youth to engage with another culture in such an intense way. Total estimated cost of the exchange is \$50,000. On top of this is the in kind support from KumiYama Town including bus transfers, meals, tours etc.

The IRG recommends that \$10,000 of its 2014/15 budget be applied to assisting Warwick Soccer defray the costs of the exchange.

10.4 Economic Development Strategy: Strategic Framework and Action Plan 2014-15

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Economic Development Officer Manager Planning & Development	File Ref: 08.34

Recommendation

THAT Council endorse the Southern Downs Strategic Framework for Economic Development, and the Action Plan for 2014 – 15 financial year.

Report

A review of Council's approach to economic development was undertaken, including extensive consultation through a business and industry survey, meetings and workshops. The Strategic Framework for Economic Development (See Attachment 1) is in response to the significant research and consultation that was been undertaken during 2013. The five key principles, as endorsed by Council, forms the basis from which the Strategic Framework for Economic Development (SFED) has been developed:

- Collaborative approach
- Evidence based
- Integrated across Council
- Leveraging resources in the region
- Formation of strategic partnerships.

The Strategic Framework for Economic Development is structured around four main pillars to support economic development in Southern Downs:

- Business Growth
- Industry Development
- Regional Capacity, Investment and Global Opportunities; and
- Partnerships.

An Action plan (See Attachment 2), developed to deliver key projects and activities in a number of areas over the 2014 – 15 financial year links with the Strategic Framework for Economic Development. Key issues raised throughout the consultation process are encapsulated, and form part of the planned activities in the Action plan.

The Economic Development Workshop with Councillors held on 9 December 2013, gave direction to the Economic Development Unit on preferences and priorities for 2014 – 15 financial year. Council subsequently endorsed a number of key principles and top priorities as identified during the Workshop (See Attachment 3).

Since the 9 December 2013 Workshop, the Economic Development Unit established an Interdepartmental Working Group, coordinating projects resultant of the Key priorities as identified during the workshop. Projects already underway include (i) reviewing the Master plan, and redesign of lay-out at the region's aerodromes; (ii) Installation of AVGAS at the Warwick Airfield; (iii) Expanding of industrial areas, including the redesign of Stanthorpe Industrial Estate next stage;

and (iv) Design of infrastructure for Stanthorpe Industrial Estate's next stage, including negotiations with ERGON for priority installation for underground electricity.

Catalyst projects regarding intensive animal industries, with specific focus on chicken farms are underway. A workshop with Department State Development, Infrastructure and Planning and Department of Agriculture, Fisheries and Forestry on key inhibitors for chicken farms in the region highlighted new policy directions. Ongoing consultation with the State Department will further direct policy, and procedural approach.

Key strategic partnerships to advance a number of projects, as well as a focus on global opportunities and investment opportunities resulting due to the Brisbane West / Wellcamp Airport are being developed.

Council hosting a stall at the 2014 EKKA in Brisbane will highlight the region's fresh food and produce to a wide audience. Celebrity chefs, cooking meals using seasonal food will further promote food production and reasons to visit Southern Downs.

Conclusion

Working towards achieving Council's economic development priorities is well underway. Endorsing the Southern Downs Strategic Framework for Economic Development will formalise the process, and illustrate that Southern Downs is open for business.

Budget Implications

Nil

Policy Consideration

Links with Corporate Plan, Community Plan and Southern Downs Planning Scheme.

Community Engagement

There has been significant consultation with Business and Industry in the development of this document. A business and industry survey was undertaken, a workshop was held with Councillors as well as ongoing discussions with business groups and industry representatives.

Two Business developers' forums hosted during 2014 – 15 financial year.

Legislation/Local Law

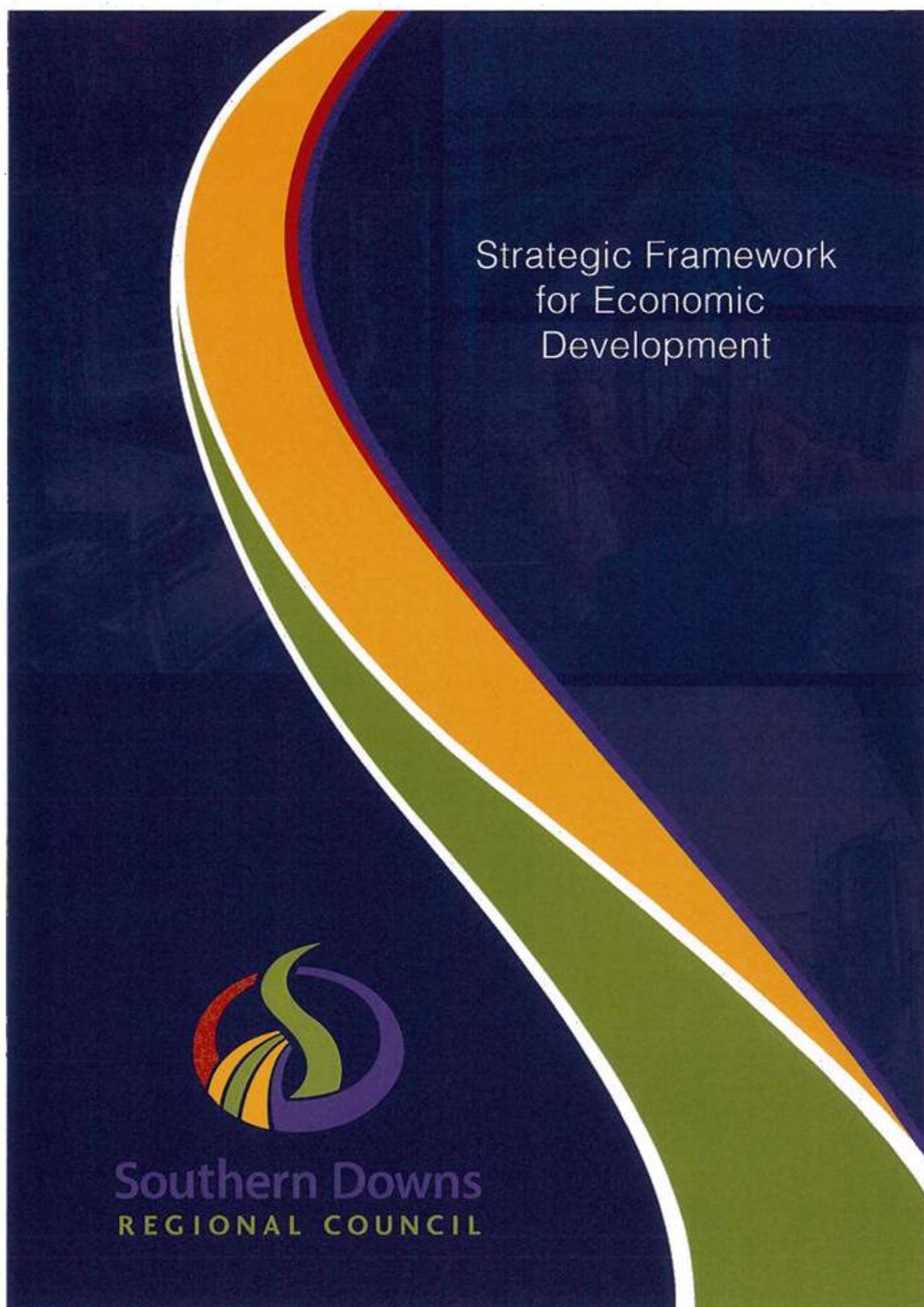
Nil

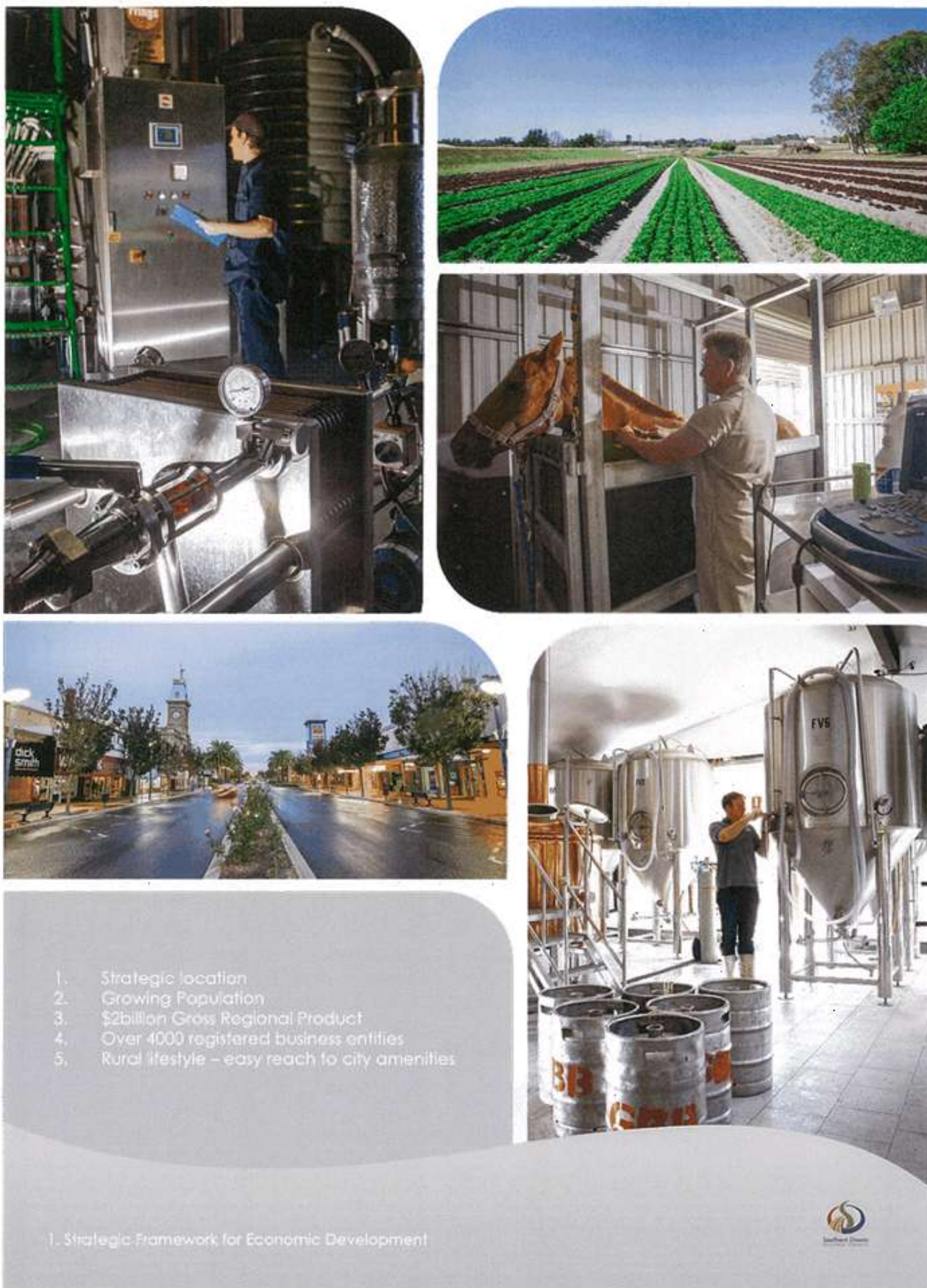
Options

1. Endorse the Strategic Framework for Economic Development (SFED) and Action Plan;
2. Endorse an amended version of SFED and Action Plan; or
3. Reject the SFED and Action Plan with alternatives.

Attachments

1. Southern Downs Strategic Framework for Economic Development (scanned version of printed copy due to file size)[View](#)
2. Economic Development Action Plan 2014-2015[View](#)
3. Summary of Councillor priorities for economic development.[View](#)





MAYOR'S FOREWORD

During the past 20 years, the Southern Downs area has been the centre of emerging industries such as logistics and warehousing, high value-adding industries including nutraceuticals and smaller individual business enterprises all of which have added to a more diverse and sustainable economy.

The Southern Downs offers the best of both worlds the freedom of a relaxed peaceful country lifestyle with the excitement of active vibrant city living.

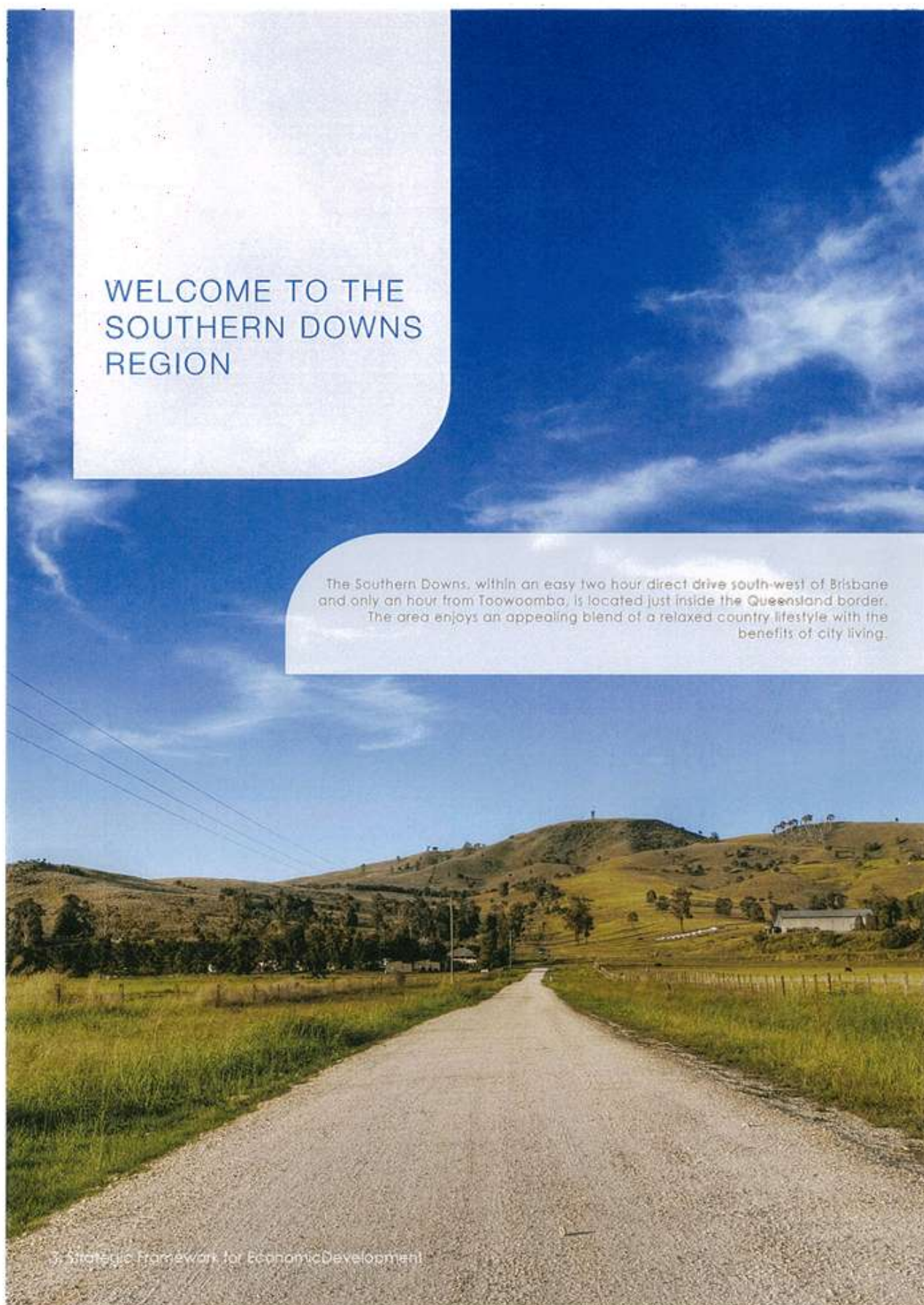
With these two worlds in mind, our **Strategic Framework for Economic Development and Action Plan** focuses on the most effective and efficient pathways to achieve new business opportunities in the region and to increase and improve existing enterprises.

Information collected from extensive background research and consultation with our wider community, Council staff and Councillors have provided information for and contributed towards the Strategic Framework for **Economic Development**. The guiding principles will assist us to reach our goal to deliver to the Southern Downs, an economy that is strong, sustainable and diverse.

I encourage you to read this and urge you to



Cr Peter Blundell
Mayor



KEY FACTS

- More than 4000 registered businesses and a growing population
- Regional productivity increasing
- Gross Regional Product \$2 billion and set to increase



ECONOMIC OBJECTIVE

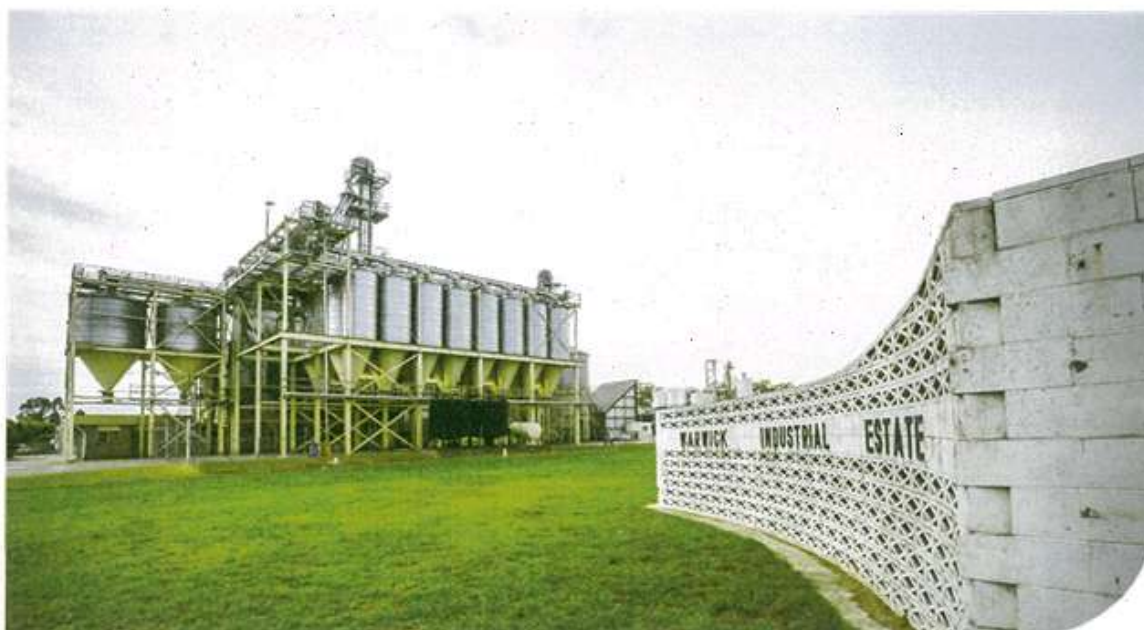
The Strategic Framework for Economic Development has been developed using the five key principles previously endorsed by Council:

FIVE KEY PRINCIPLES



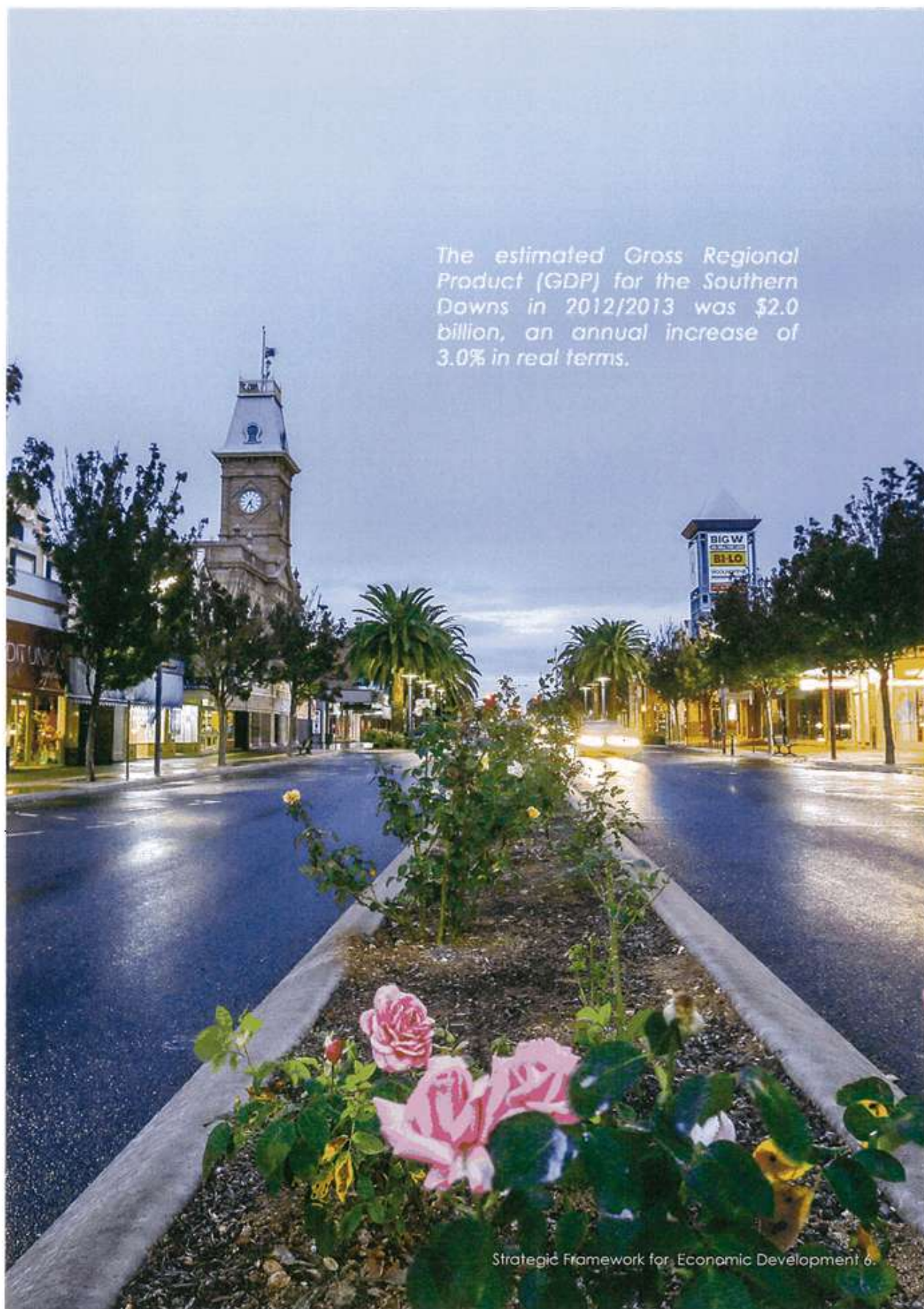
The Southern Downs Community Development Plan 2030 has a major objective to ensure that the Southern Downs region is economically strong and sustainable, offers diversity of employment opportunities, preserves and supports primary and developing industries and offers attractive investment opportunities. In order to deliver on this economic objective, the change was developed through extensive research, workshops and direct consultation with a broad cross section of community members, business owners, elected members and Council staff. Five guiding principles were identified which form the Council's fundamental approach to promote and advance economic development in the region.

Strategic Framework for Economic Development 4.



OPPORTUNITIES

The Southern Downs Regional Council is determined to continue to offer and provide a strong economy for business growth and industry development by fostering access to appropriate programs and services to the community, identifying new markets and recognising new supply chain opportunities. Under the framework effective communication with business and industry will be developed and delivered to inform and underpin project outcomes.





SDRC Economic Development Action Plan

PROJECT	OBJECTIVES	2014-2015	PARTNERS
BUSINESS GROWTH			
Facilitate best practice customer service for economic development	One Council approach to economic development	<ul style="list-style-type: none"> • Development Forums • SDRC Procurement Workshops • Inter Departmental Working Group (IDWG) 	Council
Business Skills Development	Coordinated and responsive access to services and programs	<ul style="list-style-type: none"> • Business program owners to identify business skills issues and develop coordinated program. • Small Business Week. • Electronic business start up pack 	State and Federal agencies, CCIQ, Trade Qld, Austrade, ICN, QMI Solutions
Support external business groups	Support Chambers of Commerce and Progress Associations	Provide support and assistance for up to six events in conjunction with Chambers and Progress Associations	Chambers, Progress associations.
Support smaller regional communities.	Economic and community development	Capacity building in smaller communities for economic and social well-being.	Community Services and various providers as appropriate
Business Resilience	Develop business resilience.	Continue to work with affected business. Continue to work with local disaster management group and relevant agencies.	Council, LDMG, various agencies as appropriate.
INDUSTRY DEVELOPMENT			
Value Adding Agribusiness	Develop systematic approach to sustainable development for chicken meat industry	Design and develop framework to support sustainable development of the industry across council.	DSDIP, Chicken Meat Industry Council
	Horticultural industry round table	Facilitation to build on recent horticulture and food security reports to identify collaborative projects.	DAFF, Industry groups

SDRC Economic Development Action Plan


Aviation	Marketing Campaign	Building on developmental work undertaken in the IDWG forum, design and develop appropriate marketing of facilities to attract investment.	IDWG, Corporate Communications and external agencies.
Nature based and Adventure Tourism	Investment prospectus and opportunity marketing.	Building on existing marketing framework to develop consistent marketing to established operators external to the region.	Industry and Government agencies
Manufacturing	Industry round table and project identification.	Identify niche opportunities.	Industry
Transport Logistics and Warehousing	Facilitate round table to identify potential opportunities.	Identify niche investment opportunities to take to market.	Industry
REGIONAL CAPACITY, INVESTMENT, and GLOBAL OPPORTUNITIES			
	Branding Southern Downs and Regional opportunities promotion	Facilitate a Southern Downs regional brand; and Deliberate targeted marketing of business and investment opportunities.	Industry Interested business and investor groups
	Investment Opportunities Showcase	Facilitate/sponsor investment showcase of the region.	Business and Industry
	Export Network	Continue to develop export ready clients	Tradestart, Austrade, TSBE, Wellcamp Airport
	International Relations, delegations and business trade mission.	Support development of projects to facilitate business delegations and hosting of inbound trade missions and trade commissioners.	LGAs, Heritage agencies, local community interest groups and various state agencies.
PARTNERSHIPS			
	Cultural Heritage	Border partnerships for development of complementary cultural heritage for investment attraction and to be marketing by external groups.	
	Natural Landscape	Border partnerships to develop complementary linkages based on natural landscapes, recreational and sporting facilities.	LGAs, National Parks, , local community interest groups and various state agencies..
	Non mining economic development	Facilitate outcomes from partnerships across non mining local government areas.	LGAs, State agencies as appropriate.

List of Economic Development projects and tasks for 2014

- Engage with the intensive animal industries, especially the chicken farmers on their requirements and issues that hinder their development;
 - What are their biggest inhibitors;
 - Council need to investigate gaps in the supply chain;
 - Council need to approach in specific the chicken farmers, and discuss with them on what is holding them back;
 - What can Planning and Development do to help prospective intensive animal farmers into business easier / reduce red-tape;
- Expand Council's Industrial areas
 - Identify industrial land, town by town;
- Engage and lobby ERGON for shorter timeframe in electricity supply to specifically Allora, Kilkenny, Warwick and Stanthorpe;
- Assist abattoirs in projects for expansion and product diversification;
- Assist in process with the Emu Swamp dam project;
- Fresh food production, value add to the process, assisting with government grants;
- Improve EDU customer service across the region:
 - Research and obtain statistics specific for business and industry;
 - Information distribution of the opportunities in the region in sectors such as aviation, Emu Swamp dam, export of fresh produce, fresh food production, lifestyle as an alternative to SE Queensland;
- Plan and install infrastructure at Aerodromes including Avgas, Aprons;
- Build on the synergies opened up by Welcamp Airport;
- Investigate and assist in the provision of improved and additional short term accommodation, cafes, restaurants, rest stops;
- Investigate and attract fresh food processing plants, and other businesses such as cooking schools;
- Investigate sewer / waste water treatment plant for Allora;
- Investigate sewer / waste water pipe line to connect with existing system for Morgan Park;
- Engage with Wickham regarding opportunities for food processing;
- Arrange and conduct an economic development workshop with TSBE;
- Maintain an on line data base with marketing material, research documents and studies and statistics for business and tourism organisations to access and use;
 - Identify avenues where free / affordable marketing opportunities exist;
 - Actively use online and social media marketing to promote the region;

10.5 Overview of the Queensland Camping Options Toolkit

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Manager Planning & Development	File Ref: 14.16 & 19.08.06

Recommendation

THAT Council adopt the following recommendations:

1. Council note the toolkit, its content and proposed steps to address issues related to non-commercial camping;
2. Council endorse the Planning and Development office to, through a tourism forum, set up Regional Camping Stakeholders Group, with broad representation, comprising of all interested stakeholders in the industry including owners and representatives of Caravan parks, Camping grounds, the various Show Societies, RV friendly organisations and others;
3. This Regional Camping Stakeholders Group, together with Council develop a unique approach for diverse accommodation alternatives, including an overflow policy and a non commercial camping framework within the SDRC area, using the toolkit;
4. The first forum be on 2 July 2014, and the Regional Camping Stakeholders Group be mandated to develop and deliver a unique approach by end April 2015;

Council review, endorse and adopt the approach once completed as policy, and for implementation.

Report

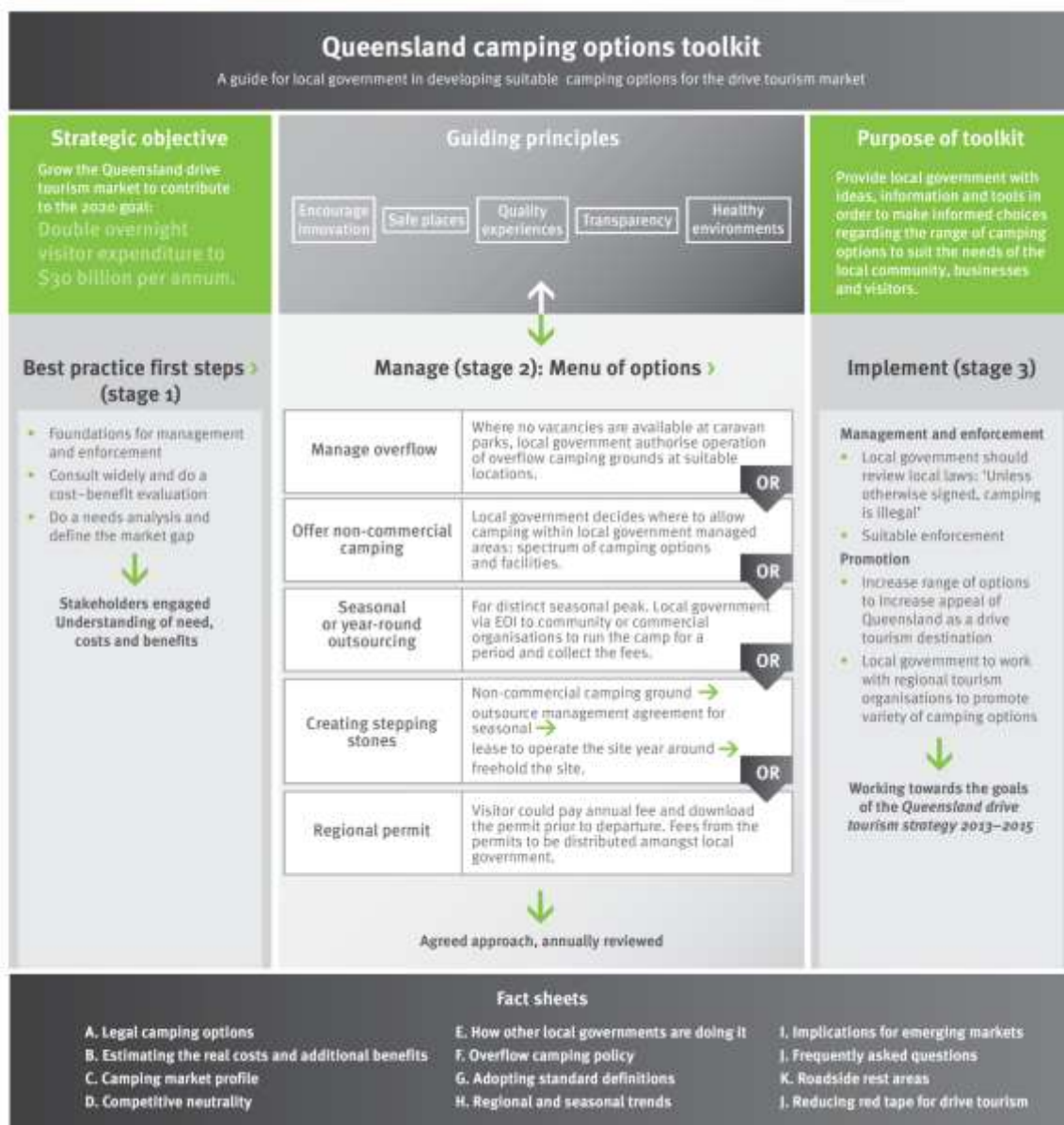
Background

The Queensland Government has identified tourism as one of its four pillars for economic growth, and set an ambitious target to double overnight visitor expenditure to \$30 billion per annum by 2020 (in six years from now)

This guide, a result of the Queensland Government's "Queensland drive tourism strategy 2013-2015", was developed in collaboration between the State Department Tourism, Major Events, Small business and the Commonwealth Games (DTESB), Local Government Association of Queensland (LGAQ) and people from the industry, brought together through the Camping Options Reference Group (CORG).

In the press-release during the launch of this toolkit, the Minister for Tourism, Major Events, Small business and the Commonwealth Game, The Honourable Jann Stuckey MP concluded *"It is now up to local governments to take this forward. This toolkit provides a great platform from which local governments can formalise their own approach to camping and collectively "grow the pie" to the benefit of regional towns and communities right across Queensland."*

Figure 1 Overview of the Queensland camping options toolkit



Link to full version of Camping Options Toolkit:

http://www.dtesb.qld.gov.au/data/assets/pdf_file/0008/148319/qdts-camping-options-toolkit.pdf

The aim of the toolkit is to provide local governments with a suite of feasible options to more effectively manage non-commercial camping within their local areas while minimising the environmental and social impacts, maximising the value of the visitor economy locally (and through Queensland) and providing drive visitors to Queensland with a range of accommodation and experience choices. The document is a toolkit, not a policy or legislation, and offers management options for local governments. Local government itself should set the foundations, manage camping options and implement their direction using this toolkit as a guide.

The aim of this toolkit is to

- Provide local governments with clear, accurate information on a range of options to help them plan for camping in their jurisdictions
- Engender / produce a more consultative approach to camping options at the local government level
- Help encourage development of diverse accommodation alternatives that attract tourism to each region and encourage them to return, which will benefit all businesses and the wider community.

In line with Queensland Planning Provisions (QPP), the toolkit sets out common language, and defines the difference between 'Commercial camping' and 'Non-commercial camping'. Commercial camping is defined as "*camping that occurs on private land and can be run by an independent operator or local government. Stay restrictions, fees and facilities available are determined by the owner*"; Non-commercial camping is "*camping that occurs on the side of the road, in a national park, on crown land or on private property*".

How is camping changing?

Research undertaken by numerous organisations, including Tourism Research Australia (TRA), The Caravan, RV and Accommodation Industry (CRVA), and the Caravan & Camping Industry Association NSW (CCIA), show that the caravan, motorhome and camping industry is the fastest growing domestic tourism sector in Australia. During 2011 21,500 new caravans were registered in Australia, which is a 250% increase over 15 years, and campervan registrations rose by 20.8% between 2008 and 2013. Queensland's weather and vast landscape is an attraction to travellers and there are more than 112,000 caravans (including motorhomes and camper trailers) registered in the sunshine state.

Visitors to the annual Queensland Caravan, Camping and Touring Holiday Show at the RNA Showgrounds in Brisbane will agree that the caravan and camping industry is responding with great enthusiasm to this growth sector by offering caravan and camping products that suits all tastes and depth of pockets. The growth in traveller requirements is over two specific segments, (i) for facilities with enhanced quality accommodation and luxurious outfitted caravan and RV with self-contained options on the one side, and (ii) also for the segments in the market wanting something less structured in the way of non-commercial camping which encapsulates off-road travelling, bush camping and free camping.

Camping in Australia is driven by the domestic market, and in 2011 the domestic visitors spend around 41 million visitor nights in commercial caravan or camping accommodation. The diverse camping market comprise of three consumers, (i) the Grey nomads; (ii) the Youth market; and (iii) Families. The market is not homogeneous, and shows two main directions

- A market looking for greater comfort and facilities that provide for their needs, including a growing family market; and
- A market looking to keep it simple and keep the costs down.

The change in the face of domestic tourism, especially with the growth in the less structured, non-commercial sector brings new and specific issues to the door of local governments that need to be addressed. These issues include policy questions on how to deal with the rising Planning, Environmental and public disturbance issues, and Camping site issues such as:

- Planning requirements (conditions of approval) differ between commercial caravan park operators and non-commercial sites, such as camping reserves;
- Illegal camping activities present an issue in terms of both local liability and the impact on local businesses;
- Overcrowding of rest areas and overstay of campers;
- Noise, environmental and visual pollution and its impact on adjacent residents;
- Management and maintenance of non-commercial camping areas;
- Management of overflow during peak periods and others.

Using the toolkit

The toolkit acknowledges there is no one size fits all, and set out a series of stages as best practice for each Local Government to follow including:

Stage 1: Proposed best practice for non-commercial camping focus on developing foundations for management and enforcement; Consultation with the industry and all stakeholders, and do a cost benefit analysis; Do a needs analysis and define the market gap;

Stage 2: Develop a Managed overflow model; Develop non-commercial camping framework; Seasonal outsourcing models; Creating stepping stones (from non-commercial to commercial) and Permit system;

Stage 3: Implementation of camping options, followed by management and enforcement; and promotion and partnerships.

A series of factsheets and how to do lists is included in the toolkit allows a Local Government to tailor-make this framework.

Conclusion

Tourism is a major player in the local economy of Southern Downs. The proximity to South East Queensland, the diverse natural surroundings and growth in food tourism (paddock to the plate) and events will only increase pressure on accommodation facilities, and to capture visitors for a longer stay, a variety of camping and caravanning options must be available.

The Queensland camping options toolkit offers invaluable advice and processes for Council to follow to orderly and with fairness manage non-commercial camping in our region.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Through the proposed Regional Camping Stakeholders Group, and forums.

Legislation/Local Law

Sustainable Planning Act, 2009; Southern Downs Planning Scheme 2012, Local Law 1, Sub-ordinate Local Laws 1.8; 1.11; 1.19 and 6.

Options


1. Take no Action
2. Investigate alternative Actions
3. As recommended

Attachments

Nil

10.6 Request to consider the ancillary use of the Stanthorpe Showgrounds, from the Stanthorpe Agricultural Society

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Senior Planning Officer	File Ref: 1530647

Recommendation

- A. THAT the report regarding the request to consider the ancillary use of the Stanthorpe Showgrounds, that the recommendation of Stanthorpe Shire Council on 22 July 2003, Item entitled "Stanthorpe Agricultural Society – Consideration of Uses (505/08/03 & 216/02 – 86286)" be amended as follows:
1. Similar to other showgrounds and recreation grounds in the Region, the Stanthorpe Showgrounds may be used for ancillary camping by participants, competitors and officials who are directly involved in activities and events being conducted at the showgrounds, and as otherwise traditionally used by people travelling stock and members of the Showman's Guild. As an example, the term participants also includes cyclists using the Showgrounds as an overnight stop in a long distance event or scouts participating in a Jamboree being conducted at the Showgrounds. This condition does not allow for the camping of spectators for an event, concert or the like or the general public.
 2. The use of the Showgrounds for ancillary camping is not limited in terms of the number of sites, the number of people camping or duration of camping, provided the use accords with the limitation and requirements of Recommendation 1. A Local Law Permit is not required for ancillary camping, but is subject to the provision of suitable toilet and shower facilities and acceptable health, safety and environmental standards to the satisfaction of the Manager Environmental Services.
 3. The only other camping permitted on the Stanthorpe Showgrounds is restricted to:
 - (a) A maximum of four (4) caravan club events may be held each calendar year with each event having a maximum duration of four (4) nights.
 - (b) During the caravan club event as permitted by (a), the maximum number of sites to be occupied at any one time by either a tent or caravan shall be 50.
 - (c) The conditions for any permit for the Stanthorpe Showgrounds issued under the *Local Law No. 1 (Administration)* and *Subordinate Local Law No. 1.8 (Operation of Caravan Park) 2011* for caravan club events must accord generally with the requirements of the subordinate local law and the restrictions and conditions on the use of the Showgrounds provided individual sullage points are not required due to use of the land for camping/caravans being intermittent only.
- B. THAT the Stanthorpe Agricultural Society be advised that the use of the land for camping and/or caravanning in excess of that allowed under A above, will be subject to development approval and will require the finalisation or amendment of the current application for material change of use for the purposes of a Travellers Residential Use – Camping Ground and Caravan Park.
- C. THAT Council investigates options for an overflow policy for the Region.

Report

A report was presented to the May 2014 General Council Meeting, in relation to the request to consider the ancillary use of the Stanthorpe Showgrounds. This matter was deferred to allow for a review of the Queensland Government Camping Options Toolkit.

It is important to note from the onset there are two distinctly different issues, the first relates to the ancillary use of the Stanthorpe Showgrounds; and the second is regarding the use of the land for a commercial caravan park and camping ground.

This report deals with the ancillary use of the Stanthorpe Showgrounds only.

This same agenda includes a report relating to the planning application for Travellers Residential Use (Camping Ground and Caravan Park), and another report which provides a review of the Queensland Government Camping Options Toolkit.

A report was presented to the May 2014 General Council Meeting with regards to the consideration of ancillary use of the Stanthorpe Showgrounds. This matter was deferred to allow consideration of the Queensland Government Camping Options Toolkit. As detailed a separate report on this document is included in this agenda.

A report was presented to the December 2012 and the June 2013 General Council meetings with regards to an application for Travellers Residential Use (Camping Ground and Caravan Park), to utilise the freehold lot, i.e. Lot 259 BNT1180, for a camping ground and caravan park. In line with the applicant's request, Council resolved to defer consideration of the planning application until June 2014; therefore a planning report for this application is also included in this agenda.



In 2003 the former Stanthorpe Shire Council agreed to allow limited use of the showgrounds (i.e. Lot 259 BNT1180 and Lot 256 CP905324) for camping and caravanning. The consideration resulted in the following conditions being imposed:

Frequency and Duration of Use

1. The premises may be used as a camping ground for a club or an association up to six (6) times per calendar year. These camping events must be in conjunction with the use of facilities provided on site. That is, the camping must be associated with an activity or display that requires the particular facilities that the Showground offers, including the sale yard, ring or exhibition hall. Accommodation for this use may be tents or caravans

but not exclusively caravans. The duration of this use of the site shall not exceed four (4) nights.

2. Additionally, a maximum of four (4) caravan club events may be held each calendar year with each event having a maximum duration of (4) nights.
3. Otherwise as traditionally used by people, travelling stock and members of the Showman's Guild.

Number of camp sites

4. The maximum number of sites to be occupied at any one time by either a tent or caravan shall be 50.

Facilities

5. At least 8 showers or baths shall be provided on site.
6. At least 20 toilets and 8 hand basins shall be provided.
7. At least 1 clothes washing machine and 2 washtubs and a minimum of 20m of clothes line shall be provided.

Waste Water Disposal

8. The camping ground operator is to ensure that there is no release of wastewater of any sort from any caravan or motorhome located on the site except into an approved waste water disposal site.

Food Preparation Facilities

9. The existing tea room is not to be used for the preparation of food until such time as there is a Food Hygiene Licence granted to the premises.

Fire Provisions

10. The existing ground operator is to ensure that there are no fires lit on the site except in approved fire places and in accordance with the fire regulations current at the time.
11. Adequate emergency fire fighting facilities are to be provided on site.

Refuse

12. The camping ground operator is to provide adequate well located refuse containers on site.
13. Disposal of refuse in accordance with the requirements of the Director of Health and Building Services.
14. The camping ground is to be kept in a clean and tidy condition at all times.

The Stanthorpe Agricultural Society has written to Council requesting that prior to the consideration of the planning application, that the Stanthorpe Showgrounds arrangements be similar to that of all similar organisations within the Region.

An excerpt of the Society's letter is as follows:

Last year the Stanthorpe Agricultural Society sought through a planning application to vary the agreement reached with the former Stanthorpe Shire Council for events based camping at the Showgrounds.

Subsequent advice from Council indicated that the only way that our request could be addressed was for the Showgrounds to carry out extensive improvements and modifications to bring it up to the standard required of a commercial caravan park.

Quite apart from the obvious cost implications the Society has no desire to be a commercial caravan park operator and therefore sought to defer the application pending further deliberation on the matter. Council agreed to defer the matter to 30 June 2014.

Discussions have subsequently been held with Council representatives and the Society has resolved as follows:

- *While keeping the existing planning application in place until the agreed extension to June 2014, the Society is willing to come under the general ambit of arrangements applicable to all other similar organisations within the Council Region for events that are not considered to be within the normal scope of Showground use. This includes but is not limited to Pony Club, Campdrafts, Rodeo, Team penning, Cattle/Led steer, Sheep dog trials, Commercial and stud stock sales, Agricultural Machinery/Tractor pull, Wine judging, Whip making and plaiting, Agricultural expos and field days, Agricultural training, Rural fire brigade and SES training, and like events.*

In relation to events that are not considered to be aligned with the activities and interests of an agricultural society (such as B&S balls, geocaching, cycling, scouting, etc) the Society will seek to conclude this matter under the existing planning application before the end of June.

In relation to the Queensland Government Camping Options Toolkit, the toolkit provides information to aid Councils in dealing with camping by tourists, grey nomads and the like who do not want to use commercial caravan parks and camping grounds. The Toolkit specifically refers to this activity normally being on public land and sets out a range of options about how Council could deal with these types of activities. The Toolkit is not designed to be used for commercial caravan parks and camping grounds, but it does have reference to them because of the perceived need to make distinctions to other public camping. The Toolkit does refer to the use of Showgrounds for camping and caravanning and the issues associated with this use, but this is about this activity in isolation from other uses at the Showground and does not deal with ancillary camping at events at Showgrounds.

Therefore the Queensland Government Camping Options Toolkit is not relevant to the ancillary use of the Stanthorpe Showgrounds, and thus the consideration of this report.

It is considered fair and reasonable that the use of the Stanthorpe Showgrounds for camping be considered the same as other showgrounds within the Region, and facilities such as Morgan Park, whereby competitors and officials, that are associated with the use of the showground, are permitted to camp on site, including for example cyclists using the showgrounds as an overnight stop in a long distance event or scouts participating in a Jamboree being conducted. It will not allow for general camping by spectators for an event, concert or the like or the general public.

The need for a Local Law permit, under *Subordinate Local Law No. 1.8 (Operation of Caravan Park) 2011*, only applies to the additional four caravan club events which the Stanthorpe Showgrounds can accommodate currently. The conditions of any Local Law permit must accord with the requirements of the subordinate local law and the restrictions and conditions on the use of the Showgrounds.

It is a standard requirement under the *Subordinate Local Law Local Law No. 1.8 (Operation of Caravan Park) 2011* that individual sullage points are provided.

Given the existing use rights for four caravan club events, having a maximum duration of four nights, and the scale and frequency of such events, it is not considered reasonable to require the construction of individual sullage points.

If the Stanthorpe Agricultural Society wishes to operate camping at the Showgrounds in excess of that considered ancillary to the use of the Showgrounds, and in addition to the four caravan club events permit, then progression of the current application for a Material Change of Use for the purpose of a Travellers Residential Use - Camping Ground and Caravan Park will be required.

It is noted that prior to Council's consideration of the report at the May General Meeting of Council that five letters of objection were received. The majority of the points raised in the letters relate to the commercial use of the Showgrounds as a caravan park and camping grounds, not the ancillary use of the Showgrounds. It was clearly indicated that the ancillary use of the Showgrounds, i.e.

sheep dog trials, agricultural shows and cattle events, is not of concern. However it is unreasonable for the Showgrounds to host caravan or motorhome clubs, cyclist or motorbikes for camping, as these groups can be accommodated within the registered Caravan Parks and Camping Grounds.

This report is for Council's consideration of the use of the Stanthorpe Showgrounds for ancillary camping. The use of the land for four caravan club events has existing use rights from the 2003 consideration and Council cannot revoke this.

A number of the letters also raised the need for an overflow arrangement for the Region, which can be enacted in peak periods, such as Apple and Grape. Council should further investigate the need and details of an overflow arrangement for the Region.

It is suggested that Council should consider the Stanthorpe Showgrounds the same as other Showgrounds or similar facilities within the Region, whereby the premises may be used for ancillary camping by participants, competitors and officials who are directly involved in activities conducted at the showgrounds, and as otherwise traditionally used by people, travelling stock and members of the Showman's Guild. This does not include camping by spectators of an event or activity or the general public

Budget Implications

Nil.

Policy Consideration

Corporate Plan

4.5 Maintain and enhance civic facilities and halls.

5.13 Support the further development of regional tourism assets.

2030 Community Plan

5.9 Maximise facility use and development for continued growth in sports tourism.

Community Engagement

Nil.

Legislation/Local Law

Sustainable Planning Act 2009

Southern Downs Planning Scheme

Local Law No. 1 (Administration) 2011

Subordinate Local Law No. 1.8 (Operation of Caravan Park) 2011

Options


It is considered that the proposal from the Stanthorpe Agricultural Society is reasonable and there are no suitable alternative options.

Attachments

1. Letters received in relation to Stanthorpe Showgrounds request (Excluded from agenda - Provided under separate cover)[View](#)

10.7 Material Change of Use - Stanthorpe Agricultural Society, 6 High Street, Stanthorpe

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Senior Planning Officer	File Ref: MCU01293

APPLICANT:	Gary Hayes & Partners Pty Ltd
OWNER:	Stanthorpe Agricultural Society
ADDRESS:	6 High Street, Stanthorpe
RPD:	Lot 259 BNT1180, Parish of Stanthorpe, County of Bentinck
ZONE:	Community Infrastructure
SDPS ZONE:	Community facilities
LAND AREA:	11.796 hectares
PROPOSAL:	Travellers Residential Use (Camping Ground & Caravan Park)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Eight (8)
REFERRALS:	Department of State Development, Infrastructure and Planning (formerly Department of Transport and Main Roads)

Recommendation Summary

THAT the report in relation to Material Change of Use - Stanthorpe Agricultural Society, 6 High Street, Stanthorpe be received and the application for the purpose of a Material Change of Use for the purpose of a Travellers Residential Use (Camping Ground & Caravan Park) on land at 6 High Street, Stanthorpe, described as Lot 259 BNT1180, Parish of Stanthorpe, County of Bentinck, be received and the application be approved in part only.

Report

This report, following reports presented to the December 2012 and June 2013 round of Council meetings, deals with a Material Change of Use application for a Travellers Residential Use (Camping Ground & Caravan Park) only.

The proposed development is on land at 6 High Street, Stanthorpe, described as Lot 259 BNT1180, Parish of Stanthorpe, County of Bentinck.

Prior to the matter being discussed at the June 2013 General Council Meeting, the applicant submitted a written request that Council defer consideration of the application. Council resolved in accordance with the applicant's request, and deferred the matter until the June 2014 General Meeting, unless further information was submitted prior to that date. No further advice regarding this application has been forthcoming, and this report is being presented to Council in accordance with the resolution made at the June 2013 General Council Meeting, and relates to the proposed development of a Travellers Residential Use (Camping Ground & Caravan Park) only. .

Please note that a separate report, dealing with specific requests from the Stanthorpe Agriculture Society is due for consideration at the June 2014 General Council Meeting as well.



The subject land is home to the Stanthorpe Agricultural Society, which includes the showgrounds, sale yards, rodeo ring, canteen, and a number of show pavilions and storage sheds. The large pavilion, located on the High Street frontage, straddles the property boundary with Lot 256 CP905324.

The land has frontage and access to High Street, Club Road and Showground Lane.

The subject application applies only to the freehold land owned by the Stanthorpe Agricultural Society, being Lot 259 BNT1180. The application does not apply to the adjoining reserve.

The applicant proposes to utilise approximately 1.23 hectares of the site for a camping ground and caravan park. This camping is in addition to that which is ancillary to other uses of the land, i.e. during the show. It is anticipated that the site will be used for various groups, including motor homes, single vehicle and caravan, tents and camper trailers. The Society envisages that the facility will be used largely by special interest groups that may want to use the livestock facilities or arenas that exist on the site.



It was proposed that there will be a total of 75 sites across the site. Proposed Area A has an area of 4,908 square metres, and Area B has an area of 6,543 square metres.

In 2003 the former Stanthorpe Shire Council agreed to allow limited use of the showgrounds (i.e. Lot 259 BNT1180 and Lot 256 CP905324) for camping and caravanning. The conditions of this are as follows:

- The premises may be used as a camping ground for a club or an association up to six (6) times per calendar year. These camping events must be in conjunction with the use of facilities provided on site. That is, the camping must be associated with an activity or display that requires the particular facilities that the Showground offers, including the sale yard, ring or exhibition hall. Accommodation for this use may be tents or caravans but not exclusively caravans. The duration of this use of the site shall not exceed four (4) nights.
- Additionally, a maximum of four (4) caravan club events may be held each calendar year with each event having a maximum duration of (4) nights.
- Otherwise as traditionally used by people travelling stock and members of the Showman's Guild.

There was a Local Law approval for 50 sites on the adjoining property (Lot 256 CP905324).

The applicant has clearly indicated that there would be a maximum of 75 sites used at any one time, including the existing 50 sites.

The applicant has indicated that there will be an area of 160 square metres per vehicle per site.

It is anticipated that the campers will check-in at the currently unmanned ticket office at the Showground Lane entrance. There will be no access to the site from High Street, as this access is on land owned by the Crown as a Reserve, and cannot be used for a commercial caravan park.

Referral

As the subject site adjoins a State-controlled road, the application required referral to the Department of Transport and Main Roads (DTMR). The DTMR require conditions to be attached to any approval.

Submissions

Eight (8) submissions were received to the application. Requests were made that two of the submissions remain confidential. Though the matters raised in those submissions have been addressed in this report, those two submissions have not been made publicly available. However, under the *Sustainable Planning Act*, the applicant has to be provided with the details of submitters following Council's decision. **Copies of the submissions have been forwarded separately to Councillors.**

Five (5) letters were received in relation to the report presented to the May 2014 General Council Meeting, regarding the consideration of the use of the Stanthorpe Showgrounds for ancillary camping. The letters were received well outside of the public notification period for the subject application; however the points raised have generally been addressed below.

The matters raised by the eight submitters are as follows:

Lack of detail submitted

- The development application contains insufficient detail to allow appropriate assessment against either the Planning Scheme or the 'Guidelines on Good Design for Caravan Parks and Relocatable Home Parks'. Therefore it should be refused.
- The applicant fell short of properly responding to the information request. The response failed to include details relating to: wastewater disposal points; waste disposal; access arrangements; how the use will operate (i.e. in terms of reception); layout and facilities information; identification of the total number of persons that can be accommodated; and proposed lighting and power arrangements.
- Council issued a 'Not Properly Made' letter, then the applicant only supplied part of this mandatory information. Council issued an Acknowledgement Notice, however it would appear that the applicant has never provided parts of this mandatory information.
- Due to the lack of detail provided, it is questionable whether the application was ever 'properly made'.
- No noise report has been submitted in support of the development application.
- There is insufficient information provided as part of the application to demonstrate compliance with the provisions of this guideline.

Comment: Council issued a 'Not Properly Made' notice on 27 January 2012, which identified three pieces of mandatory information which was required. The applicant submitted additional information on 24 February 2012. Subsequently, Council considered the application 'properly made' and on 6 March 2012, issued an Acknowledgement Notice.

Council issued an Information Request on 15 March 2012. An applicant may choose not to provide any further information in response to a request for further information, or choose to provide part or all of the requested information. Council must assess an application based on the information available to it. Some of the details referred to by submitters would need to be addressed through conditions.

Inclusion of Lot 256 CP905324

- Based on the information submitted as part of the application, it appears that the application should be remade to include both Lot 259 BNT1180 and Lot 256 CP905324. This would result in the proposal needing to be readvertised.
- The development application appears to be "piecemeal". It is an accepted proposition in planning law that a development application must completely describe the use and the land to which that use would relate. In this instance Lot 256 CP905324 would inevitably be used as the access to the caretaker's residence and for part of the internal roadway. If the application fails this test, the application cannot be approved as there is no valid application on foot.

- State resource entitlement is required for the use of Lot 256 CP905324. For this application it is surely required because the caretaker's residence is located on this crown land.

Comment: The caretaker's residence is an existing use of Lot 256 CP905324. It is not a new use and is not part of the application.

Council officers requested further information from the applicant regarding access to the land, particularly with regards to access to the site from High Street and therefore the use of the adjoining Lot 256 CP905324.

At a recent site inspection, members of the Society stated that entrance to the site would be from High Street and the office at this entrance would provide reception for the Caravan Park and Camping Ground. However, when questioned further regarding this information, both the applicant and the Society Secretary confirmed that access to the development will be from Showground Lane.

The applicant has made it very clear that the Caravan Park and Camping Ground can operate without the use of Lot 256 CP905324. The applicant has stated that access to the Caravan Park and Camping Ground will be from Showground Lane, and that the ticket office at this entrance will be used as a reception.

A number of conditions should be imposed on the development to ensure that the operation does not utilise Lot 256 CP905324. Such conditions should include the construction of a reception building at the Showground Lane entrance.

Conflict with the showgrounds

- The proposed development will conflict with the continued operations of the showground. The existing community facility needs to be protected.
- This development would cause the loss of this showground facility to the townspeople of Stanthorpe.
- For the Stanthorpe Agricultural Society to comply with the regulations imposed in the operation of a Caravan Park, the use of the showgrounds land would be diminished and the community would lose this community facility.

Comment: Assessment against the Community Infrastructure Zone Intent and the Community facility zone purpose are included later in the report. This assessment includes such considerations.

The applicant's consultant has stated as follows:

As can be seen from the application, the area allocated for camping is a small part of the showgrounds, and will not compromise the use of the remainder of the showgrounds. With the addition of more flexible camping arrangements, this community facility can be better utilised to promote tourism in the Stanthorpe area.

Traffic & noise impacts

- No investigation has been undertaken with regards to the increased traffic impacts of the proposed development.
- The proposed development is likely to cause traffic problems, including increased traffic flows, inappropriate vehicle access arrangements and a lack of car parking.

Comment: The application required referral to the Department of Transport and Main Roads (DTMR), as the subject land has frontage to a State-controlled road - High Street. The DTMR require conditions to be attached to any approval.

There will be an increase in traffic along Club Road and Showground Lane. Council's Engineering Services Department has indicated that the existing access from Showground Lane will need to be widened.

- The proposed development is likely to have a detrimental impact on the neighbourhood which it is located.
- The proposed development is likely to cause noise impacts.

Comment: The surrounding uses include a caravan park and camping ground, the International Club, a motel and sporting fields. The closest permanent residence is located approximately 220 metres to the north-west of proposed Area B. It is unlikely that the proposed development will adversely impact on the residents within the vicinity.

Infrastructure and facilities

- The proposed development provides inadequate infrastructure for the proposed use and proposes insufficient means of water supply and wastewater disposal.
- No technical reports have been submitted to demonstrate that the proposed development will be appropriately serviced by infrastructure.
- There are insufficient ablutions on site to comply with the SDRC Subordinate Local Law No. 1.8, particularly if the caravan park and the separate showgrounds are in use at the same time. The boundaries of the proposed caravan park would need to be fully fenced and locked with keys supplied to users of the caravan park to ensure there are sufficient facilities for the occupiers of the Caravan Park.
- This lack of ablutions will result in harm to the environment, due to the combined effect of the activity and other activities. It would be likely to cause interference with the environmental values through unhealthy, offensive or unsightly conditions, resulting from contamination.
- Council must consider the lack of waste prevention, treatment and disposal. It is doubted that the current application meets many of the requirements under the Standard Sewerage Law.

Comment: The proposed development will be subject to compliance with Council's Subordinate Local Law No. 1.8 (Operation of Caravan Park), which stipulates the number of toilet, shower and laundry facilities that are required.

Appropriate conditions can be imposed to ensure waste disposal is appropriate, for example, the inclusion of sillage points, waste bins and waste collection.

Access and reception

- The application does not include either the primary access or the caretaker's residence on Lot 256, yet it does not identify any other reception point for the proposed Travellers Residential Use. To suggest that members of the public wishing to use the proposed camping and caravan park would not enter from High Street to access the caretaker's residence is unrealistic.
- The proposed entrance to the proposal will cause confusion amongst users of the facility and has the potential to put at risk both users of the property and customers of Top of the Town Caravan Park. Potential customers will not travel down a perceived dead end with a caravan in tow. They will opt for the current entrance which is on the adjoining reserve land.

Comment: Council officers have concerns with regards to ensuring access to the site is from the Showground Lane entrance, particularly given that the caretaker's residence is located on Lot 256 CP905324. It is considered reasonable that the applicant be required to construct a reception at the Showground Lane entrance, to ensure there are adequate facilities for the checking-in and out of customers. Signage should also be erected on the High Street frontage of the site, notifying customers of the Showground Lane entrance.

Safety

- The safety of the caravan park residents could be put at risk by the close proximity to animals, i.e. horses or bulls. City folk can see no danger or understand the risk involved in approaching

or feeding horses. The risk of attracting fly breeding or vermin infestation could be a possibility.

- Fences and signs would need to be installed to ensure the safety of the caravan park residents.

Comment: This is a risk, however it will be a management consideration for the Society.

Need and impact on local businesses

- The applicant has not attempted to demonstrate a need for additional camping and caravan park facilities in Stanthorpe. In addition to National Park facilities in the broader district, there are a number of existing commercial camping and caravan parks operating in the local Stanthorpe area. These facilities include:
 - Top of Town Tourist Park – 210 sites
 - Blue Topaz – 35 sites
 - Sommerville Valley – 65 sites
 - Country Style – 35 to 40 sites
 - Happy Apple – approx. 30 sites

There is reasonable information to suggest that these existing facilities are never at full capacity, even at peak times such as Easter and the Apple & Grape Festival. There is no need to use community use land, such as the Showgrounds, for additional camping and caravan facilities.

- The opening of the showgrounds for campers, below cost, will jeopardize and probably destroy the business of local caravan parks and camping grounds.

The applicant's consultant has stated as follows:

There has also been increasing enquiries and use of the showgrounds by car clubs and motor home clubs, who are seeking onsite accommodation. Some of these people have expressed a desire to stay a few days after the event and use the showgrounds as a base to explore other parts of the region. As can be seen from the application, the area allocated for camping is a small part of the showgrounds, and will not compromise the use of the remainder of the showgrounds. With the addition of more flexible camping arrangements, this community facility can be better utilised to promote tourism in the Stanthorpe area. The current permit which is strictly limited for the duration of events only fulfils part of the existing community needs, however, our clients require the greater flexibility requested in this application to enable them to utilise the facilities on a more regular and businesslike manner.

It is not intended to have relocatable homes on the site, nor target the general travelling public or backpacker market, which is currently well catered for in town. As referred to above, it is intended to use the camp areas for short stay accommodation and also for overflow accommodation, as required for external events such as the Apple and Grape Festival.

- The proposed development will have a future negative influence on the local accommodation businesses. Private businesses can't compete with Council owned and operated caravan parks, run under advantaged business circumstances, such as below market rates. Does this mean that the Council will start and run a profitable business and at the same time ruin the local accommodation businesses, simply because of the fact that Council just make their own rules?
- What is the reason the Council seeks to open and operate a non-profit business, where there are already local accommodation businesses taking care of the needs of tourist and campers?

Comment: Commercial competition is not a planning consideration and could not be used as a ground for refusal of the application.

The subject land is owned by the Stanthorpe Agricultural Society. The land is not owned or managed by Council, and the Caravan Park and Camping Ground will not be owned or managed by Council. Council's sole role in this application is as assessment manager.

The applicant's consultant has stated as follows:

We note from the submissions that there is a perception that the showgrounds are owned and run by the Council and there will be cost cutting for general camping. As previously advised in our initial application, and reaffirmed here, our clients do not intend to target the general camping and caravan market or engage in cost cutting, they simply need the flexibility for people to stay a few days, particularly before and after events that they may be involved in. This can only be of economic benefit to other tourist facilities in the area.

Other locations

- Other land is available for use as camping and caravan park facilities under both the Stanthorpe Shire Planning Scheme and the Southern Downs Planning Scheme.
- The SDRC should ensure that the image of the Region is safeguarded by only approving well designed and attractive camping and caravan facilities that meet the current Queensland standard and guidelines – it cannot do so given this completely inadequate application.

Comment: There may be other appropriate sites, however Council can only assess the application that is submitted. An assessment against the Community Facilities Zone Intent is provided later in this report. This addresses the suitability of the proposed development on the subject land. The recommendation made by Council officers ensures that the applicant is required to provide all services that would be required to be provided in any camping and caravan park ground.

Public notification

- By letter dated 2 November 2012, the applicant advised that 'there were no adjoining owners identified'. However, the site abuts a Crown reserve, Lot 256 CP905324. It would appear that the applicant has not carried out notification of the application in accordance with Section 297(c) of the SPA.

Comment: Lot 256 CP905324 is the only adjoining property and is a reserve. This land is administered by the Stanthorpe Agricultural Society, therefore no written notice was required to the adjoining landowner.

It should be noted that a representative of the Department of Natural Resources & Mines requested to view a copy of the application, and subsequently indicated that they had no concerns with the application.

Non-compliance with the existing 2003 approval

- The applicant has failed to comply with various conditions of the 2003 approval.
- The Stanthorpe Agricultural Society is failing to comply with the existing conditions of the Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011.
- Recently several caravans and fifth wheelers were camped at the north eastern corner of the showgrounds. These vehicles were running their sillage onto the ground and several had their hoses running through the fence and the waste out on the verge of Club Road.

Comment: There have previously been issues with regards to the compliance with the 2003 agreement. The subject application has been lodged in response to Council's compliance action.

Compliance with the Stanthorpe Shire Planning Scheme

- On the information available, it is not possible to discern whether the proposed Travellers Residential Use will protect the continued operation of the showground or contribute, in a positive way, to the community.

- Due to the insufficient information submitted, the proposed development cannot comply with purpose of the code and the provisions of the Travellers Residential Use Code.
- The proposed development is in serious conflict to the following Sections of the planning scheme: 1.19 (Intent); 5.19 (Purpose); 5.21 (P2); 7.13 (P1); 8.25 (P1); and 8.25 (P5 and AS5).

Comment: Compliance with the Stanthorpe Shire Planning Scheme is addressed later in this report.

Compliance with the Southern Downs Planning Scheme (SDPS)

- The proposed development is in serious conflict to the following Sections of the Southern Downs Planning Scheme: 6.2.1.2(2) (Purpose); 6.2.1.2(3)(b) (Purpose); 6.2.1.2(3)(n) (Purpose); 6.2.1.3 (PO4, PO17, PO18); and 9.3.12.3 (PO1).
- Based on the information submitted, the proposed development cannot comply with at least three provisions of the Community facilities zone code. These provisions relate to:
 - PO16 – the use is associated with or provides services to the people utilising the showgrounds or employed on site or have similar characteristics to the showgrounds.
 - PO17 – there is a demonstrated existing or future community need for the proposed development.
 - PO18 – the use won't compromise the existing or future use of the showgrounds.
- In relation to the Tourist park and relocatable home park code, the application doesn't include sufficient information to allow assessment against these provisions.

Comment: Compliance with the Southern Downs Planning Scheme is addressed later in this report.

Assessment against the Planning Scheme

This application required assessment against the Community Infrastructure Zone Code, the General Development Codes, and the Travellers Residential Use Code.

Zone Intent

The intent of the Community Infrastructure Zone is to:

- (a) *Protect the continued operation of major community facilities; and*
- (b) *Control future development of the facilities to ensure that they contribute to the community.*

A number of submitters raised concerns regarding the continued use of the showground facilities as a result of the proposed development.

Council officers have concerns that the area encompassed by proposed Area A, may be required to be used in association with the activities undertaken at the showgrounds, e.g. carparking for cattle sales. The main access for the use of the showgrounds is from High Street, with the main internal access road dissecting proposed Area A. To ensure the continued and unimpeded operation of the showgrounds, it is considered appropriate that only proposed Area B be utilised for the Caravan Park and Camping Grounds.

It is not unusual in Queensland to have commercial caravan park operations being co-located with a showground. Camping is not out of character with regards to the subject land, therefore provided the proposed use is well managed and conditioned, the use of the showgrounds will remain unchanged.

While not a planning consideration, the applicant's consultant has provided the following justification:

The use of a small portion of the showgrounds for a caravan park and camping facilities will provide a better service to the existing users of this community facility and will allow greater flexibility to meet the future needs of the users of the showgrounds and be able to respond in a positive manner to the enquiry for various events that the Show Society currently receives.

Community Infrastructure Zone Code

The proposed development complies with the Code.

Travellers Residential Use Code

Camping Grounds:

The proposed development complies with the Code with regards to site size and access from a sealed road network.

The Code stipulates the following Acceptable Solutions:

AS3(1) The camping ground is screened from all roads to which it has frontage by a buffer strip with a width equal to or greater than 20 metres to allow for landscaping

AS3(2) An outdoor recreation area equal to or greater than 20m² per camp site is provided adjacent to the camp site for use of occupants.

Each of the camping locations are in excess of 20 metres from the roads, however there is no landscaping within this setback.

Proposed Area A is located to the west of the large pavilion, however it will be still visible where the area adjoins the ring. Proposed Area B is not visible from the adjoining roads.

The associated Performance Criteria states as follows:

P3 On site adequate and useable landscaped open space is available for the recreational use of all occupants and to enhance the attractiveness of the camping ground.

One location where the camping ground may be visible would be from the existing main entrance on High Street, across Lot 256 CP905324. The existing infrastructure on Lot 256 CP905324 would provide a screen to the majority of the Area.

Given the concerns with regards to Area A previously addressed, it is considered appropriate that only Area B be permitted. As Area B is not visible from the road and in this location there are a number of existing trees, it is considered appropriate that no additional landscaping be provided.

It can be a condition of any approval that each camp site be at least 130m² to allow for outdoor recreation area in accordance with the "Guidelines on Good Design for Caravan Parks and Relocatable Home Parks".

Caravan Park:

To the extent relevant, the controls for caravan parks are those set out in "Guidelines on Good Design for Caravan Parks and Relocatable Home Parks" published by the Department of Local Government and Planning. Council may vary these controls provided that sufficient evidence can be provided that the proposal will be consistent with the purpose of this Code. As the applicant does not propose the Camping and Caravan Grounds to cater for long-term visitors/residents, some of the requirements of the guidelines are not applicable.

The development complies with the requirements of the guidelines with regards to Location, Recreation Areas and Open Space.

Residential Park Layout

It is required that a landscaped buffer setback is to be provided to all boundaries. The requirement stipulates a 6 metre buffer to the frontage and a 5 metre buffer to any adjoining boundary, and that the buffers are planted with vegetation that grows in a range of heights to at least 5 metres.

As previously detailed, proposed Area A is not considered appropriate, as there are concerns that this area will impede on the continued use of the showgrounds. Proposed Area B is not visible from the roads and there are a number of large trees within the area to provide for a buffer.

The existing streetscape will effectively not change as a result of the proposed development.

Internal Access, Parking, and Park Operation

In relation to internal roadways, there is a minimum requirement for two-way entrance/exit road to be 7 metres in width. This existing roadway which will provide access to the proposed camping area from Showground Lane, is not of sufficient width to comply with this requirement; therefore it should be a condition of any approval that the internal roadways be widened.

Council records indicate that the old ticket office which has been identified as the reception for the proposed use has been converted to toilets. Therefore this building would be inappropriate for a reception. The Guidelines require a park manager or other responsible person to be present at the office at regular reasonable hours. It should be a condition of any approval that a reception building be constructed and the operating hours of the reception be regular and reasonable.

As campers will be required to check-in to the grounds upon entry from Showground Lane, there is a need for a reception building to be constructed and a holding area for vehicles near the reception. The guideline requires the holding area to be 4m x 20m and located near the reception. The provision of a suitable reception building and a holding (parking) area should be conditioned on any approval. While conditions can be imposed requiring all access to the Caravan Park and Camping Grounds is from Showground Lane, providing suitable infrastructure at this entrance will further ensure all access to the Caravan Park and Camping Grounds is via this entrance.

The applicant will be required to obtain a permit under Subordinate Local Law No. 1.8 (Operation of Caravan Parks). The applicant will be required to provide additional facilities and operate the Camping and Caravan Grounds in accordance with this Local Law.

Based on 50 sites, which can be accommodated in proposed Area B, Subordinate Local Law No. 1.8 (Operation of Caravan Parks) requires the following facilities:

	Toilet	Shower	Urinal	Handbasin
Male	5	4	1.8m	1
Female	7	4		1

There are currently two ablution blocks (A2 and A5, as shown on the plan) on site which are within 200 metres of each site. In total, the two ablution blocks contain the following:

	Toilet	Shower	Urinal	Handbasin
Male	3		2	1
Female	3			3
Unisex	3	3		3

The ablution block A1, is not located within 200 metres of all sites and therefore cannot be included for the purposes of ablutions. This block does also contain three wash tubs and two washing machines. It is considered appropriate that these laundry facilities be counted for the purposes of the Caravan Park and Camping Ground.

There is also another ablution block located at the Showground Lane entrance to the site, which contains three unisex water closet, three unisex showers, three unisex handbasins, one male water closet, one urinal, one handbasin, and laundry facilities. This ablution block is not within proximity of the proposed camping areas.

Access to the site is from Showground Lane, which is a sealed road.

General Development Codes

Landscaping has been previously discussed in this report.

The applicant proposes that campers will park their vehicles adjacent to the camping sites. Any approval should be conditioned to require the internal driveways and carparking area to be sealed.

The subject site has connections to Council's reticulated water supply and sewerage system. It should be a condition of any approval that liquid waste disposal (sullage) points within 10.0 metres of any site, in accordance with the "Guidelines on Good Design for Caravan Parks and Relocatable Home Parks".

Whilst the property does have frontage to a State-controlled road, High Street, there will be no direct access from this road to the Camping Ground and Caravan Park use.

Adopted Infrastructure Charges

Development Type	Network	Rate	Proposed	Charge
Accommodation short term	All	\$1000/tent or caravan site	75	\$75,000
TOTAL:				\$75,000

The adopted infrastructure charge is payable prior to the change of use of the land happening in accordance with Section 648H of the *Sustainable Planning Act 2009*.

Southern Downs Planning Scheme

Under the Southern Downs Planning Scheme, the property is within the Community facilities zone. The use of the site for a Tourist park is impact assessable.

The purpose of the zone is as follows:

- (2) The local government purpose of the zone code is to protect the continued operation of major community facilities in the Region in a manner that meets community needs without resulting in unacceptable adverse impacts on the surrounding localities.

... the purpose of the zone is also to:

- (b) Provide for passive and active informal recreation where the built form is not essential to the enjoyment of the space. ...
- (d) Ensure that any development proposed on land included in this zone is compatible with the existing community use. ...

Concerns were raised by the submitters that the proposed development will impede the continued use of the showgrounds for community purposes. It is considered that by limiting the use to only proposed Area B, there will be minimal impact on the continued operation of the showgrounds.

One notable Performance outcome of the Community facilities zone code requires the proposed use to meets demonstrated existing or future community needs.

The proposed use is more for the tourist population, not to serve the existing community. The applicant's consultant has provided a response to the issue of need which has been included previously in this report.

The proposed development will not hinder the existing operation of the showgrounds and associated infrastructure.

The Tourist park and relocatable home park code requires compliance with the "Guidelines on Good Design for Caravan Parks and Relocatable Home Parks" published by the Department of Local Government and Planning, which have previously been assessed.

It is considered that the proposed development generally complies with the Southern Downs Planning Scheme, subject to appropriate conditions being imposed.

Conclusion

The proposed development is to allow for general camping at the Stanthorpe Showgrounds. Currently there is a 2003 decision, which is strictly conditioned. This approval will override this existing decision as it applies to the use of the site for commercial purposes. This approval does not restrict ancillary camping by participants, competitors and officials who are directly involved in

activities and events being conducted at the showgrounds, and as otherwise traditionally used by people, travelling stock and members of the Showman's Guild.

Eight (8) submissions were received to the application. The submitters raised concerns regarding the adverse impact from the development, as a result of noise, traffic, waste disposal, lack of facilities on-site, commercial competition, the lack of detail submitted with the application, and the non-compliance with the existing approval, the planning schemes and Local Law. One of the main concerns raised was in relation to the continued operation of the showgrounds as a community facility.

It is considered that conditions can be imposed to ensure that the proposed Caravan Park and Camping Ground operation does not impede on the continued use of the showgrounds. Conditions would include the construction of a designated reception building and limiting the development to proposed Area B.

The proposed development is considered a reasonable use of the land and can be appropriately conditioned. The proposed development will have minimal impact on the continued function of the Showgrounds. It is recommended the application be approved subject to conditions.

Recommendation

THAT the report in relation to Material Change of Use - Stanthorpe Agricultural Society, 6 High Street, Stanthorpe be received and the application for the purpose of a Material Change of Use for the purpose of a Travellers Residential Use (Camping Ground & Caravan Park) on land at 6 High Street, Stanthorpe, described as Lot 259 BNT1180, Parish of Stanthorpe, County of Bentinck, be received and the application be **approved in part only**, and:

A. THAT Area A be refused for the following reasons:

1. The area encompassed by proposed Area A is used in association with the activities undertaken at the showgrounds, e.g. carparking for cattle sales. The main access for the use of the showgrounds is from High Street, with the main internal access road dissecting proposed Area A. To ensure the continued and unimpeded operation of the showgrounds, Area A is not approved.

B. THAT Area B be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, as determined by the Director Planning and Environment, and subject to the final development being amended in accordance with the conditions of this approval.
 - Plan No. W4472-05, dated 17 September 2012, prepared by Gary Hayes & Partners Pty Ltd – for Area B only.
2. This approval supersedes the following provisions of the previous 2003 agreement:
 - The premises may be used as a camping ground for a club or an association up to six (6) times per calendar year. These camping events must be in conjunction with the use of facilities provided on site. That is, the camping must be associated with an activity or display that requires the particular facilities that the Showground offers, including the sale yard, ring or exhibition hall. Accommodation for this use may be tents or caravans but not exclusively caravans. The duration of this use of the site shall not exceed four (4) nights.
 - Additionally, a maximum of four (4) caravan club events may be held each calendar year with each event having a maximum duration of (4) nights.

This approval does not apply to ancillary camping by participants, competitors and officials who are directly involved in activities and events being conducted at the showgrounds, and as otherwise traditionally used by people, travelling stock and members of the Showman's Guild.

Land Use & Planning Controls

3. This approval does not allow for the use of the site for permanent or long term accommodation within the Camping and Caravan Park. No person is to reside on the site for more than 42 days in any 12 month period.
4. The number of Camping and Caravan sites must not exceed 50 sites in total, not including the ancillary use of the showgrounds by participants, competitors and officials, which is ancillary to genuine activities at the showground.
5. There are to be no permanent on-site caravans or any relocatable homes associated with the Caravan Park and Camping Ground.
6. All Camping and Caravan sites must be separated by at least 3.0 metres.

7. All Camping and Caravan sites are to be setback at least six (6) metres from the western property boundary.
8. Each site is to have a minimum area of 130 square metres.
9. A reception building is to be constructed at the Showground Lane entrance. The reception building is to be setback at least 6 metres from the Showground Lane and Club Road frontage. The building is to be of a size to allow for all reception activities to be undertaken within the building. This building may be used for an alternative purpose during major events when the Caravan Park and Camping Ground is not operating.
10. The reception is to be open and manned at regular and reasonable hours.
11. Any sanitary conveniences and ablutionary facilities must be located:
 - (i) not more than 200 metres from any site; and
 - (ii) at least 6 metres from any site.
12. In accordance with Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011, a plan of the proposed caravan park (drawn to scale) is to be submitted to Council prior to the use of the land commencing. The plan must show:
 - (a) the location and real property description of the place at which the Camping and Caravan Park is to be operated; and
 - (b) the boundaries of the Camping and Caravan Park; and
 - (c) the division of the Camping and Caravan Park into sites, including the location and number of sites, with each site clearly defined and bearing a distinguishing mark or number; and
 - (d) the location of each road and building situated within the Camping and Caravan Park; and
 - (e) details of the water supply system, including the position of all water points; and
 - (f) the position of all waste containers; and
 - (g) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
 - (h) details of the on-site sewerage facilities and the waste water disposal system; and
 - (i) the position of all fire places; and
 - (j) the nature and position of:
 - (i) all fire safety installations; and
 - (ii) all electrical installations; and
 - (iii) all food preparation areas; and
 - (iv) all recreational facilities; and
 - (v) all car parking facilities.

Compliance with the plan is to be continually achieved.

13. The operator must keep and maintain a register which details:
 - (i) the name and address of each person who is staying on the site at the Camping and Caravan Park; and
 - (ii) an identifying number for the site being used; and
 - (iii) the number of people staying on the site; and
 - (iv) if a caravan is brought onto the site - the registration number of the caravan and (if applicable) the vehicle towing it; and
 - (v) the dates when the hiring of the site begins and ends.

Building, Health & Development Compliance

14. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
15. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)
16. The applicant is to provide amenities to conform to the requirements of Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011. The following facilities are required:
 - Male: 7 toilets
2.4 m urinal
5 shower
2 hand basin
 - Female: 8 toilets
1 sanitary disposal unit
5 shower
2 hand basin
 - Unisex facilities may be provided in lieu of gender specific facilities.
 - Toilet facilities must be located at least 6 metres, but no more than 200 metres from any site.
 - Individual toilets and showers must be screened.
 - Reticulated hot and cold water is to be provided to all shower cubicles and hand basins.

The ablution block shown as A1 on the plan is in excess of 200 metres from camping/caravan sites, and therefore the facilities within this ablution block cannot be used to meet the requirements of this condition.

17. Any water supply point which provides water not suitable for drinking is labelled 'UNSUITABLE FOR DRINKING' and provided with a symbol which is easily recognisable by non-English speaking people.
18. In accordance with Subordinate Local Law No. 1.8 (Operation of Caravan Parks), the following laundry facilities are to be provided:
 - 3 set of twin wash tubs; and
 - 3 clothes washing machine or washing boiler; and
 - 3 clothes hoist or an equivalent length of clothes line.

The laundry facilities may be provided within the ablution block shown as A1 on the approved plan.

19. The Society must display in the reception building, at all times:
 - a plan of the Camping and Caravan Park;
 - a copy of the Camping and Caravan Park rules; and
 - details of contacts in case of emergency.

Amenity & Environmental Controls

20. No generators associated with the use of the caravan/camping sites are to be used on site.
21. A weekly waste service is to be provided to service the development.
22. Waste bins shall be provided on the site throughout Area B.
23. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment or act as a food source for animals.
24. No effluent is to drain from the site or into any watercourse.
25. The operation of the use and the disposal of waste is to be carried out so as to ensure

that any odour generated by the development does not cause nuisance or disturbance to persons or property not connected with the development.

26. Advertising Devices relating to the Caravan Park and Camping Ground may **only** be erected on the subject land, i.e. Lot 259 BNT1180. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
27. There is to be no interference with the amenity of the surrounding area by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.
28. Lighting is to be provided within the development including adjacent to the internal driveways. Any lighting device is to be so positioned and shielded so as not to cause any glare nuisance to any nearby property or passing motorist, or to shine upwards into the night sky. Details of the proposed lighting are to be submitted to and approved by the Director Planning and Environment prior to the **issuing of any Development Permit for Building Works**. Lighting is to be provided in accordance with the approved plan.

Carparking and Vehicle Access

29. There is to be no vehicle access/egress from/to High Street.
30. Signage is to be erected at the High Street entrance to the Showgrounds advising that the entrance to the Caravan Park and Camping Ground is via Showground Lane only.
31. An industrial crossing, at least 6 metres in width, is to be constructed at the Showground Lane entrance to the site in accordance with Council's standard. (Council's Engineering Services department can provide details regarding Council's standard).
32. Appropriate signage is to be erected along the High Street frontage of the property, notifying customers to use the Showground Lane entrance.
33. A sealed access driveway is to be provided from the Showground Lane entrance to the land, to the designated "Area B" camping and caravan area. The driveway is to include appropriate drainage works and is to be at least 7 metres in width.
34. A sealed driveway and appropriate drainage works, with a minimum width of 6 metres for two way or 4 metres wide for a one way driveway, shall be provided from the main driveway (as detailed in Condition 33), to each of the camping and caravan sites.
35. The applicant is to provide onsite, at least one (1) grassed car park per camping and caravan site.
36. A sealed holding area, with dimensions of 4 metres by 20 metres, is to be constructed adjoining the access driveway as detailed in Condition 33 and is to be in close proximity to the reception building, to allow customers to park while checking-in.
37. A sealed parking area is to be provided at the entrance of the site to provide five parking spaces for visitor parking and additional guest parking.

Water Supply & Sewerage

38. The applicant is to ensure that water usage is minimised and that all water fixtures and fittings are to be water efficient devices and the applicant is to implement water reduction strategies as part of the development and use of the Camping and Caravan Grounds.
39. The applicant is to provide liquid waste disposal (sullage) points within 10.0 metres of all caravan and camping sites approved by this application. The disposal points are to be provided with a water stand pipe in an impervious paved area of at least 1.0m x 1.0m graded to a central drain connected to a sewerage system.

40. Prior to the commencement of the use, written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from the bore, for the use in the toilets, showers and Club house.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environment, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Sustainable Planning Act 2009* and would have to comply with the requirements of the Planning Scheme.
- (iii) An application must be submitted and approved by Council to amend the existing permit under Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011.
- (iv) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2002* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (v) **Building Approval is to be obtained** in accordance with the *Sustainable Planning Act 2009* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**

Aboriginal Cultural Heritage

- (vi) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Schedule 2 - Department of Transport and Main Roads Conditions



24 October 2012

The Chief Executive Officer
Southern Downs Regional Council
PO Box 26
Warwick QLD 4370

Attention: Annette Doherty

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
25 OCT 2012	
Task	<input checked="" type="checkbox"/> File
Dist	
Env	

Dear Sir/Madam

CONCURRENCE AGENCY RESPONSE – CONDITIONS

Proposed Development: Development Permit for Material Change of Use (Travellers Residential Use – Camping Ground & Caravan Park)

Real Property Description: Lot 259BNT1180

Street Address: 6 High Street, Stanthorpe QLD 4380

Assessment Manager ref.: AMM:AMM/MCU/01293

Local Government Area: Southern Downs Regional Council

Reference is made to the referral agency material for the development application described above which was received by the Department of Transport and Main Roads (the department) under section 272 of the *Sustainable Planning Act 2009* (SPA) on 12 March 2012.

An assessment of the proposed development has been undertaken against the purposes of the *Transport Infrastructure Act 1994* for state-controlled roads. Based on this jurisdiction, the department provides this concurrence agency response under Section 285 of the SPA in accordance with the following submitted material:

The department advises the assessment manager that it requires conditions to attach to any development approval for the application. The department would also like to provide advice about the application to the assessment manager under Section 287(6) of the SPA.

Under Section 325(1) of the SPA, the assessment manager must therefore attach this response, including the enclosed Department of Transport and Main Roads Concurrence Agency Conditions and Statement of Reasons, to any approval for the application.

Department of Transport and Main Roads
Program Delivery and Operations
Darling Downs Region
Floor 2 1-5 Phillip Street Toowoomba Queensland 4350
Locked Bag 1 Warwick Queensland 4370

Our ref
Your ref
Enquiries
Telephone
Facsimile
Website
Email

TMR12-001947
AMM AMM/MCU/01293
Andrew Watson
+61 7 4639 0842
+61 7 4639 0750
www.tmr.qld.gov.au
Andrew.Watson@tmr.qld.gov.au



The department may change its concurrence agency response in accordance with Section 290(1)(b) of the SPA.

The department must be provided with a copy of the assessment manager's decision notice regarding the application within five (5) business days after the day the decision is made in accordance with Section 334 of the SPA.

A copy of this response has been sent to the applicant for their information.

If you have any questions or wish to seek clarification about any of the details in this response, please contact Andrew Watson, Town Planner (Network Planning and Performance) on 07 4639 0842.

Yours sincerely



Jason McGuire
Senior Town Planner

Enc. (Department of Transport and Main Roads Agency Conditions and Statement of Reasons)

C/c Stanthorpe Agricultural Society
C/- Gary Hayes and Partners Pty Ltd
PO Box 656
Warwick QLD 4370

**Department of Transport and Main Roads
Concurrence Agency Conditions and Statement of Reasons**

Proposed Development: Development Permit for Material Change of Use (Travellers Residential Use – Camping Ground & Caravan Park)
Real Property Description: Lot 259BNT1180
Street Address: 6 High Street, Stanthorpe QLD 4380
Assessment Manager ref.: AMM-AMM/MCU/01293
Local Government Area: Southern Downs Regional Council

No.	Conditions of Development	Condition Timing	Jurisdiction and Reasons
Development Permit for Material Change of Use (Travellers Residential Use – Camping Ground & Caravan Park)			
1	Development must be carried out generally in accordance with the following submitted information, except as modified by these concurrence agency conditions: <ul style="list-style-type: none"> Site Plan prepared by Gary Hayes and Partners Pty Ltd dated 31/08/2011 Dwg No. W4472-02 	Prior to the commencement of use and to be maintained at all times.	The purposes of the Transport Infrastructure Act 1994. The Department of Transport and Main Roads' assessment of the development application was undertaken on the basis of the cited plan/s and/or report/s which depict how the proposed development will be carried out.

Page 1 of 2

Advice for state controlled roads

Under section 43 of the *Transport Infrastructure Act 1994*, a local government must obtain the Department of Transport and Main Roads' approval if it intends to approve the erection, alteration or operation of an advertising sign or other advertising device that would be visible from a motorway; and beyond the boundaries of the motorway; and reasonably likely to create a traffic hazard for the motorway.

Mandatory Part (MP) 4.4 of the *Queensland Development Code (QDC)* commenced on 1 September 2010 and applies to building work for the construction or renovation of a residential building in a designated transport noise corridor. MP4.4 seeks to ensure that the habitable rooms of Class 1, 2, 3 and 4 buildings located in a transport noise corridor are designed and constructed to reduce transport noise. Transport noise corridor means land designated under Chapter 88 of the *Building Act 1975* as a transport noise corridor. Information about transport noise corridors is available at state and local government offices. A free online search tool can be used to find out whether a property is located in a designated transport noise corridor. This tool is available at the Department of Local Government and Planning website (<http://www.dlgs.qld.gov.au/building/transport-noise-corridor-search-tool.html>) and allows searches on a registered lot number and/or property address to determine whether and how the QDC applies to the land.

Pursuant to Section 580 of the *Sustainable Planning Act 2009* it is a development offence to contravene a development approval, including any condition in the approval.

Pursuant to Section 80 of the *Transport Infrastructure Act 1994*, the construction, augmentation, alteration or maintenance of a public utility plant on a state-controlled road reserve, must be in accordance with the Department of Transport and Main Roads' requirements.

Page 2 of 2

INFORMATION ATTACHMENT TO CONCURRENCE AGENCY RESPONSE

Representations on Referral Agency Response

If the applicant intends to make a representation to the Department of Transport and Main Roads (the department) regarding the attached concurrence agency response, the applicant needs to do this before the assessment manager decides the application. The assessment manager cannot decide the application before 10 business days after receiving the final concurrence agency response, pursuant to section 318(5) of the *Sustainable Planning Act 2009* (SPA).

The applicant will need to give the assessment manager written notice under section 320(1) of SPA to stop the decision-making period to make a representation to the department and subsequently contact the department to make the representation. The decision making period cannot be stopped for more than 3 months.

Planning and Environment Court Appeals


If an appeal is lodged in the Planning and Environment Court in relation to this application, the appellant must give written notice of the appeal to the department under Section 482(1) of the SPA. This notice should be forwarded to the Planning Law Team, Planning Management Branch, Department of Transport and Main Roads, GPO Box 213, Brisbane QLD 4001 within 2 days if the appeal is started by a submitter, or otherwise within 10 business days after the appeal is started.

Attachments

1. Submissions received to application for Travellers Residential Use (Camping Grounds & Caravan Park) at 6 High Street, Stanthorpe (Excluded from agenda - Provided under separate cover)[View](#)

10.8 Material Change of Use - J Harris, 56 Herbert Street, Allora

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 25 June 2014
	Senior Planning Officer	File Ref: MCU\01516 & RC\01466

APPLICANT:	NSPIRE Planning & Design
OWNER:	Suwarren Pty Ltd
ADDRESS:	56 Herbert Street and Water Lane, Allora
RPD:	Lot 2 RP54802 and Lot 2 RP42573, Parish of Allora, County of Merivale
ZONE:	District centre
PROPOSAL:	Stage 1: Warehouse (Self storage sheds) Stage 2: Caretaker's accommodation Realignment of boundaries - Two (2) lots
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	One (1)
REFERRALS:	Department of State Development, Infrastructure and Planning

Recommendation Summary

THAT the application for Material Change of Use for the purpose of a Warehouse (Self storage sheds), Caretaker's accommodation and a Realignment of boundaries - Two (2) lots, in stages, on land at 56 Herbert Street and Water Lane, Allora, described as Lot 2 RP54802 and Lot 2 RP42573, Parish of Allora, County of Merivale, be approved subject to conditions.

Report

An application has been received for Material Change of Use for the purpose of a Warehouse (Self storage sheds), Caretaker's accommodation and a Realignment of boundaries - Two (2) lots, on land at 56 Herbert Street and Water Lane, Allora, described as Lot 2 RP54802 and Lot 2 RP42573, Parish of Allora, County of Merivale.

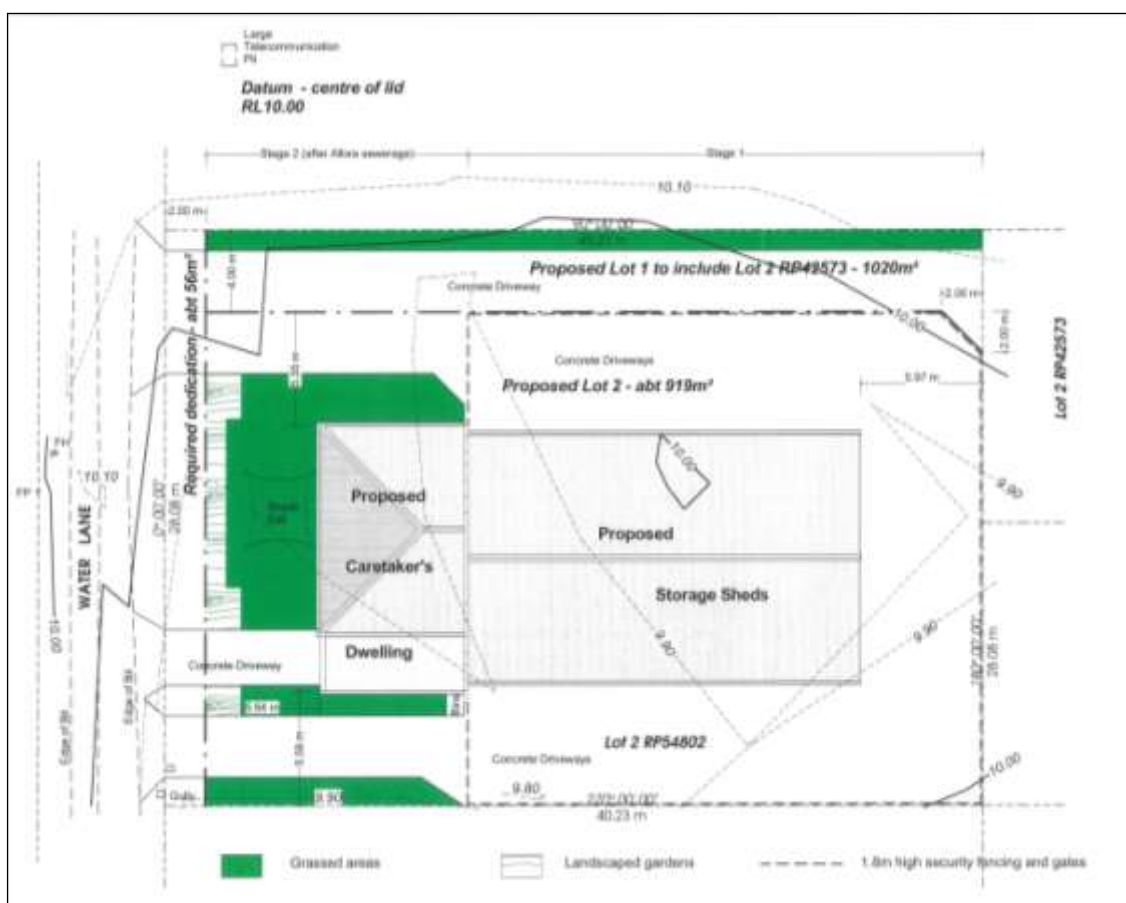


Currently 56 Herbert Street contains a building which is occupied by Watts Cooking Cafe. The rear of the Herbert Street property and the Water Lane property are vacant.

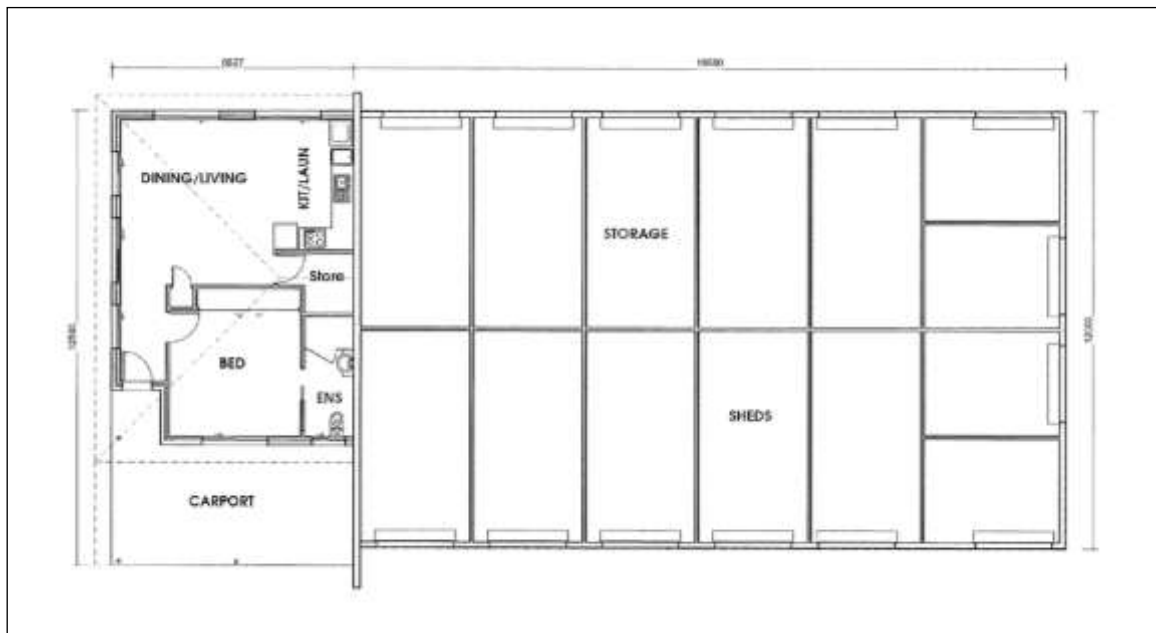
The applicant proposes to develop the rear of the site in two stages, and realign the boundaries such that both lots will have vehicular access to Water Lane.

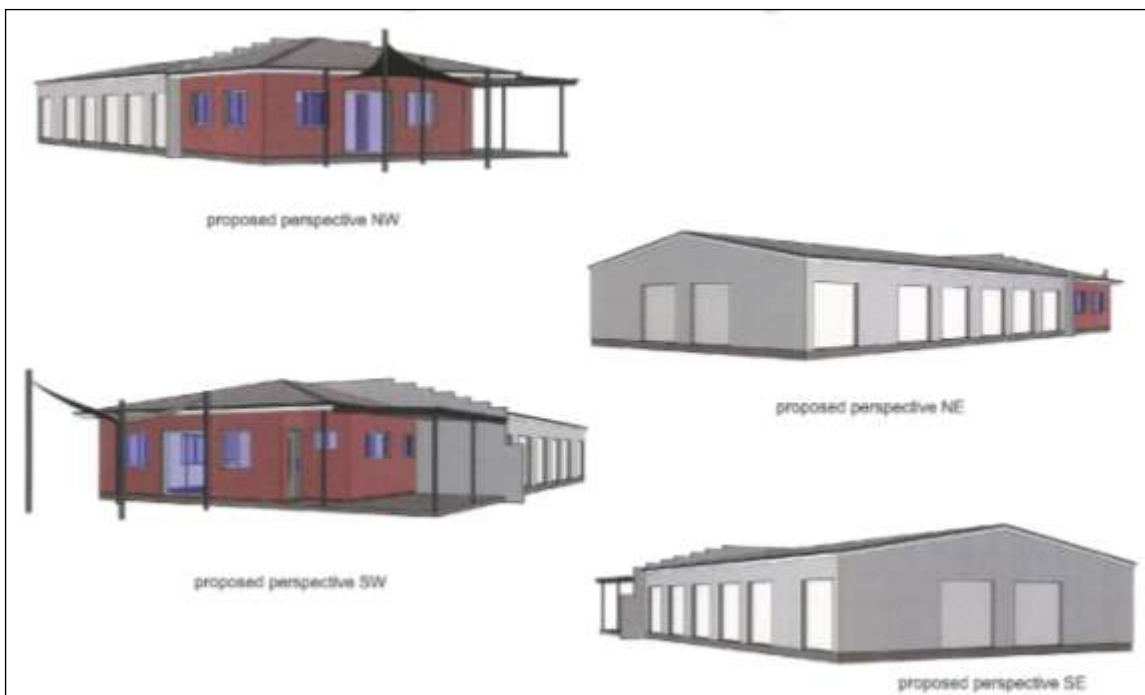
The two stages are as follows:

- Stage 1: Construct 14 self storage units and realignment of boundaries.
- Stage 2: Construct a caretaker's residence on the western end of the storage units.



Ground floor plan of the storage sheds





There will be no changes to the operation of the existing commercial business fronting Herbert Street, except that there will be access for vehicles to the rear of the building from Water Lane. The proposed realignment of boundaries will ultimately provide access to the Herbert Street property, from Water Lane.

The applicant has indicated that the construction of the caretaker's residence will not take place until a reticulated wastewater service is provided to service Allora. It is also intended that electricity will not be supplied to the storage sheds until such time as the caretaker's residence is constructed.

Referral

The application required referral to the Department of State Development, Infrastructure and Planning (DSDIP). The DSDIP have no requirements with regards to the application.

Submissions

One (1) submission was received to the application. **A Copy of the submission has been forwarded separately to Councillors.** The issues raised in the submission are as follows:

Drainage

- At the moment water run-off from the cement aprons and the storage sheds cannot be appropriately dealt with.

The applicant has provided the following comment:

We are aware that all of Water Lane has drainage issues – in accordance with Council requirements, these will be addressed prior to construction. Regardless of the future usage of the block, whether storage sheds or otherwise, the geographical nature of Water Lane means that drainage issues will need to be considered as part of any development.

In the application, the consultant has noted that a sump (therefore associated drainage) already exists in the general proximity of the south-western corner of the block. The nature and capacity of the associated drainage will be investigated.

Comment: It should be a condition of any approval that stormwater drainage, and other urban services are dealt with as part of any subsequent Operational works application.

Operation of the roadway

- The Water Lane pavement is narrow and may not be sufficient width for service vehicles associated with the storage sheds.

The applicant has provided the following comment:

Water Lane is narrow and this has been addressed by Council through the requirement that setback for the frontage to the block will be increased to accommodate future widening. Again, the current nature of Water Lane will be an issue regardless of the type of proposed future development for the block. Given the potential uses for the block, the traffic generated from the construction of storage sheds would be less than it may otherwise be given other allowable uses.

Comment: It should be a condition of any approval that a land dedication is provided along the entire Water Lane frontage, to allow for widening of the road reserve for the laneway. It should be a condition of any approval that road widening occur for the full frontage of the site. This will result in the width of the Water Lane pavement to be sufficient.

Provision of sewer to the caretaker's residence

- Is it correct that the proposal to build the caretaker's residence hinges on the provision of reticulated sewerage being provided to Allora?

The applicant has provided the following comment:

The proposal to defer the building of the cottage until a sewerage system becomes available in Allora is in recognition of the issues created by septic tanks on the surrounding blocks and was proposed in this staged manner to prevent causing further problems. I'm not sure how/why such a deferral would/could become grounds for objection to the development.

Comment: It is considered reasonable to allow the deferral of the construction of the caretaker's residence until such time as Allora is serviced with a reticulated sewerage system, or alternatively a report is provided from a suitably qualified person, demonstrating proposed Lot 2 will be able to accommodate on site effluent disposal, in accordance with AS1547.

Disruption from the installation of infrastructure in Water Lane

- The underground services that are proposed to be utilising Water Lane need to be investigated, e.g. water, telecommunications and electricity. If this was to go ahead, it could cause interference and inconvenience to the residents that back onto Water Lane.

The applicant has provided the following comment:

We consider that the existing underground services in Water Lane will be further investigated for capacity/utilisation etc as part of the next phase of the development. Again, this would be an issue regardless of the type of development proposed.

In relation to the statement "Cause interference and inconvenience to the residence(s) that back on to Water Lane" – again, regardless of the type of development, any additional traffic within the Lane will "cause interference and inconvenience" for some, however, landowners should be able to use and enjoy their own land within the designated guidelines. Anywhere and anytime that vacant land is utilised for approved and allowable purposes will create "interference and inconvenience" for those adjoining the specified block, but that should not prevent the owners from developing the vacant block in accordance with Council's requirements and conditions. Those residences which back on to Water Lane have their primary access via Forde Street, so any loss of amenity or access will be negligible.

Comment: Any works to provide services to the properties, i.e. access, water connections, etc, may require works within the road reserve of Water Lane and thus temporarily disrupt the

operation of Water Lane. However such works will be short term and is generally the same for all developments. It is not considered a reason to refuse the application.

Assessment against the Planning Scheme

This application required assessment against the District centre code, the Industry uses code, the Car parking and loading code, the Landscaping code, the Outdoor lighting code, the Physical infrastructure code, and the Reconfiguring a lot code.

District centre zone code

The purpose of the District centre zone is to:

- (a) Provide the only location for the development of a range of commercial activities and community services which provide for the local needs of the town and surrounding rural area.
- (b) Provide for some small scale low impact industry which meets the day to day needs of employees or businesses located in the centre.
- (e) Ensure that new development is compatible with and enhances the local streetscape character and is built to a high standard of design and amenity.

This purpose is achieved through the following overall outcomes:

- (a) A range of convenience retail, commercial, community, tourist and entertainment and residential uses are provided which support the local community and provide for the touring public. Industrial uses are limited to low impact industries that serve the needs of businesses and employees in the centre.
- (c) Development has access to infrastructure and essential services and does not compromise the viability of the centre. New development will be connected to all services available in the area.

The proposed development will provide storage options for local business within the centre and the residents of Allora. As the storage sheds will be located in Water Lane, and not within the main street, it is considered that the use is appropriate and will have no adverse impact on the streetscape, particularly Herbert Street. The ultimate inclusion of a caretaker's residence at the Water Lane frontage will give the building a residential feel.

The proposed development complies with the Code with regards to Parking, servicing and access, Landscaping, and Refuse management and storage.

In relation to Siting, layout, building form and design, and Public spaces and pedestrian areas, the Acceptable outcomes state as follows:

AO6 Buildings are built to the street alignment.

- AO11
- (a) Awnings are provided over footpaths. The awning extends along the full frontage of the site from the front property boundary (or front of the building if it is set back) to 750mm back from the kerb. The awning has a height of 2.7 m from finished pavement level.
 - (b) The footpath adjoining the site is fully constructed with paving materials that reflect the standard and style of footpath works in the centre for the full width of the site from the kerb and channel to the property boundary.
 - (c) Specific pedestrian routes are provided, lit and clearly marked.

The proposed caretaker's residence and storage sheds are setback approximately 7.0 and 14.0 metres, respectively, from the Water Lane frontage. It is not proposed to include any awnings over the footpath area.

The associated Performance outcomes state as follows:

- PO4
- (a) The top level of the building and the roof form is shaped to:
 - (i). reduce apparent bulk and provide a visually attractive skyline; and
 - (ii). screen mechanical plant from view.

- (b) Parapets are stepped or undulated and incorporate transitional elements to achieve a graded skyline.

PO6 Building setbacks create a continuous or essentially continuous building edge.

PO11 Pedestrian paths are comfortable and safe to use, adequately sheltered and provided to give convenient and safe access to car parking areas.

Paving materials are durable, low maintenance, avoid glare and reflection and are non-slip.

The design of the storage sheds includes a pitched roof line. There are concerns regarding the Water Lane frontage of the storage sheds, prior to the construction of the caretaker's residence. As the provision of reticulated sewer to Allora is not currently within Council's capital works program, it could be some time before it is available. Therefore the western elevation of the storage sheds could remain as the Water Lane frontage for an extended period of time. It is therefore considered appropriate that some architectural treatment and landscaping be provided within this elevation. It should be a condition of any approval that such detail is provided prior to the issue of any building approval. The architectural treatment should aim to reduce the bulk and scale of the wall fronting Water Lane, and have characteristics similar to other buildings within the area, such as the inclusion of parapets.

There are no buildings which have frontage only to Water Lane, except a large storage shed setback at least 30 metres. Therefore it is not possible to create a continuous building edge along the Water Lane frontage.

There will be very limited pedestrian traffic to the storage sheds.

In relation to Uses, the Performance outcome states as follows:

PO20 Accommodation activities including multiple dwellings are located above ground level. The density of development is consistent with the purpose of the centre as a vibrant and diverse area.

The proposed caretaker's residence is located at ground level, however is located within the Water Lane frontage. Whilst Water Lane is located within the District centre zone, it does not have the same commercial streetscape as Herbert Street. The caretaker's residence on the ground level will not be detrimental to the vibrancy and diversity of the centre of Allora, now or into the future. Herbert Street will continue to operate as the main commercial street in Allora.

The proposed realignment of boundaries is beneficial as it formalises the rear access to the building which fronts Herbert Street.

Industry uses code

The proposed development complies with the Code with regards to Location, Access, Built form and streetscape, Amenity, and Environment.

In relation to Infrastructure, the Performance outcome states as follows:

PO11 The use is serviced with appropriate infrastructure. The use is connected to all services including reticulated water, sewerage, stormwater, electricity and communications available in the locality

Reticulated sewerage is not available in Allora, and the proposed storage sheds will not require waste water disposal. All other services are available to the subject site.

Carparking and loading code

As the storage sheds are classed as an Industry, the Code requires the provision of five carparking spaces. The applicant has indicated that no carparking spaces will be provided as customers will park their vehicles beside their storage unit. All vehicles will be able to enter and exit the site in forward gear, as the driveway goes around the perimeter of the shed.

Given the nature of the use and the width of the driveways, it is considered reasonable to not require specific designated parks, however a yellow line should be painted on both the northern

and southern sides of the storage sheds, 2.8 metres from the side walls. This line is to depict a parking area, and will ensure there is sufficient aisle left for the passing of vehicles.

The Code requires that there is only one footpath crossing to the site. There are three accesses proposed to the site, two associated with the storage sheds and one for the caretaker's residence. The associated Performance outcome states as follows:

PO7 Vehicular accesses

- (a) are appropriate for:
 - (i). The capacity of the carpark;
 - (ii). The volume, frequency and type of vehicle usage; and
 - (iii). The function and configuration of the access road; and
- (b) minimise any potentially adverse impact on:
 - (i). The safety and efficiency of the road;
 - (ii). The integrity of any infrastructure within the road reserve; and
 - (iii). The safety of access to adjacent properties.

The two vehicle access points for the storage sheds ensures that the development operates in an efficient and safe manner. The additional access to the caretaker's residence is also considered appropriate, as it will ensure there is no confusion between the two uses.

Water Lane is used mainly to service the rear of the properties which have frontage to Herbert Street and the other surrounding streets. Given the volume of vehicles using this road, the three access points will not adversely affect its operation, nor make it unsafe.

Two parking spaces are provided for the caretaker's residence.

Landscaping code

The proposed development complies with the Code.

Outdoor lighting code

Any approval can be conditioned to ensure lighting does not create a nuisance.

Physical infrastructure code

The subject land can be connected to Council's reticulated water supply. There is no sewerage system in Allora.

The applicant has indicated that the proposed caretaker's residence will not be constructed until such time as reticulated sewerage is available. This is considered appropriate.

Reconfiguring a lot code

The proposed development complies with the Code with regards to Site suitability, Lot size and dimensions, Roads, access, access links and transport network, Infrastructure, Parks and open space, Electricity and telecommunications, Environment, and Crime prevention and safety.

Adopted Infrastructure Charges

The charges applicable for both the storage sheds and the caretaker's residence, are not greater than the credit which is assumed. Therefore no adopted infrastructure charges are applicable.

Conclusion

The proposed development involves the use of land for storage sheds and a caretaker's residence. The proposed storage sheds will provide storage options for local business within the centre and the residents of Allora. As the storage sheds will be located in Water Lane, and not within the main street, it is considered that the use is appropriate and will have no adverse impact on the Herbert Street streetscape. Whilst the caretaker's residence won't be constructed until reticulated sewer is available in Allora, the ultimate inclusion of a caretaker's residence at the Water Lane frontage will give the building a residential feel.

It should be a condition of any approval that there be some architectural treatment and landscaping included along the Water Lane frontage of the storage sheds, as it could be some time until the caretaker's residence is constructed.

The proposed realignment of boundaries is beneficial as it formalises the rear access to the building which fronts Herbert Street.

The proposal can be considered acceptable, and is recommended for approval subject to conditions.

Recommendation

storage sheds), Caretaker's accommodation and a Realignment of boundaries - Two (2) lots, in two stages, on land at 56 Herbert Street and Water Lane, Allora, described as Lot 2 RP54802 and Lot 2 RP42573, Parish of Allora, County of Merivale, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions - Reconfiguring a Lot - Boundary realignment (2 lots) - Stage 1

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Site Plan 1-200	14HARRIS - 102SP - DA01	25 March 2014

Dedications

2. An area of land 2.0 metres wide along the entire Water Lane frontage of the site is to be dedicated for road purposes at no cost to Council.

Car Parking and Vehicle Access

3. A concrete industrial crossing is to be constructed at the Water Lane entrance to the proposed Lot 1 in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
4. A sealed driveway at least 3.0 metres in width is to be constructed within the access strip to proposed Lot 1. The driveway is to connect from the road.

Roadworks and Stormwater Drainage

5. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.

Advisory Notes

- (i) An application must be submitted and approved by Council for a permit under Southern Downs Regional Council's Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its operation).

Aboriginal Cultural Heritage

- (ii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Approval Times

- (iii) In accordance with the *Sustainable Planning Act 2009*, this approval will lapse two years from the day the approval takes effect, or four years where the reconfiguration involves Operational Works. If an application for a related approval is made within two years of the day this approval takes effect, the relevant period is taken to have started on the day the latest related approval takes effect (*Sustainable Planning Act 2009* s341).

Approval of Plan of Subdivision

- (iv) The Plan of Subdivision for the reconfiguration must be submitted to Council for Compliance

Assessment (*Sustainable Planning Regulation 2009* Sch 19). The Plan of Subdivision must be submitted to Council within the relevant period of the approval, and with the appropriate form (IDAS Form 32) and fees. **Council will NOT issue a Compliance Certificate or approve the plan unless all conditions of this approval have been complied with to the satisfaction of Council and within the relevant period of the approval.**

- (v) The approved Plan of Subdivision must be lodged for registration in the Office of the Registrar of Titles within six months of the date of Council's Compliance Certificate and approval of the Plan of Subdivision. If the Plan of Subdivision is not registered within this timeframe, Council's approval of the Plan of Subdivision will lapse. Council may reapprove the Plan of Subdivision subject to payment of the applicable fee.

Schedule 2 - Southern Downs Regional Council Conditions - Material Change of Use - Storage sheds - Stage 1

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Site Plan 1-200	14HARRIS - 102SP - DA01	25 March 2014
Ground Floor Plan	14HARRIS - 110FP - DA01	25 March 2014
Elevations 1 of 1	14HARRIS - 201EL - DA01	25 March 2014
External Perspectives	14HARRIS - 423PD - DA01	25 March 2014

Land Use and Planning Controls

2. No materials or goods associated with the development are to be displayed or stored within the car park or landscaped areas, or outside the boundaries of the site.

Dedications

3. An area of land 2.0 metres wide along the Water Lane frontage of the site is to be dedicated for road purposes at no cost to Council.

Building and Site Design

4. The design, colours and materials of the storage shed building are to be in accordance with the character of the area. The final design and construction of the storage shed building only must provide for larger variation in appearance than that shown in the plans submitted with the application, with regards to the western elevation (wall fronting Water Lane). Variation is to be achieved through the use of colours, materials, architectural treatments, and landscaping. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by the Director Planning and Environment prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
5. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

6. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
7. Advertising Devices relating to the storage sheds may **only** be erected on the subject land, i.e. Lot 2 RP54802 (proposed Lot 2). The location, size, type and content of any advertising sign or device located on the land is to be compatible with the character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
8. All service equipment and refrigeration units are to be positioned and housed so as not to

cause nuisance or disturbance to persons or property not connected with the development.

9. Any lighting device is to be so positioned and shielded so as not to cause any glare nuisance to any nearby residential property or passing motorist, or to shine upwards into the night sky.

Fencing, Landscaping and Buffers

10. Fencing is to be provided and maintained in accordance with Plan No. 14HARRIS - 102SP, DA01, dated 25 March 2014, prepared by Nspire Planning & Design.
11. Advanced tree plantings (i.e. minimum height of 1.5 metres at the time of planting) are to be provided as follows:
 - At least two within the building setback of the storage sheds, in a location which will not require their removal or relocation when the caretakers residence is constructed.
12. Landscaped areas are to be provided on the site in accordance with Plan No. 14HARRIS - 102SP, DA01, dated 25 March 2014, prepared by Nspire Planning & Design.
13. **A Landscaping Plan is to be submitted to and approved by the Director Planning and Environment prior to the issue of any Development Permit for Building Work for the storage sheds.** The Landscaping Plan is to be prepared for the situation of the caretakers residence not being constructed for an extended prior of time, and must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

Car Parking and Vehicle Access

14. Two concrete industrial crossings are to be constructed at the Water Lane entrances to the site in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
15. All car parking, driveway and loading areas shall be sealed, line marked in accordance with the conditions of this approval, drained, laid out and regularly maintained.
16. A yellow line is to be painted along both the northern and southern side of the storage sheds, 2.8 metres from the wall. This is to signify a general parking lane, ensuring there is sufficient driveway width to allow through traffic.
17. A sign facing external to the site, is to be erected at the northern access to proposed Lot 1, indicating entry only.
18. A sign facing internal to the site, is to be erected at the northern access to proposed Lot 1, indicating no exit.
19. A sign facing external to the site, is to be erected at the southern access to proposed Lot 1, indicating no entry.
20. A sign facing internal to the site, is to be erected at the southern access to proposed Lot 1, indicating exit only.
21. Directional arrows are to be painted at regular intervals on the internal driveway, indicating that traffic is to enter at the northern access, and exit at the southern access to proposed Lot 1.

Roadworks and Stormwater Drainage

22. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.
23. Sealed road widening to ensure a total width of 2.75 metres from the centre line, including concrete edge strip and stormwater drainage, is to be constructed along the Water Lane frontage of the site, including the frontage of proposed Lot 1.

24. A stormwater drainage system serving the development is to be constructed and the stormwater disposed of to a legal point of discharge, in accordance with the Queensland Urban Drainage Manual (QUDM). Where the finished levels of a proposed allotment are such that stormwater runoff from all or part of the allotment cannot be gravity discharged to the street, an underground drainage line shall be provided to discharge the runoff from the allotment. Where necessary, suitable easements may be required over adjoining properties. The easements shall be provided to Council, at the developer's cost. All drainage works should meet the requirements of the Queensland Urban Drainage Manual (QUDM).
25. Site stormwater runoff must be collected, detained and discharged where appropriate in a manner that does not increase the quantity or concentration of stormwater flow in comparison to the pre-development condition. Where necessary, suitable easements to legal points of discharge, which may include adjoining properties, shall be provided to Council, at the developer's cost.

Operational Works

26. All operational works are to be accepted on-maintenance prior to the use of the land commencing. (See advisory note below.)

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environment, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Sustainable Planning Act 2009* and would have to comply with the requirements of the Planning Scheme.
- (iii) **Building Approval is to be obtained** in accordance with the *Sustainable Planning Act 2009* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. **A Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**
- (iv) A Development Permit for Operational Works associated with the development must be obtained in accordance with the *Sustainable Planning Act 2009*. This application must be submitted with the following:
- Relevant IDAS Forms;
 - The relevant fee in accordance with Council's Schedule of General Fees and Charges;
 - Design, schedules and specifications for all Operational Works, certified by a Registered Professional Engineer in Queensland (RPEQ);
 - A car parking plan showing the details of the proposed pavement treatment, and full engineering specifications of layout, construction, sealing, drainage and line marking;
 - A Stormwater Management Plan;
 - An Erosion and Sediment Control Plan;

Operational Works shall be subject to a 12 months Defect Liability Period commencing from the day the works are accepted on-maintenance. A bond will be held by Council as security, and refunded following a defect-free inspection at the end of the Defect Liability Period.

Aboriginal Cultural Heritage

- (v) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the

duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Schedule 3 - Southern Downs Regional Council Conditions - Material Change of Use - Caretaker's residence - Stage 2

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Site Plan 1-200	14HARRIS - 102SP - DA01	25 March 2014
Ground Floor Plan	14HARRIS - 110FP - DA01	25 March 2014
Elevations 1 of 1	14HARRIS - 201EL - DA01	25 March 2014
External Perspectives	14HARRIS - 423PD - DA01	25 March 2014

2. **The construction of the caretaker's residence is not to occur until the subject lot is connected to Council's reticulated sewerage system.**

ALTERNATIVELY, a report is to be provided from a suitably qualified person, demonstrating proposed Lot 2 will be able to accommodate on-site effluent disposal, in accordance with AS1547, with the inclusion of the storage sheds and caretaker's residence. The report is to include details of the wastewater disposal system, including associated trenches.

Land Use and Planning Controls

3. The approved accommodation must be used for a caretaker's residence only.

Building and Site Design

4. The design, colours and materials of the caretaker's residence and pavement are to be in accordance with the character of the area. **Details of the colours and materials of the caretaker's residence and pavement are to be submitted to and approved by the Director Planning and Environment prior to the issue of any Development Permit for Building Work.** The caretaker's residence and pavement are to be constructed in the approved design, colours and materials.
5. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
6. A copy of the Form 21 (Final Inspection Certificate) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)
7. The caretaker's residence is not to be constructed prior to the construction of the Storage Sheds.

Fencing, Landscaping and Buffers

8. Landscaping is to be provided within the building setback of the caretaker's residence.
9. The advanced tree plantings (i.e. minimum height of 1.5 metres at the time of planting) provided as part of the landscaping for the storage sheds are to be retained within the building setback to Water Lane.
10. Landscaped areas are to be provided on the site in accordance with Plan No. 14HARRIS - 102SP, DA01, dated 25 March 2014, prepared by Nspire Planning & Design.
11. **A Landscaping Plan is to be submitted to and approved by the Director Planning and Environment prior to the issue of any Development Permit for Building Work for the caretaker's residence.** The Landscaping Plan must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground

infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

Car Parking and Vehicle Access

12. Vehicle access is to be constructed to the site in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)

Roadworks and Stormwater Drainage

13. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.
14. Site stormwater runoff must be collected, detained and discharged where appropriate in a manner that does not increase the quantity or concentration of stormwater flow in comparison to the pre-development condition. Where necessary, suitable easements to legal points of discharge, which may include adjoining properties, shall be provided to Council, at the developer's cost.

Water Supply and Sewerage

15. An underground reticulated water supply system, up to and including water meters, is to be provided to service the caretaker's residence. This system is to be connected to Council's water supply system.
16. A sewerage reticulation system is to be provided to service serving the caretaker's residence. This system is to be connected to Council's wastewater sewerage system.

ALTERNATIVELY, subject to compliance with Condition 2 of Schedule 3, wastewater is to be disposed of by means of a suitable septic system in accordance with the *Queensland Plumbing and Wastewater Code*. An approval for plumbing and drainage works must be obtained in accordance with the *Plumbing and Drainage Act 2002* prior to the septic system being installed.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environment, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Sustainable Planning Act 2009* and would have to comply with the requirements of the Planning Scheme.
- (iii) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2002* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (iv) **Building Approval is to be obtained** in accordance with the *Sustainable Planning Act 2009* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 21 (Final Inspection Certificate) must be issued for the building works prior to the use commencing**.
- (v) An application must be submitted and approved by Council for a permit under Southern Downs Regional Council's Local Law No. 1.15 (Carrying out Works on a Road or Interfering

with a Road or its operation).

Aboriginal Cultural Heritage

- (vi) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Schedule 4 - Department of State Development, Infrastructure and Planning Conditions - as a Concurrence agency

Nil.

Attachments

1. Submission to application - 56 Herbert Street and Water Lane, Allora (Excluded from agenda - Provided under separate cover)[View](#)

11. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Nil

12. NOTICES OF MOTION

Nil

13. GENERAL BUSINESS

14. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

In accordance with the provisions of Section 275(1) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

Recommendation

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 275(1) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

14.1 Request for Relief from Payment Obligations

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to 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.

14.2 BCS - General Rates Issues

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government budget.

14.3 BCS - Warwick Horse Trials

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to 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.

14.4 BCS - Senior's Housing - Long Term Alternatives

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government budget.

14.5 BCS - Audit & Risk Management Committee (ARMC) Meeting - 5 June 2014

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to 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.