



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, 61 Marsh Street, Stanthorpe on **Wednesday, 30 July 2014 at 9.00AM.**

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

Andrew Roach

CHIEF EXECUTIVE OFFICER

24 July 2014

1.00pm Lunch at Stanthorpe Museum

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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 - 25 June 2014

Recommendation

THAT the minutes of the General Council Meeting held on Wednesday 25 June 2014 be adopted.

4.2 Special Council Meeting - 26 June 2014

Recommendation


THAT the minutes of the Special Council Meeting held on Thursday 26 June 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: 30 July 2014
	Chief Executive Officer	File Ref:

Recommendation

THAT the report of the Chief Executive Officer in relation to Correspondence be received.

Report

1. **Local Government Association of Queensland** re 2013 LGAQ Annual Conference Resolution No. 36 - Council's motion in relation to Smoking in Public Places enclosing their letter to the Minister for Health and the Minister's response - copy attached.

Action: Noted.

2. **Deputy Premier** advising of the commencement of the Queensland Planning Provisions ("QPP") Version 3.1 including a summary of key changes made to the QPP - copy attached.

Action: Referred to Director Planning & Environment.

3. **Ray Williams MP Parliamentary Secretary for Transport and Roads** in response to Council's letter to the Minister for Roads and Freight regarding the Northern Rivers Regional Transport Plan - copy attached.

Action: Noted.

Attachments

1. Letter from LGAQ [View](#)
2. Letter from Deputy Premier [View](#)
3. Letter from Ray Williams MP [View](#)



27 June 2014

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

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
01 JUL 2014	

Dear Cr Blundell

2013 LGAQ Annual Conference Resolution Number 38

The Local Government Association of Queensland (LGAQ) held its successful 117th Annual Conference in Cairns between 21-24 October 2013, with over 350 delegates attending and representing each of the 73 Queensland local governments.

A total of 80 motions were passed at this year's Annual Conference, including the following that was submitted by Southern Downs Regional Council.

Smoking in Public Places – Additional Power for Councils to Ban Smoking in Public Places

"That the Local Government Association of Queensland make representations to the State Government seeking amendment to the Tobacco and Other Smoking Products Act 1998, providing Councils with the power to prohibit smoking in additional public places within their areas."

The following background information was considered by the Conference in the adoption of this resolution.

Council has received enquiries from residents about prohibiting smoking in public places.

Under the Tobacco and Other Smoking Products Act 1998, it is an offence to smoke in certain outdoor places, including within 4 metres of an entrance to a non-residential building and within 10 metres of children's outdoor playground equipment. Queensland Health Environmental Health Officers are responsible for enforcing this legislation.

There is provision within the Act for local governments to make a local law prohibiting smoking at certain places; however, this is limited to a public transport waiting point under local government control, or an outdoor pedestrian mall established under the Local Government Act (of which there are none in the Southern Downs region).

Council requires additional powers so as to prohibit smoking in a range of other public places.

As you are aware, the LGAQ has met with officers from the Department of Health and progressed a further submission to the Minister (attachment 1) calling for greater flexibility and additional power for councils to ban smoking in public places. Specifically, member council feedback supported the proposal to implement this by way of a broad head of power allowing local governments to prohibit smoking in any outdoor areas within the local jurisdiction under the Tobacco and Other Smoking Products Act 1998.



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Local Government Associat
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Southern Downs Regional Council

"DOC0152769"



The Minister for Health, the Hon Lawrence Springborg MP, has now formally advised the LGAQ that, at this stage, the Government has not endorsed additional powers for councils in relation to smoking in other public places (attachment 2). However, Government has recently considered a number of options to further reduce smoking rates and endorsed the preparation of new tobacco legislation that will strengthen smoking bans.

The LGAQ has welcomed the Government's implementation of three quit smoking campaigns which aim to encourage and support indigenous women, young women and adults aged between 22 and 45 years of age to stop smoking and will continue to work with the Department of Health by assisting in the coordination of consultation with Queensland councils.

Please let me know if there is any further action that you would like the LGAQ to take regarding this matter.

Yours sincerely

Greg Hoffman PSM
GENERAL MANAGER - ADVOCACY

cc: Mr Andrew Roach, Chief Executive Officer, Southern Downs Regional Council



24 February 2014

Hon Lawrence Springborg MP
Minister for Health
GPO Box 48
BRISBANE QLD 4001

Dear Minister *Lawrence*

Smoking in Public Places – Additional Power for Council to Ban Smoking in Public Places

Thank you for your letter dated 12 February 2014 in response to the Local Government Association of Queensland's Annual Conference 2013 Resolution Number 36 (Smoking in Public Places).

We are pleased you have welcomed the interest of local governments in taking action on this important health issue. We also acknowledge the collaboration with senior Queensland Health departmental officers to help coordinate further local government consultation.

In 2010, local governments were given the optional authority to create local laws to prohibit smoking at "a public transport waiting point that is not in an enclosed place if the place is under local government control" or an "outdoor pedestrian mall". To date, two councils have created local laws under this authority: Brisbane City Council (Queen Street Mall) and Ipswich City Council (CBD mall and at public transport waiting points). Fraser Coast and Cairns Regional Councils are either currently considering or about to implement new local laws for malls and transport waiting points.

The meeting between the LGAQ and Queensland Health officers on 23 January 2014 acknowledged that the outcome being sought by the Conference resolution supports the State's Local Empowerment policy, by seeking greater flexibility for councils to consider and apply smoking bans as appropriate for their council area.

Legislation currently gives local governments the ability to enact local laws in outdoor pedestrian malls and at public transport waiting points. However, these places are not necessarily relevant or applicable to shopping strips and transport waiting points, particularly in many Queensland regional town centres or smaller communities. The LGAQ Annual Conference Resolution 36 also calls for councils to have greater flexibility to ban smoking in additional public areas, as may be relevant for their council area.

The LGAQ has consulted broadly with Queensland councils, as well as specifically with the four affected councils, regarding the following two proposals:

1. Enabling local laws to be developed to prohibit smoking at a range of additional specified outdoor public places. These additional places could be open areas adjacent to shopping centres, open-air markets, unpatrolled beaches, council-run outdoor areas or a specified area around a whole local government building. This approach would require a level of prescription within the State legislation (i.e. Tobacco Act) over where smoking prohibitions would apply.

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2. ~~Enabling local laws able to be developed to prohibit smoking at any outdoor public place within a local government area. The LGAQ sought comment on whether such a power would be too broad and if so, what mechanisms, if any, should be implemented to mitigate this risk.~~

The LGAQ supports proposal number two; namely, a broad head of power allowing local governments to prohibit smoking in any outdoor areas within the local jurisdiction under the *Tobacco and Other Smoking Products Act 1998*.

The LGAQ notes that the local law development process includes State interest checks, thus providing a mechanism to mitigate against risk of abuse and ensuring that the local law complies with other considerations, such as land use planning policy. This approach also ensures that councils have a broad power to enact a local law banning smoking in public areas appropriate to local conditions if required. It is worth noting that, as an added check and balance, the Minister for Local Government has powers to revoke or suspend a local law in certain circumstances.

We understand that Queensland Health is concerned about whether a designated area should be included within a local law or in a subordinate local law, as it will impact the application of Fundamental Legislative Principles. For example, section 4(3) requires legislation to have sufficient regard to rights and liberties of individuals by ensuring obligations dependent on administrative power are sufficiently defined. The LGAQ is happy to limit law making to a primary local law should it be required to satisfy these concerns.

Due to the tight timelines in this process, some LGAQ members have not been able to provide a Council-endorsed position at this stage. An addendum will be forwarded at the first available opportunity.

Thank you for the opportunity to contribute to this matter. If you have any queries, please do not hesitate to contact Beth Norman, Executive Officer/Project Coordinator – Advocacy, at either Beth.Norman@lgaq.qm.au or on (07) 3000 2245.

Yours sincerely



GREG HALLAM PSM
CHIEF EXECUTIVE OFFICER



Hon Lawrence Springborg MP
Minister for Health

LGAQ
17 JUN 2014
RECEIVED

MI196129

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147-163 Charlotte Street Brisbane 4001
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Email health@ministers.qld.gov.au

Mr Greg Hallam
Chief Executive Officer
Local Government Association of Queensland
PO Box 2238
FORTITUDE VALLEY BC QLD 4008

Dear Mr Hallam *Greg*

Thank you for your letter in relation to a resolution from the Local Government Association of Queensland (LGAQ) Annual Conference 2013 seeking additional powers for councils to ban smoking at outdoor public places. I apologise for the delay in responding.

I appreciate you taking the time to write to me. As you are aware, over recent months the LGAQ has been assisting Department of Health officers by coordinating consultation with Queensland councils about potential smoking bans in additional public places. The Government recently considered a number of options to further reduce smoking rates and protect the health of Queenslanders, and endorsed the preparation of new tobacco legislation that will strengthen smoking bans to create completely non-smoking environments at public and private health facilities and State and non-State schools. At this stage, the Government has not endorsed additional powers for councils in relation to smoking in other public places.

In addition to approved legislative reform, the Queensland Government is implementing three quit smoking campaigns which aim to encourage and support Indigenous women, young women and adults aged between 22 and 45 years of age to stop smoking.

The Department of Health will continue to work closely with the LGAQ to explore further measures to address smoking in local government communities.

Should you require any further information in relation to this matter, I have arranged for Ms Kaye Puleford, Senior Director, Preventive Health Unit, Chief Health Officer Branch, Health Service and Clinical Innovation Division, Department of Health, on telephone 3328 9083, to be available to assist you.

Yours sincerely

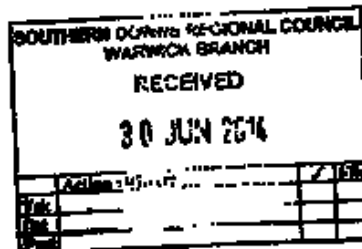

LAWRENCE SPRINGBORG MP
Minister for Health



Hon Jeff Seeney MP
Deputy Premier
Minister for State Development, Infrastructure and Planning

Our ref: MBN14/435

27 June 2014



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

Dear Councillor Blundell

I am pleased to announce the commencement of the Queensland Planning Provisions (QPP) version 3.1.

Please find enclosed the QPP version 3.1 document and a summary of the key changes made to the QPP. A submission review report can be found on the Department of State Development, Infrastructure and Planning's website at www.dsdiqld.gov.au/qpp.

This revised version of the QPP reflects our government's commitment to support greater autonomy for local governments to provide for locally relevant and contextualised planning schemes.

If you require any further assistance, please do not hesitate to contact my office.

Yours sincerely

JEFF SEENEY MP
DEPUTY PREMIER
Minister for State Development, Infrastructure and Planning

Enc (2)

Southern Downs Regional Council



"DOC0155260"

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The Queensland Planning Provisions (QPP) version 3.1

Summary of changes from QPP version 3.0

The QPP comprises two modules that contain mandatory and optional components:

1. Module A is the template that each local government in Queensland must adopt for its planning scheme under the *Sustainable Planning Act 2009*.
2. Module B instructs and provides guidance about the drafting of all elements of the planning scheme and identifies when optional information may be incorporated by a local government.

The following table provides a summary of the changes.

Part	Module = (A/B)	Minor changes
Part 1 – About the planning scheme	Module A and B	<ul style="list-style-type: none"> Minor editing to clarify that Part 1.3.4 includes operational details about how zoning is to be applied to a closed road.
Part 2 – State Planning Policy	Module A	<ul style="list-style-type: none"> Minor editing to ensure that the reference in Part 2.1 to those aspects of the SPP not reflected is written in a manner that is consistent with the other sections of this part. Minor editing to reflect correct terminology of reference to 'the SPP'.
Part 4 – Local Government Infrastructure Plans	Module A and B	<ul style="list-style-type: none"> Amendments to reflect pending Regulations amendment to Local Government Infrastructure Plans.
Part 5 – Overlays	Module B	<ul style="list-style-type: none"> Minor editing to rename standard overlay 'Ecological significance' to 'Environmental significance' to align with terminology in the State Planning Policy.
Schedule 1	Module B	<ul style="list-style-type: none"> Additional flexibility to the administrative definition for 'ground level' to allow local government to add additional text or a note to provide local context to the term 'as lastfully changed'. Amendment of 'dwelling house' use definition to include reference to 'domestic' to provide clarity around 'outbuildings'. Amendment of 'Recreation accommodation' use definition to provide clarity around overall purpose of use.
Schedule 2	Module B	<ul style="list-style-type: none"> Minor editing to rename standard overlay mapping of 'Ecological significance' to 'Environmental significance' to align with amendment to Part 5- Overlays and the State Planning Policy. Minor editing to remove editors notes that are no longer context as a result of the commencement of the SPP.
Schedule 3	Module A and B	<ul style="list-style-type: none"> Amendments to reflect pending Regulations amendment to Local Government Infrastructure Plans.

Great state. Great opportunity.





Ray Williams MP
Parliamentary Secretary for Transport and Roads
Member for Hawkesbury

ML14/04115

Mr Andrew Roach
Chief Executive Officer
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
19 JUN 2014	
Mr. Williams	✓
Mr. ...	
Mr. ...	
Mr. ...	

Dear Mr Roach

Thank you for your letter to the Minister for Roads and Freight about the *Northern Rivers Regional Transport Plan*. The Minister has asked me to respond on his behalf.

The *Northern Rivers Regional Transport Plan* was released in December 2013. As part of the consultation process, Transport for NSW met with regional stakeholders in October 2012 and July 2013. Stakeholders included the Northern Rivers Regional Organisation of Councils, Northern Rivers Regional Development Australia, the Queensland Government and Queensland Airports.

The plan identifies actions to continue a program of road network upgrades to support demand and provide connections to and from the region for the community, businesses and visitors.

A process for reporting on the progress of the Regional Transport Plans has been established. This process involves an annual progress update and a five-yearly review of each Regional Transport Plan.

Transport for NSW also released the State's first *Freight and Ports Strategy* in December 2013. This strategy provides a case study profile of the Woodenbong to Legume link between the Northern Rivers and Darling Downs areas. Developed through extensive consultation with industry, the strategy aims to improve freight transport network efficiency and cater for growth, while balancing the needs of the community and environment.

If you have any further questions, Ms Kate Golotta, Acting Principal Manager, Active and Regional Transport Planning at Transport for NSW would be pleased to take your call on (02) 8202 2872. I hope this has been of assistance.

Yours sincerely

11 JUN 2014

Ray Williams MP
Parliamentary Secretary for Transport and Roads
Member for Hawkesbury


Southern Downs Regional Council

DOC0144621

7. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

7.1 Joint Letter - Support for Stanthorpe Pool Lessees

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Chief Executive Officer	File Ref:

Recommendation

THAT Council receive the Joint Letter.

Report

A joint letter has been received from residents supporting the current lessees' continued involvement with the Stanthorpe Swimming Pool. A copy of the joint letter is attached.

Attachments

1. Joint Letter - Support for Stanthorpe Pool [View](#)

TO THE MAYOR,

and all councillors

Dear Peter,

I have had a burden in my heart since I heard of possible new tendors to our pool.

Please consider my letter with other local supporters as you venture into your decision with this matter.

Thanking you

Debbie Thompson..

TO STANTHORPE POOL,
Thankyou!, thankyou!, thankyou!
We come to yet another safe
end of the swimming season, in
your expert thorough care of all
your patrons... we say thankyou.
Your passion, diligence, instruction
immaculate, friendly fun, safe in
our community.

Gail and Michael you hold this
position with outstanding service
to our community, devotion, with
education.

Please join me and support the
smails in their continued involvement
with the pool here in Stanthorpe.

Thankyou! for your
exceptional care!

Debbie Thompson
I have been a resident
here since 1988 and
a big supporter of
the pool with all
the extra activities!

Please join me for continued
support and sign this petition.

You hear look after the local

Please LOOK AFTER OUR LOCALS!

If you have read please sign to your support for the smails. Thankyou

Name Address Signature

Kim Grall		<i>Kim Grall</i>
Fiona Marsden	75 Hale Haven Drive Spe	<i>Fiona Marsden</i>
KARINA CRISP	Mill Rd STANTHORPE	<i>Karina Crisp</i>
Therese Crisp	47 Tyrel Street, Stanthorpe	<i>Therese Crisp</i>
Gracie Holt Support services	44 Stet St.	<i>Gracie Holt</i>
CHERYL JANNING	38 HARRIS ST STANTHORPE	<i>Cheryl Janning</i>
Jason Mayhew	836 Eulley Rd Stanthorpe	<i>Jason Mayhew</i>
Kay Anshutz	298/2000 Rd	<i>Kay Anshutz</i>
Manda Curtis	Bridge St, Stanthorpe	<i>Manda Curtis</i>
KELIE BECKETT	4 Ruby St	<i>Kelie Beckett</i>
TOD BECKETT	9 Ruby St	<i>Tod Beckett</i>
Fiona Kelly	73 Rich St	<i>Fiona Kelly</i>
Sharn Kelly	73 Rich St	<i>Sharn Kelly</i>
JOHN BYLICKI	126 WHISKY GULLY RD.	<i>John Bylicki</i>
Gracie Denny - GORD	126 WHISKY GULLY RD	<i>Gracie Denny</i>
Shirley Pocock	137 ELLWOOD RD	<i>Shirley Pocock</i>
Pat Babu	7 MICALE LANE. GLEN APLIN	<i>Pat Babu</i>
Harris Tronside	64 High St Stanthorpe	<i>Harris Tronside</i>
Cory Pain	64 High St Stanthorpe	<i>Cory Pain</i>
Theresa Dunn	170 Unold Lane Dalcott 4380	<i>Theresa Dunn</i>
Heather Riving	Curtins rd Lyra	<i>Heather Riving</i>
HOWARD VIDLER	31 BRIDGE ST	<i>Howard Vidler</i>
Patty Mackham	2. Mcgregor St	<i>Patty Mackham</i>
E. Cunderman	284 Kerridges Rd. Glen Aplin	<i>E. Cunderman</i>
J. Klerm	1/3 Leslie parade Stanthorpe	<i>J. Klerm</i>
M. Hendry	Unit 25 10 day St. Stanthorpe	<i>M. Hendry</i>
IAN JACKSON	HARRIS RANGIE RD STANTHORPE	<i>Ian Jackson</i>
Gerard Gasparin	4/28 Johnson St Stanthorpe	<i>Gerard Gasparin</i>
T. J. COLLIER	CABBAGE TREE PT RD NONGAR	<i>T. J. COLLIER</i>
De Heri	11 Mcgregor Tce	<i>De Heri</i>


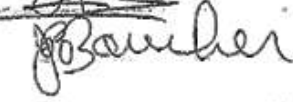
Margaret McMillan 45 Grawenka Ln. Fletcher
 Gary Verr 11 McCreep Ice
 Kylie Syer-Hoan Court Ave. Brightview. Syer-Hoan
 Kristy Holgate 3349 Amiens Rd, Thulimbah
 Peter Giffiths 3349 Amiens Rd, Thulimbah
 Sue Lewis 98 McKechnie Rd, Ruby Creek
 Stuart Lewis 98 McKechnie Rd, Ruby Creek
 N. Fozza Hanson 28 STANTHORPE STREET, STANTHORPE QLD 4350
 Ross Scott 11
 George Switkala 29 FRYLAND THE SUMMIT
 S. ST.
 Julianne Hoffmann 111 FOLKIES TOWN STREET
 Samardha Palmer 45 DUNNIS ROAD, THE SUMMIT
 R.S. PALMER " "
 J NICOLE 55 BRITANNIA ST, STANTHORPE
 L. PUGNO 35 BELFORD RD, EUREM.
 Brenden McMillan 45 Grawenka Lane Fiddler
 Eric Statheos 1A Smith St, Stanthorpe
 Erne Vanderwolf 537 Thorndale Rd 4350
 S. ADJORAK 11/14 Grawenka St
 Russell Smith PO Box 300, Stanthorpe Q
 Sam Di Bella ✓ rd. STRE ST Leonid
 Pina Di Bella
 Claire Conn STANTHORPE
 Desleigh Verrin Amiens Rd Thulimbah
 Bryan Willocks - Stanthorpe
 EBBEDINA SHANNON STANTHORPE
 Kaitlyn Shannon Stanthorpe
 James Werner Pierpont Street Stanthorpe
 Margie Davies 243 Marinis Rd MT Tully
 Alison Somerset 843 Grawenka Belt Drive, Dalveen

Name	Address	Signature
Rob See	36 Amosfield RD	
Lesley Grant	"	
Breg Grant	"	
Beau Lewis	98 Mc Kechnie (Liston)	Beau L
Jack Lewis	98 Mc Kechnie (Liston)	Jack L
Josh Tremellen	1682 Texas Road Stanthorpe	Josh?
Kristian Waterworth	45 Metaleuca Cres, Stanthorpe Q	Kristian Waterworth
Marina Waterworth	45 Metaleuca Cres, Stanthorpe	Marina Waterworth
Shane Lewis	Po box 458 Stanthorpe	Shane
Damian Grace	57 Mars St, Stanthorpe	Damian
Louise McEllan	28 Torrisi Tre Stanthorpe Q	Louise
Elena Hikcutt	7 Sheahan St Stanthorpe	Elena
Weylin Alldridge	14 Corum Rd M St Stanthorpe	Weylin
Bonita O'Brien	29 Diacinos Rd, Stanthorpe	Bonita
Richard McMeniman	(TREASURER - STE SWIM CLUB)	Richard
Hannah McMeniman	5 college Rd Stanthorpe	Hannah
Nina Ricca	128 AMIENS RD STANTHORPE	N Ricca
LINA SCANORA	10 ROSE ST STANTHORPE	L. Scanora
Kathleen O'Connor	682 Eukry Rd Stanthorpe	K O'Connor
Frances Favero	45 High St Stanthorpe	Frances
Sarah Savio	73 Tracy Lane Thulimbun	Sarah
Ellie Bannon	229 McKechnie Rd (Liston) Ruby Creek	Ellie
Suey Bannon	229 McKechnie Rd (Liston) Ruby Creek	Suey
Verinda Toms	3808 Texas Rd Stanthorpe	M. Adams
Brian Westport	182 DAMANARA ROAD STE	Brian
John & Kellie Cook	17 Pioneer Parade, STE	John & Kellie
MARK & JUNE SPILBER	PO BOX 1108 STANTHORPE Q 4350	Mark & June
Russell & Pippa Young	453 WILSON RD, STANTHORPE 4350	Russell & Pippa
Karen & Ross Merritt	33 Moss Ct Stanthorpe 4350 K. Merritt	Karen & Ross
Reidger & Michelle Kay	2 MURPHY RD Stanthorpe 4350 M. Kay	Reidger & Michelle
Alaina Savio	55 Savio Lane Pozieres 4352 Alaina	Alaina

Name	Address	Signature
Shelley Mack	Po Box 409 Tenberfield	S. A Mack
James Mack	" "	J. A Mack
Debbie Thompson	60 Eukey Rd	D. Thompson
Kirsty Thomson	Warwick	Kirsty Thomson
Margaret Baldwin	3/10 Corundum St Stanthorpe.	M. A. Baldwin
Rosy Harslett	24 Thompson St, Stanthorpe	R. Harslett
Dorothy Thompson	60 Eukey Rd, Stanthorpe	D. Thompson
Odette	105 MT Tully Rd Stanthorpe	Odette
G. LENNON	1/105 MT TULLY RD. "	G. Lennon
Bruce Thompson	43 MT Tully Rd. "	B. Thompson
Jade Thompson	60 Eukey Rd "	J. Thompson
Rebyn Wallace		R. Wallace
MARLENE PATANE	36 JOHNSON ST.	M. Patane
MARISA PATANE	" " "	M. Patane
ISABELLA PATANE	" " "	I. Patane
MR CHARLTON	DONNELLY'S CASTLE RD	M. Charlton
Matthew Butler	Butler Lane	M. Butler
Sarah Fauver	45 High Street Stanthorpe	S. Fauver
Rick CERV	73 Tracy Lane Thulimbah	R. CERV
Natalyn Richards	55 SAVIO lane pozieres	N. Richards
JASON SAVIO	55 SAVIO lane pozieres	J. Savio
Alaina Savio	55 SAVIO lane pozieres	A. Savio
Geord Gerard	4/28 Johnson St Stanthorpe	G. Gerard
Tracey Callinan	652 Eukey Rd Stanthorpe	T. Callinan
Kathleen Cavallaro (fleming)	682 Eukey Road S	K. Cavallaro
Trish Cramp	Po Box 52 Bullerby 4392	T. Cramp
Heather	2/91 Riet St Stanthorpe	H. Heather
Sally Finnington	45 Tyel St Stanthorpe	S. Finnington
JUDITH GIBBY	541 KILGERRIE RD STANTHORPE	J. Gibby
Zoe Collins	355 MT Tully Rd	Z. Collins
Grant Tilbrook	22 Yangan Road Warrumbungle	G. Tilbrook
Jenny Crossman	Liston	J. Crossman
Heather Wintone	491 Nielsen Rd. Storm King	H. Wintone


Alex Compton	633 Eving Rd Stan Ky	<i>[Signature]</i>
Jessie Frith	16 Clarke Street Stanthorpe	<i>[Signature]</i>
Taresha Combs	16 Clarke Street Stanthorpe	<i>[Signature]</i>
Erie Statheos	1A Smith St, Stanthorpe	<i>[Signature]</i>
Georgie Switala	29 Fry Lane The Summit	<i>[Signature]</i>
Stephanie Switala	29 Fry Lane The Summit	<i>[Signature]</i>
Jana Magnoli	Lot 1 Bryce Road Greenlands	<i>[Signature]</i>
Lucy Low	73 EMO SWAMP RD Glen Aplin	<i>[Signature]</i>
Desmond Law	" " "	<i>[Signature]</i>
David Wall	81 Old Canal Road Balmain	<i>[Signature]</i>
Judy Willis	" " "	<i>[Signature]</i>
Indira Brien	Stanthorpe	<i>[Signature]</i>
Marcia Murray	Stanthorpe	<i>[Signature]</i>
Karen McKinna	Stanthorpe	<i>[Signature]</i>
Mark Wilkinson	Stanthorpe	<i>[Signature]</i>
Jo Baker	Stanthorpe	<i>[Signature]</i>
Andrew Barker	Stanthorpe	<i>[Signature]</i>
Wendy Cameron	Narango	<i>[Signature]</i>
Deborah Davis	Stanthorpe	<i>[Signature]</i>
Chargodit ut shidow	Stanthorpe	<i>[Signature]</i>
Gail Paulsen	Stanthorpe	<i>[Signature]</i>
Rum Paulsen	Stanthorpe	<i>[Signature]</i>
Chr. Tarowicz	Stanthorpe	<i>[Signature]</i>
Hans Tarowicz	Stanthorpe	<i>[Signature]</i>
Hildegard Tarowicz	Stanthorpe	<i>[Signature]</i>
Shane Johnston	26 Horrist St. Stanthorpe	<i>[Signature]</i>
Suzanne Stennett	5 Joyce St Bannera	<i>[Signature]</i>
Christine Burn	5 Joyce Street Bannera S.A.	<i>[Signature]</i>
Nathan McDonald	10 Maria Crt Stanthorpe	<i>[Signature]</i>
Minam Spina	31 Britannia St. Stanthorpe	<i>[Signature]</i>

PLEASE SIGN THANK YOU!!

Name	address	Signature
Jade Roberts	4 Catherine St.	
John & Gillian Boucher	111/191/192	

7.2 Joint Letter - Management of Stanthorpe Swimming Pool

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Chief Executive Officer	File Ref:

Recommendation

THAT Council receive the Joint Letter.

Report

A joint letter has been received from residents supporting the continued current management of the Stanthorpe Swimming Pool. A copy of the joint letter is attached.

Attachments

1. Joint Letter - Management of Stanthorpe Swimming Pool [View](#)



To Whom It May Concern,

SOUTHERN DOWN TOWNSHIP COUNCIL WARRIOR BRANCH	
RECEIVED	
11 JUL 2014	
By	216
For	CEO/Mayor

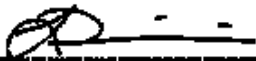




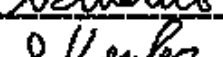


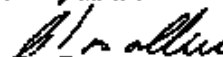




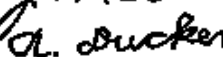
We, the undersigned, wish to express our support for Small's Swim School to continuing the management of the Stanthorpe Swimming Pool.

Michael and Gail are very well known and respected in our district. They have managed the pool for a number of years now and the local community appreciate their valued expertise of the pool management.

We highly commend Gail for her expertise in Learn to Swim, Squad Training, Royal Lifesaving Programs, First Aid and CPR Instructor. Michael consistently keeps the pool very clean and warm and opening hours very reliable, and always available for any assistance.

Aqua aerobics has been a huge success with several classes operating each week.

We highly recommend Michael and Gail for the continuation of the management of the Stanthorpe Pool.

	L. TORRISI
	M. Counts
	D. CALLAGHAN
	A Churchward
	A. Iwatani
	S. Knowles
	P. Smallwood
	M. MARTIN
	C. SMALLWOOD
	D. HILTON
	D. REEVES
	J. MESSINA
	J. BLANK
	A. DUCKER



<u>M. Howard</u>	<u>M. Howard</u>
<u>E. WILLIAMSON</u>	<u>E. Williamson</u>
<u>P. PRICE</u>	<u>P Price</u>
<u>EVELYN WALTERS</u>	<u>E.A. Walters</u>
<u>JENNY LUTTER</u>	<u>J. Lutter</u>
<u>LEANNE O'DRISCOLL</u>	<u>L. O'Driscoll</u>
<u>LYNETTE PETER</u>	<u>L. Peter</u>
<u>Yasmine Kradzman</u>	<u>Y. Kradzman</u>
<u>Karen Britton</u>	<u>K. Britton</u>
<u>Larry Baldwin</u>	<u>L. Baldwin</u>
<u>M.A. Doms</u>	
<u>V. Lavigne</u>	<u>VICKI LAVIGNE</u>
<u>Heather Case</u>	<u>Heather Case</u>
<u>Valerie Mackenzie</u>	<u>V. Mackenzie</u>
<u>Steven Torrisi</u> <u>J.R. TORRISI</u>	<u>S. Torrisi</u> <u>J.R. Torrisi</u>

<u>E.A. Hall</u>	<u>ELIZABETH AND HALL</u>
<u>P. O. MALLLEY</u>	<u>PON, ALLEY -</u>
<u>J. Fredrick</u>	<u>JANE FREDRICK</u>
<u>J. Matthews</u>	<u>VAL MATTHEWS</u>
<u>Shirley Zanatta</u>	<u>SHIRLEY ZANATTA</u>
<u>Marilyn Ross</u>	<u>MAREE ROSS</u>
<u>J. Boucher</u>	<u>GINNIAN BOUCHER</u>
<u>G.M. Marsden</u>	<u>Gloria Marsden</u>
<u>B. Butler</u>	<u>BEV BUTLER</u>
<u>G. Gallant</u>	<u>GERARDINE GALLANT</u>
<u>L. Patti</u>	<u>Lorraine Patti</u>
<u>B. Boatfield</u>	<u>BERNICE BOATFIELD</u>
<u>K. Hennoste</u>	<u>KAREN HENNSTE</u>
<u>M. McBean</u>	<u>LUCINDA McBEAN</u>
<u>G. Marino</u>	<u>GINA MARINO</u>
<u>Al. Ball</u>	<u>Glenide Ball Law.</u>

HEER Henry ELKS

Janie O'Penty Michelle McCarthy

~~XXXXXXXXXX~~ Sarah Balkwill

~~XXXX~~ Janine Bald

C Szober Grace Szober

Gilmott Sarah Wilmott

Van Dopsan Ian Dopsan

Jacquie Long JACQUIE WARGE,
Shirley Allen SHIRLEY ALLEN

Alice Johnson ALICE JOHNSON

Pat Bradford Pat Bradford

Ruth Bott Ruth Bott

~~XXXXXX~~ BRENDA SPILLANE

Sue O'Brien SUE O'BRIEN

To Whom it May Concern,







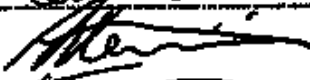
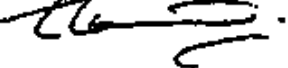
We, the undersigned, wish to express our support for Smell's Swim School to continuing the management of the Stanthorpe Swimming Pool.




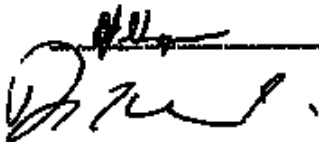



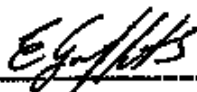






Michael and Gail are very well known and respected in our district. They have managed the pool for a number of years now and the local community appreciate their valued expertise of the pool management.

We highly commend Gail for her expertise in Learn to Swim, Squad Training, Royal Lifesaving Programs, First Aide and CPR Instructor. Michael consistently keeps the pool very clean and warm and opening hours very reliable, and always available for any assistance.

Aqua aerobics has been a huge success with several classes operating each week.


We highly recommend Michael and Gail for the continuation of the management of the Stanthorpe Pool.

Signature	Name
	L. Camillo
	Z. Crabtree-Kun
	Marion BEER
	ALISON GAFFNEY
	JOHN DAVIES
	PAT BRUCE
Amanda Wath	Ollie Wath
Michael Torrisi	
Tony TORRISI	

Signature	Name
	Lee Stroud
	Harley West
	Michelle Boyd
	SARA CHAPMAN
	DIANE HURD
	Scott Munro
	Neville J. Munro
	Elaine Griffiths
	Elisabeth CAMERON
	Marie Jones
	LOUISE McEllan
	MAUREEN ASTLEY
	Anne WILSON
	Marilyn CROWTHER

7.3 Joint Letter - Dalveen Hall Playground

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Chief Executive Officer	File Ref:

Recommendation

THAT Council receive the Joint Letter and refer it to the Director Business and Community Services.

Report

A joint letter has been received from students of the Dalveen State School and members of the community regarding the new playground located at the Dalveen Hall.

The students feel that the new playground is designed for toddlers and is not appropriate for the majority of children, and are requesting the addition of more age appropriate playground equipment be installed.

A copy of the joint letter is attached.

Comment

The joint letter will be referred to the Director Business and Community Services.

Attachments

1. Joint Letter - Dalveen Hall Playground [View](#)

Delveen Hall

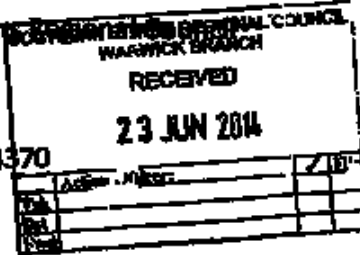
5/6/14

Pippa

W. Mitchell

To the CEO and councillors

Southern Downs Regional Council
P.O. Box 26
Warwick QLD 4370



** is worth*

We are writing on behalf of the Dalveen State School students to express our feelings on the new playground located at the Dalveen hall.

This playground has replaced the Jean Coomber memorial playground which was well utilised by the young residents of the Dalveen community.

The new playground is designed for toddlers and is not appropriate for the majority of children.

We are very disappointed with the fact that there was no consultation with us regarding the replacement of the original playground.

We are writing to you to request the addition of more age appropriate playground equipment. We have signed below and have also sought the signatures of other community members who also agree.

Leah
Phil Zikan
JAK
Anna Calvish
Can

Confirmed
Rowan
Angry citizen

Ed Filmer
Angry citizen

Nadia
Flynn
Leo Jim Mitchell
will

2 Daye
Vicki Mathews
ATILIO

ST. Charles

Bob Townshend

red
Criswaen




Stuart Filmer
Nacumare

Southern Downs Regional Council
DOC0143720

8. BUSINESS & COMMUNITY SERVICES DEPARTMENT REPORTS

8.1 BCS - Financial Report as at 30 June 2014

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Finance Accountant	File Ref: 12.13

Recommendation

THAT Council receive and note the Financial Report as at 30 June 2014.

Report

A review of Council's operating performance against forecast as at 30 June 2014 shows that total revenue (including capital grants and contributions) is \$8.9m below the full year budget estimate, while expenditure is \$3.6m over budget.

Income Statement

As at 30 June 2014, total operating revenue is \$73.6m, \$8.9m less than the expected year to date budget figure of \$82.5m. Capital revenue is \$4.5m, \$75.3k less than the capital year to date budget figure of \$4.6m.

Overall operating expenditure at 30 June 2014 is \$88.1m, 4.3% over the full year budget estimate of \$84.6m.

Capital Works in Progress

Capital works expenditure to 30 June 2014 is \$19.5m which is 78% of the total year budget.

Budget Implications

Council has received notification that the first installment of the Federal Assistance Grant for 2014/2015 of \$3.7m will not be paid in advance in the 2013/2014 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 work totaling \$3.8m for the 2011 flood is recoverable under the National Disaster Relief and Recovery Arrangements (NDRRA) program but is currently being assessed by the Queensland Reconstruction Authority and will be accrued as part of the year end process.

This report represents a point in time prior to Council completing the financial year-end adjustments and accruals for the financial statements. The year-end adjustments and accruals may have a material effect on Council statements of financial performance and positions.

Also the introduction of the Accounting Standard AASB 13 – Fair Value Measurement to Local Government accounts may have an impact on the end of year result. Responding to the valuation implications of the standard on Council's assets, most of our infrastructure assets are being

revalued by valuers this year to ensure compliance. There is the possibility that the valuations that come out of this process will have a material impact on depreciation expenditure. The impact on Council's depreciation expenditure will be known in August once the revaluation process is complete.

Policy Consideration

Operational Plan 2014/2015

8.3.3 Implement and Review the following agreed Plans and Strategies:

- 8.3.3.1 Review and update the 10 year Financial Plan.
- 8.3.3.2 Annual Review of Debt Policy, Procurement Policy, Revenue Policy and Investment Policy.
- 8.3.3.3 Review of Council's internal on-cost charges.

Community Engagement

Nil.

Legislation/Local Law

Local Government Act 2009 and Local Government Regulation 2012.

Options

Nil

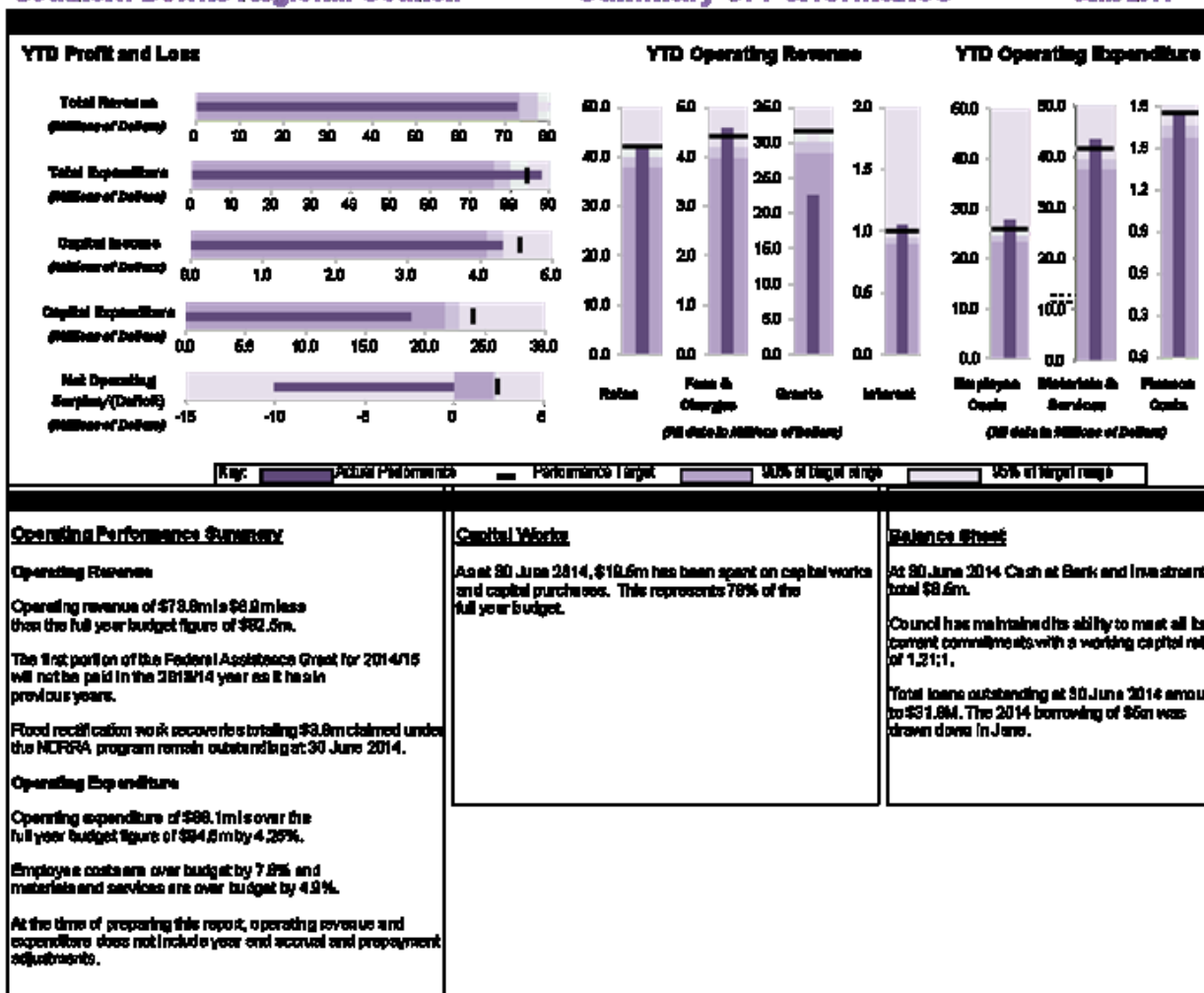
Attachments

1. Finance Report as at 30 June 2014 [View](#)
2. Investment Register [View](#)

Southern Downs Regional Council

Summary of Performance

June 2014



Southern Downs Regional Council Income Statement June 2014

Annual 2013 Actual \$		Annual 2014 Budget \$	Planned 2014 YTD Budget \$	Planned 2014 YTD Actual \$
Revenue from ordinary activities				
24,740,311	General Rates	23,826,648	23,826,648	26,320,126
18,882,790	Utility Rates and Charges	19,988,903	19,988,903	20,092,592
(3,738,472)	Loan Discounts	(3,753,908)	(3,753,908)	(3,952,638)
39,884,630		42,861,644	42,861,644	42,460,081
3,984,752	Fees and Charges	4,417,083	4,417,083	4,598,626
1,669,916	Interest	1,000,000	1,000,000	1,051,128
2,679,850	Contract & Sales Revenue	2,515,000	2,515,000	2,046,974
893,327	Rent and Other Income	831,182	831,182	787,385
23,849,833	Government Grants and Subsidies	31,664,994	31,664,994	22,691,299
72,961,787	Total Operating Revenue	82,489,905	82,489,905	73,635,492
Expenses from ordinary activities				
25,980,325	Employee Costs	25,902,610	25,902,610	27,873,104
40,434,075	Materials and Services	41,634,173	41,634,173	43,647,815
21,086,273	Depreciation and Amortisation	15,246,000	15,246,000	14,864,579
1,767,827	Finance Costs	1,752,330	1,752,330	1,762,544
89,268,500	Total Operating Expenses	84,535,113	84,535,113	88,150,043
(16,306,712)	Operating Surplus/(Deficit) before capital items	(2,045,210)	(2,045,210)	(14,514,551)
Other Capital Amounts				
4,426,073	Capital Grants, Contributions and Donations	4,557,071	4,557,071	4,481,720
4,465,193	Other capital income and (losses)	-	-	(163,086)
(7,415,526)	Net Operating Surplus/(Deficit)	2,491,861	2,491,861	(10,195,917)

Explanation

Income Statement

This Statement outlines:

- 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 deducting total expenses from total revenue.

Southern Downs Regional Council Balance Sheet 30 June 2014

Annual 2013 Actual \$		Annual 2014 Budget \$	Phased 2014 YTD Actual \$
Current Assets			
9,147,925	Cash assets & Investments	28,358,820	6,541,123
15,296,826	Receivables	2,289,467	4,780,612
93,798	Other Financial Assets	406,420	93,798
334,370	Inventories	337,900	320,807
24,873,129		31,392,607	11,736,340
Non-Current Assets			
1,487,026	Other	1,419,386	1,384,962
734,940,334	Property, plant and equipment	733,266,623	723,244,500
3,700,000	Other Financial Assets	3,700,000	3,700,000
11,947,434	Capital works in progress	9,493,182	28,081,803
996,282	Intangible Assets	931,930	996,282
753,871,877		748,813,121	756,887,547
777,944,196	TOTAL ASSETS	780,225,728	768,143,886
Current Liabilities			
6,189,863	Creditors and other payables	13,940,574	4,921,292
3,062,316	Provisions	1,428,087	3,089,399
1,720,323	Interest bearing liabilities	1,683,076	1,720,323
10,972,604		17,053,737	9,731,215
Non-Current Liabilities			
26,833,004	Interest bearing liabilities	26,966,434	30,133,092
7,683,966	Provisions	7,111,883	7,683,966
-	Other Payables	674,923	-
34,516,970		34,753,240	37,817,058
45,511,574	TOTAL LIABILITIES	51,806,977	47,548,273
732,432,622	NET COMMUNITY ASSETS	728,418,751	720,595,613
Community Equity			
-	Capital and Capital Reserves	14,787,394	-
201,681,020	Asset Revaluation Reserve	194,991,272	200,035,929
330,751,602	Retained surplus	518,639,863	320,533,684
732,432,622	TOTAL COMMUNITY EQUITY	728,418,729	720,591,614

Explanation

Balance Sheet

The Balance Sheet outlines what Council owns (its 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.

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	1.21 : 1	✓	Interest Coverage Ratio (Net Interest Expense / Total Operating Revenue) (%)	0.91%	0.97%	✓
Target Ratio > 1:1		> 1:1		Target Ratio Upper Limit (%) 10.0%	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) (%)	3.0%	-13.8%	✗	Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	157.4%	127.0%	✓
Target Ratio 0.0% to 15.0%		0.0% to 15.0%		Target Ratio Lower Limit (%) > 80%	> 80%	> 80%	
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)	24.7%	48.6%	✓	Comments on Ratio Results 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.			
Target Ratio Upper Limit (%) <=60%		<=60%					
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 30 June 2014

CASH MANAGEMENT

10.30am CALL ACCOUNT

		<u>PRINCIPAL</u>	<u>INTEREST RATE</u>
GENERAL	QTC SDRC Acct	\$ 4,697,178.89	3.20%
TOTAL	QTC	\$ 4,697,178.89	

BANK BILLS AND BCD

<u>DATE</u>	<u>DESCRIPTION</u>		<u>PRINCIPAL</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>
25-Jun-14	BENDIGO		\$ 802,278.36	2.95%	23-Jul-14
26-Jun-14	SUNCORP		\$ 601,876.71	3.00%	31-Jul-14
20-May-14	SUNCORP	T	\$ 300,000.00	3.40%	19-Aug-14
TOTAL			\$ 1,703,955.07		
GRAND TOTAL				\$ 8,401,133.96	

FUNDS BREAKDOWN

<u>FUND</u>	<u>PRINCIPAL</u>
GENERAL	\$ 8,101,133.96
RESERVE	\$ -
TRUST	\$ 300,000.00
GRAND TOTAL	\$ 8,401,133.96


INSTITUTION BREAKDOWN

(30% MAXIMUM AT ANY ONE INSTITUTION)

<u>INSTITUTION</u>		<u>PRINCIPAL</u>	
CBA	0%	\$ -	
BENDIGO	13%	\$ 802,278.36	
WCU	0%	\$ -	
SUNCORP	14%	\$ 601,876.71	
QCCU	0%	\$ -	
HERITAGE	0%	\$ -	
BANK OF QLD	0%	\$ -	
QTC	73%	\$ 4,697,178.89	
NAB	0%	\$ -	
CITIBANK	0%	\$ -	
BANK WEST	0%	\$ -	\$ 8,401,133.96
	100%		
GRAND TOTAL			\$ 8,401,133.96

8.2 BCS - Stanthorpe YMCA - Request for Capital Funding 2015/2016

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Community Facilities Temporary Leasing Officer	File Ref: 05.35

Recommendation

THAT Council

1. Receive the attached correspondence from the YMCA of Stanthorpe seeking financial support for the capital building works proposed in 2015/2016.
2. Write to the YMCA of Stanthorpe advising that the future capital works funding request of \$20,000 will be considered as part of Council's 2015/2016 capital budget deliberations.

Report

The YMCA of Stanthorpe ("the YMCA") has a current lease agreement for Parts of Lots 1 and 2 on Registered Plan 4862 and Lot 2 on Registered Plan 82554. This lease expires on 31 December 2019.

The YMCA is planning to better utilise the space in the old indoor cricket area. They intend on transforming the area into three rooms. The new rooms will be sound proof and air conditioned, allowing increased utilisation by the group fitness classes. The room that the YMCA currently uses for their spin class has had concerns raised in a recent Safety Risk/Management Audit.

The YMCA has held preliminary talks with Department of National Parks, Recreation, Sports and Racing regarding the "Get Playing" funding program. One of the criteria of this funding program is a contribution of 20% of the total costs. The project already meets all other criteria. The initial quote received for the renovation of the old indoor cricket area is approximately \$100,000.

The YMCA would like Council to consider funding 20% of the total costs for this project in the 2015/2016 budget.

Budget Implications

The YMCA would be seeking funding support of approximately \$20,000 and would require this to be available for them in the financial year of 2015/2016.

Policy Consideration

Community Plan 2030

The Healthy and Active Southern Downs – Recreation

- 2.24 Increase accessible, inclusive and diverse recreation activities through the provision of quality infrastructure and facilities across the region.

- 2.25 Ensure accessibility and affordability of recreation for all by maintaining community owned facilities for future generations.

Community Engagement

An onsite meeting was held in late 2013

A formal request has been received from YMCA (see attached)

Legislation/Local Law

Nil.

Options

1. Council considers the funding request in its 2015/2016 budget deliberations.
2. Council refuses the funding request.

Attachments

1. Letter from YMCA requesting consideration for funding in 2015/2016 budget. [View](#)
2. Plans for proposed rooms. [View](#)

YMCA of
Stanthorpe
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27th June 14

Mr David Tuxford
Director of Business and Community Services
Southern Downs Regional Council
PO Box 26
Warwick 4370



Dear David

Stanthorpe YMCA

I refer to our discussions during your visit to the Stanthorpe YMCA late last year. At that time I mentioned that I was keen to partner/work with council regarding any facility upgrades to Council's Tale street facility and to also seek funding through various funding bodies.

You may recall I discussed plans to better utilise the space in the old indoor cricket area at the western end of the stadium. I have since completed plans (copy enclosed) to build three new activity rooms in this area, these sound proofed, air-conditioned rooms would enable the YMCA to fill a void and enable us to offer sought after additional programs to the community.

This project was also identified in our 2013-2018 five year strategic plan and is supported by a recent safety risk/management audit conducted by YMCA Brisbane that raised concerns of members currently using our storeroom, which has poor ventilation, a one door exit and low head room as a suitable venue for our current spin classes.

I recently held preliminary talks with Department of Natural Parks, Recreation, Sports and Racing staff regarding these plans (Council staff were invited but unfortunately could not attend the meeting). Sports and Recreation representative confirmed that this project met the current funding criteria under the "Get Playing" funding program and are keen to assist with the application.

Funding under this program requires a contribution of 20% of the total costs. We have received some preliminary costs that the project would cost approx. \$100000- to complete and are seeking councils consideration of contributing the \$20000- required to complete the project. I am aware that council has only recently completed the budget for the upcoming financial year, however these funds, if approved, would not be required until the 2015/16 financial year as approval of the application would not be known until November 14 with a completion for the project not until January 16.



Discussions with CEO SDRC (Andrew Roach) during his visit of the Stanthorpe YMCA facility confirmed that 2013 council funding allocation, committed for facility redevelopment at the Stanthorpe YMCA, were withheld pending investigation into opportunities into partnerships such as this to get a stronger "value for money" for local constituents – this presents an ideal opportunity for both the Stanthorpe YMCA and SDRC to work together on this project to improve councils asset.

While I am happy to assist in facilitating the project up to funding approval stage, I am more than happy to step aside once funding is approved, if council prefers, to allow its own staff to project manage the improvements.

To assist with the application I will also need the following assistance from SDRC:

- Confirmation from council Sustainable Planning Act assessment is/is not required. Receive support from town planner if project is not exempt.
- Development Approval support/guidance
- Assistance with the building approval
- Letter of support from council (template available from department)
- Permission from council to complete the project as owners of the building.
- Letter from council confirming the contribution of 20% of the total building costs. Final figure would be known once building quotes are received.

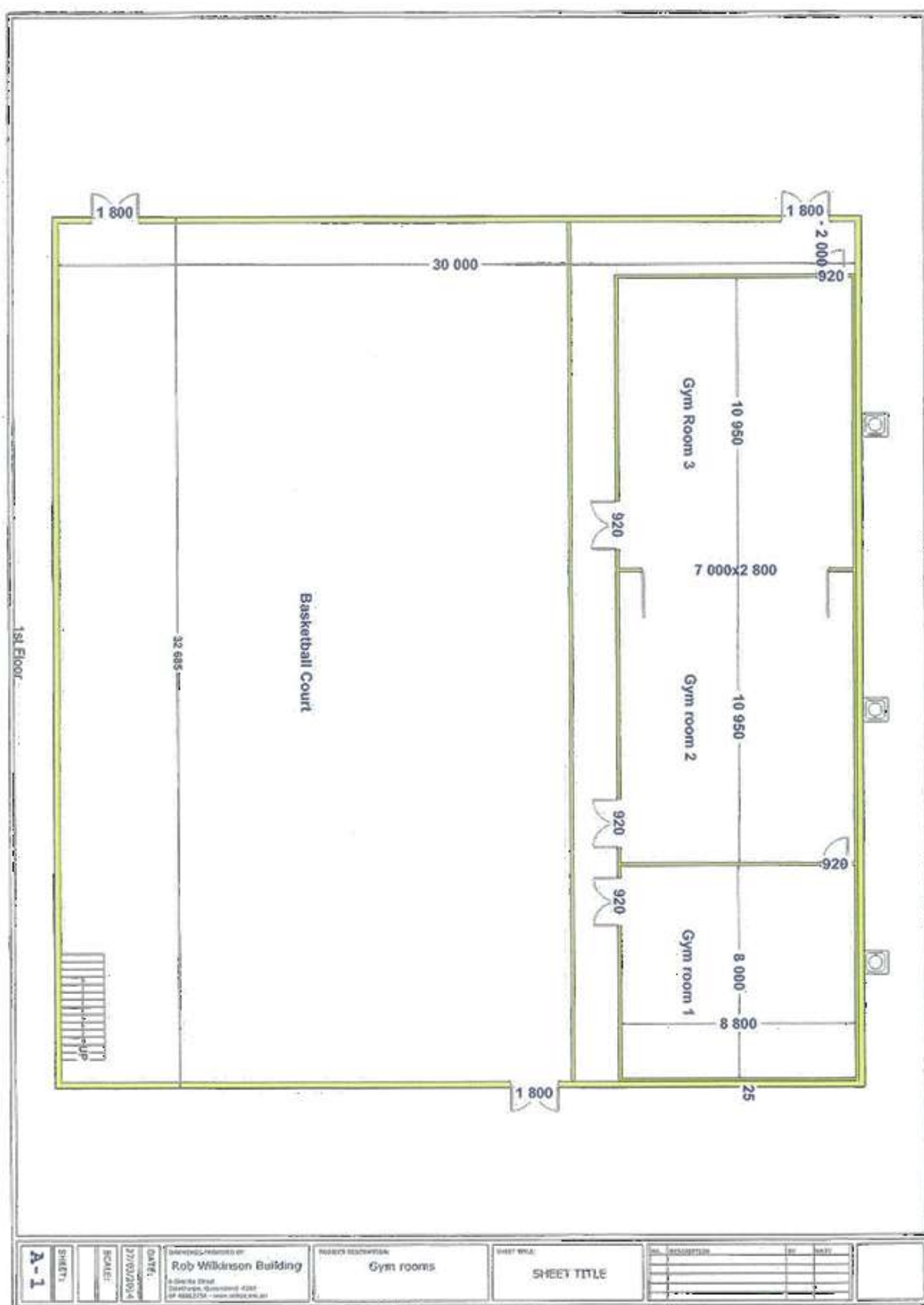
The Stanthorpe YMCA is very committed to see this project completed as it will enhance and improve the facility to better serve the local community. We also see this step as stage one of our continual improvement program of the facility and hope to partner with council in the coming years to develop

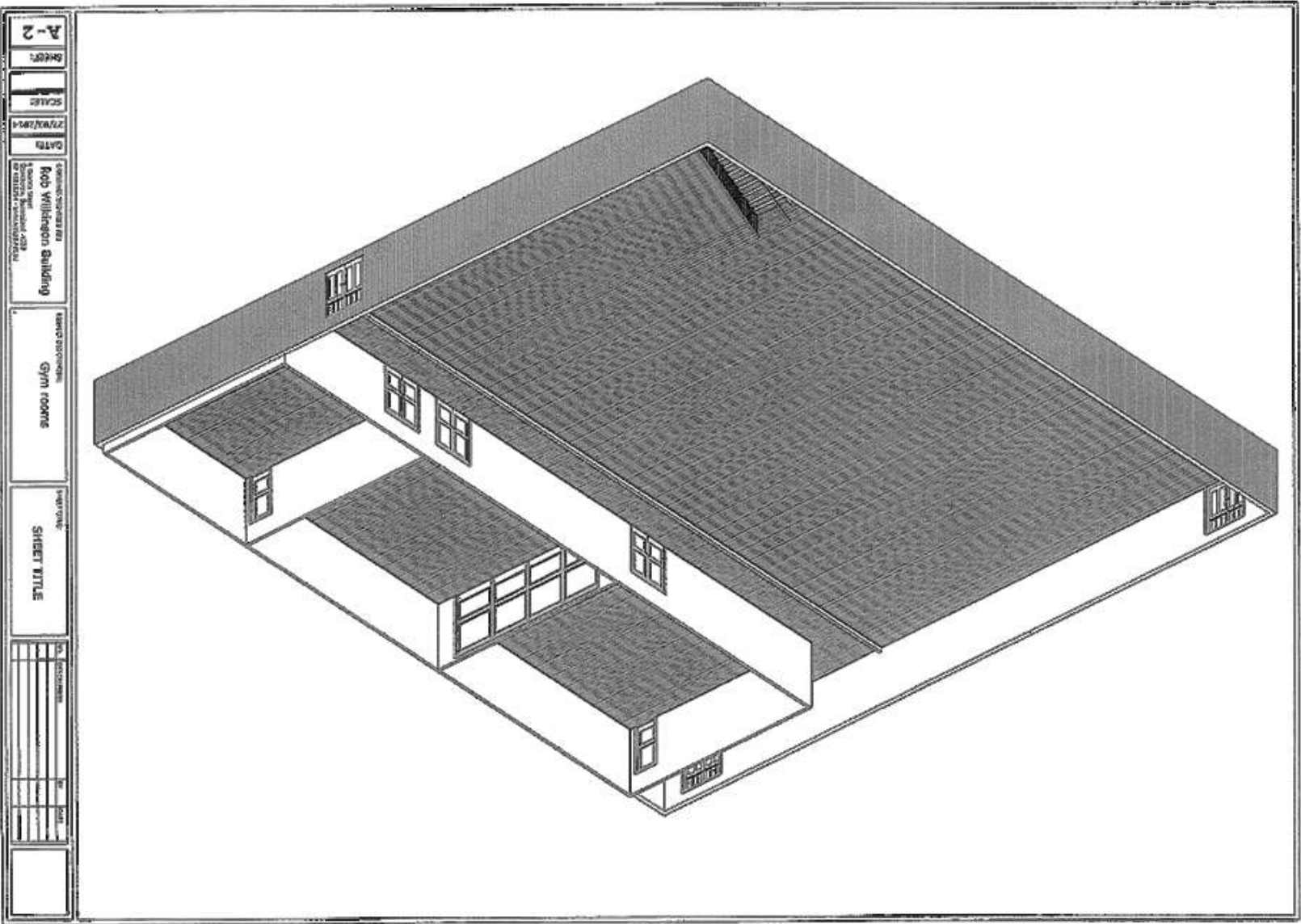
I am available to discuss this project further with you or your staff at a time convenient, however please note that applications must be lodged to the Department of Natural Parks, Recreation, Sports and Racing by the 1st September 14.

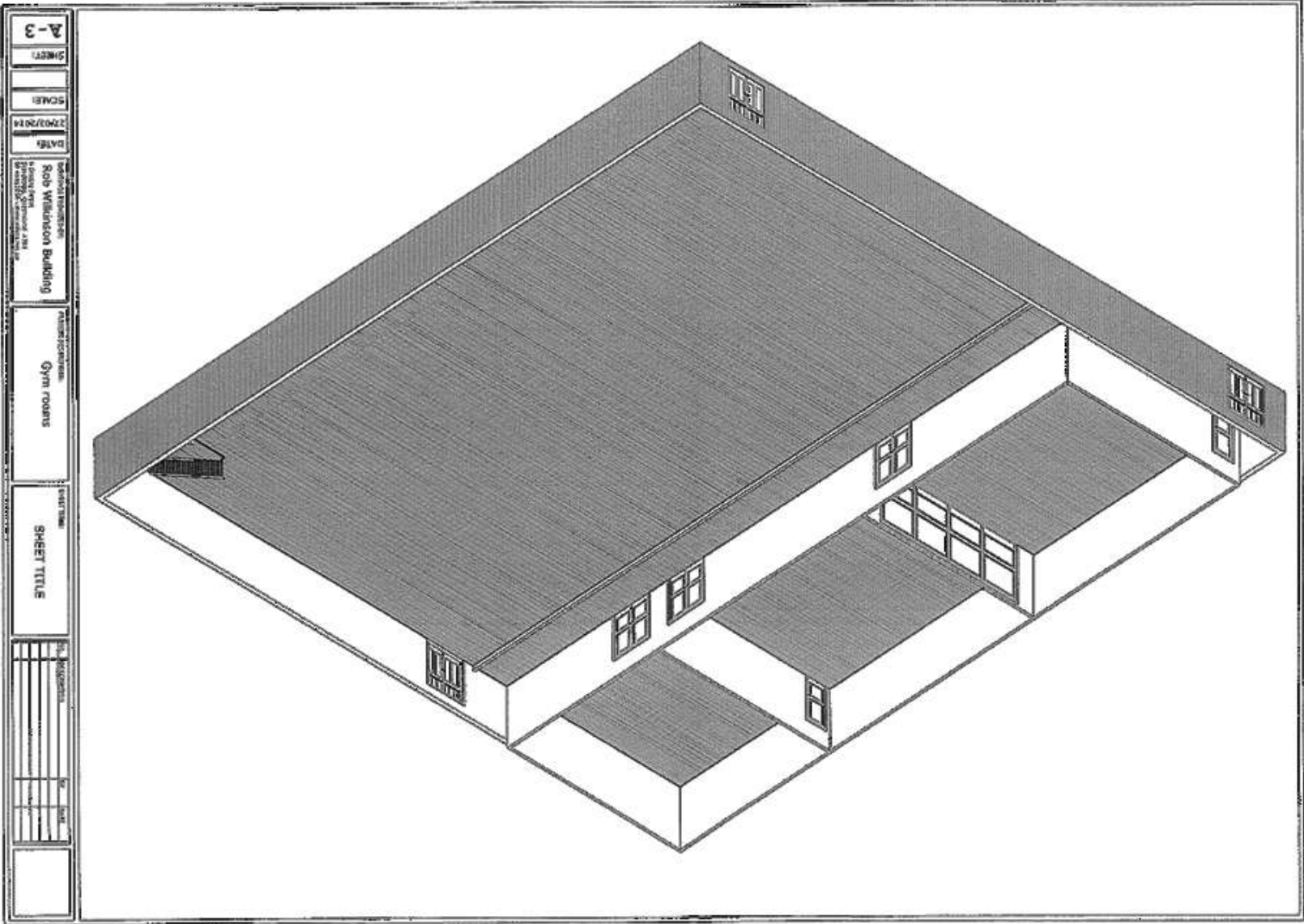
Thanks again for your time David and hope to hear from you soon.

Yours sincerely


Steve McEvoy
Executive Officer








8.3 BCS - Addition to 2014/2015 Schedule of Fees and Charges

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Community Facilities	File Ref: 12.11

Recommendation

THAT Council amend its 2014/2015 Schedule of Fees and Charges to include:

1. A second interment fee for burials in the Monumental/General Cemetery for the sum of \$1,010.60 including GST;
2. Seasonal pool fees for Allora, Killarney and Stanthorpe; and
3. Corrections to the WIRAC fees as outlined in the report.

Report

Cemeteries Fees

For the 2014/2015 financial year, Council adopted a simplified fee structure for cemetery operations across the local government area. In the process of drafting, the second interment fee for the monumental/general sections of the cemeteries was inadvertently missed.

The benefit of allowing the second interments in the monumental/general cemetery areas is that it provides couples the choice to be interred into the same grave. The reason for the second interment fee being lower than the first interment fee is due to the site fee already having been paid.

Seasonal Pool Fees

The leases for the Allora and Stanthorpe swimming pools expired at the close of the 2013/2014 swimming seasons. Council has advertised for tenders to enter into a management agreement for one or both of these pools. Under the proposed management agreement, Council will set the pool entry fees for the 2014/2015 season and the manager will retain the entry fees.

The lease for the Killarney swimming pool is due to expire at the end of the 2014/2015 swimming season. Under this lease arrangement, the lessee is entitled to retain all entry fees. Council sets the fee for entry into this pool.

The following fees were proposed for Council's three seasonal pools for the 2014/2015 financial year:

	GST Treatment	2013/2014	2014/2015
STANTHORPE SWIMMING POOL			
Admission Fees			
Child	GST	2.00	2.10
Adult	GST	3.90	4.10
Season Pass - Child	GST	135.00	140.00
Season Pass - Adult	GST	165.00	175.00
Season Pass - Family (2 adults and 2 children)	GST	240.00	480.00
ALLORA & KILLARNEY SWIMMING POOLS			
Admission Fees			
Child	GST	1.60	1.70
Adult	GST	2.50	2.60
Season Pass - Child	GST	70.00	73.50
Season Pass - Adult	GST	87.50	92.00
Season Pass - Family (2 adults and 2 children)	GST	180.00	270.00
Family Swim Pass (2 adults and 2 children)	GST	5.50	7.00
Schools			
School half day	GST	160.00	170.00
School full day	GST	232.50	245.00
Swimming Club			
Club Night Hire (Max 3 hrs)	GST	38.50	40.00

In response, Councillors expressed concern about the consistency of the season passes across the three pools. The reasoning for the variation is due to the fact that the pools located at each centre cater for different purposes, as described below:

Allora and Killarney - 25 metre pool and wading pool
 Stanthorpe - 50 metre pool and wading pool

The modified fees submitted to Council provided clarification around the definition of a family and closed the gap where there was the potential for two adults to gain cheaper entry through a family season pass.

In comparison, the Toowoomba Regional Council fees and charges for 2014/2015 have a season pass for an adult at one of their pools ranging from \$120-\$230; a child range is \$95-\$150 and family pass \$260-\$420.

Correction to WIRAC Fees

For consistency of pricing, it is recommended that the following fees be adjusted to align with Learn to Swim at \$12.00 per lesson:

- Junior Life Guard per lesson from \$11.50 to \$12.00
- Casual Squad Training per session from \$11.50 to \$12.00

For consistency of pricing, it is recommended that the following fee be adjusted to align with Personal Training at \$39.50 per ½ hour:

- Private Learn to Swim (maximum two swimmers) per ½ hour from \$40.00 to \$39.50

For consistency of pricing, it is recommended that the following fee be adjusted to align with Gym Direct Debit Initial Sign Up fee of \$80.00:

- Gold Membership Direct Debit Initial Sign up from \$76.00 to \$80.00

The Hire of Aquatic Hall outside WIRAC business hours fee of \$63.00 needs to be specified as “per hour”.

Budget Implications

Council's fees and charges provide an opportunity for revenue to be received for services rendered. On average for cemeteries, second interments are performed four times per month, which could result in revenue of approximately \$48,500 for the 2014/2015 financial year.

The pool entry fees are retained by the manager/lessee.

The WIRAC correction fees are minimal.

Policy Consideration

Community Plan 2030

Healthy and Active Southern Downs – Recreation

- 2.24 Increase accessible, inclusive and diverse recreation activities through the provision of quality infrastructure and facilities across the region.

Community Engagement

Nil.

Legislation/Local Law

Nil.

Options


1. Adopt the fees as outlined in the report.
2. Adjust the fees outlined in the report and adopt the adjusted fees.
3. Do not adopt the fees as outlined in the report.

Attachments

Nil

8.4 BCS - Old Allora Offices Structural Report

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Community Facilities Team Leader Facilities Maintenance	File Ref: 05.49.02

Recommendation

THAT Council

1. Receive the Old Allora Offices (Museum) structural report completed by McNally Constructions and note the recommendations.
2. Consider funding the capital improvement of \$133,700 for the building in the 2015/2016 Capital Budget deliberations.

Report

In 2009, Geoff West Consulting Structural Engineer was engaged to provide Council with a detailed structural assessment of the Old Allora Offices, situated on the corner of Warwick and Forde Streets (53 Warwick Street) Allora. See Attachment 1 for the body of this report. In response to this report the termites were treated.

In or about late 2009, the building was damaged by a weather event. Through the Allora Historical Society's (lessee) insurance, the roof sheeting and beams were replaced. The Historical Society paid for the replacement of the valley boards. These works were completed in 2011.

At the Council Meeting held on 25 August 2010, Council resolved that:

1. The future of the Old Allora Offices and Hall will rely heavily on grant funding and Council is not in a position to provide any additional funding to its budget above what it has provided in its carryover budget;
2. The Society actively pursue grants for restoration works and Council will assist with preparation of grant applications for restoration of the Old Allora Offices; and
3. The matter of deciding the long-term future of the building be reviewed in July 2011.

In April 2012, the Allora Historical Society approached Council requesting a \$6,000 contribution to replace guttering, downpipes, bargeboards and bird proofing to compliment the new roof. Council granted the request with the funds being used from the \$100,000 capital budget allocation that Council had set aside to co-contribute should the Allora Historical Society be successful in any grant application for a whole-of-restoration building project.

On 27 February 2013, Council resolved to cancel the remaining capital budget allocation of \$93,549.18 that had been carried forward from previous years, which was the balance after the guttering contribution and building structural report costs had been taken out.

Following further concerns expressed about the maintenance and structural integrity of this building, McNally Constructions were engaged to provide an up to date report on the condition of the structure of the Old Allora Offices (see Attachment 2). In addition to the assessment, the contractor informed Council that the estimated costs to address the identified issues, including re-stumping the building would be around \$133,700 including GST.

It is considered that the building is also in need of exterior repainting (\$50,000) and replacement of attached structures.

The building is identified on Council's local heritage register. If the works identified by McNally Constructions were undertaken, Council's Planning Department would be a Concurrence agency to any building application and therefore the application would be sent to Planning for comment. The Concurrence agency fee is \$500.

However, if Council was to take Option 2, as identified in the report from McNally Constructions, of lifting the building and sliding it onto the adjacent spare lot, an impact assessable planning application would be required. This process would need to be completed prior to the lodgment of any building application. The fee for a planning application to lift and slide would be at least \$2,200.

The Old Allora Offices are not on the Queensland Heritage Register, meaning the building is not subject to the rules and regulations that would normally be triggered if the building was State heritage listed.

Budget Implications

No budgetary provision has been made in the 2014/2015 budget for any significant works at the Old Allora Office.

Policy Consideration

Community Plan 2030

1. The Southern Downs Sense of Community:
 - 1.14 Ensure community facilities, infrastructure, information and engagement activities are accessible, equitable, inclusive and safe for all.

Community Engagement

Meetings held with Allora Historical Society on 4 August 2010 and 2 December 2011.

Legislation/Local Law

The Old Allora Office is currently leased by the Allora Historical Society and is listed on the local heritage register.

Options

1. Council make budgetary provision for significant works at the Old Allora Offices for the 2014/2015 financial year in order to prevent further deterioration of the building. This would require other capital works to be placed on hold to fund this work.
2. Council consider making budgetary allocation in the 2015/2016 financial year for significant works at the Old Allora Office.
3. Council continue to seek grant funding for works at the Old Allora Office.
4. Do nothing.

Attachments

1. Structural Assessment by Geoff West Consulting Structural Engineer dated 26 November 2009 (body of report only)[View](#)
2. Report by Detail Joiners and Quotation by McNally Constructions dated 9 July 2014[View](#)

**Old Shire Hall, Allora c 1907-
Corner Warwick & Forde Streets**

Structural assessment

for **Southern Downs Regional Council**

Geoff West BE BA RPEQ 1041 CPEng(Structural)
Consulting Structural Engineer

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26 November 2009

Old Shire Hall, Allora	Structural Assessment
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 Appendix A Photographs. CD only. Some, courtesy Southern Downs Regional Council	
Appendix B Drawings: Floor Framing Plan; Roof Framing Plan	
Appendix C Excerpts, Queensland Building Act and Building Regulation	
Appendix D Excerpts, Termite Inspection report, Condamine Pest Control, 22/07/09	

1 General

The structural assessment was a study of the structural design and typical condition of members. It included the following activities:

1. My inspections on 16 & 17 September 2009.
2. Measured drawings (Appendix B).
3. Calculation of structural design loads applicable to future uses, and feasibility of wind or earthquake upgrade (not usually a legal requirement).
4. *Strength adequacy check of structural members for permanent & imposed loads, assuming materials in reasonable condition.*
5. Search for any defects severe enough to cause strength inadequacy.
6. *Required strengthening & repair works, to my future design.*
7. *Improvements to appearance, or access for inspections and maintenance.*

The structural analysis complied with the Building Code of Australia plus other relevant Standards. As the building age exceeds 50 years, safety factors may be slightly reduced, in accordance with:

AS ISO 13822-2005. Basis for design of structures - assessment of existing structures: Section 8.

The strengthening options aim to avoid compromise of the building's heritage significance, and to

- correct defects that cause structural concern,
- ensure the building can safely resist the design loads for the foreseeable future, and
- minimise future maintenance costs.

This report includes only the main building and the tank stand. It does not deal with aspects such as gutters, water-tightness, fire-proofing, finishes, occupational health & safety, the identification and/or abatement of asbestos, or any function that relates to the removal of asbestos.

2 Inspection

Greg Thouard, council's Manager, Cultural & Recreational Development, arranged the termite inspection, and emailed me many photographs, so I could decide which ladders to bring. Friends of the Allora Museum (tenant) provided keys and helpful advice.

I inspected random areas of most structure types, to assess the typical condition of the material; it was not practical or necessary to closely inspect all areas. The inspection procedure included:

- observations & photographs of obvious sags, bows, movements, splits, decay, etc.
- test-tapping timber with a hammer to check soundness
- test-striking timber stumps with a crowbar to check soundness
- measurements of the member sizes
- conservative strength grading of timber (now fully seasoned), using a pocket-knife
- a spirit level check for any excessive wall leans

The Ground Floor framing & stumps could be inspected only from the west side, rear, and a floor hatch. The stale air and low ground clearance made a condition assessment impossible.

Recommended Further Inspections: *A licensed Pest Controller should be engaged to periodically find and treat insect-attacked areas, infect and destroy termite colonies, and reduce the risk of future infestation. Any structural damage should be reported to me, or if I am unavailable, to another Structural Engineer with experience in older buildings.*

3 Structural design loads: permanent & imposed

Structural loads were calculated in accordance with the Australian Standards. Permanent loads are the self-weight of the building. Imposed loads are loads applicable to possible future uses of the various rooms. The roof was checked for loads due to personnel, stacked materials, and equipment for repair or maintenance.

4 Wind & earthquake loads; warning

4.1 Legal requirements; warning

There is no legal requirement for *wind* or *earthquake* upgrading to any existing part of a building, except in the case of certain extensive repairs, maintenance or alterations (Appendix C).

I warn Southern Downs Regional Council that parts of the building could be unsafe during & after a particularly severe storm or earthquake, until someone has inspected it for reasonably obvious damage.

4.2 How upgrade can affect heritage significance

The extent of upgrade should depend partly on the potential loss of heritage significance due to:

1. wind or earthquake damage; as opposed to
2. an upgrade that is unsympathetic or obtrusive.

4.3 Site Wind Speeds (Ultimate Limit State)

Refer Appendix A. Photographs: 2 for the upwind terrain around the building. I also used a Topographical Map to help me calculate the Site Wind Speeds.

Allora is more than 100 km from the coast, in Wind Speed Region A4. Relative to Brisbane, Region A4 has low wind speeds, particularly winds from the N or E.

Wind on S or W Side: 39.5 m/sec. (wind over farms, then buildings &/or trees, no shielding).

Wind on N or E side: 35.5 m/sec. (" " " " " " " " partial shielding).

These are relatively low wind speeds.

Full wind upgrading would probably not be feasible, as wall studs are too small. Upgrading to most other areas (partial wind upgrading) would be straight-forward.

Roof frame upgrading will be easiest when roofing in that area rusts badly, and needs replacement.

4.4 Earthquake loads

The building has a relatively shallow, stiff soil foundation; Allora is in a low risk area; and the building height is < 12 m; thus the earthquake design category is I, which requires lower design forces than earthquake categories II or III. A new building in this category would need to be designed & detailed to resist a specific horizontal load. In this case, the design earthquake load would be much smaller than the design wind load.

5 Main Building; description & required works

Works must comply with my future design and Drawings.

Refer Appendix A. Photographs, and Appendix B. Drawings.

5.0 Future assessment

This Report describes the *structural inadequacies revealed by my inspection*. Further inadequacies could be revealed, during the upgrading, after temporary removal of materials; these inadequacies should be shown to me, or if I am not available, to another Structural Engineer with experience in older buildings, who will advise any necessary action.

5.1 Stumps and Ground Floor

Stumps & framing are seasoned hardwood. Floorboards are tongue-&-groove seasoned softwood. Sizes are adequate for imposed loads of 500 kg/m² or 450 kg concentrated. Suitable uses are:

- areas without obstacles for moving people or trolleys, etc; or
- general storage to 2 metres high, concentrated load limited to 450 kg.

All stumps have ant-caps. The west and rear stumps have sound heartwood. (Some sapwood is decayed, but this outer layer always has low-durability, and is regarded as non-loadbearing). The low ground clearance prevented me from testing any other stumps or any floor framing.

5.1.1 Concrete paths removal, and lowering the ground

Since construction, concrete paths have been constructed on the front and the east side, covering the stumps and air-spaces between (Photographs 1Aa, 1B & 1C).

These two concrete paths have: blocked off almost all sub-floor ventilation; prevented timber condition checks and inspections for termites; provided hidden termite paths into softwood internal wall linings; and reduced the heritage significance of the building by altering its appearance. Also refer Appendix D, p.8. The paths will prevent works like stump replacement/packing (5.1.2), bearer strengthening (5.1.3), and future maintenance. The ground beneath the building has a good fall to the SW, but is consistently about 150mm too high to allow sub-floor access.

Works designed by an Architect experienced in heritage buildings: 1. Remove both concrete paths. 2. Lower the ground beneath the building by 150mm, with new ground falls and/or drains south & east of the building. 3. Reinforced concrete step to match the original (1Aa), outside each door.

After the above works are complete, notify me, so I can inspect the condition of the stumps and floor framing, and design any further required works, for inclusion in the same Building Contract.

5.1.2 Sinking front stump

The floor hatch is in the second bay from the east, between stumps in the third row from the front.

The sinking stump is obvious in two photographs taken from the hatch: 3Ac shows the side of the concrete path, the sinking front stump, and the deflected end of the internal bearer; 3Aa shows the same internal bearer lifting off the third stump.

Replace the front bearer, 3rd from the east, which is sinking, or pack under the bearer with high-durability, low-shrinkage hardwood. Pack other stumps as required.

5.1.3 Understrength bearers under the Front Wall

The Front Wall bearers carry loads from a large area of the First Floor, including the verandah.

*The following work must be completed before the public are allowed to access the verandah:-
Bolt a galvanized steel channel inside each span of the Front Wall bearer.*

5.2 Walls, steel truss, and stair

The wall studs and chamferboards are seasoned hardwood. The internal wall-boards are vertical, tongue-&-groove, VJ, partly supported by noggings; the wall-boards and noggings are seasoned softwood. The walls almost certainly have hidden timber diagonal braces. The Bottom Storey, West Wall was originally blank (Photograph 1Aa), but an isolated fan-light was built later (4Ea).

Each side wall has a vertical inwards bow; beside the Rear Room, the East Wall leans outwards, with a maximum average lean of 3.7% between the 2 windows. The Top Storey walls also lean outwards: 1.4% for the front & side walls; much less for the 4th wall. These movements are caused by the outward thrust of the roof framing, and will be stabilised by roof works (5.7.1 & 5.8.1).

The Rear Wall has an outwards bow, largest at eaves height, implying a hidden horizontal timber plate. There is an inwards average lean of 2.5% below the bow; the lean was not measured above. These movements will be stabilised by ceiling bracing (5.8.2).

5.2.1 Unstable steel truss, and overloaded bearer

Refer Photographs 4Aa, c & d.

The truss is welded from square hollow sections, not readily available until the 1960's. The truss allowed removal of the east half of the wall, along with much of the bracing capacity of the building.

The truss is extremely slender, and the top horizontal must resist a very large axial compression; there is a high risk of lateral buckling and collapse! Furthermore, the inner support post sits on a bearer close to midspan, seriously overloading it.

Urgent Works: *Install 2 high-durability, low-shrinkage hardwood packers under the floorboards, so the packers are equally-spaced under the truss. Above each packer, install 2 Titan Super Props No.4, and tighten them firmly. Ensure they are kept tight. (Consult me for advice on where you can buy these props.)*

Normal Works:

Option A (strongly recommended). *Replace the truss with a wall and door to match the existing style. Build as much bracing strength into the wall as possible.*

Option B. *Replace the truss with a similar one with the top horizontal at least 150mm wide. Bolt a galvanized steel channel on one or both sides of the bearer.*

5.2.2 Termite damage to softwood linings

Termite damage to individual wall-boards, etc. is obvious in several areas, including the following:

Front Wall: Bottom Storey, NE Room; **East Wall:** Bottom Storey, NE Room; Top Storey;

West Wall: Above Strong Room, Bottom Storey, NW Room; stair well.

I didn't have time to photograph all areas of termite damage.

Identify and replace the damaged wall-boards.

Old Shire Hall, Allora

Structural Assessment

5.3 Rear Porch works

1. *Replace the twisted, split East Post.*
2. *Replace both post footings with new concrete footings, each with a cast-in galv. steel stirrup.*
3. *Fix the porch roof framing more effectively to the door lintel.*

5.4 Strong Room

The Strong Room was clearly not part of the original building (Photograph 1Aa). It has a reinforced concrete floor, and the walls are 3 bricks thick. The ceiling is a brick vault. Above this is a timber-framed, skillion, corrugated iron roof.

5.5 First Floor

The design load of the First Floor is limited by the strength capacity of the Ground Floor bearers and stumps, to: 200 kg/m² or 450 kg concentrated. The only suitable use is its current use:

- o area with large table, relatively light cabinets and book storage.

The First Floor joists are deep enough to carry much larger loads than this, but they are almost certainly softwood, and may have termite damage that cannot be found. This provides a second reason for limiting the load as above. The floorboards and ceiling boards are seasoned softwood.

5.5.1 Understrength balustrade beside stair; termite damage

The balustrade is seasoned softwood. The handrail is undersize and only 840mm high. The newel post is very loose. There is extensive termite damage to the softwood trimmer at the top of the stair.

Install an unobtrusive 1000mm high galvanized steel handrail on the inner side of the balustrade. Remove the metal angle from the base of the newel post. Temporarily prop the top of the stair, and remove the termite-damaged trimmer. Install vertical plates on the E & W side of the newel post base, extending down beside the floor joist. Install a new timber trimmer, so it sandwiches one of the vertical plates, and fix the trimmer to the floor joist with 2 concealed vertical angles.

5.6 Cantilevered Verandah - required strengthening

As one of the few surviving Queensland cantilevered verandahs, this has *high heritage significance*. The framing and shot-edged floorboards are seasoned hardwood. Front Wall gaps reveal that each verandah joist is lapped beside a deeper floor joist, and extends some distance into the building. Hanging under the verandah floor are 4 long, curved, non-loadbearing members that look like struts. The handrail is only 880mm high; the infill is cast iron.

For public access, the verandah floor design load must be increased to: 400 kg/m² or 180 kg concentrated. This will require the following works:

1. *Front Wall bearer works (5.1.3).*
2. *Temporarily remove one chamferboard (8DF), so I can inspect the inner part of every verandah joist, and design any further required works, for inclusion in the same Building Contract.*
3. *Replace the 3 verandah joists with the most decay (8BF, 8DF & 8Dtr1 - 3). Repair other joists.*
4. *Install an unobtrusive 1000mm high galvanized steel handrail on the inner side of the balustrade.*

Old Shire Hall, Allora

Structural Assessment

5.7 Main Roof, Front, and verandah roof

The Main Roof, Front is a hipped roof with a pitch of 36.6°. There is a gable at the front, and 2 valleys at the rear, where the roof joins the steeper Main Roof, Rear. The ceiling-joint-to-rafter fixings are well above the top plates, to accommodate raking ceilings on all four sides. The framing & ceiling boards are seasoned softwood. Ceiling boards are tongue-&-groove VJ's.

The timber is generally in good condition. The roof space photographs show that the ceiling joists have large deflections; this is common for old buildings, and is not related to the strength.

The roofing is corrugated galvanized tinned iron with the stencilled brand name "Orb". It is almost certainly the original thick iron, produced by John Lysaght in England. Due to the large distance from the coast, the roofing has no obvious rust, even at the laps. The verandah roof is bull-nosed corrugated iron.

5.7.1 3 required tie-rods

The rafters supporting the upper ends of the hip rafters and valley rafters are pushing the walls outwards, and would be seriously overloaded by any stacked materials on the roof.

Do not stack any materials on the roof before the following work is complete:-

Under the top of each hip (E & W), and valley (middle), in the room below, tie the N & S Wall top plates together with a smooth round galvanized rod with threaded ends, washers & nuts; to simplify installation, provide a threaded coupler at the middle. Upgrade the rafter fixings to the top plates, and to the ceiling joists.

5.7.2 Undersize rear valley rafters, etc.

The rear valley rafters are considerably undersize, and the SW one has already failed by splitting (9Ka, g, h, i & m). The SE Valley Rafter has separated from a cripple rafter (9Kb & c).

Do not stack any materials on the roof before the following work is complete:-

Replace both rear valley rafters with kiln-dried F27 hardwood of the same size. Replace the cripple rafter with a longer one.

5.7.3 Required noggings between ceiling joists

Any ceiling joist could buckle sideways when the design load is applied.

Install a central tight-fitting nogging between all ceiling joists.

5.7.4 Required miscellaneous works

The Front Gable and front overhangs are decayed, the front eaves gutters are filled with dirt, and pigeons are a big problem in this areas. I saw a pigeon crawl right into the roof space.

- 1. Repair decayed parts of the Front Gable, and replace the finial post (9Ga-d).*
- 2. Clean out all front eaves gutters (9Fa, 9Ab, 9Hb). Replace decayed parts of the front overhangs. Bird-proof all openings into the roof space. Glue anti-pigeon spikes in appropriate places.*
- 3. Seal all holes in the roof sheeting. (See the dark photographs, etc.)*
- 4. Use a screw to stitch together each lap under the deformed roof sheets at the inner end of the Front Gable (9Eb & c).*

Old Shire Hall, Allora

Structural Assessment

5.8 Main Roof, Rear

This is a gable roof with a pitch of 43.3°. There are 2 trusses, with bottom-chord-to-top-chord fixings well above the top plates, to accommodate raking ceilings on both sides. Purlins and top chords are both checked where they join. There is a cleat on each side of the bottom chord; cleats and ceiling joists are both checked where they join. The framing and ceiling boards are seasoned softwood. Each truss hanger is a smooth iron or steel rod with threaded ends & square nuts; the hanger hangs from a forged iron plate with dowels running right through each top chord. Ceiling boards are tongue-&-groove VI's.

The timber is in good condition, except for the termite damage noted below. The roofing is as described for the Main Roof, Front.

5.8.1 2 required tie-rods

The top chords are pushing the walls outwards, and would be seriously overloaded by any stacked materials on the roof.

Do not stack any materials on the roof before the following work is complete:-

Under each truss, in the room below, tie the side wall top plates together with a smooth round galvanized rod with threaded ends, washers & nuts; provide threaded couplers where required, plus a middle hanger. Upgrade the top chord fixings to the top plates, and to the bottom chords.

5.8.2 Required ceiling bracing

Ceiling bracing is required to stabilise the 3 east-west walls, and to minimise the outwards bow and inwards lean of the Rear Wall.

Between the 2 trusses, brace each 3 of the 9 ceiling joist spaces with a pair of crossed timber diagonals.

5.8.3 Required strengthening at Top Storey wall

There are 2 top chords and a bottom cleat, but no bottom chord, hanger or diagonals (10A & 10Fd).

Install a vertical timber strut from the ridge to the top plate. Upgrade the fixings between the top chord and wall.

5.8.4 Termite-damaged purlin near Top Storey wall

Replace the termite-damaged purlin (10Fb, 10Fc1 & 2).

5.9 Tank Stand works

Replace the timber stumps.

GEOFF WEST BE BA RPEQ 1041 CPEng(Structural)

26 November 2009. Geoff West

Consulting Structural Engineer



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Hi Graeme,

Please find below our report for the Allora Museum, located at the corner of Forde Street and Warwick Street.

- External paths and foot paths are sloping into the building and directing water under.
- The foot path on the council land may be a trip hazard and maybe worth removing
- The building is a light weight timber structure that would have originally had roof loads distributed across internal and external walls.
- Some of the internal walls have been removed putting more pressure on the external walls of the building.
- The removal of the internal walls has reduced bracing and also allowed the external walls to lean out as they are no longer tied together at the top plates of the walls. This is common in old timber buildings
- The internal floor shows that the external of the building, where roof loads are applied, has sunk and quite possibly the internal stumps have heaved in the reactive soil due to the lack of load.
- Allora is known for its reactive soil types and in the day when this building it was constructed it was less of a consideration in footing design.
- Masonry structures attached to the timber building also show signs of undulation
- The external of the building is in good condition. Painting would need to be addressed soon but not if foundation work was to commence
- The glass in the windows on the street side maybe better off toughened or laminated for safety reasons.
- Roof water collection is new
- Ventilation and termite protection where the building is in contact with concrete paths is also an issue

I & J McNally Design & Construction - Collaborate with Function & Form

1

Possible Solution

The following could be a possible solution to the issues. There is no costing submitted with these suggestions and are based on many years of experience of renovation of timber dwellings on reactive soils.

- Remove all attached brick buildings from the structure
- Raise the entire build to enable loading onto a removal trailer (900mm)
- Slide the building sideways to enable excavation of new footing
- Excavate new footings to engineers requirements
- Pump most of the concrete into footing before relocating building back to its original site.
- Relocate building over the new footings and complete pour
- The building height would be lifted to enable access under and re align with existing street levels.
- All fencing and other objects in the way will have to be removed.
- I don't believe the build would be stable enough to lift and work under.

Yours Faithfully

Ian McNally



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Southern Downs Regional Council

Attention Graeme Watson

9th July 2014

Dear Graeme,

We are happy to be able to provide you with this estimate for the structural works required to the Allora Museum, corner of Forde Street and Warwick Street, Allora. I refer to the report we supplied in recent times.

Scope of Work

- Remove all attached structures
- This includes the masonry building on the West which may have to be demolished
- Disconnection and re connection of services
- Provide steels, jacking equipment, jacking timbers and all other equipment to lift the building
- We have 2 options, 1. To lift the building 3m into the air or 2. To lift and slide the building onto the adjacent spare lot.
- By lifting or sliding the building it will provide access for machinery to dig foundations to the required depth.
- At this point we are working on a footing 450 dia x 2.0m deep.
- This will need confirmation by an engineer and we have included an amount of \$2000.00 for footing designs and soil tests
- We have allowed for the disconnection of services and reconnection
- The building will need to be braced internally to support the roof loads and prevent the external walls from separating. There will be holes put in the existing floor to achieve this
- Concrete, steel and concrete pump hire is included.
- Building approval will be required for this project and Q leave and lodgement fees are included
- All new stumps will be steel adjustable
- Removal of existing paths and installing new ones are included in this price

Building With Function & Form

Page 1

- Removal of the existing council damaged foot path and replacement is included in this estimate
- We are treating this as a design and construct price

Our price for this work will be: \$133 700.00 Inc GST


Please contact me should you require more clarification on the scope of works or other aspects of the project.

Yours faithfully

Ian McNally

8.5 BCS - July 2014 Policy Reviews

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Corporate Services Governance Officer	File Ref: 04.12

Recommendation

THAT Council :

1. Adopt the Guideline for the formation and review of Policies.
2. Adopt the proposed policy amendments as attached.

Report

Council officers are in the process of reviewing Council policies in order to ensure their appropriateness to Council's operations and particularly in relation to updated legislation.

To facilitate clarification of policy administration, formation and review for Councillors and staff, a draft Guideline for the formation and review of Policies has been prepared.

Council first considered the Guideline as Agenda Item 14.5 at the Council Meeting held on 25 June 2014, and resolved:

That Council:

2. *Has input into the policy development as well as policy review and this will occur through Council Briefing Sessions.*

Council has subsequently reviewed the following policies on the following dates:

Briefing Session 7 July 2014

PL – GV069 - Draft Guideline for the formation and review of Policies
PL – HR027 - Staff Recognitions Award (previously Recognition of Service)
PL – HR038 - Volunteer Emergency Service Leave Policy
PL – HR039 - Volunteer Policy
PL – EX036 - Code of Meeting Practice Policy
PL – EX067 - Councillors Code of Conduct Policy

Briefing Session 14 July 2014

PL – HR002 - Recruitment & Selection Policy
PL – HR025 - Conference & Training Attendance Policy
PL – HR026 - Field Staff Uniform Policy
PL – HR031 - Parental Leave Policy
PL – HR032 - Study Assistance Policy

Draft Trade Waste Management Policy

The draft Guideline for the formation and review of Policies and the proposed amendments to the policies reviewed at the Briefing Sessions are highlighted in the attachments.

The draft Trade Waste Management Policy will be considered by Council via a separate report from Council's Manager Water and Wastewater.

Budget Implications

Nil.

Policy Consideration

Community Plan 2030

The Well-Governed Southern Downs

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

Community Engagement

Nil.

Legislation/Local Law

All of the policies have been amended so that they comply with the relevant legislation.

Options

1. Adopt the Guideline for the formation and review of Policies.
2. Adopt the proposed policy amendments as attached.

Attachments

1. PL - GV069 (new) - Guideline for the Formation and Review of Policies [View](#)
2. PL - HR027 - Staff Recognitions Award (previously Recognition of Service) [View](#)
3. PL - HR038 - Volunteer Emergency Service Leave Policy [View](#)
4. PL - HR039 - Volunteer Policy [View](#)
5. PL - EX036 - Code of Meeting Practice Policy [View](#)
6. PL - EX067 - Councillors Code of Conduct Policy [View](#)
7. PL - HR002 - Recruitment & Selection Policy [View](#)
8. PL - HR025 - Conference & Training Attendance Policy [View](#)
9. PL - HR026 - Field Staff Uniform Policy [View](#)
10. PL - HR031 - Parental Leave Policy [View](#)
11. PL - HR032 - Study Assistance Policy [View](#)



Guideline for the formation and review of Policies

Guideline Number:	PL-GV069
Department:	Corporate Services
Section:	Governance
Responsible Manager:	Manager Corporate Services
Date Approved:	Insert Date approved
Date to be Reviewed:	Insert Date to be reviewed Within six months of Quadrennial election
Date Reviewed:	N/A
Date Reconfirmed:	N/A

REVISION RECORD

Date	Version	Revision description

Guideline for the formation and review of Policies

Guideline no: PL-GV069

Updated: 7 July 2014

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Guideline for the formation and review of Policies

Guideline no: PL-GV069

Updated: 7 July 2014

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1 Purpose

These Guidelines have been prepared to assist staff who are responsible for preparing policies and procedures for Southern Downs Regional Council (SDRC).

To be effective, policies and procedures must be:

- a) accessible;
- b) clear; and
- c) consistent.

To achieve this, policies and procedures must be:

- a) written concisely in plain language;
- b) clearly expressed;
- c) consistently formatted;
- d) easy to follow;
- e) efficient to implement;
- f) up-to-date;
- g) consistent with appropriate legislation;
- h) accessible to all interested persons on the Council's Intranet site as well as the Internet site.

2 Scope

These Guidelines apply to all staff responsible for preparing policies, procedures and guidelines.

3 Policy Details

3.1 Policies

- Are the guiding principles of Councils by which services are provided.
- They are broad guidelines to decision making.
- Can range from broad philosophies to specific rules.
- Include WHAT the rule is, WHEN it applies and WHO it applies to.
- All policies must be approved by Council resolution.
- All policies must be available on the Internet for public access.
- The basis of Council's procedures and instructions.
- All policies must be registered in the Policy Register maintained by Governance.

3.2 Procedures

- Based on Council's policies – a procedure cannot exist without a head policy.
- Describe the critical steps undertaken to achieve policy intent.
- Are succinct, factual and to the point.
- Include HOW to achieve the necessary results.

Guideline for the formation and review of Policies

Guideline no: PL-GV069

Updated: 7 July 2014

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- May be included inside a policy document.
- Must be approved by Council resolution if part of a policy.
- Must be approved by Director if not part of a policy document.

3.3 Language

- Use everyday language that readers will easily and immediately understand.
- Avoid the use of jargon, unnecessary technical expressions and fancy vocabulary.
- Use common words (eg. "use" instead of "utilise").
- Write as you would speak, editing out informal words or phrases.
- All acronyms and abbreviations must be defined in the Definitions section of the policy.
- Make sure your policy follows a logical flow of information so it is easily understood by the general public.

3.4 Policy Template

- Is accessed within MS Word
- New document > My templates > SDRC Policy Template.dotx

3.5 Policy Workflow

- Refer to Attachment A for New Policy Workflow.

3.6 Policy Review

- ~~All Council policies must be submitted for review by Council within six months of the Local Government Quadrennial Election, or at a period stated within the policy or as specified within the relevant legislation. All policies must be reviewed as specified in the relevant legislation or as stated within the policy.~~
- Statutory policies should be reviewed as a priority over all other non-statutory policies.
- Amendments to policies that do not change the intent of the policy do not need to be considered for adoption by Council, they should be approved by the relevant Manager. Examples include a change in position title or references to legislation (where the legislation content has not changed).
- Amendments to policies that change the intent of the policy must be considered for adoption by Council.
- ~~All Council policies must be submitted for review by Council within six months of the Local Government Quadrennial Election.~~
- Refer to Attachment B for Policy Review Workflow.

4 Related Documents

- Policy Register

Guideline for the formation and review of Policies

Guideline no: PL-GV069

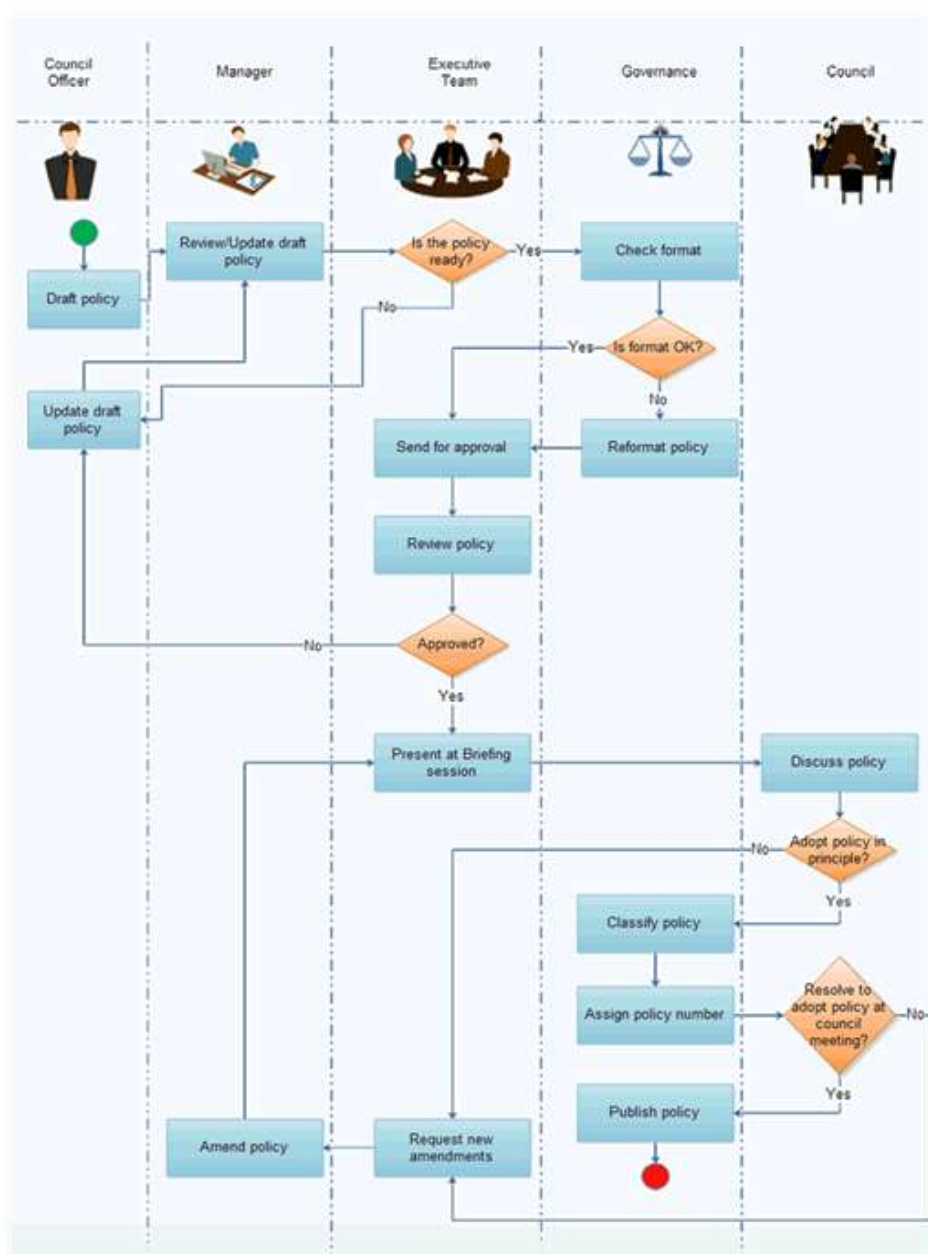
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Attachment A

New Policy Workflow



Guideline for the formation and review of Policies

Guideline no: PL-GV069

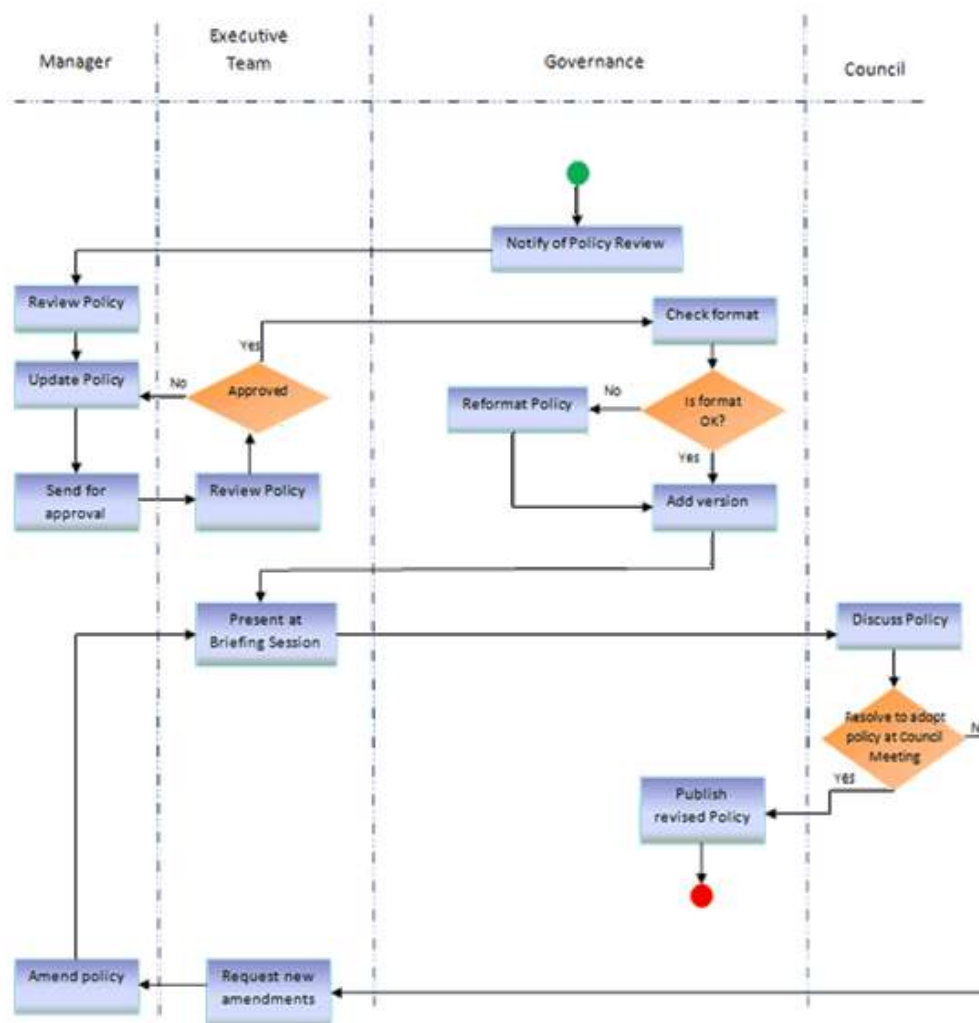
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Attachment B

Policy Review Workflow



Guideline for the formation and review of Policies

Guideline no: PL-GV069

Updated: 7 July 2014

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Recognition of Service Policy

Policy Number:	PL-HR027
Department:	Executive
Section:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	20 April 2009
Date to be Reviewed:	17 October 2014 30 May 2014 <u>Within six months of the Quadrennial election</u>
Date Reviewed:	12 October 2012 <u>27 July 2014</u>
Date Reconsidered:	n/a

REVISION RECORD

Date	Version	Revision description
09.2012		Annual Review
<u>07.2014</u>		<u>Annual Review</u>

Recognition of Service Policy

Policy no: PL-HR027

Updated: 7 July 2014

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Recognition of Service Policy

Policy no: PL-HR027

Updated: 7 July 2014

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1 Policy Background

Southern Downs Regional Council acknowledges the commitment of long serving staff and wishes to recognise their contribution to the organisation and the community.

2 Purpose

To provide clear guidelines on how Council will achieve recognition of employees with more than 10 years service to the Southern Downs Regional Council.

3 Scope

All Southern Downs Regional Council staff. Southern Downs Regional Council, recognises service accumulated in the former Stanthorpe Shire Council and Warwick Shire Council.

4 Legislative Context

- n/a

5 Policy Details

5.1 Recognition of Service Guidelines

- 5.1.1 After 10 years of continuous service the employee will receive a ~~gift valued at \$75~~framed print of the Southern Downs Region valued at approximately \$100.
- 5.1.2 After 15 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$100~~gift valued at \$100.
- 5.1.3 After 20 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$170~~gift valued at \$125.
- 5.1.4 After 25 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$150.
- 5.1.5 After 30 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$175.
- 5.1.6 After 35 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$200.
- 5.1.7 After 40 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$225.
- 5.1.8 After 45 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$250.
- 5.1.9 After 50 years of continuous service the employee will receive a ~~framed print of the Southern Downs Region valued at approximately \$225~~gift valued at \$275.

5.2 Service Gift

- 5.2.1. Employees are to choose their preferred print from a selection of local photographers' collections provided by Human Resources.
- 5.2.2. Employees may choose to provide their own image to be printed and framed however such images MUST meet the following criteria:
 - 5.2.2.1. Images are to be provided to HR via USB stick or CD/DVD within the specified time frame
 - 5.2.2.2. Images are to be at least 8MB in size. (NB – the size of the digital file will affect the quality of the final print)
 - 5.2.2.3. Images must be of, or represent, the Southern Downs region
 - 5.2.2.4. All images are subject to approval by the CEO and the CEO's decision is final
 - 5.2.2.5. An employee's choice of print is final. If the employee is not satisfied with their final print, they are unable to choose another print.

5.2.2.6. No guarantee can be given as to the quality of final print when the image is supplied by the employee.

5.2.3. All prints will have the employee's name, years of service and "Southern Downs Regional Council"

5.3 Presentation of Gifts

5.3.1 Awards will be presented to staff at an evening ceremony with drinks and finger food.

5.3.2 Staff receiving an award may invite their immediate family and two work colleagues to attend as their guests.

5.2 Presentation of Gifts

~~5.2.1 For employees with up to 15 years of service, presentation will be made by the relevant Director at department meetings for internal staff and toolbox meetings for external staff.~~

~~5.2.2 For employees with 20 years or more service, presentation will be made by the Chief Executive Officer and Mayor at an annual morning tea.~~

~~5.2.3 Presentation morning teas will be held in August of each year and any current employee whose milestone falls within the recently completed financial calendar year shall be invited to attend.~~

~~5.2.4 Employees absent on leave shall receive their gift upon return.~~

5.35.4 Resignation or Retirement

~~5.3.45.4.1~~ In addition to the above recognition of service, Council will donate \$100 towards a farewell gift for employees with more than 15 years of service who are retiring or resigning from the Southern Downs Regional Council.

~~5.3.25.4.2~~ After 25 years service Council donation will increase to \$200.

5.45.5 Policy Administrative Procedures

~~5.4.45.5.1~~ The Human Resources Department will annually prepare a list of all current employees who have completed 10 years or more service with Council in 5 year increments (i.e. 10 years, 15 years, 20 years, 25 years and so on) which fall within the recently completed financial calendar year (i.e. 1 July 2008 to 30 June 2009) and provide this information to the Directorates.

~~5.4.25.5.2~~ At amalgamation, 5 year increments were recognised for former Stanthorpe Shire Council employees whose completed service fell from the date of amalgamation (15 March 2008) to 30 June 2008.

~~5.4.3 For employees with 10 or 15 years of service the Human Resources Department shall arrange gifts as indicated in the above policy and arrange for a presentation to be made at a department or toolbox meeting.~~

~~5.4.4 For employees with 20 years service and over, the Human Resources Department shall arrange appropriate gifts, the annual morning tea to be held in August and request the attendance of the Chief Executive Officer and Mayor.~~

~~5.4.55.5.3~~ In the case of resignation or retirement gifts, the Human Resources Department shall make available the funds for Council's contribution to the gift.

~~5.4.65.5.4~~ All gifts and / or contributions shall be charged to the Human Resources budget.

6 Definitions

Recognition of Service Policy

Policy no: PL-HR027

Updated: 7 July 2014

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Term	Meaning
Continuous Service	Continuous service is the aggregate of all continuous service with the predecessor local governments of the Southern Downs region. Service is broken when an employee resigns from Council and is re-employed at a later date.
Current Employee	Current employee is an employee who is at work or on approved leave. It does not include an employee who has retired or resigned from their position with Council and having entitlements paid out until their expiration.

7 Related Documents

- n/a

8 References

- n/a



Volunteer Emergency Service Leave Policy

Policy Number:	PL-HR038
Department:	Executive
Section:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	5 October 2009
Date to be Reviewed:	48 October 2014 <u>30 May</u> <u>Within six months of the Quadrennial election</u>
Date Reviewed:	September 2012 7 July 2014
Date Reindeed:	n/a

REVISION RECORD

Date	Version	Revision description
09.2012		Annual Review
07.2014		Annual Review

Volunteer Emergency Service Leave Policy

Policy no: PL-HR038

Updated: ~~September 2014~~ 7 July 2014

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Volunteer Emergency Service Leave Policy

Policy no: PL-HR038

Updated: ~~September 2012~~ July 2014

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1 Policy Background

The objective of this policy is to ensure that Council employees can participate in emergency responses as members of voluntary organisations without loss of pay. The Policy provides for a period of paid leave to support Council employees who are involved with voluntary organisations that are required to respond to emergency situations, such as the Rural Fire Service and State Emergency Services.

2 Purpose

This policy covers all employees of the Southern Downs Regional Council who have formally advised Council that they are registered as a voluntary worker with a recognised emergency service organisation. This Policy is separate from and additional to the Natural Disaster Leave Policy.

3 Scope

n/a

4 Legislative Context

n/a

5 Policy Details

That as a matter of Policy:

- 5.1 Employees wishing to participate in this policy should advise their Director in writing that they are registered as a volunteer worker with a recognised emergency service organisation.
- 5.2 Employees covered by this policy shall be allowed up to five (5) days paid leave per year non cumulative for the purposes of responding to emergent situations in a voluntary capacity.
- 5.3 Additional leave beyond the scope of this policy is subject to negotiation with the relevant Director on the following basis:
 - 5.3.1 that consideration is given to the nature of the position which the employee holds within the emergency service organisation;

Volunteer Emergency Service Leave Policy

Policy no: PL-HR038

Updated: ~~September-2012~~ July 2014

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5.3.2 that in the case of Rural Fire Brigades, the provisions of Section 2 above in respect of the non-cumulative nature of the leave may be relaxed by the Director having regard to the severity of the fire season within a particular year.

5.4 Where an employee is called out by the Emergency Service Organisation to an emergency they should advise their Immediate Supervisor as soon as practicable of this requirement.

5.5 Claims for paid time off in accordance with this policy should be submitted by the employee to their Supervisor for Manager approval.

5.6 Staff with a Commuter Use Council Vehicle

5.6.1 In the situation where a recognised volunteer receives an emergency call out during working hours, it is permissible for the employee to proceed to the base in their Council vehicle.

5.6.2 In the situation where a recognised volunteer receives an emergency call while at home, and the employee's personal vehicle is unavailable, it is permissible for the employee to travel to the base in their Council vehicle.

5.6.3 In both situations permission should be sought from the relevant Manager prior to using the vehicle, or if called out after hours at the earliest opportunity on the next working day.

5.6.4 Routine visits to the base should at all times be made in the employee's private vehicle.

6 Definitions

n/a

7 Related Documents

- Natural Disaster Leave Policy

8 References

n/a

Volunteer Emergency Service Leave Policy

Policy no: PL-HR038

Updated: ~~September 2012~~ July 2014

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Volunteer Policy

Policy Number:	PL-HR039
Department:	Executive
Sections:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	5 October 2009
Date to be Reviewed:	18 October 2011 30 May 2011 <u>Within six months of the Quadrennial election</u>
Date Reviewed:	September 2012 <u>July 2014</u>
Date Reconsidered:	n/a

REVISION RECORD

Date	Version	Revision description
09.2012		Annual Review
<u>07.2014</u>		<u>Annual Review</u>

Volunteer Policy

Policy no: PL-HR039

Updated ~~September 2012~~ July 2014

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Volunteer Policy

Policy no: PL-HR039

Updated September 2012/ July 2014

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1 Policy Background

Volunteers enhance the Southern Downs Regional Council by offering

- enthusiasm and commitment
- willingness to contribute
- desire to learn and utilise new skills in their capacity as volunteers

Southern Downs Regional Council offers our volunteers

- the opportunity to work with committed and enthusiastic staff
- the chance to learn new skills
- the opportunity to contribute substantially to the community
- the opportunity to work with other committed volunteers

2 Purpose

The purpose of this policy is to outline the process for recruiting volunteers and the rights and responsibilities of the volunteer and employer under these circumstances.

3 Scope

n/a

4 Legislative Context

n/a

5 Policy Details

5.1 Volunteers

- 5.1.1 Will not be asked to perform any duties which require qualifications or for which performance criteria exist.
- 5.1.2 May wish to assist in a variety of areas.
- 5.1.3 Will not be paid any money.
- 5.1.4 Are not regarded as internal applicants for vacant positions within the Council under the terms and guidelines of Council's Recruitment and Selection Policy.

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5.2 Recruitment of Volunteers

Volunteers may be recruited through

- 5.2.1 Notices in the relevant areas
- 5.2.2 Word of mouth
- 5.2.3 Formal recruitment drives

5.3 Induction

All volunteers will be asked to participate in an induction programme, which will include:

- 5.3.1 An orientation to the appropriate area
- 5.3.2 Training in procedures
- 5.3.3 Review of the Volunteer Policy

5.4 Insurance

- 5.4.1 To be covered by Council Insurance Policies volunteers must be between the ages of 12 and 80.
- 5.4.2 Volunteers are covered for accident and personal injury. Council's personal loss and indemnity insurance is extended to volunteers.
- 5.4.3 Under current legislation, unpaid volunteers are eligible for Workers' Compensation.

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5.5 Termination of Arrangements

- 5.5.1 The volunteer has the right to withdraw from services at any time; however, prior notice is appreciated.
- 5.5.2 The appropriate Manager may terminate a volunteer's responsibility if the volunteer fails to honour the policies and procedures of the Southern Downs Regional Council.
- 5.5.3 The appropriate Manager may terminate the arrangement if operational considerations indicate the necessity.
- 5.5.4 A letter of appreciation, detailing the duration of voluntary service will be sent out to all volunteers who have resigned their volunteer work with the Southern Downs Regional Council or have had their voluntary service terminated.

5.6 Procedures

5.6.1 All volunteers are required to complete the following:

- Enrolment form (see related documents).
- Workplace Health and Safety Site Induction (see related documents).
- Daily time sheet. Time Sheets will be held by the appropriate Manager.

5.6.2 No volunteer will be utilized until all paperwork is completed.

5.6.3 The appropriate Manager is responsible for arranging a roster of times and duties for each volunteer.

5.7 Driving Council Vehicles

5.7.1 Volunteers driving Council vehicles must provide proof of a current, clean driver's licence. Any volunteer with a history of traffic offences or own fault vehicle accidents must declare this history before assuming duties using Council vehicle.

5.7.2 It is expected that volunteers will drive responsibly and ensure that vehicles are left in a clean and tidy condition.

5.7.3 Volunteers are also covered by Council Insurance Policies while participating in necessary direct travel to and from volunteer work using their own vehicle.

6 Definitions

n/a

7 Related Documents

- Work Health and Safety Act 2011
- Volunteer Enrolment Form
- Volunteer Site Induction Acknowledgement Form

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8 References

n/a

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Code of Meeting Practice Policy

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1 Policy Background

The objective of the Code of Meeting Practice is to provide a model for the convening and conduct of Council meetings. It establishes policy and guidelines for Council and promotes accountability to the community.

2 Purpose

2.1 Objectives

This Code of Meeting Practice (the Code) has the following objectives:

- 1) to forward the principles of Local Government pursuant to Section 4 (2) of the Local Government Act 2009;
- 2) to ensure that all meetings of Council are conducted in an orderly, consistent and efficient manner;
- 3) to ensure that all meetings of Council are conducted according to the principles of procedural fairness and due process;
- 4) to ensure that all Councillors have an equal opportunity to participate in the meeting to the fullest extent possible, with respect being accorded to the expression of differing views;
- 5) to ensure that all Councillors fully understand their rights and obligations as participants in meetings of Council; and
- 6) to ensure that proceedings are transparent and understandable to all persons participating in and observing meetings of Council and its Committees.

3 Scope

This policy applies to all Councillors and employees of the Southern Downs Regional Council, Committee members and the public attending Council meetings.

4 Legislative Context

- Local Government Act 2009 (The Act)
- Local Government Regulation 2012 (The Regulation)

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5 Policy Details

5.1 Before Council Meetings

5.1.1 Frequency of Meetings (s 257 LGR)

How often does the Council meet?

The Council will meet once a month as per section 257 of the Regulation.

Dates

- 1) Council meets at 9.00am on the fourth Wednesday of each month.
- 2) Council adopts an annual schedule of dates for Council meetings.
- 3) Any change from the date or commencement time of a Council meeting shall be by resolution of the Council or, in emergency circumstances, by the authorisation of the Mayor.
- 4) Special meetings of Council will be held as and when required.
- 5) Meeting dates for new year will be decided in the December meeting.
- 6) Section 256 of The Regulation states that the local government must consider at a post-election meeting the day and time for holding other meetings.

5.1.2 Notice of Meetings to Councillors (s 258 LGR)

- 1) Written notice of each meeting or adjourned meeting of the Council will be given to each Councillor at least four (4) calendar days before the day of the meeting unless it is impracticable to give the notice.
- 2) The written notice will state:
 - a. the day and time of the meeting; and
 - b. for a special meeting—the object of the meeting.
 - c. A special meeting is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.

5.1.3 Notice for Special Meeting

- 1) If the Mayor receives a request in writing signed by at least three (3) Councillors, the Mayor must call a special meeting of the Council to be held as soon as practicable but in any event within fourteen (14) calendar days after receipt of the request.
- 2) The Mayor or CEO may call a special meeting of the Council to be held as soon as practicable. The Mayor or CEO will notify the Councillors not less than three (3) calendar days prior to the special meeting being held.

5.1.4 Public Notice of Meetings (s 277 LGR)

- 1) In January each year, Council shall publish in local newspapers the days and times of its general meetings.
- 2) Council shall display in its community contact centres a notice of the days and times when its meetings will be held.
- 3) Council shall publish any amendment to the timetable of its meetings via local newspapers and notices will be updated as necessary.
- 4) Councillors will be provided with a list of the items to be discussed at a meeting at the time the agenda for the meeting is made available to them.
- 5) The above list of items will be published on Council website.
- 6) The local government may publish the list of items to be discussed at a meeting, including any details or documents relating to an item, on the local government's website.

5.1.5 Place of Meetings (s 257(2) LGR)

- 1) All Council meetings are to be held at one of Council's public offices.
- 2) Council may resolve to hold a particular meeting in a place other than Council's public offices.

5.2 Post-election meetings (s 175(1) LGA)

- 1) Council must hold a meeting within fourteen (14) calendar days after:
 - a. the conclusion of each quadrennial election; and
 - b. the conclusion of a fresh election of its Councillors.
- 2) Council must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor):
 - a. at that meeting; and
 - b. at the first meeting after the office of the Councillor who is the Deputy Mayor becomes vacant.

5.3 Quorum and Attendance (s 258 LGR & s172 (7)(a) & s173(6) LGA)

5.3.1 Quorum for a Meeting

What is the quorum for a meeting?

- 1) The quorum for a meeting is five (5) Councillors.
- 2) Councillors, or committee members, who have declared an interest and have left the meeting during the consideration of an item, must not be counted for the purposes of calculating a quorum for the meeting - (LGA 2009 s172 (7)(a) and s173(6)).

5.3.2 Councillor Presence at Council Meetings (s 276 LGR)

Teleconferencing

- 1) ***Teleconferencing*** is the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in discussions as they happen.
- 2) Council may allow a person including a Councillor to take part in a meeting by teleconferencing.
- 3) A Councillor taking part in a meeting by teleconferencing is taken to have attended the meeting if:
 - a. the Councillor was simultaneously in audio contact with each other person at the meeting; and
 - b. the Council approved the teleconferencing arrangement.

5.3.3 Quorum not Present (s 259 & s261(2) LGR)

What happens when a quorum is not present?

- 1) Business may be conducted at a meeting of Council only if a quorum is present as per section 259(1) of the Regulation.
- 2) If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting, the meeting may be adjourned to a later hour or another day within fourteen (14) calendar days after the day of adjournment, by:
 - a. a majority of the Councillors present; or
 - b. If only 1 Councillor is present—the Councillor; or
 - c. If no Councillors are present—the chief executive officer.

5.3.4 Councillor Attendance at Meetings

- 1) A Councillor who is absent without Council leave from two (2) or more consecutive general meetings of Council over at least two (2) months, may see their office becoming vacant. (s162(e) LGA 2009)

5.3.5 Who is entitled to Attend Council Meetings (s274 LGR)

- 1) All Council meetings are open to the public unless Council has resolved that a meeting is to be closed as per section 275 of the Regulation.

5.3.6 Attendance of Council Employees

- 1) Only the CEO, Directors and the Minute Secretary may attend Council meetings, unless invited by the CEO.

5.4 Presiding over Meetings of Council

5.4.1 Chairperson and Deputy Chairperson of Council

Who presides at meetings of the Council?

- 1) The Mayor or, at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.
- 2) If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

5.4.2 Councillor to be elected to preside at certain meetings

- 1) If no chairperson is present at a meeting of a Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 2) The election must be conducted:
 - a. by the Chief Executive Officer or, in his or her absence, an employee of the Council designated by the Chief Executive Officer to conduct the election, or
 - b. if neither of them is present at the meeting or there is no Chief Executive Officer or designated employee—by the person who called the meeting or a person acting on his or her behalf.
- 3) If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 4) For the purposes of subclause (3), the person conducting the election must
 - a. arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - b. then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 5) The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

5.4.3 Chairperson to have Precedence

- 1) When the chairperson rises during a meeting of a Council:
 - a. any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat, and
 - b. every Councillor present must be silent to enable the chairperson to be heard without interruption.

5.4.4 Chairperson's Duty with Respect to Motions

- 1) It is the duty of the chairperson at a meeting of a Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 2) The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- 3) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.
- 4) The Chairperson may rule that a proposed motion is out of order if the proposed motion:
 - a. is vague and equivocal in its language;
 - b. is the direct negative of a resolution just passed by the meeting;
 - c. proposes an action that is unlawful;
 - d. is ultra vires in that it is outside the scope of the meeting;
 - e. contains defamatory statements;
 - f. is inconsistent with a resolution just adopted;
 - g. is unnecessary in that it proposes a course of action or policy already resolved upon by the meeting;
 - h. is vexatious and proposed only as a way to impede the orderly transaction of business.

5.4.5 Requirement of the Chairperson

The Chairperson shall:-

- 1) require that only one (1) person speaks at once during a Council meeting;
- 2) ensure that all persons attending the meeting do not unduly disrupt when others are permitted by the Chairperson to address a meeting;
- 3) ensure all authorised persons are given an equal opportunity to address the meeting generally in the order of request.

5.4.6 Recognition of Chairperson

- 1) In addressing Council, Councillors and other persons addressing the Council shall at all times speak through the Chairperson.
- 2) Councillors and other persons addressing the Council shall at all times show appropriate respect and observe the ruling of the Chairperson.
- 3) A Councillor, despite the clauses immediately above, may, through a motion of dissent, challenge a ruling from the Chairperson.

5.4.7 Mode of Address

- 1) To facilitate debate Councillors, with the exception of the Chairperson, are to stand in their place when speaking at a meeting of Council (except when prevented by disability or injury). This procedure does not need to be followed unless required by the Chairperson.

- 2) In addressing Council, Councillors and other persons addressing the Council will use the appropriate mode of address to the Mayor, Deputy Mayor, fellow Councillors, employees of Council and members of the public in attendance.
- 3) Councillors shall refrain from the use of offensive or inappropriate words in reference to any Councillors, employees of Council and members of the public.
- 4) Councillors shall not make imputations of improper motives or personal reflections on Councillors, employees of Council and members of the public, consistent with Code of Conduct in the Act.

5.5 Meeting Agenda and Business

5.5.1 Order of Business

Order of Business

- 1) Currently the order of business followed by Council is:
 - a. Attendance
 - b. Apologies for non-attendance
 - c. Condolences
 - d. Reading & Confirmation of Minutes of previous meeting(s)
 - e. Declarations of Conflicts of Interest
 - f. Public Forum
 - g. Mayoral Minute
 - h. Reading and Consideration of Correspondence
 - i. Reception and Reading of Petitions & Joint Letters
 - j. Directorate Reports
 - I. Business & Community Services
 - II. Engineering Services
 - III. Planning & Environmental Services
 - k. Reports of Deputations or Conferences & Report from Delegates appointed by Council to Other Bodies
 - l. Notices of Motion
 - m. Notice of Motion to Repeal or Amend a Resolution
 - n. Consideration of Confidential Business Items
- 2) At a Post-Election Meeting of Council, which includes the appointment by resolution of the Deputy Mayor, the following items shall precede item c of the above general order of business:
 - a. Prayer
 - b. Election of Deputy Mayor
 - c. Fixation of Dates and Times of General Meetings of Council for the following twelve months.

5.5.2 Business Paper for Council Meetings

Agenda and business papers for Council meetings

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- 1) The Chief Executive Officer must ensure that the agenda for a meeting of the Council states:
 - a. all matters to be dealt with arising out of the proceedings of former meetings of the Council, and
 - b. any matter or topic that the Mayor or Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - c. subject to subclause (2), any business of which due notice has been given.
- 2) The Chief Executive Officer must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the Chief Executive Officer, the business is (or the implementation of the business would be) unlawful. The Chief Executive Officer must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.
- 3) The Chief Executive Officer must cause the agenda for a meeting of the Council to be prepared and distributed to Councillors at least ~~six~~ (6) calendar days before the day of the meeting.
- 4) The Chief Executive Officer must ensure that the details of any item of business are included in a business paper for the meeting concerned.

Close of Business Paper Agenda

- 1) Receipt of business paper reports and notices (other than notices to amend or repeal resolutions made pursuant to section 262 of the Regulation) of business by a Councillor closes eight (8) calendar days before the meeting at 4:00pm, or as otherwise determined by the Chief Executive Officer.
- 2) Councillor's notice(s) of business shall be submitted in writing to the Chief Executive Officer.

5.5.3 Availability of Business Papers

Public notice of business papers

- 1) Council must have available a list of items to be discussed for the public at its offices for inspection at the time the agenda for the meeting is made available to Councillors.
- 2) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public (Confidential Item):
 - a. the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item).

Business Papers (Councillor Access) (s256(1)& (5) LGR)

- 1) The business papers for Council meetings shall be delivered to Councillors at least six (6) calendar days prior to the meeting in electronic format via email.
- 2) The business papers will also be made available on the Councillors' network drive.

Business Papers (Public Access) (s277(5)& (6) LGR)

- 1) Copies of the list of items on the agenda are to be available for inspection to the public at the time the agenda is made available to Councillors.
- 2) The business papers may be made available on Council's website at the same time business papers are made available to Councillors.

5.5.4 Availability of Other Materials

Public access to correspondence and reports

- 1) A Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 2) This section does not apply if the correspondence or reports were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

5.5.5 Tabling of Correspondence

- 1) Letters submitted to Council requesting that they be tabled at a Council meeting shall be tabled and a copy included in the business paper for that meeting.

5.5.6 Petitions

- 1) A Councillor may table a petition to the Council in accordance with section 5.7.1 of this code.
- 2) The publication of petitions in Council's business papers shall occur only in compliance with the *Information Privacy Act 2009*.

5.5.7 Giving Notice of Business

- 1) A Council must not transact business at a meeting of the Council:
 - a. unless a Councillor has given notice of the business in writing within eight (8) calendar days before; and
 - b. unless notice of the business has been sent to the Councillors.
- 2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
 - a. is already before, or directly relates to a matter that is already before, the Council, or
 - b. is the election of a chairperson to preside at the meeting, or
 - c. is a matter or topic put to the meeting by the chairperson, or

- d. Is a motion for the adoption of recommendations of a committee of the Council.

5.5.8 Agenda for Special Meetings(s 258(3) LGR)

- 1) As per s 258(3) of the Regulation, a *special meeting* is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.

5.6 Members of the Public Addressing Council

Members of the public wishing to address Council are permitted to do so provided that the following guidelines are adhered to:

- 1) A person may address Council for a maximum period of five (5) minutes.
- 2) Members of the public may address Council on any issue, however, should there be an agenda item, there must be a direct link between the member of the public wishing to address Council and the substance of the agenda item.
- 3) The Public Forum shall not be used to request reports from the Mayor, Councillors or Staff, nor used to address matters in the Minutes of an earlier meeting or other matters already dealt with at the meeting.
- 4) Persons speaking in Public Forum may, with the permission of the Chairperson, use appropriate materials or documents to support their position, but may not table documents to be actioned.
- 5) Any person making use of the Public Forum shall observe the same standards required of a Councillor. Specifically the person shall:
 - a. obey the directions of the Chairperson, and
 - b. not use any behaviour or language inconsistent with good order and decorum, and
 - c. not make personal reflections or impute improper motives to Councillors and/or Staff.
- 6) The Chairperson may ask staff to comment on an issue, or if an investigation is required, request a report to a subsequent meeting.
- 7) No motions or resolutions may be moved during Public Forum.
- 8) The duration of the Public Forum shall not exceed fifteen (15) minutes in total.
- 9) Should there be more than one person wishing to address Council on an issue, then those persons shall nominate one person to represent the group. (Note: This clause only applies to those occasions where the total group time would exceed fifteen (15) minutes).
- 10) Members of the public wishing to address Council shall complete the prescribed request form 'Public Forum Speaker's Request Form' (Appendix B) and present it to the Chief Executive Officer's Office prior to the closure of the business paper agenda for the meeting.

5.7 Motions

5.7.1 Notice of Motion

Notices of Motion

- 1) Notices of Motions shall be lodged in writing with the Chief Executive Officer or their delegate eight (8) calendar days prior to the closure of the business paper agenda for the meeting of Council at which the Notices of Motion are to be considered.
- 2) Councillors shall ensure, where it is intended that employees of the Council be asked to carry out some specific defined action that a Notice of Motion is written in such a way that, if carried, the motion carries clear and unambiguous direction.

Other motions

- 1) The rules applying to the content of Notices of Motion apply to the content of any other motion or amendment moved at a Council meeting.

5.7.2 Notice of Motion - Absence of Mover

- 1) In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of a Council:
 - a. any other Councillor may move the motion at the meeting, or
 - b. the chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

5.7.3 Motions to be Seconded

- 1) A motion or an amendment cannot be debated unless or until it has been seconded.

5.7.4 Dealing with (Debating) Motions

Mover

- 1) A Councillor or a member of a Council committee proposing a motion is to be provided with a right to speak to introduce the proposition.
- 2) In the absence of the proposition being seconded, the mover may exercise their right to speak to obtain the support of a seconder for the proposition.
- 3) The mover's right to speak shall only be exercised at the time the proposition is made. The mover cannot reserve this right to be exercised at a later stage of the debate.
- 4) The mover of a motion shall be permitted no more than five (5) minutes to introduce their motion.
- 5) If the motion is accepted and debated, the mover is to be provided with a right of reply.

Debate

- 1) Upon the mover exercising, waiving, or deferring their right of address, the Chairperson shall invite Councillors or committee members to debate the motion, in the order of one speaker against the motion and one speaker for the motion.
- 2) Speakers "For" or "Against" a motion shall be permitted no more than three (3) minutes to address the meeting.
- 3) The sequence of against and for is followed until debate is closed. The close of debate is reached should one of the following conditions emerge:
 - a. only speakers for one particular side of the debate are now emerging so that the previous consecutive speakers were on the same side of the debate;
 - b. the time allotted has expired;
 - c. the limit of number of speakers allowed to speak on the motion has been reached;
 - d. a procedural motion that "the motion now be put" has been successful.

5.7.5 Speaking to Motions

- 1) A Councillor who, during a debate at a meeting of a Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- 2) A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

5.7.6 Right of Reply – Mover

- 1) The mover of a motion shall be permitted no more than three (3) minutes to provide their "right of reply".
- 2) Once the mover has exercised their Right of Reply all further debate on the substantive motion ceases.
- 3) In exercising their Right of Reply the following conventions shall be observed by the mover:
 - a. the mover can waive their Right of Reply and the meeting can go straight to the vote;
 - b. the purpose of the Right of Reply is to respond to any points raised in the debate and to present a final brief summary of the case for the motion;
 - c. not to introduce any new material or arguments.

5.7.7 Speaking to a Misrepresentation or Misunderstanding

- 1) A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

5.7.8 Variations to Motions

- 1) A Councillor may seek to vary a motion by:
 - a. obtaining the unanimous consent of Council; or
 - b. proposing an amendment to the motion.
- 2) If the meeting is considering a motion which is difficult to comprehend and of a complex structure, the Chairperson has the discretion to separate the constituent parts of the substantive motion. The meeting may agree to deal with them in their separate parts as if they were separate motions.

5.7.9 Variations by Consent

- 1) If a Councillor, including the seconder to the original motion, proposes a variation to a motion, the Chairperson shall ask whether any Councillor objects to the variation.
- 2) If there is no objection, the proposed variation is adopted into the motion by consent of the Council.
- 3) If there is an objection, the proposed variation must be dealt with as an amendment and seconded and voted on accordingly.
- 4) If the variation is proposed by the seconder to the original motion, but not accepted by Councillors, then a new seconder should be sought for the original motion.

Note: The intention of a variation by consent is to enable a change to a motion that is non-contentious, improves clarity or effects a correction. This is also consistent with the common law rule that a seconder to a motion cannot move an amendment but enables a seconder to move a variation.

5.7.10 Amendments to Motions

- 1) An amendment is a proposition to alter a motion that is under consideration by the meeting and is not subject to the Notice of Motion requirements.
- 2) An amendment must be moved and seconded.
- 3) To be accepted as an amendment, it must relate and be relevant to the motion.
- 4) The amendment must also be moved before the debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

- 6) An amendment cannot be accepted if it is a direct rebuttal of the motion it seeks to amend.
- 6) An amendment should not be moved that is substantially the same as an earlier rejected amendment on the motion.
- 7) An amendment that is in opposition to an amendment already accepted should not be moved or accepted for debate.
- 8) In the situation where a number of amendments have been foreshadowed, it is important that they should be considered in due succession ensuring the practicality of the motion.
- 9) Each amendment is separately considered and voted on.
- 10) Only one amendment may be considered by the meeting at any one time. Debate is confined to the amendment under consideration although during debate a Councillor may foreshadow a motion or amendment.
- 11) Once an amendment has been moved and seconded, it cannot be withdrawn without the consent of the mover and seconder.

5.7.11 Repeal or Amend a Resolution (s 262 LRM)

- (1) A rescission motion means a proposal under section 262 of the Regulation to either repeal or amend a previous resolution of Council.
- (2) If a resolution of Council has been acted upon a rescission motion or amendment can not be accepted.
- (3) A resolution which has been passed by the Council shall not be altered or rescinded, except by a motion to that effect (a rescission motion) of which notice has been given. A rescission motion must be signed by at least three Councillors. (4) Where a rescission motion is not handed in at a Council meeting, the written notice, signed by three Councillors, must be received by the CEO no later than 5pm on the Friday following the General Meeting.
- (5) (6) If a notice of rescission is lodged, no decision of Council may be acted upon until the rescission motion has been determined. Where action on a rescission motion is required before the motion can come before an ordinary Council meeting, a special meeting of Council may be called to deal with that one issue in accordance with clause 5.1.3 of this Code. The special meeting would have to be held at least 5 calendar days after the rescission motion is submitted.
- (7) Only one rescission motion relating to an original motion may be put forward by any Councillor.
- (8) A rescission motion on any matter can only be lost once before a three month ban is placed on any Councillor moving a motion to the same effect.

5.7.12 How Subsequent Amendments may be Moved

- 1) If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

5.7.13 Foreshadowed Motions or Amendments

- 1) Foreshadowed motions and amendments will be considered in the order they were notified to the meeting.
- 2) The Chairperson may exercise discretion and recommend to the meeting a change of order for foreshadowed motions or amendments.

5.7.14 Motions without Notice

Giving notice of business

- 1) Business may be transacted at a meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
 - a. a motion is passed to have the business transacted at the meeting, and
 - b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency.
- 2) Such a motion can be moved without notice.
- 3) Only the mover of a motion referred to in subclause (1) can speak to the motion before it is put.

5.7.15 Defeated Motions

If a motion at a Council meeting has been lost, a motion having the same effect may not be brought forward within three (3) months, unless by a report from Council.

5.8 Procedural Motions

5.8.1 General Procedural Motions

- 1) A procedural motion is a motion that refers to the conduct of a meeting.
- 2) Procedural motions are not subject to the Notice of Motion requirements.
- 3) In general, a procedural motion requires a seconder, unless stated to the contrary in the Code of Meeting Practice.
- 4) Unless stated to the contrary in this Code of Meeting Practice, there is no debate on a procedural motion.
- 5) A procedural motion has precedence over substantive motions and must be put to the meeting for a decision.

5.8.2 Point of Order

- 1) A Councillor may draw the attention of the Chairperson to an alleged breach of the Code of Meeting Practice.
- 2) The Councillor shall draw the attention of the Chairperson by raising a "point of order". A point of order does not require a seconder.

- 3) A point of order must be taken immediately it is raised.
- 4) The Chairperson must suspend business before the meeting and permit the Councillor raising the point of order to state the meeting procedure(s) he/she believes has been infringed.
- 5) Immediately this has been done, the Chairperson should rule either upholding the point of order or overruling it.

5.8.3 Motions of Dissent

- 1) A Councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 3) Only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.
- 4) A motion of dissent does not require a seconder.

5.8.4 Putting the Motion or Amendment

Limitation as to number of speeches

- 1) A Councillor may move that a motion or an amendment be now put:
 - a. If the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - b. If at least 2 Councillors have spoken in favour of the motion or amendment and at least 2 Councillors have spoken against it.
- 2) The chairperson must immediately put to the vote, without debate, a motion moved under subclause (1). A seconder is not required for such a motion.
- 3) If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply..
- 4) If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.

5.9 Order at Meetings

5.9.1 Observe the Councillors Code of Conduct Policy, Code of Conduct Policy (Employees) and Code of Meeting Practice

- 1) Councillors, employees of Council and other persons at the meeting are required to observe the relevant Code of Conduct Policy and Code of Meeting Practice at all meetings of Council.
- 2) Failure on the part of a Councillor to observe the relevant Code of Conduct Policy and Code of Meeting Practice may be subject to a complaint and will be dealt under division Chapter 6, Part 2, Division 6 of the Act.
- 3) Failure on the part of an employee to observe the relevant Code of Conduct Policy and Code of Meeting Practice may be subject to a complaint and will be dealt under division Chapter 8, Part 3, Division 1 of the Regulation.
- 4) The Chairperson of the meeting, a Councillor, employee or any other person in attendance may report in writing to the Chief Executive Officer a complaint alleging a breach of the relevant Code of Conduct Policy and Code of Meeting Practice.

5.9.2 Questions of Order

- 1) The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 2) A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

5.9.3 Act of Disorder

- 1) A Councillor commits an act of disorder if the Councillor, at a meeting of Council:
 - a. contravenes the Act or any regulation in force under the Act, or
 - b. engages in inappropriate conduct as described in section 176(4)(b) of the Act; or
 - c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council, or addresses or attempts to address the Council on such a motion, amendment or matter.
- 2) The chairperson may:

- a. require a Councillor to apologise without reservation for an act of disorder, or
- b. require a Councillor to withdraw a motion or an amendment referred to in subclause 1(c) and, where appropriate, to apologise without reservation, or
- c. in reference to 1(b) and as per section 181(5) of the Act, make any one or more of the following orders that the chairperson considers appropriate in the circumstances:
 - i. an order that the Councillor's inappropriate conduct be noted in the minutes of the meeting;
 - ii. an order that the Councillor leave the place where the meeting is being held (including any area set aside for the public), and stay out of the place for the rest of the meeting;
 - iii. an order that a Councillor who fails to leave the place where the meeting is being held when ordered to do so, be removed from the place.

5.9.4 Disorder at Meetings - Adjournment

How disorder at a meeting may be dealt with

- 1) If disorder occurs at a meeting of a Council, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

5.9.5 Effect of Expulsion

Who is entitled to attend meetings?

- 1) However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a committee if expelled from the meeting:
 - a. by a resolution of the meeting, or
 - b. by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

5.9.6 Power to Remove Persons from Council Meeting

- 1) The power to expel a person or persons from a meeting is delegated to the Mayor or to another chairperson of the meeting in respect of a Council meeting of which all members are Councillors as per section 181(2) of the Act.
- 2) A police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place.

5.10 Adjournment of Meetings (s 20(2) LGR)

- 1) The majority of Councillors present at a meeting of a Council may adjourn the meeting to a later hour of the same day or to a later day.
- 2) If a quorum is not present within 15 minutes after the time appointed for a meeting, the meeting may be adjourned to a later hour or another day within 14 days after the day of adjournment, by:
 - a. a majority of the Councillors present; or
 - b. If only 1 Councillor is present—the Councillor; or
 - c. If no Councillors are present—the chief executive officer.

5.10.1 Motion to Adjourn Meeting

- 1) A Councillor may move the procedural motion "that the meeting be adjourned".
- 2) The motion before being put to the vote must be seconded by a Councillor.
- 3) The mover of the motion may address the meeting on the motion.
- 4) No further debate on the motion is permitted.

5.10.2 Amendment to Adjourn Meeting Motion

- 1) Amendments to the motion are permitted, but only to the extent that they relate to the timing and place of reconvening the meeting.
- 2) Amendments to the motion to adjourn a meeting are to be moved and seconded.
- 3) The mover of the amendment may address the meeting as to the content of the proposed amendment.
- 4) Any address to the motion of adjournment or amendment is limited to three (3) minutes.

5.10.3 Re-convening an Adjourned Meeting

- 1) The Notice of Meeting provisions do not apply to a re-convened meeting.
- 2) A re-convened meeting will commence in accordance with any motion or amendment and will continue as if there had been no break in the proceedings of the meeting.
- 3) To the extent that it is practical, public notice of the re-convened meeting is to be given.
- 4) In the circumstances of an adjourned meeting for which there was no specified time and place for the meeting to be re-convened, Council will deal with any unfinished business for which notice was given at the next ordinary meeting of Council.

5.11 Closed Meetings (§ 275 LGR)

5.11.1 Grounds to close meetings

- 1) As per section 275 of the Regulation, Council or its committee may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to close the meeting to discuss:
 - a. the appointment, dismissal or discipline of employees; or
 - b. industrial matters affecting employees; or
 - c. the Council's budget; or
 - d. rating concessions; or
 - e. contracts proposed to be made by it; or
 - f. starting or defending legal proceedings involving it; or
 - g. any action to be taken by the Council under the Planning Act, including deciding applications made to it under that Act; or
 - h. other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.
- 2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed (please see Appendix A).

5.11.2 Limitations to Closed Meetings (§ 275(2) LGR)

- 1) Council or its committee must not make a resolution (other than a procedural resolution) in a closed meeting.
- 2) Council cannot resolve under section 275 of the Regulation that a meeting at which a proposed expenses reimbursement policy is discussed, including its adoption or amendment, be closed. (§252 LGR)

5.12 Voting and Decisions of Council

5.12.1 What Constitutes a Decision of the Council?

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

5.12.2 Voting Entitlements of Councillors and Chairperson's Casting Vote (§ 280 LGR)

What are the voting entitlements of Councillors?

- 1) At a meeting of Council:
 - a. voting must be open; and
 - b. a question is decided by a majority of the votes of the Councillors present; and

- c. each Councillor present has a vote on each question to be decided and, if the votes are equal, the Councillor presiding has a casting vote; and
- d. If a Councillor present fails to vote, the Councillor is taken to have voted in the negative.

5.12.3 Divisions (s 272(2)(b) LGR)

Conducting a Division

- 1) The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and a Councillor calls for a division.
- 2) When a division on a motion is demanded, the chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's minutes.

5.13 Minutes and access to information (s 272 LGR)

5.13.1 Minutes of Meetings

- 1) The chief executive officer must ensure minutes of each meeting are taken under the supervision of the person presiding at the meeting.
- 2) Minutes of each meeting must include:
 - a. the names of Councillors present at the meeting; and
 - b. if a division is called on a question—the names of all persons voting on the question and how they voted.
- 3) At each meeting, the minutes of the previous meeting must be:
 - a. confirmed by the Councillors present; and
 - b. signed by the person presiding at the later meeting.
- 4) A copy of the minutes of each meeting:
 - a. must be available for inspection by the public, at Council's public offices and on its website, within ten (10) calendar days after the end of the meeting; and
 - b. when the minutes have been confirmed—must be available for purchase at the Council's public offices.
- 5) The price for purchasing the minutes must not be more than:
 - a. the cost to the Council of having the copy printed and made available for purchase; and
 - b. if the copy is supplied to a purchaser by post—the cost of postage.
- 6) This section does not apply to a committee to which Council has, by resolution, exempted from the requirement to keep minutes of its proceedings.
- 7) Council may only exempt a committee under subsection (6) if the committee's only function is to advise, or otherwise make a recommendation to, the Council

- 8) Also, a committee which has been exempted under subsection (6) must give the Council a written report of its deliberations and its advice or recommendations.

6.13.2 Recording of reasons for particular decisions (s 273 LGA)

- 1) This section applies if a decision made at a meeting is inconsistent with a recommendation or advice given to the Council by an advisor of the Council and either or both of the following apply to the decision:

- a. the decision is about entering into a contract the total value of which is more than the greater of the following:

- I. \$200,000;
- II. 1% of the Council's net rate and utility charges as stated in the Council's audited financial statements included in the Council's most recently adopted annual report;

- b. the decision is inconsistent with:

- I. the policy or approach ordinarily followed by the Council for the type of decision; or
- II. a policy previously adopted by the Council by resolution, whether or not as required by an Act, and still in force.

Examples of decisions to which subsection (1) might apply—

- the grant of a licence, permit or approval, however named, under an Act or local law
- the grant of a concession, rebate or waiver in relation to an amount owed to the Council
- disposing of land or a non-current asset

- 2) An advisor, of Council, is a person—

- a. who is an employee of Council or is otherwise engaged to provide services to Council; and
- b. whose duties include giving a recommendation or advice.

- 3) The chief executive officer must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice.

5.14 Citizenship Ceremonies

- 1) That, by arrangement with the recipient(s), citizenship ceremonies shall be held at 10:30am on the day of any general meeting of Council, or as otherwise determined by the Chief Executive Officer.

6 Appendices

6.1 Appendix A – Closed Council Announcements (s 275 L&R)

For Going Into Closed Meeting

Meeting In Camera

Recommendation

THAT the meeting move into camera pursuant to Section 275(1) (*Type in subsection*) of the Local Government Regulation 2012 for the purposes of discussing (*Type in reason*). Council noted that it is the intent by doing so to keep all the matters discussed during the session strictly confidential.

Meeting moved into camera at (*time*).

For Going Out of Closed Meeting

Meeting out of Camera

Resolved

THAT the meeting move out of camera at (*time*).

6.2 Appendix B – Public Forum Speaker's Request Form



PUBLIC FORUM SPEAKER'S REQUEST FORM

Please complete, sign and present this form to the Executive Office eight (8) working days prior to the Meeting.

NAME: TELEPHONE:

ADDRESS:

REPRESENTING:
(Self/Name of Organisation/Other Party)

SUBJECT FOR DISCUSSION:

SUMMARY OF GUIDELINES FOR SPEAKERS IN PUBLIC FORUM

1. A person can address Council for a maximum period of five (5) minutes.
2. Members of the public may address Council on any issue, however, should there be an agenda item, there must be a direct link between the member of the public wishing to address Council and the substance of the agenda item.
3. Public Forum cannot be used to request reports from the Mayor, Councillors or staff, nor used to address matters in the Minutes of an earlier meeting or other matters already dealt with at the meeting.
4. Persons speaking in Public Forum may, with the permission of the Chair, use appropriate materials or documents to support their position, but may not table documents to be actioned.
5. Any person making use of the Public Forum is required to observe the same standards required of a Councillor. Specifically, the person shall:
 - a. obey the directions of the Chairperson, and
 - b. not use any behaviour or language inconsistent with good order and decorum, and c. not make personal reflections or impute improper motives to Councillors and/or staff.
6. The duration of the Public Forum in its entirety, must not exceed 15 minutes in total.
7. Should there be more than one person wishing to address Council on an issue, then those persons are to nominate one person to represent the group (Note: Only applies on those occasions where the total group time would exceed 15 minutes).

In signing this request I acknowledge and agree to abide by the Council Code of Meeting Practice relating to Public Access and recognise that I am speaking in a public forum and that Council meetings are minuted.

SIGNATURE OF SPEAKER

Office Use Only
Received by: Date: Time:

For Enquiries - Phone 4661 0300 OR Forms may be faxed to: 4661 0333

Code of Meeting Practice Policy

Policy no: PL-EX036

Updated: 7 July 2014

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7 Definitions

Term	Meaning
Amendment	<i>amendment</i> , in relation to an original motion, means a motion moving an amendment to that motion.
Chairperson	<i>chairperson:</i> (a) in relation to a meeting of a Council – means the person presiding at the meeting, and (b) in relation to a meeting of a committee of a Council – means the person presiding at the.
Committee	<i>committee</i> , in relation to a Council, means a committee established under clause 61 of the Regulation or the Council when it has resolved itself into a committee of the whole.
Councillor	<i>Councillor</i> includes a member of the governing body of a county Council.
Relative	<i>relative, in relation to a person, means any of the following:</i> (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse or de facto partner, (b) the spouse or de facto partner of the person or of a person referred to in paragraph (a).



Councillors Code of Conduct Policy

Policy Number:	PL-EX067
Department:	Executive Services
Section:	Chief Executive Officer
Responsible Manager:	Manager <u>Corporate Services</u>
Date Adopted:	27 March 2013
Date to be Reviewed:	February 2014 <u>Within six months of the Quadrennial election</u>
Date Reviewed:	7 July 2014
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description
11/03/2013	DRAFT	
<u>07.2014</u>		<u>Annual Review</u>

Councillors Code of Conduct Policy

Policy no: PL-EX067

Updated: 7 July 2014

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1 Policy background

This Code of Conduct (the code) sets out the standards of behaviour expected of councillors of the Southern Downs Regional Council.

The requirements of this code are in addition to the roles, responsibilities and obligations of councillors, as set out in the *Local Government Act 2009*.

Councillors must comply with the applicable provisions of council's code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

2 Purpose

The code has been developed to assist councillors to:

- understand the standards of conduct that are expected of them,
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence,
- act in a way that enhances public confidence in the integrity of local government.

3 Scope

This code applies to the Mayor and Councillors of the Southern Downs Regional Council.

4 Legislative context

- Local Government Act 2009 (LGA09 - the Act)
- Local Government Regulation 2012 (LGR12 - the Regulation)

5 Policy details

The Act is founded on five local government principles, namely:

- 1) transparent and effective processes, and decision-making in the public interest

- 2) sustainable development and management of assets and infrastructure, and delivery of services,
- 3) democratic representation, social inclusion and meaningful community engagement
- 4) good governance of, and by, local government
- 5) ethical and legal behaviour of local government employees.

The fundamental role of each councillor is to serve and represent the interests of their local government area. Councillors, by virtue of being elected and holding office, are individually and collectively bound by:

- the purpose and principles of local government
- the statutory responsibilities of councillors
- any other obligations under the Act

5.1 General conduct

- 5.1.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute.

Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies,
- b) is detrimental to the pursuit of council,
- c) is improper or unethical,
- d) is an abuse of power or otherwise amounts to misconduct,
- e) causes, comprises or involves intimidation, harassment or verbal abuse,
- f) is overbearing or threatening to council staff,
- g) causes, comprises or involves discrimination, disadvantage or adverse treatment,
- h) causes, comprises or involves prejudice in the provision of a service to the community.

- 5.1.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other legislation.

- 5.1.3 You must treat others with respect at all times.

5.2 Fairness and equity

- 5.2.1 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 5.2.2 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 5.2.3 You must not make a decision under biased reasons or by favouring one party over another.

5.3 Harassment and discrimination

- 5.3.1 You must not harass, discriminate against, or support others who harass and discriminate against colleagues, council staff or members of the public. This includes, but is not limited to, harassment and discrimination on the grounds of gender, pregnancy, age, race, responsibilities as a carer, marital status, disability, homosexuality, transgender grounds or if a person has an infectious disease.

5.4 Improper and undue influence

- 5.4.1 You must not use your position to influence other council officials in the performance of their public or professional duties to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.
- 5.4.2 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.4.3 You must not influence or take advantage (or seek to take advantage) of your status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

5.5 Development application decisions

- 5.5.1 You must ensure that development application decisions are properly made and that parties involved in the development process are dealt with fairly as per clause 5.2. You must avoid any occasion for suspicion of improper conduct in the development assessment process.
- 5.5.2 In determining development applications, you must ensure that no action, statement or communication between yourself and applicants or objectors conveys any suggestion of willingness to provide improper concessions or preferential treatment.

5.6 Binding caucus votes

- 5.6.1 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 5.6.2 For the purposes of the above clause, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 5.6.3 Clause 5.5.1 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 5.6.4 Clause 5.5.1 does not apply to a decision to elect the Mayor or Deputy Mayor or to nominate a person to be a member of a council committee.

5.7 Material personal interest

- 5.7.1 You are required to disclose personal interests which may influence your voting at council and committee meetings for a particular matter, unless the matter is an [ordinary business matter](#). This includes interests that may result in a direct or indirect benefit or loss to you or related person or close associate or prescribed entity.

Related or associate persons are:

- a) your spouse
- b) your parents, children or siblings – this applies only if you know, or ought reasonably to know, that these people, individually or as a group, stand to gain a benefit or a loss
- c) your partner

- d) your employer (other than council)
- e) an entity (other than council) of which you are a member
- f) another person prescribed under a regulation.

5.7.2 However, you do not have a material personal interest in the matter if you have no greater personal interest in the matter than that of other persons in the local government area.

5.7.3 The onus is on you to identify a material personal interest. You will need to assess whether you have a material personal interest and, if so, how it compares to the interests of other persons in the local government area. As always, you must remain mindful of the importance of adhering to the local government principles.

5.7.4 In a council meeting, you must inform the meeting of your material personal interest in the matter. A form is available for this purpose and should be returned to the meeting organiser prior to the meeting starting.

5.7.5 When a material personal interest has been declared, you must leave the meeting room and not take part in the meeting while the matter is being debated and determined. Moreover, you must not be present in the chamber where the meeting is being convened—including any public gallery or other area set aside for the public.

5.7.6 Failure to disclose a material personal interest or leave the meeting is an offence carrying significant penalties, such as imprisonment and disqualification of holding office.

5.8 Conflict of interests

5.8.1 A conflict of interest occurs when a matter, other than an [ordinary business matter](#), before council could reasonably be seen as a conflict between your personal interests and the public interest that might lead to a decision on your part that is contrary to the public interest. You should declare a conflict of interest, whether it is real or only perceived, if you have an interest in a matter before council due to a personal or family relationship or because you are a recipient of an election gift.

5.8.2 However, you do not have a conflict of interest in a matter if you have no greater personal interest in the matter than that of other persons in the local government area or because of:

- a) an engagement with a community group, sporting club or similar organisation undertaken by the councillor in his or her capacity as a councillor or
- b) membership of a political party or
- c) membership of a community group, sporting club or similar organisation if the councillor is not an office holder for the group, club or organisation or
- d) your religious beliefs or

- e) the councillor having been a student of a particular school or the councillor's involvement with a school as a parent of a student at the school.

- 5.8.3 The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.
- 5.8.4 When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation. In the area of a perceived conflict of interest, you must be objective and ask yourself whether a reasonable member of the public, properly informed, would feel that the conflict is unacceptable. Essentially it means that such a reasonable member of the public would conclude that inappropriate factors could influence an official action or decision. Because the test is an objective one, it matters not whether you might as an individual be convinced that with your undoubted integrity you can manage what would otherwise be an unacceptable conflict of interest.
- 5.8.5 Whether the conflict is a real conflict of interest or perceived conflict of interest, you must deal with it in a transparent and accountable way.
- 5.8.6 In a council meeting, you must inform the meeting of your personal interests, whether real or perceived, in the matter. A form is available for this purpose and should be returned to the meeting organiser prior to the meeting starting.
- 5.8.7 If you participate in the meeting, you must inform the meeting how you intend to deal with the conflict in relation to the matter.
- 5.8.8 Should you consider you have a perceived conflict of interest in a matter before council but you, or people close to you, derive no personal benefit from the matter, you are able to deal with the matter in the public interest and stay in the meeting and vote.
- 5.8.9 If there is a personal benefit to be gained by you or person close to you, you should consider absencing yourself from the debate and/or abstaining from voting on that item of the meeting so that the community can be confident any decision is not going to benefit a councillor over the community.
- 5.8.10 Failure to declare or appropriately deal with a conflict of interest in a transparent and accountable way is classified as 'misconduct'. Allegations of misconduct will be referred to either a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal (the tribunal).

5.9 Request for assistance and information guidelines

- 5.9.1 You are entitled to request [advice](#) from an Officer nominated in [Schedule 1](#) to help you carry out your responsibilities under the LGA09 as well as to make a decision.
- 5.9.2 The officer may forward the request to another officer other than those listed in [Schedule 1](#) if they deem it necessary.

- 5.9.3 When asking for advice, in no circumstances should you use your position as a councillor, to influence, intimidate or request preferential treatment as to the content of the advice or when the advice can be given to you.
- 5.9.4 Officers are entitled to refuse to provide advice if the request will impede on their deadlines or if they do not feel comfortable answering your request.
- 5.9.5 In the instance where the officer is unable to help you, you must direct your request for advice to the CEO who will endeavour to provide you with the necessary assistance.
- 5.9.6 To assist you in carrying out your responsibilities under the LGA09, you may, subject to any limits prescribed under a regulation, request information that council has access to, relating to council.
- 5.9.7 Your request for information must be made in writing (e.g. letter, memo, facsimile or email) to the CEO.
- 5.9.8 Upon receipt of your request, it will be registered in ECM and the CEO will determine if the information requested complies with section 170A(3) of the LGA09, that the information is none of the following:
- a) a record of the regional conduct review panel or the tribunal; or
 - b) if disclosure of the information to the councillor would be contrary to an order of a court or tribunal; or
 - c) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.
- 5.9.9 If your request complies with the above clause, the CEO will assess whether your request is reasonable.
- 5.9.10 If it is not appropriate to provide access, the CEO must advise you as to the reasons for this decision and make an appropriate record of these reasons.
- 5.9.11 If it is appropriate to provide access, the CEO will:
- a) give you estimation of time required to fulfill your request;
 - b) ensure that you are provided with access to all relevant information;
 - c) explain any issues in the information which relate to confidentiality or other sensitive matters;
 - d) if appropriate, provide any other information necessary to place the information being accessed in context;
 - e) record in ECM the list of information provided
 - f) provide the above list to all councillors.

5.9.12 Prior to requesting access to information held by council, you must first ensure it is not available publicly. [Schedule 2](#) lists information council must make publicly available under legislation on council's web site or at one of its offices. Please note that other agencies have publicly available information and you are encouraged to access this material yourself prior to requesting it.

5.9.13 Failure to comply with the above guidelines will result in your request for assistance or information being refused.

5.9.14 Pursuant to section 170A(5), the above guidelines do not apply to:

- a) the Mayor; or
- b) the chairperson of a committee of council if the request relates to the role of the chairperson.

6.10 Use of information by councillors

5.10.1 Pursuant to section 171 of the LGA09, you must not use information you have acquired in your current or past role as a councillor - unless the information is lawfully available to the public - to:

- a) gain, directly or indirectly, a financial advantage for yourself or someone else; or
- b) cause detriment to council.

5.10.2 A breach of the above clause may result in a maximum penalty fine of \$11,000 (100 penalty units) or two years of imprisonment and you will be disqualified from being a councillor for two years.

5.10.3 You should not release information you know, or should reasonably know, is information that is confidential to council. A breach of this clause represents misconduct and will be referred to the tribunal.

5.10.4 As a councillor, current or past, you are in possession of [inside information](#). As such, you cannot:

- a) [cause](#) the purchase or sale of an asset if knowledge of [inside information](#) would influence a reasonable person to buy or sell the asset; or
- b) provide, or [cause](#) to provide [inside information](#) to another who could be influenced by the information to decide whether or not to buy or sell an asset.

5.10.5 The maximum penalty for the breach of the above clause is \$110,000 (1000 penalty units) or two years imprisonment.

5.10.6 When dealing with personal information you are reminded that personal information is protected under the Information Privacy Act 2009 and the use and disclosure of such information must comply with the said legislation.

5.10.7 In addition to your general obligations relating to the use of council information, you must:

- a) protect confidential information
- b) not release confidential council information other than to those people who have a right to access such information.
- c) respect and protect council's corporate interests even if you do not support certain decisions.
- d) not use confidential information to explain your disagreement when publicly expressing disagreement with certain council decisions once these decisions become publicly known.

5.10.8 All information discussed in closed meetings is to be considered confidential to council unless there is a subsequent council resolution to make the information public.

5.10.9 The following types of information shall be deemed to be confidential to council unless or until council resolves to the contrary in a particular instance:

- a) Commercial in confidence information — including where the release of information would affect a third party's competitive advantage; this is particularly relevant in a competitive tender situation.
- b) Information derived from government departments or ministers that has been classified as confidential.
- c) Information of a personal nature or about personal affairs, for example the personal details of councillors or council staff.
- d) Information relating to a property disposal or acquisition process where release of the information may prejudice.
- e) Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- f) Information that could result in action being taken against Council for defamation.
- g) Information involving legal advice to Council or a legal issue or a matter before the courts.
- h) Information that is expressly given to councillors in confidence.
- i) Information examined or discussed at councillor briefing sessions, unless the CEO declares that such information (or part thereof) is not confidential.
- j) Information about:
 - i. the appointment, dismissal or discipline of employees,
 - ii. industrial matters affecting employees,
 - iii. the Council's budget,
 - iv. rating concessions,
 - v. contracts proposed to be made by Council,

- vi. starting or defending legal proceedings involving Council,
- vii. any action to be taken by the local government under the Sustainable Planning Act 2009, including deciding applications made to it under that Act.

5.11 Interaction with council's staff

5.11.1 As a councillor, you must not:

- a) direct council employees – this clause also applies to the Mayor as per s 170 of the LGA09. However, the Mayor may give directions to the CEO and senior executives.
- b) In any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of council or a delegate of council.
- c) contact a member of the staff of council on council related business unless in accordance with this policy and procedures governing the interaction of councillors and council staff that have been authorised by council and the CEO.
- d) contact or issue instructions to any of council's contractors, consultants, advisors, tenderers or volunteers, including council's legal advisers, unless authorised by the CEO or Mayor. This does not apply to council's external auditors or the Chair of council's audit committee who may be provided with any information by individual councillors reasonably necessary for the external auditor or audit committee to effectively perform their functions.
- e) attend meetings or on-site inspections with lawyers and/or consultants engaged by council associated with current or proposed matters before council or legal proceedings unless permitted to do so by council's CEO or the Mayor.

5.12 Obligations during meetings

5.12.1 You must act in accordance with council's Code of Meeting Practice during council and committee meetings.

5.12.2 You must show respect to the chair, other council officials and any members of the public present during council and committee meetings or other formal proceedings of the council.

5.13 Use of council resources

5.13.1 You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes unless this use is lawfully authorised by the CEO or the Mayor and proper payment is made where appropriate.

- 5.13.2 You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.
- 5.13.3 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 5.13.4 You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 5.13.5 You must not use council letterhead, council crests and other information that could give the appearance it is official council material for:
- a) the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 5.13.6 You must not convert any property of the council to your own use unless properly authorised.
- 5.13.7 You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

5.14 Access to council buildings

- 5.14.1 You are entitled to have access to the council chamber, committee room, Mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors needing access to these facilities at other times must obtain authority from the CEO.
- 5.14.2 You must not enter staff-only areas of council buildings without the approval of the CEO (or delegate).
- 5.14.3 You must ensure that when you are within a staff area you avoid giving rise to the appearance that you may improperly influence council staff decisions.

5.15 Complaints about councillor's conduct

- 5.15.1 All complaints received regarding the conduct of councillors will be dealt under the *Councillors' Conduct Complaints Procedure* in [Appendix A](#) of this policy.

6 Appendix A

6.1 Councillors' Conduct Complaints Procedure

- 6.1.1 This procedure outlines the process to be followed in dealing with complaints about the conduct and performance of Councillors in compliance with the *Local Government Act 2008*.

6.2 Lodging a complaint

- 6.2.1 Complaints regarding the conduct of councillors must be lodged in writing and addressed to the CEO.

6.3 Recording of complaint

- 6.3.1 Complaints regarding the conduct of councillors will be recorded into Council's Complaints database.
- 6.3.2 The outcome of complaints will be recorded in the Complaints database, including disciplinary action or other action that was taken in relation to the complaint.

6.4 Complaint types

- 6.4.1 After receiving a complaint, the CEO will conduct a preliminary assessment of the complaint received and decide whether the complaint is about:
- a) a frivolous matter or was made vexatiously; or
 - b) inappropriate conduct; or
 - c) misconduct; or
 - d) official misconduct; or
 - e) another matter, or
 - f) is lacking in substance.
- 6.4.2 Assessment of a complaint will be made within twenty one (10) business days of receiving the written complaint.
- 6.4.3 If the complaint was made by the CEO or the Mayor regarding another councillor, the complaint will be referred to the Department of Local Government's Chief Executive.
- 6.4.4 If the complaint is about the Mayor or Deputy Mayor, the complaint will be referred to the Department of Local Government's Chief Executive.
- 6.4.5 The CEO will provide the complainant(s) and the accused councillor with a written notice that states:

- a) the type of complaint that the CEO has assessed the complaint as; and
- b) the action (if any) that is proposed to be taken in relation to the complaint, including any referral; and
- c) if the complaint was about a frivolous matter, was made vexatiously or was lacking in substance—that it is an offence under subsection 177(8) of the LGA09 for a person to make a complaint that is substantially the same as a complaint that the person has previously made; and
- d) a reference to council's Complaints Policy as well as this procedure; and
- e) estimated timeframe for investigation and outcome as per this procedure; and
- f) the complainant(s) will be required to appear before a regional conduct review panel of tribunal in the event the matter is referred to one of these entities.

6.5 Application to former councillors

6.5.1 Complaints received about prior councillors will be dealt under section 176A of the *Local Government Act 2009*.

6.6 Frivolous or made vexatiously complaints

6.6.1 The CEO may decide that no further action be taken in relation to the complaint if the preliminary assessment is that:

- a) the complaint is about a frivolous matter; or
- b) was made vexatiously; or
- c) the complaint is lacking in substance.

6.7 Inappropriate conduct

6.7.1 *Inappropriate conduct* is conduct that is not appropriate conduct for a representative of a local government, but is not misconduct, including for example:

- a) a councillor failing to comply with the local government's procedures; or
- b) a councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.

Referral

6.7.2 The CEO will refer these complaints as follows:

- a) inappropriate conduct complaints regarding a councillor are referred to the Mayor for action; or
- b) inappropriate conduct complaints regarding the Mayor or Deputy Mayor are referred to the Chief Executive of the Department of Local Government for further investigation and resolution.

Acknowledgement from the Mayor

6.7.3 Within five (5) business days of receiving a complaint, the Mayor will notify the councillor in writing.

6.7.4 The written notice to the councillor must state:

- a) acknowledgement of complaint referred from the CEO;
- b) advise particular of complaint;
- c) request a written response from the councillor within seven (7) business days.

Investigation

6.7.5 When the Mayor receives a complaint for inappropriate conduct, the Mayor will investigate the matter within twenty one (21) business days of receiving the councillor's response, and will ensure natural justice is provided to the affected parties.

Reprimand

6.7.6 The Mayor may make either or both of the following orders that the Mayor considers appropriate in the circumstances:

- a) an order reprimanding the councillor;
- b) an order that any repeat of the inappropriate conduct be referred to the regional conduct review panel as misconduct.

6.7.7 The Mayor must give the complainant and the councillor a written letter of the outcome.

Inappropriate conduct during meetings

6.7.8 When inappropriate conduct occurs during a meeting of the Council or its committees, the chairperson is entitled to make one or more of the following orders:

- a) the councillor's inappropriate conduct be noted in the minutes of the meeting;
- b) the councillor leaves the meeting and stay out of the place for the rest of the meeting;
- c) the councillor who fails to leave as ordered in the above, be removed from the place.

Repeating offenders

6.7.9 If the mayor or the department's chief executive makes 3 orders reprimanding the same councillor within the 1 year, the mayor or the department's chief executive must refer the repeated inappropriate conduct by the councillor to a regional conduct review panel or the tribunal.

6.7.10 In the above case, the matter will be treated as misconduct as per section 181A(4) of the LGA09.

6.8 Misconduct

6.8.1 *Misconduct* is conduct, or a conspiracy or attempt to engage in conduct, of or by a councillor:

- a) that adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the councillor's responsibilities or exercise of the councillor's powers; or
- b) that is or involves:
 - i. the performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial; or
 - ii. a breach of the trust placed in the councillor; or
 - iii. a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else; or
 - iv. a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or
 - v. a refusal by the councillor to comply with a direction or order of the regional conduct review panel or tribunal about the councillor; or
- c) that is a repeat of inappropriate conduct that the mayor or the department's chief executive has ordered to be referred to the regional conduct review panel under section 181(2)(b); or
- d) that contravenes section 171(3) and 173(4).

6.8.2 It is irrelevant whether the conduct that constitutes misconduct was engaged in:

- a) within Queensland or elsewhere; or
- b) when the councillor was not exercising the responsibilities of a councillor.

Referral

6.8.3 Complaints regarding the misconduct of a councillor are referred to the Chief Executive of the Department of Local Government.

6.8.4 Once the complaint has been referred to the Department of Local Government, the Department will conduct their investigation and will notify the councillor about the hearing of the complaint.

6.9 Official misconduct

6.9.1 All complaints assessed as official misconduct are referred to the Crime and Misconduct Commission and will be dealt under the *Crime and Misconduct Act*.

6.10 Other matters

6.10.1 If the CEO assesses that the complaint is about another matter, the complaint will be dealt in an appropriate way under the Complaints Policy.

6.11 Publishing of complaints

6.11.1 Written complaints other than those assessed as being frivolous, made vexatiously or lacking substance, will be made available to the public at Council's offices and on Council's website.

6.11.2 The records will show:

- a) the outcomes of each complaint, including any disciplinary action taken or other action that was taken in relation to the complaint;
- b) the name of the councillor;
- c) a brief description of the complaint.

6.11.3 The names of the complainants will not be displayed to protect their privacy.

6.11.4 The above does not apply to the record of a written complaint that is a public interest disclosure within the meaning of the *Public Interest Disclosure Act 2010*.

7 Definitions

Term	Meaning
Ordinary business matter	<ul style="list-style-type: none"> a) the remuneration of councillors or members of a local government committee; or b) the provision of superannuation entitlements or accident insurance for councillors or local government employees; or c) the terms on which goods, services or facilities are to be offered by the local government for use or enjoyment of the public in the local government area; or d) the making or levying of rates and charges, or the fixing of a cost-recovery fee, by the local government; or e) a planning scheme, or amendment of a planning scheme, for the local government area; or f) a resolution required for the adoption of a budget for the local government; or g) a matter that is of interest to a person merely as— <ul style="list-style-type: none"> i. an employee of the State or a government entity; or ii. an elector, ratepayer or resident of the local government area; or iii. a beneficiary under a policy of accident insurance, public liability or professional indemnity insurance held, or to be held, by the local government; or iv. a user of goods, services or facilities supplied, or to be supplied, by the local government (whether under a contract or otherwise) as a member of the public in common with other members of the public; or v. a candidate for election or appointment as a mayor, deputy mayor or member of a committee of the local government; or vi. a member of a non-profit, charitable or religious organisation involving no personal financial gain or loss to the person.
Advice	Information that can be provided fairly quickly and does not require more than thirty minutes of work from one person to provide.
Reasonable requests	Requests which, in the opinion of the CEO, will not cause any unacceptable increase in workload or delay in the performance of normal day to day services of council officers.
Inside information	<p>Inside information is information:</p> <ul style="list-style-type: none"> • acquired by a person while they are, or were, a councillor; and • that the insider (councillor or ex-councillor) knows, or should reasonably know, is not generally available to the public. <p>The following is considered inside information:</p> <ul style="list-style-type: none"> a) the operations or finances of the local government (including any business activity of the local government) or any of its corporate entities; b) a proposed policy of the local government (including proposed changes to an existing policy); c) a contract entered into, or proposed to be entered into, by the local government or any of its corporate entities; d) a tender process being conducted by or for the local government or

	<p>any of its corporate entities;</p> <p>e) a decision, or proposed decision, of the local government or any of its committees;</p> <p>f) the exercise of a power, under a Local Government Act, by the local government, a councillor or a local government employee;</p> <p>g) the exercise of a power, under an Act, by the State, a Minister, a statutory body or an employee of the State or statutory body, that affects the local government, any of its corporate entities or land or infrastructure within the local government's area;</p> <p>h) any legal or financial advice created for the local government, any of its committees or any of its corporate entities.</p>
Corporate entity	a corporation that is owned by council.
Cause (for clause 5.10.4 only)	<p>In relation to an action, includes the following:</p> <p>a) carry out the action;</p> <p>b) instigate the action;</p> <p>c) direct, or otherwise influence, another person to carry out or instigate the action.</p>
Senior Executive Employee	<p>is an employee of council:</p> <p>(a) who reports directly to the chief executive officer; and</p> <p>(b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure.</p>

8 Related Documents

- Code of Meeting Practice Policy
- Complaints Policy

9 References

- *Councillor responsibilities under the Local Government Act 2009 – A Councillor resource kit*; Department of Local Government – December 2012.
- *The model code of conduct for local councils in NSW* – Premier & Cabinet, Division of Local Government – March 2013.

10 Schedule 1

List of Officers

Chief Executive Officer
Director of Planning and Environment
Director of Engineering
Director of Business & Community Services

Councillors Code of Conduct Policy

Policy no: PL-EX067

Updated: 7 July 2014

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11 Schedule 2

Publicly available information under the LGA (and Regulations) which must be published on Council's website Details of requirement	Section number
LGA	
Results of assessment from the change commission regarding proposed local government changes	19(8)
Notices of the making of new local laws	29B
Copy of local laws	29B
Road closures	69(3)
Information pursuant to any directions given by the Minister following any evaluation of performance and compliance pursuant to section 115	116(5)(b)
Notices of the approval of inspection programs	134(8)
Invitations for nominations following the vacation of a Councillor office	166(8)(a)
Notifying councillor of the hearing of a complaint of misconduct	178(3)
Serving documents to absent owners of rateable land	239(3)
Material personal interest at meetings	172(9)
Conflict of interest at meetings	173(8)
Outcomes of written complaints	181(2)
Local Government Regulation 2012	
Local law register	14(4)
Annual report	162(4)
Availability notice	202(2)
Discretionary funds	202(7)
Strategic contracting procedures – strategic approach	218(c)
Invitation for tenders	228(4)
Invitation for expression of interest	228(5)
Invitation to tender for a preferred supplier arrangement	233(4)
Publishing contracts worth \$200,00 or more	237(1)
Remuneration schedule	246(3)
Expenses reimbursement policy	251(1)
Public notice of meetings	277(1)
Estimated activity statement	34(3)
Activity statement	35(3)

Councillors Code of Conduct Policy

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(a) 5-year corporate plan; (b) annual budget; (c) general purposes financial statement; (d) community financial report; (e) annual report; (f) investment policy; (g) debt policy; (h) community grants policy; (i) procurement policy.	189(1)
Meeting and committee minutes	272(4)
Agendas of meetings and committees	277(6)
Register of interests of councillors	285(1)
Administrative action complaints procedures	306(4)
<i>Other documents may be required to be available to the public under other laws, like the Sustainable Planning Act. Councillors are encouraged to refer to the appropriate legislation regarding their matter.</i>	



Recruitment & Selection Policy

Policy Number:	PL-HR002
Department:	Executive
Sections:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	21 April 2008
Date to be Reviewed:	30 November 2011 30 May 2016 <u>Within six months of Quadrennial election</u>
Date Reviewed:	October 2012 <u>30 May 14 July 2014</u>
Date Repealed:	na

REVISION RECORD

Date	Version	Revision description
08.2012		Annual Review
05.2014		Annual Review

Recruitment & Selection Policy

Policy no: PL-HR002

Updated ~~19 October 2012~~ May 14 July 2014

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1 Policy Background

n/a.

2 Purpose

To clearly define the procedure for the recruitment and selection of Council staff.

3 Scope

The Policy covers the recruitment of all Council staff.

4 Legislative Context

n/a.

5 Policy Details

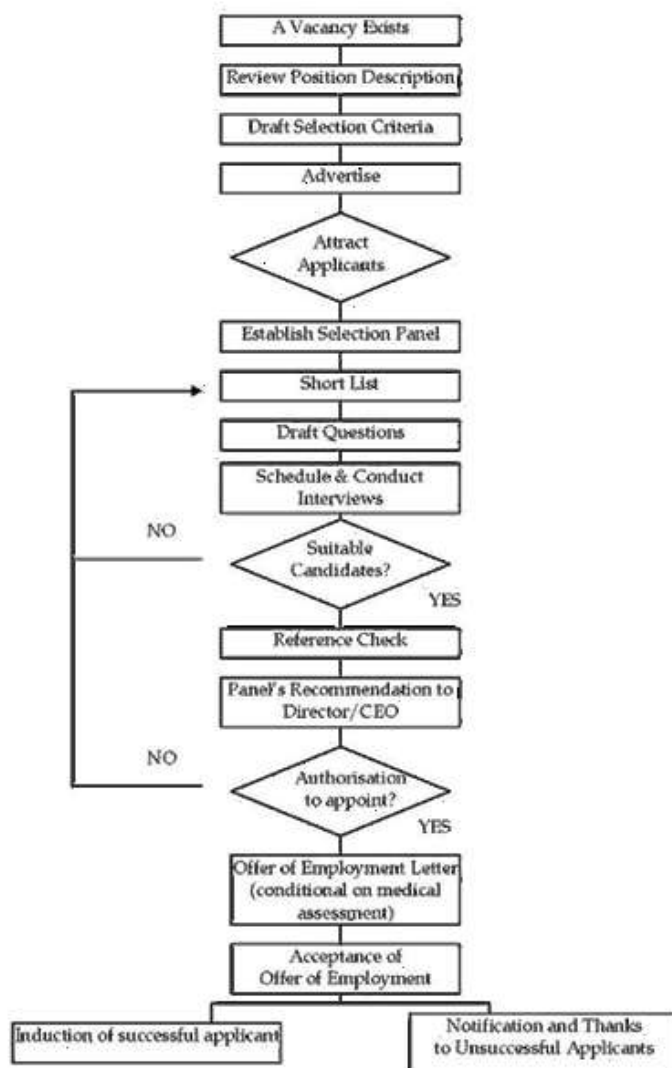
5.1 Introduction

Council invests significant effort and resources equipping its employees to face the challenges of providing quality services and effective local government to the Southern Downs. Therefore, we recognise that making the right recruitment and selection decisions, is the first step in ensuring we get and keep the best possible employees to meet those challenges.

These guidelines are designed to assist Council in approaching the recruitment and selection process in a fair and equitable manner and to ensure that the Council is perceived by its community as a fair and equitable employer. The guidelines are intended to ensure compliance with Awards and relevant legislation and in doing so, generate consistency across all Departments of Council.

These guidelines are appropriate for use in recruitment and selection decisions pertaining to permanent, temporary and casual appointments.

5.2 Flowchart- Recruitment and Selection Process



5.3 Merit

Merit means that the best qualified person in terms of skills, knowledge, qualifications and relevant experience necessary to do the job is chosen. All recruitment and selection, promotion and transfer, training and development decisions will be based on merit.

5.4 Equal Employment Opportunity

Selection panels shall ensure that all components of the selection process conform with relevant legislative requirements, for example:

- Racial Discrimination Act 1975 (Cth), which prohibits discrimination on the basis of race, colour, descent, or national or ethnic origin.
- Sex Discrimination Act 1984 (Cth), which prohibits discrimination on the grounds of a person's sex, marital status, pregnancy or potential pregnancy.
- Anti Discrimination Act 1991 (Cth), which prohibits both direct and indirect discrimination on the basis of sex, relationship status, pregnancy, parental status, breast feeding, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality, family responsibilities, association with, or relation to, a person identified on the basis of any of the above attributes.

5.5 Position Description

A position description is to be drafted and periodically reviewed for each position held by a Council employee. When a vacancy exists, prior to it being filled, the position description shall be reviewed by the relevant Director, the immediate supervising officer and the last incumbent where practicable, in consultation with the Human Resources Department.

Consideration shall also be given as to the continuing justification for the position or the need for modification in order to achieve the Department's and Council's goals and objectives as outlined in the corporate plan.

The position description shall be in a format consistent with those utilised throughout Council and shall include details of skills, knowledge, experience and training necessary and used in the position.

The position description shall also outline the key responsibilities of the position, the extent of authority and any predetermined performance indicators (see Appendix 1). Where possible, terms used in the position descriptions should be consistent with terminology used in the relevant award.

5.6 Selection Criteria

The selection criteria shall be prepared by the relevant Director in consultation with the Human Resources Department and in accordance with the overall skills, knowledge and experience deemed essential and/or desirable by the Chief Executive Officer. The selection criteria shall be based on the position description.

5.7 Advertising Internally

Advertisements shall be drafted by the Human Resources Department following authorisation from the Chief Executive Officer or Director.

Approvals to recruit State Award positions and Federal Award positions below level 6 are authorised by the relevant Director. The Chief Executive Officer authorises all other approvals to recruit.

In support of award provisions, wherever practicable, all vacant positions shall be advertised internally prior to an advertisement being placed externally. Internal applications shall be reviewed and where they are deemed not to satisfy the selection criteria, an advertisement may be placed externally. Where there is reason to believe that essential skills, knowledge and experience are not present within Council and where essentially there is a need to fill the position quickly, the position may be advertised internally and externally simultaneously.

Short term vacancies arising due to staff absence or secondment may be filled by calling for expressions of interest from existing staff. Any such vacancy of greater than six (6) weeks' expected duration MUST be filled through the merit based recruitment process outlined. For vacancies of less than six (6) weeks' expected duration staff from within the affected area may be considered for appointment with the relevant Director. Should such a vacancy extend beyond this initial period, expressions of interest may be called at the discretion of the Director.

Internal applicants include permanent, temporary (excluding trainees) and casual employees of Council. Persons undertaking a traineeship position shall be considered if they have completed at least ¾ of the competencies required. Persons working for Council under vocational schemes, work experience, job skills, correctional service placements or any similar arrangements shall be considered external applicants.

Internal advertisements shall be placed in the 'Positions Vacant' column of the staff newsletter and on notice boards at Council's major workplaces. Applications will close no earlier than seven days from the date of ~~the staff newsletter advertising~~.

5.8 Advertising Externally

Advertisements shall be drafted and placed by the Human Resources Department following authorisation from the Chief Executive Officer or Director.

Approvals to recruit State Award positions and Federal Award positions below level 6 are authorised by the relevant Director. The Chief Executive Officer authorises all other approvals to recruit.

All advertisements shall be placed in the local newspaper and on Council's website. Senior, middle level or specialist positions shall be advertised in the Courier Mail and may also be placed in the Australia and/or the Local Government Job Directory.

Where internal applications are received in response to an external advertisement, these shall be considered equally with external applications for the position.

5.9 Temporary Staff

Temporary appointments are to be made where there is a short term need for duties to be performed for a specific period.

Temporary appointments will generally be for up to 6 months. Temporary appointments will not extend beyond 12 months. Extensions of temporary appointments for State Award employees and Federal Award employees below level 6 must be authorised by the relevant Director. The Chief Executive Officer authorises extensions of temporary appointments of Federal Award staff at level 6 or above.

Where a temporary position becomes permanently available, the temporary incumbent can be permanently appointed to the position, provided they have:

- acted in the role for at least six months and
- their work performance is satisfactory as determined by the relevant supervisor and Director.

Appointments in excess of 12 months are not temporary, and will require a review of employee budget numbers to determine the need for ongoing permanent employment.

When recruiting for temporary staff, Council can elect to recruit from staff, who are no longer employed by Council and have worked in similar positions within Council over the past twenty-four (24) months or from unsolicited applications received by Council.

Reference checks will still need to be completed for staff, who have worked for Council over the past twenty-four (24) months, preferably with internal staff that the individual has previously worked with / for.

A new pre-employment medical and hearing test (if applicable) will need to be completed if the recruit has not worked for the Council within the past 12 month period.

5.10 Applicants' Contact with Council

Internal and external advertisements shall include contact details for the following purposes:

- Position description, selection criteria and Southern Downs Regional Council information are available from Council's administration buildings in Fitzroy Street, Warwick and Marsh Street, Stanthorpe and on Council's website (www.southerndownregc.qld.gov.au). Internal applicants may collect these personally.
Requests for specific position information shall be referred to the senior officer of the relevant Department. This is intended to relieve Department staff from the calls generated by the recruitment process and enable the effectiveness of the advertisement to be gauged.
- Written applications, addressing the selection criteria, will be received by the Chief Executive Officer, Southern Downs Regional Council, P O Box 26, Warwick Qld 4370 or by email to employment@southerndownregc.qld.gov.au up until the stated closing date.

5.11 Selection Panel

Normally, a selection panel shall comprise of three people: two relevant senior officers (of which one may be a Director or the Chief Executive Officer) and member of the Human Resources Department. For selection of a Director or another senior position, the Chief Executive Officer shall be the chairperson of the panel. For selection of the Chief Executive Officer or a Director, Councilors shall also elect representation on the panel. Where the Chief Executive Officer is not a member of the panel, members may elect a chairperson and shall coordinate the selection process in such a way to ensure it is completed as soon as possible after the closing date for applications.

5.12 Short Listing

Applicants shall be assessed against the position description and selection criteria by the Selection Panel. The officers shall compare their respective lists and finalise a shortlist. Where only one applicant meets the selection criteria, that applicant must complete the selection process in order for their suitability to be assessed.

5.13 Employment Interview

The interview is a two way process aimed at extracting as much information about the applicant as possible as well as providing the applicant with realistic expectations of the position and Council.

The selection panel shall meet to predetermine a plan of the structure of interviews and method for rating applicants' responses. Although the structure of the interview should be the same for all applicants, the selection panel may pursue further questioning with an applicant on relevant issues.

Tests can be utilized to gather and verify information about the capabilities of applicants to meet the selection criteria. Tests used in the selection process must be valid, reliable, fair and equitable and directly related to the selection criteria.

The surroundings should be comfortable, private, quiet, there should be no interruptions and no physical barriers between the panel and the applicant.

It is appropriate to discuss salary and conditions during the interview, however, no promises should be made to the applicant prior to the issue of an offer of appointment letter by the Chief Executive Officer.

The Chief Executive Officer is authorised, under the Policy, to grant over award salaries and/or conditions where necessary to attract and secure the most suitable applicant.

During the interview, the applicant's permission shall be requested for:

- assessment by a medical practitioner as part of the selection process, at Council's expense, arrangements for which can be made by the Human Resources Department. This assessment will include a pre-employment medical, together with a hearing test (applicable only to positions where noise is an issue). This will be necessary for the external applicants and for internal applicants who are applying for positions exposing them to significantly different conditions (see Appendix 2). No offer of employment will be made until the applicant has been assessed by a Medical Practitioner or:
- the provision of a statutory declaration in regards to their health and ability to perform the requirements of their role as set out in the position description and;
- a check of referees by any one of the panel members.
- a criminal history check where applicable.

At the conclusion of the employment interview, the applicant shall be advised of the expected time before a decision is made and the manner in which he or she shall be advised.

5.14 Referee Checks

Referee checks shall be used in arriving at the recommendation and be undertaken in relation to the shortlisted or the selected applicant. Relevant information shall be obtained from referees with first hand knowledge of the performance relevant to the selection criteria, preferably supervisors.

The role of referees is to provide objective and honest feedback about applicant's performance related to the selection criteria. Referees should not act as advocates for applicants.

5.15 Reimbursement of Interviewing Expenses

Where recruitment has been targeted outside of the south-east Queensland area, Council shall reimburse applicants for reasonable travel and/or accommodation expenses incurred in the

interviewing process, as authorized by the Chief Executive Officer prior to the scheduling of the interview.

5.16 Recommendation for Appointment

The applicant who most closely meets the selection criteria should be given first option of appointment. Following the selection process, if an internal and external applicant equally meet the selection criteria, the internal applicant is selected in preference to the external candidate.

If the panel feel that the selection criteria has not been adequately met, they may conduct second interviews or recommend to the Director or Chief Executive Officer that the position be readvertised.

If a selection panel is unable to reach a decision unanimously, the panel member in disagreement may elect to prepare a memorandum for the Director or Chief Executive Officer which documents the areas of disagreement.

A recommendation for appointment memorandum shall be prepared for the Director or Chief Executive Officer. Such a recommendation shall be based on an integration of the information gathered and verified throughout the selection process. The Chief Executive Officer may request a meeting with the selection panel to discuss the recommendation.

(see Appendix 3).

Recommendations for appointment for State Award positions and Federal Award positions below level 6 are approved by the relevant Director. The Chief Executive Officer authorises all other offers of appointment.

For appointment of the Chief Executive Officer or a Director, a recommendation for appointment shall be prepared for the General Council meeting. Council may authorise the offer of appointment or request a meeting with the selection panel to discuss the recommendation.

5.17 Notification to Applicants

The Human Resources Department shall draft an offer of appointment letter for signing by the Chief Executive Officer then hand deliver or post it to the successful applicant. The offer of appointment letter shall include the salary and conditions offered and the term of appointment and probation.

Signing by the successful application of the letter of acceptance (see Appendix 4) enclosed within a specified time period will be considered acceptance.

The Human Resources Department shall draft letters to each of the unsuccessful applicants advising them of the selection decision and post them expeditiously.

The selection panel members shall provide feedback to any applicants on request following approval of the appointment.

5.18 Probation Period

Permanent Staff

All permanent appointments are subject to a three month probation period, during which time on-the-job training shall be provided to assist the incumbent to grow into the position. The relevant senior officer shall provide regular formal and informal feedback to the employee of their performance. At the expiration of three months, the duties of the position shall be reviewed and

the employee's permanency confirmed if their performance has been satisfactory. Should matters concerning the employee's work with Council occur during the three month probation period, the probationary period can be extended by notification, to a maximum of 6 months from the commencement date of employment. If during the probation period there has been three or more instances of formal counselling for poor performance, the senior officer shall contact the Human Resources Manager for guidance on correct dismissal procedures.

Trainees or Temporary Staff

All trainee or temporary appointments are subject to successful completion of a one month probationary period, during which time on-the-job training shall be provided to assist the incumbent to grow into the position. The relevant senior officer shall provide regular formal and informal feedback to the employee of their performance. Should matters concerning the employee's work with Council occur during the first month of employment, the probationary period can be extended by notification.

5.19 Reimbursement of Relocation Expenses

The Chief Executive Officer has, at his discretion, the capacity to offer up to \$1,600 in relocation expenses for a new employee, who relocates to reside within the Southern Downs region. However, employees appointed to the Senior Executive are entitled to relocation expenses of up to \$2,600 with the Chief Executive Officer's approval, if they relocate to reside within the Southern Downs region.

50% of the reimbursement expenses is paid after successful completion of the probationary period.

The second 50% is reimbursed after 12 months satisfactory service.

The new employee will be required, prior to any reimbursement of expenses, to lodge a deduction authority authorising a deduction from accrued wages of 100% of reimbursement expenses, should the employee voluntarily terminate their employment prior to the completion of two years service.

~~5.20 Work Experience/Vocational Placement~~

~~The Human Resources Department shall determine in consultation with Directors and Chief Executive Officer, the training opportunities available within Council. Such training opportunities shall be offered to educational institutions and other organisations at the discretion of the Chief Executive Officer. People engaged at Council under these arrangements shall receive induction training and be made aware of relevant Council policies and procedures.~~

5.245.20 Code of Conduct

New employees shall be made aware of their obligations to comply with Council's Code of Conduct as developed and revised from time to time.

5.225.21 Grievances and Appeals

Any applicant who feels that the recruitment and selection policy detailed herein has not been correctly followed may submit a written appeal to the Chief Executive Officer within seven (7) days of the notification to unsuccessful applications. The Chief Executive Officer shall give full consideration to the appeal and reply expeditiously to the appellant in writing.

This does not negate other avenues of appeal available externally to Council.

5.235.22 Exit Interviews

Any officer who retires or resigns from duties with the Council may request or be requested to attend a confidential exit interview with the Human Resources Manager, Director or Chief Executive Officer. A confidential standard questionnaire shall be completed during the interview (see Appendix 5).

6 Definitions

Term	Meaning

7 Related Documents

- Appendix 1 - Position Description
- Appendix 2 - Medical Practitioner's Assessment ~~Health Declaration~~
- Appendix 3 - Recommendation for Appointment
- Appendix 4 - Letter of Acceptance
- Appendix 5 - Exit Interview Questionnaire

8 References

- Insert references to material or resources used to prepare the policy.

Appendix 1.



POSITION DESCRIPTION

POSITION TITLE: #
DEPARTMENT: #
ANARD: #
ANARD CLASSIFICATION: #
STREAM: #
PLACE OF EMPLOYMENT: #
HOURS OF DUTY/ROSTER: #

POSITION OBJECTIVE

#

ORGANISATIONAL RELATIONSHIPS

Internal

•

External

•

POSITION REQUIREMENTS

Skills

•

Knowledge

•

Experience/Qualifications

•

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Training

- On the job training is to be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

KEY RESPONSIBILITIES

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The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

EXTENT OF AUTHORITY

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•

SELECTION CRITERIA

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Essential

SC1

Desirable

SC2

Appendix 2.



To the Medical Practitioner

As part of the selection process for a position with the Southern Downs Regional Council, the applicant has been requested to undergo a medical examination.

Please confirm the suitability of the following person to perform duties in accordance with the attached information. If there can be modifications made to the workplace or position to enable the person to perform the duties, or if there are some limitations to their ability to perform the duties, please indicate these also.

Applicant's Name:

Applicant's Address:

.....

Position Applied for with Council:

Hearing Test Results:

.....

Modifications To The Position/Workplace Required:

.....

Limitations Of The Applicant's Ability:

.....

With due regard to the above limitations/modifications, I advise that the applicant is / is not fit to be employed in the above position. (Please Circle One Only)

SIGNED

(Doctor)

DATED



HEALTH DECLARATION

FAMILY NAME:	GIVEN NAME:
POSITION TITLE:	

<input type="checkbox"/>	<u>Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the inherent requirements of this position as outlined in the job description?</u>
<input type="checkbox"/>	<u>NO</u>
<input type="checkbox"/>	<u>YES</u> <i><u>If yes, please provide details below.</u></i>
	-
	-
	-
	-
	-
	-

Do you have any an existing injury or pre-existing injury or condition that would prevent you performing any aspect of the position?

☐ **NO**

☐ **YES** if yes, please provide details below.

-

-

-

-

-

Qothe Act 1987

9 STATUTORY DECLARATION

QUEENSLAND

TOWN

I, _____

-

of _____, in

-

the state of Queensland, do solemnly and sincerely declare that:

-

1A I have read and understood the position as outlined in the job description attached.

1B I understand that the Health Declaration and statements herein are made with knowledge of the requirements and duties set out in the job description attached.

1C I understand that the Health Declaration herein is directly related to the requirements and duties detailed in the job description.

1D I understand that my employment is conditional on being able to perform the inherent requirements of this position.

2A _____ (Cross out whichever is not applicable)

—

(a) I am not aware of any circumstances regarding my health or capacity to work that would interfere with my ability to perform the duties of the position.

OR

(b) I am aware of circumstances regarding my health or capacity to work that would

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interfere with my ability to perform the duties of the position. I have provided details of these circumstances in the Health Declaration form.

28. I confirm that no other person is not applicable

(a) I do not have an existing injury or pre-existing injury or condition that would prevent my performing the inherent requirements of the position.

OR

(b) I do have an existing injury or pre-existing injury or condition that would prevent me performing the inherent requirements of the position. I have provided details of such existing injury or pre-existing injury or condition in the Health Declaration form.

35. I have made no false statements or material omissions in relation to my past and present state of health.

39. I understand that any wilfully incorrect or misleading answer or material omission which relates to the information provided above may make me ineligible for appointment, or if employed may result in my termination.

-

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE, AND BY VIRTUE OF THE PROVISIONS OF THE OATHS ACT 1987.

-

Signature of person making this declaration:

-

I, **Alan**

Declared at¹ _____

2. On

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3. State and year not not

4. Signature of person before whom the declaration is made (see note) not

5. Full name, qualification and address of person before whom the declaration is made (see note)

-

A statutory declaration under the Statutory Declarations Act 2003 may be made before:-

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Carpenter	Land assessment
Medical practitioner	Plumber	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is a member of the Bench of the Supreme Court of a State or Territory, or the High Court of Australia, or a Justices of the Peace or a District Judge;

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office, or the postal assistant to the postal
Australian Consular Officer or Australian Diplomatic Officer within the meaning of the Consular Fees Act 1955;
Police;

Bank officer with 5 or more continuous years of service;

Building society officer with 5 or more years of continuous service;

Chief executive officer of a Commonwealth bank;

Clerk of a court;

Commissioner for Affidavits;

Commissioner for Declarations;

Comptroller;

Credit Union officer with 5 or more years of continuous service;

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (a) of the Consular Fees Act 1955; and

(c) exercising his or her function in that place;

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (b) of the Consular Fees Act 1955; and

(c) exercising his or her function in that place;

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Fellow of the National Tax Accountants Association
 Finance company officer with 5 or more years of continuous service
 Holder of a statutory office not specified in another item in this list
 Justice of a court
 Justice of the Peace
 Magistrate
 Member or partner not mentioned under Subdivision C of Division 1 of Part IV of the Statutes Act 1992
 Member of a court
 Member of Clerks and Secretaries Australia
 Member of Engineers Australia, other than at the grade of student
 Member of the Association of Taxation and Management Accountants
 Member of the Australian Defence Force who is:
 (a) an officer; or
 (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 (c) a warrant officer within the meaning of that Act
 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 Member of:
 (a) the Parliament of the Commonwealth; or
 (b) the Parliament of a State; or
 (c) a Territory legislature; or
 (d) a local government authority of a State or Territory
 Member of relation mentioned under Subdivision A of Division 1 of Part IV of the Statutes Act 1992
 Notary public
 Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 Permanent employee of:
 (a) the Commonwealth or a Commonwealth authority; or
 (b) a State or Territory or a State or Territory authority; or
 (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in this list
 Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 Police officer

Registrar, or Deputy Registrar, of a court
Senior Executive Service employee of:
to the Commonwealth or a Commonwealth authority or
to a State or Territory or a State or Territory authority
Sherriff
Sherriff's officer
Teacher employed on a full-time basis at a school or teachers' education institution

Appendix 3.

**PRIVATE AND CONFIDENTIAL
RECOMMENDATION FOR SELECTION**

To: Chief Executive Officer

From: xxx

xxx

xxx

Re: xxx

This position was advertised internally in the Staff Newsletter and externally in the xxx on xxx. xxx applications were received.

Recommendation

To offer the position at xxx Level to xxx

This recommendation is based on:-

1. Selection Criteria

Applicants were short-listed based on how closely their applications indicated they met the position description position requirements. This short listing was conducted by xxx, yyy & zzz.

2. Interviews

xxx applicants were invited to interview on xxx. The applicants were xxx, yyyy, zzzz.

The interviewees were each assessed on the following criteria;

General applicable skills and experience	For example - Customer Service focus	For example - Problem Solving
For example - Planning and Organizing	For example - WH&S	For example - PC Applications Experience

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Panel – XXX .

The interview team considered the candidates to be ranking in the following order (if possible);

1. xxx
2. yyy
3. zzz

Details of any applications withdrawn from consideration following interviews.....

~~Paragraph or so about Details of xxx's relevant experience and also motivations for interest in the position. Keep in mind the CEO probably has never met them before.....~~

Confirm that the application meets the criteria sought. Are there any identified areas of development or training that will be needed for this person?

XXX's referees said;

- " ...
- " ...
- " ...
- " ...

Signed:

Interview PanelDate

.....Date

.....Date

Approved

Director xxxDate

Chief Executive OfficerDate

Appendix 4.

**Chief Executive Officer
Southern Downs Regional Council
Post Office Box 26
WARWICK, QLD 4370**

ACCEPTANCE OF OFFER OF EMPLOYMENT

Position Title xxx

I have received the offer of employment to the position of xxx commencing on xx, within the xx Department.

-oOo-

I have received the offer of redeployment to the position of xx, commencing on xx within the xx Department.

-oOo-

I have received the offer of temporary employment to the position of xx Trainee commencing in the week starting Monday xx for the period of one year, for the purpose of completing an xx Traineeship.

I understand the conditions, as outlined in the letter of offer dated xx, under which this position has been offered to me. I accept the offer of employment.

-oOo-

I understand the conditions, as outlined in the letter of offer dated xx, under which this position has been offered to me. I accept the offer of temporary employment.

-oOo-

I understand the conditions detailed in the letter of offer dated xx, and accept the redeployment to this position.

Name

Address

.....
.....

Signature

Date

Appendix A.



Confidential Exit Interview Questionnaire

The purpose of this questionnaire is to determine why an employee has left Council. Answers to the following questions may help us in our efforts to deliver effective human resource policies and programs and to identify opportunities for improvement. Your time in completing the questionnaire honestly is very much appreciated.

Name: _____ Commencement Date: _____

Position: _____ Resignation Date: _____

Please indicate the reasons you are leaving Southern Downs Regional Council.

- | | | | |
|------------------------|--------------------------|----------------|--------------------------|
| Another Job | <input type="checkbox"/> | Career Change | <input type="checkbox"/> |
| Person Reasons | <input type="checkbox"/> | Health Reasons | <input type="checkbox"/> |
| Redundancy | <input type="checkbox"/> | Retirement | <input type="checkbox"/> |
| Further Education | <input type="checkbox"/> | Relocation | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | | |

If applicable, how does your new job compare to your present job with regard to: (Please tick)

My new job is:

	Higher/Better	Similar	Lower/Worse
Advancement/career opportunities			
Salary			
Non-salary Benefits			
Working Conditions			
Equipment & Resources			
Training and development opportunities			
Other			

Recruitment & Selection Policy

Policy no: PL-HR002

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What were some of the good features of your position with Council?

What were some of the less favourable features of your position with Council?

Do you perceive any problems in the Council's structure which relate to:
(a) your position and how it interrelates with other positions/sections?
(b) other positions/functions?

Do you believe that your position description accurately reflected your position with Council?
If not what alterations would you suggest in relation to your position description?

Do you believe that you were recognised for your work performance and achievements?

Overall, how would you rate your satisfaction with your position at Council rated? (Please tick)

LOW		MEDIUM		HIGH
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated a rating of medium or less, what do you think would have increased your satisfaction?

What was the main factor in your decision to leave Council?

Signature: _____

Date: _____

Thank you for your time in providing these useful comments.
We wish you all the best in your future endeavours.

"Please return this form to the Manager Human Resources"



Conference & Training Attendance Policy

Policy Number:	PL-HR025
Department:	Executive
Section:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	20 April 2009
Date to be Reviewed:	24 March 30 May 2015 Within six months of Quadrennial election
Date Reviewed:	24 March 30 May 2014 14 July 2014
Date Rescinded:	nil

REVISION RECORD

Date	Version	Revision description
09.2012		Annual Review
07/14 2014		Annual Review

Conference & Training Attendance Policy

Policy no: PL-HR025

Updated ~~14 July 2014~~ 19 June 2014 ~~13 June 2014~~ 24 March 2014 14 July 2014

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Conference & Training Attendance Policy

Policy no: PL-HR025

Updated: ~~14 July 2014~~ ~~19 June 2014~~ ~~13 June 2014~~ ~~14 March 2014~~ 14 July 2014

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1 Policy Background

Southern Downs Regional Council supports the professional development of all employees through attendance at industry relevant conferences, seminars, workshops etc.

2 Purpose

- 2.1 To provide clear guidelines in relation to attendance and participation at conferences and seminars etc. at the local, regional, state, national and international level where applicable, by Council employees to pursue the following outcomes and benefits:
- a) *Continuing professional development;*
 - b) *Organisational capacity building;*
 - c) *Inter-agency and organisational partnership and relationship building;*
 - d) *Promotion of Council activities, projects and programs.*
- 2.2 To provide clear guidelines in relation to provision of accommodation related to attendance at conferences / seminars.
- 2.3 To provide clear guidelines in relation to travel arrangements related to attendance at conferences/seminars
- 2.4 To provide clear guidelines for Council staff in relation to their authority to incur expenses related to attendance at conferences and seminars including the extent of discretion exercisable by delegates under such circumstances.
- 2.5 To detail the reporting requirements and other obligations of staff on their return from attendance at a conference or seminar.

3 Scope

All Southern Downs Regional Council staff, unless otherwise authorised by the Chief Executive Officer.

4 Legislative Context

- n/a

5 Policy Details

5.1 Eligibility to Attend Events

5.1.1 Approval for attendance at events shall be granted by the relevant Director as per the following guidelines:

- (i) Attendance at events within reasonable vehicle travel distance open to all staff subject to standard approval procedures.

Conference & Training Attendance Policy

Policy no: PL-HR025

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- (b) Attendance at events where air travel required within Queensland open to Senior Managers, Directors and CEO subject to standard approval procedures. Other staff may seek special consideration for approval through the relevant Director.
- (c) Attendance at events where air travel required outside Queensland open to Directors and CEO subject to standard approval procedures. Other staff may seek special consideration for approval through the relevant Director.
- (d) Attendance at events where international travel is required open to CEO on approval at General Council meeting. Other staff may seek special consideration for approval at General Council meeting.

5.1.2 In each instance the relevant Director will have regard to Council's Annual Training Plan and:

- (a) The benefit of the event to the individual staff member and to the organisation as a whole;
- (b) The relevance of the subject matter, encompassing technical content and personal / professional development, to the staff members' responsibility and position within Council;
- (c) The relevance of the subject matter to the operation of, and introduction of new ideas to, Council;
- (d) The costs of attendance and any existing budget provisions; and
- (e) The recommendations of supervisors where applicable.

5.1.3 With the exception of the Chief Executive Officer, where a staff member attends an event as a presenter, approval must be sought in principle from the relevant Director or the Chief Executive Officer and the content of the paper approved by the relevant Manager or Director.

5.1.4 ~~In accordance with Council's Enterprise Bargaining Agreement, where possible, training and skill development will be carried out in normal working hours. Travel time outside of normal working hours will not be paid to employees attending an event that is not a requirement of their job.~~

~~Travel time outside of normal working hours will only be paid for mandatory training.~~

5.2 Provision of Accommodation Related to Approved Event Attendance

5.2.1 In all cases the relevant Director shall assess the reasonableness of all accommodation requests and costs in accordance with budgetary considerations and the defined outcomes of the Council's Annual Training Plan.

5.2.2 Accommodation shall be provided for Council staff attending events where:

- (a) The event exceeds one day's duration and is more than 150km from the delegate's place of residence
- (b) The event is one day or less in duration but travel to and from the event will fall outside hours considered reasonable in a standard day's work.

6.2.3 Where an event is staged at a complex and in house accommodation is offered, delegates may avail themselves of this offer subject to 6.2.1

6.2.4 Accommodation is to be arranged through the Personal Assistant of the Directorate to which the event relates.

6.3 Authority of Delegates to Incur Expenses related to Approved Event Attendance

6.3.1 Meals

6.3.1.1 Council will meet the cost of delegates' meals for the duration of the event and whilst travelling to and from the event subject to 6.3.1.2 and 6.3.1.3

6.3.1.2 Where meals are provided as part of the event Council will not meet the cost of alternative meals chosen by the delegate.

6.3.1.3 Where meals are not provided as part of the event, staff will be reimbursed for reasonable expenses when they produce a valid tax invoice (generally in line with the meal allowance limits detailed below)

6.3.1.4 If an employee, for some legitimate reason, is unable to produce a tax invoice and seeks reimbursement for meals while attending an event, he/she may claim up to a maximum of the following meal allowance amounts:

- Breakfast \$33.65/24.39
- Lunch \$26.66/20.00
- Dinner \$45.60/47.76

Meal limits are in accordance with Taxation Determination TD 2014/139 and will escalate in line with future Taxation Determinations as issued by the ATO from time to time.

6.3.1.5 Employees are entitled to be reimbursed for transfer costs (e.g. taxi fares, parking tickets) associated with travelling to events.

5.4 Travel

~~5.4.1.1 In accordance with Council's Enterprise Bargaining Agreement, where possible, training and skill development will be carried out in normal working hours. Travel time outside of normal working hours will not be paid to employees attending an event that is not a requirement of their job.~~

~~Travel time outside of normal working hours will only be paid for mandatory events.~~

5.4

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5.4.1.2 Motor Vehicles

~~5.4.1.2.1 Where travelling by car, the delegate should, if necessary, arrange with the Personal Assistant to which the event relates for the provision of access to a Council vehicle through Council's Pool Car Booking System.~~

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Conference & Training Attendance Policy

Policy no: PL-HR025

Updated ~~14 July 2014~~ 19 June 2014 13 June 2014 24 March 2014 14 July 2014

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5.4.35.4.2.2 Reimbursement for the use of a private vehicle will only be made in exceptional circumstances and where agreed to by the relevant Director prior to the trip.

5.4.35.4.2.3 Car parking fees and tolls relative to attendance at the event will be reimbursed by Council

5.4.35.4.3 Public Transport

5.4.35.4.3.1 Council will reimburse all fares for rail, taxi, bus and ferries etc where the travel is directly related to the delegate's attendance at the event.

5.4.35.4.4 Airfares

5.4.35.4.4.1 Where travel is by air, all bookings must be made through the Personal Assistant of the Directorate to which the event relates.

5.4.35.4.4.2 All bookings will be economy class.

5.5 Reporting Requirements and other Obligations Upon Delegates' Return

5.5.1 Reporting of Outcomes

5.5.1.1 It is the responsibility of the delegate to ensure that learnings from the event are shared within the workplace and the delegate should determine the best method of so doing i.e. discussion, workshop, written recommendations etc.

5.5.1.2 Where the learning outcomes from the event may have significant statutory impact on Council's operations the delegate must prepare a report to the relevant Committee for consideration at the next Committee Meeting.

5.5.1.3 Delegates are required to complete a short evaluation form for the event to assist Council with future consideration of event attendance.

6 Definitions

Term	Meaning
Event	Event shall refer to any conference, training, seminar, workshop or other industry related meeting arranged by an organisation other than the Southern Downs Regional Council for the purpose of disseminating and discussing information relevant to the operation and management of Council's regular activities.
Delegate	Delegate shall refer to any staff member of the Southern Downs Regional Council approved to attend an event.
Council	Council shall refer to the organisation of the Southern Downs Regional Council

Conference & Training Attendance Policy

Policy no: PL-HR025

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7 Related Documents

- SDRC Enterprise Agreement
- Conference & Training Administrative Policy
- Attendance Request Form
- Evaluation Form

8 References

- n/a.



Field Staff Uniform Policy

Policy Number:	PL-HR026
Department:	Executive
Sections:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	20 April 2009
Date to be Reviewed:	<u>30 May 2015 Within six months of Quinquennial election</u>
Date Reviewed:	<u>November 2011</u> <u>30 May 14 July 2014</u>
Date Rescinded:	nil

REVISION RECORD

Date	Version	Revision description
09.2012		Annual Review
<u>05/2014</u>		<u>Annual Review</u>

Field Staff Uniform Policy

Policy no: PL-HR026

Updated ~~30 October 2012~~ Mar 2014 14 July 2014 Page 1 - 0

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1 Policy Background

n/a

2 Purpose

The purpose of this Policy is to document the uniform entitlements of the field staff and outline the responsibilities of both the Council and the employee for the purchase and use of the uniform.

This policy does not address items utilised for Personal Protective Equipment (PPE), eg items of apparel such as hats, safety glasses, ear protection, overalls etc (refer to Safety Handbook).

3 Scope

This Policy applies to employees working in the field and their supervisors, Local Laws Officers and Facilities Officers.

Other employees who spend a significant proportion of their time working in the field, such as staff with inspection duties, may by written agreement, access these entitlements in lieu of Corporate Uniform entitlements.

4 Legislative Context

- N/A

5 Policy Details

Permanent employees have a compulsory component to their uniform and subsidised assistance to purchase additional approved clothing items if desired.

5.1 Field Staff, Local Laws Officers & Facilities Officers

5.1.1 Work-shirts - Compulsory

Permanent field staff are issued with three (3) high-visibility Council work shirts on commencement, and two (2) additional ones following the completion of the probationary period. A combination of cotton drill and polo shirts are available. These shirts are to be replaced on a wear and tear basis. The colour of the work shirts are determined by workplace health and safety considerations.

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5.1.2 Cotton Drill Shirts - Compulsory

The permanent field staff that spend more than 25% of their time inside, for example Supervisors, Workshop employees, Local Laws Officers and Facilities Officers are issued with three (3) ~~blue~~ work shirts on commencement, and two (2) additional ones following the completion of the probationary period. These shirts are to be replaced on a wear and tear basis, which are replaced on a wear and tear basis.

These employees must wear safety vests when working in a high risk environment.

Supervisors, Workshop employees, Local Laws Officers and Facilities Officers may elect to wear high-visibility Council work shirts if preferred.

5.1.3 Jackets

The permanent field staff, Local Laws Officers and Facilities Officers are issued with a protective (windbreaker) jacket. A short style and a longer thicker jacket is available. Only one style of jacket per financial year is available. Employees can select either style jacket. Once both long and short jackets have been issued to an employee, they will be replaced on a wear and tear basis only, during any one financial year.

Workshop employees and ~~Seaside~~ employees are issued with dark jackets.

Jackets are also available to Engineers and Technical Officers who are required to regularly travel out into the field.

5.1.4 Overalls

Five (5) pairs of overalls are issued to permanent ~~Workshop-based~~ workshop employees annually, replaced on a wear and tear basis.

~~From 1 January 2012 all Workshop staff will be issued with 0 overalls to will be replaced on a wear and tear basis and laundering arrangements will cease.~~

Two additional items of clothing are also issued.

5.2 Local Laws Officers & Facilities Officer - Compulsory

In addition to work-shirts these officers are issued with three (3) pairs of trousers on commencement. The trousers are to be replaced on a wear and tear basis. The colour of the trousers is navy and will be provided by a local supplier.

5.3 Field Staff - Temporary

The temporary field staff are issued with three (3) Council work shirts on commencement. These shirts are to be replaced on a wear and tear basis. The colour of the workshirts are determined by ~~workplace~~ health and safety considerations.

Jackets are available to temporary field staff on the basis that 50% of the cost of the jacket is paid by the employee via payroll deduction ~~from the employee's termination pay~~. If the temporary

employee becomes permanent, ~~Council will reimburse the employee the 50% cost of the jacket previously paid - no reimbursement is required.~~

5.4 Casuals

The Director has the authority to authorise casual employees with a maximum of two garments, which are replaced on a wear and tear basis as required.

5.5 Additional Clothing – Non-compulsory

In addition Council grants a 50% subsidy to a maximum of \$140 per annum, to permanent full-time field staff, facilities officers and local laws officers for the purchase of a range of approved clothing available under the Local Buy contract.

Approved clothing includes jeans, trousers, shorts, jackets and vests.

5.6 Safety Boots

Safety Boots are not part of Council's safety clothing equipment issue, however, Council will partly subsidise the cost to purchase safety boots to a maximum of \$150 per annum (as amended from time to time).

Staff can utilise the non compulsory component of their uniform entitlement towards the purchase of safety boots.

The subsidy is only available to permanent employees and trainees.

5.7 Responsibilities

Council is responsible for:

- maintaining records relating to the employees' uniform allocation; and
- ensuring that stock levels are adequate for field staff uniforms.
- collection and disposal of terminated employee's uniforms.
- The Policy is reviewed annually in-conjunction with the uniform committee.

Field staff are responsible for:

- Advising the stores area that their uniform needs to be replaced, by bringing in the item to be replaced to the stores department.
- All employees are expected to take reasonable and responsible care of clothing provided to them by Council, in accordance with the obligations of workers as specified in the Workplace Health and Safety Legislation. This specifically includes not cutting or tearing Council work shirt sleeves.
- Uniform items are to be returned to the Stores, on termination of employment with Council.

Any breach of this policy will result in the normal disciplinary procedures being followed.

Field Staff Uniform Policy

Policy no: PL-HR026

Updated ~~30 October 2012~~ ~~Mar 2014~~ 14 July 2014 Page 5 - 6

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6 Definitions

n/a

7 Related Documents

- Personal Protective Equipment Policy
- ~~Report ABCD~~ Work Health & Safety Policy

8 References

n/a

Field Staff Uniform Policy

Policy no: PL-HR026

Updated ~~30 October 2012~~ ~~Mar 2014~~ 14 July 2014 Page 6 - 6

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Parental Leave Policy

Policy Number:	PL-HR031
Department:	Executive
Section:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	5 October 2009
Date to be Reviewed:	30 May 2015 Within six months of Quadrennial election
Date Reviewed:	30 May 14 July 2014
Date Reconfirmed:	n/a

REVISION RECORD

Date	Version	Revision description
Oct 12		Annual Review
05/2014		Annual review

Parental Leave Policy

Policy no: *PL-HR031*

Updated: ~~14 July 2014~~ ~~18 June 2014~~ ~~13 June 2014~~ ~~30 May 2014~~ 14 July 2014

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Parental Leave Policy

Policy no: PL-HR031

Updated: ~~14 July 2014~~ ~~18 June 2014~~ ~~13 June 2014~~ ~~30 May 2014~~ 14 July 2014

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1 Policy Background

n/a

2 Purpose

To provide clear guidelines in relation to entitlement to take parental leave and to detail the obligations of employee and employer in regard to the leave.

3 Scope

All Southern Downs Regional Council permanent staff, contract staff, and eligible casual employees.

4 Legislative Context

- SDRC Enterprise Agreement
- Queensland Local Government Officers' Award 1998,
- Local Government Employees Award – State 2003
- Family Leave Award 2012

5 Policy Details

5.1 Basic Entitlement

After 12 months continuous service, parents are entitled to a combined total of 52 weeks parental leave on a shared basis in relation to the birth or adoption of their child.

The total period of leave available on any one occasion is 52 weeks inclusive of the type of leave taken, which includes unpaid leave, paid maternity leave or leave for the primary caregiver, paid paternity or spousal adoption leave, annual leave and/or long service leave.

Parental leave is available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take an unbroken period of up to one week at the time of the birth of the child, or up to three weeks at the time of placement of an adopted child.

Generally parental leave should not extend beyond one (1) year, or if an application for extension is agreed to, then beyond two (2) years.

Parental Leave Policy

Policy no: PL-HR031

Updated: ~~14 July 2014~~ ~~18 June 2014~~ ~~13 June 2014~~ ~~30 May 2014~~ 14 July 2014

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5.2 Notification and Documentation

5.2.1 Maternity Leave

The employee must give the employer:

- (a) at least ten (10) weeks written notice of intention to take the leave; and
- (b) at least four (4) weeks written notice of the dates on which she wants to start and end the leave.
- (c) a doctors certificate confirming that she is pregnant and the expected date of birth; and
- (d) a statutory declaration by the employee stating the period of any parental leave sought by her spouse.

5.2.2 Spousal Leave

The employee must give the employer:

- (a) for long spousal leave, at least ten (10) weeks written notice of intention to take the leave; and
- (b) at least four (4) weeks written notice of the dates on which the employee wants to start and end the leave.
- (c) a doctor's certificate confirming that the employee's spouse is pregnant and the expected date of birth; and
- (d) for long spousal leave, a statutory declaration by the employee stating:
 - (i) the period of any maternity leave sought by the employees spouse; and
 - (ii) the employee is seeking the leave to be the child's primary caregiver.

5.2.3 Adoption leave

The employee must give the employer:

- (a) for long adoption leave, written notice of any approval to adopt a child at least ten (10) weeks before the expected date of placement of the child for adoption purposes;
- (b) written notice of the dates on which the employee wants to start and end the leave, as soon as practicable after the employee is notified of the expected placement date, but in any case, at least fourteen (14) days before starting the leave.
- (c) a statement from an adoption agency of the expected placement date; and
- (d) for long adoption leave, a statutory declaration by the employee stating:
 - (i) the period of any adoption leave sought by the employee's spouse; and
 - (ii) the employee is seeking the leave to be the child's primary care giver.

5.3 Variation of the Period of Parental Leave

An employee may change the period of parental leave on one occasion, provided at least fourteen days (14) written notice is given prior to the commencement of the changed arrangements.

Parental Leave Policy

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5.4 Parental leave and Other Entitlements

The total period of parental leave available to an employee on any one occasion shall not exceed 52 weeks, **or if an application for extension is agreed to, then beyond two (2) years.**

This is inclusive of paid leave for the primary caregiver, and any annual leave or long service leave taken.

Paid Leave for the primary caregiver is available to employees on the following basis:

- (a) 2 weeks paid leave after completing a minimum of two years continuous service with Council;
- (b) 4 weeks paid leave after completing a minimum of 4 years continuous service with Council.

Such leave may be taken at double the length of time at half pay.

Employees with 12 months continuous service are entitled to ten days spousal leave which is taken from the employees personal (sick) leave entitlements.

5.5 Right to Request

An employee has the right to request;

- to extend the period of simultaneous unpaid parental leave up to a maximum of eight weeks;
- to extend the period of unpaid parental leave for up to an additional 12 months;
- to return from a period of parental leave on a part-time basis until the child reaches school age.

Council will consider the request in relation to the employee's parental responsibilities and circumstances.

Approval can not be assumed and will be based on the effect the employee changing their working arrangements will have

- on the department
- on the workplace and/or
- on Council's business

Factors considered include cost to Council, lack of adequate replacement staff, loss of efficiency and the impact on customer service. Each situation will be assessed individually.

The request and response from Council must be in writing.

Parental Leave Policy

Policy no: PL-HR031

Updated: ~~14 July 2014~~ ~~18 June 2014~~ ~~13 June 2014~~ ~~30 May 2014~~ 14 July 2014

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5.6 Returning to Work

Four weeks prior to the expiration of parental leave an employee must notify their supervisor of their intention to return to work.

Where an employee has requested to return to work part-time, notice must be provided at least seven weeks prior to the date upon which the employee is due to return to work from parental leave.

An employee will be entitled to the position which they held immediately before proceeding on parental leave.

Where this position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee will be entitled to a position as nearly comparable in status and pay to that of their former position.

However, if the employee is taking up part time work, the work to be performed part-time does not need to be the work performed by the employee in their position preceding the taking of parental leave.

5.7 Replacement Employees

A replacement employee is an employee specifically engaged or temporarily promoted or transferred, as a result of an employee proceeding on parental leave.

A replacement employee will be informed of the temporary nature of their employment and of the rights of the employee who is being replaced.

5.8 Permanent Employees without Twelve Months Service

Employees without 12 months continuous service with Council are not entitled to paid or unpaid parental leave.

In limited circumstances with the Chief Executive Officer's approval an employee may be entitled to take three months leave without pay. Approval will be based on the employees work performance and the ability to recruit a replacement employee.

If approval is granted the maximum leave of absence is three months inclusive of any accrued annual leave or RDO's. There is no right to request an extension of this leave or to return to work on a part time basis or different employment arrangement.

6 Definitions

Term	Meaning
Continuous Service	Continuous service means the employee must have at least 12 months service with Council prior to the date upon which he/she commences parental leave.
Eligible Casual Employee	Eligible casual employee means a long term casual employee who has been employed on a regular and systematic basis for at least 12 months, and has a reasonable expectation of ongoing employment.
Employee	Employee includes a part-time employee, an employee engaged on a contract or an eligible casual employee, who has at least 12 months continuous service.
Long Parental Leave	Long parental leave means: (a) for a pregnant employee-maternity leave; or (b) for an employee whose spouse gives birth - leave taken by the employee to enable the employee to be the child's primary caregiver
Parental Leave	Parental leave means long and short maternity leave, long and short spousal leave, long and short adoption leave or long or short surrogacy leave, but excludes special maternity, special adoption and special surrogacy leave
Primary Care Giver	Primary care giver under the provisions of the Family Leave Award, means a person who assumes the principal role of providing care and attention to a child.
Short Spousal Leave	Short spousal leave means leave taken by an employee, in connection with the birth of a child of the employee's spouse, at the time of: (a) the birth of the child; or (b) the other termination of the pregnancy
Spouse	Spouse includes a de facto spouse, spouse of the same sex or a former spouse.

7 Related Documents

- n/a

8 References

- n/a

Parental Leave Policy

Policy no: PL-HR031

Updated: ~~14 July 2014~~ ~~18 June 2014~~ ~~13 June 2014~~ ~~30 May 2014~~ 14 July 2014

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Study Assistance Policy

Policy Number:	PL-HR032
Department:	Executive
Sections:	Human Resources
Responsible Manager:	Human Resources Manager
Date Adopted:	5 October 2009
Date to be Reviewed:	18 October 2011 30 May 2015 <u>Within six months of Quadrennial election</u>
Date Reviewed:	18 October 2012 30 May 2014 <u>14 July 2014</u>
Date Rescinded:	nil

REVISION RECORD

Date	Version	Revision description
08.2012		Annual Review
07.5.2014		Annual review

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Study Assistance Policy

Policy no: PL-HR032

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Study Assistance Policy

Policy no: PL-HR032

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1 Policy Background

The Queensland Local Government Officers' Award (1998) provides for assistance to employees of local government authorities undertaking approved courses of study.

The Southern Downs Regional Council supports the advancement of Officers' skills and knowledge and provides assistance to employees seeking to undertake further study.

2 Purpose

The purpose of this policy is to outline the conditions for Council approved study assistance and/or financial support for courses of study or training undertaken by Council employees.

3 Scope

This policy applies to study undertaken as a requirement of employment and also to elective training and development undertaken by Council Officers who are seeking to improve their skills base and value to the organisation.

In return for Council approved assistance, the Officers' commitment will involve study and skills development outside of standard working hours.

This policy does not apply to regular workplace training conducted by Council for the purposes of ensuring Council Officers are adequately skilled to perform their job requirements.

4 Legislative Context

- ~~Legislation name~~ Queensland Local Government Officers' Award 1998

5 Policy Details

5.1 Description of Categories of Assistance

5.1.1 Category One

A course undertaken as a condition of the Officers' employment.

For example as an Apprenticeship, Traineeship or other course of study the Council requires the employee to complete. Normally these requirements are detailed in the letter offering employment.

5.1.2 Category Two

A course which is directly relevant to the Officer's area of work and the skills or qualifications determined by the Council as being appropriate to that area of work.

Study Assistance Policy

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For example a qualification that will immediately expand the capacity of the Officer in his / her day to day conduct of Council responsibilities during the course of study. The qualification will also assist the Council in the development of its Officers by providing the Officer the ability to compete for higher level positions within the Council.

5.1.3 Category Three

A course demonstrated to the satisfaction of the Council to be directly relevant to local government. The content of such course shall have specific application to functions and processes carried out by Local Authorities.

For example a qualification that will benefit the Council and the Officer by improving the Officer's professionalism, general knowledge and skills for conduct of Council duties and responsibilities.

5.2 Level of Assistance Provided

5.2.1 Category One

5.2.1.1 Study Leave during working week

Paid study leave will be determined by the Human Resources Manager in conjunction with the Director with regard to course requirements.

5.2.1.2 Examinations

Time off with pay to attend scheduled examinations. Officer must attach the Institute's examination advice with application for leave form. Officer can negotiate two days unpaid exam preparation leave with their Supervisor.

5.2.1.3 Thesis and Research Project Leave

Officer can accrue a maximum of two weeks paid Study Leave as Project Leave per calendar year. RDOs are considered to be taken and will not accrue during Project Leave. Approval for leave is to be determined by the Director having regard to operational requirements.

5.2.1.4 Fees / Charges paid by Council

All compulsory institution fees plus 100% of up-front HELP or tuition fees.
100% of on-campus accommodation costs incurred attending compulsory residential school or equivalent. Travel reimbursement equivalent to economy class bus or train fare for attending compulsory residential school.

5.2.1.5 Fees / Charges paid by Officer

Non compulsory institution fees.

5.2.1.6 Residential Schools

Two weeks (10 days) paid leave per year to attend compulsory residential schools or "Intensive Semesters".

Officer can negotiate for unpaid leave to attend non-compulsory residential schools.

RDOs are considered to be taken and will not accrue during Residential School Leave. The officer must provide no less than 4 weeks notice of leave request.

5.2.1.7 Texts and Materials

Reimbursement of up to \$75 per subject upon presentation of receipts and successful completion of subject.

5.2.2 Category Two

5.2.2.1 Study Leave during working week

Up to 6 hours per week including travel time, paid Study Leave during academic semesters to attend lectures, tutorials or practicals.

Officers are expected to make maximum use of RDO entitlements to attend classes held in ordinary working hours.

Officers must provide evidence that classes / lectures are not available out of hours or externally to access paid study leave.

5.2.2.2 Examinations

Time off with pay to attend scheduled examinations. Officer must attach the Institute's examination advice with application for leave form. Officer can negotiate two days unpaid exam preparation leave with their Supervisor.

5.2.2.3 Thesis and Research Project Leave

Officer can accrue a maximum of two weeks paid Study Leave as Project Leave per calendar year. RDOs are considered to be taken and will not accrue during Project Leave. Approval for leave is to be determined by the Director having regard to operational requirements.

5.2.2.4 Fees / Charges paid by Council

All compulsory institution fees plus 50% of up-front HELP or tuition fees.

5.2.2.5 Fees / Charges paid by Officer

Non-compulsory institution fees.

Accommodation and travel costs associated with attending residential schools.

5.2.2.6 Residential Schools

Two weeks (10 days) paid leave per year to attend compulsory residential schools or "Intensive Semesters".

Officer can negotiate for unpaid leave to attend non-compulsory residential schools.

RDOs are to be taken and will not accrue during Residential School Leave. The officer must provide no less than 4 weeks notice of leave request.

5.2.2.7 Texts and Materials

Reimbursement of up to \$75 per subject upon presentation of receipts and successful completion of subject.

5.2.3 Category Three

5.2.3.1 Study Leave during working week

Up to 5 hours per week including travel time, paid Study Leave during academic semesters to attend lectures, tutorials or practicals.

Officers are expected to make maximum use of RDO entitlements to attend classes held in ordinary working hours.

Officers must provide evidence that classes / lectures are not available out of hours or externally to access paid study leave.

5.2.3.2 Examinations

Time off with pay to attend scheduled examinations. Officer must attach the Institute's examination advice with application for leave form. Officer can negotiate two days unpaid exam preparation leave with their Supervisor.

5.2.3.3 Thesis and Research Project Leave

To be taken as Annual Leave or unpaid leave. Normal requirements for leave applications apply.

5.2.3.4 Fees / Charges paid by Council

All compulsory institution fees plus 33.3% of up-front HELP or tuition fees.

5.2.3.5 Fees / Charges paid by Officer

Non-compulsory institution fees.

Accommodation and travel costs associated with attending residential schools.

5.2.3.6 Residential Schools

One week (5 days) paid leave per year to attend compulsory residential schools or "Intensive Semesters".

Officer can negotiate for unpaid leave to attend non-compulsory residential schools.

RDOs are to be taken and will not accrue during Residential School Leave. The officer must provide no less than 4 weeks notice of leave request.

5.2.3.7 Texts and Materials

Reimbursement of up to \$50 per subject upon presentation of receipts and successful completion of subject.

5.3 Application and Approval Process for Categories Two and Three

Applications for Study Assistance must be made by the Officer to their Director. Refer to Study Assistance Administrative Policy for application process details.

5.4 Reimbursements and Advance Payments

Refer to Study Assistance Administrative Policy for reimbursement process details.

5.4.1 HELP / Tuition Fees

- 5.4.1.1 Percentages of HELP fees paid, as outlined in section 2, will be calculated on the value of the discounted "Up-front" payment option, regardless of whether the Officer elects to pay the fees up-front or to defer HELP through the loan system.
- 5.4.1.2 If the Officer incurs a fail or withdraws from a subject without approval, the Officer is responsible for the repayment of any HELP / tuition fees already paid.
- 5.4.1.3 Officers receiving advance payments for Study Assistance from Council will be required to complete a Payroll Deduction Authority form authorising the repayment of said fees from their wage. The Officer has the right to negotiate a lump sum repayment in lieu of payroll deductions if desired.
- 5.4.1.4 If an officer is undertaking further study following a failure or withdrawal, any amount outstanding to Council may be deducted from subsequent HELP / Tuition fee support until such time as the amount is repaid. This is additional to, and does not replace, the arrangements for repayment outlined in 4.1.3.
- 5.4.1.5 When an officer is required to reimburse the Council for failed or withdrawn subjects, any other form of financial support related to the Officer's studies will be suspended until suitable arrangements are in place to reimburse Council.
- 5.4.1.6 It is the responsibility of the Officer to correctly complete all enrolment, HELP, Australian Tax Office and other documentation relevant to their study.

5.4.2 All Other Reimbursements

All reimbursements other than those outlined in 4.1 will be made at the end of each semester or academic year.

5.5 Duration of Approved Student Status

Approval for the course of studies will remain continuous if:

- The Officer is successfully completing the course requirements and is undertaking subjects at a rate that will ensure completion within the time frames required by the institution.
- The work performance and progress of the Officer in his / her job requirements remains satisfactory.

The Officer may be required to show cause why Study Assistance should not be withdrawn if:

- The Officer fails to enroll and undertake studies for two consecutive semesters.
- The Officer fails two or more subjects or repeatedly fails the same subject.

- The work performance and progress of the Officer in his / her job has become unsatisfactory.

5.6 Evidence of Progression

The Officer will be required to provide copies of results for all subjects undertaken to the Human Resources Manager at the end of each semester, within two weeks of receiving these results.

5.7 Promotions

Successful completion of qualifications or courses of study under this policy will not automatically lead to or entitle the Officer to a promotion, unless stated in the Officer's contract of employment.

5.8 Termination of Employment

No continuing entitlement to any financial assistance or other benefit under this policy will exist once an Officer has left the employment of the Council by way of resignation, retirement, redundancy or dismissal for incapacity or misbehaviour.

In the event an Officer who has studied or is studying a course approved under this policy terminates employment with Council (as outlined above), before completion or within one year of completion (except where otherwise specified) the following conditions will apply:

5.8.1 Category One Approvals

Costs associated with subjects not completed as at the termination of employment will not be reimbursed.

In accordance with any agreements signed as part of the offer of employment, HELP / tuition fees paid to or on behalf of the Officer may be recovered firstly from the termination pay. Any balance that remains owing will be repaid by the Officer.

5.8.2 Category Two and Three Approvals

Costs associated with subjects not completed as at the termination of employment will not be reimbursed.

HELP / tuition fees paid to or on behalf of the Officer for subjects incomplete at the time of termination will be recovered firstly from the termination pay. Any balance that remains owing will be repaid by the Officer.

The Officer will be required to reimburse the Council for 50% of the financial assistance received over and above Award entitlements. As at last date of revision (~~September 2012~~ ~~May 2014~~ **JULY 2014**), the Award entitlement for financial assistance is \$200 per annum plus compulsory institution fees. Where a reimbursement payment is not received prior to payment of the Officer's termination pay, the Council is entitled to deduct monies owing from the Officer's termination pay.

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5.9 Grievances

Any grievances arising from the provision or otherwise of Study Assistance should be pursued as per the Southern Downs Regional Council Grievance Procedure.

6 Definitions

Term	Meaning
Compulsory institution fees	all fees necessary for enrolment including Student Union fees where compulsory required for enrolment and TAPE enrolment fees.
HELP	Higher Education Loan Program.
Non compulsory institution fees	non compulsory fees associated with enrolment including fees associated with repeating failed subjects, subjects withdrawn after the census date without Director's approval, supplementary examinations or assessments, late enrolments and entry.
RDO	Rostered day off as per Officer's entitlement under terms of employment.
Texts and Materials	includes textbooks, consumable materials and recommended equipment such as calculators, drawing equipment etc.

7 Related Documents

- SDRC Enterprise Agreement
- Study Assistance Administrative Policy

8 References

n/a

Study Assistance Policy


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8.6 BCS - Amendment to Subordinate Local Law No. 1.4 (Installation of Advertising Devices)

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Corporate Services Governance Officer	File Ref: 19.09

Recommendation

THAT Council

1. Determine that the proposed amendments to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) do not affect anti-competitive provisions due to the fact that the maximum number of signs allowed on each allotment is increasing from one to three.
2. Determine that the proposed amendments to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) are insubstantial and by resolution:
 - a. define what the insubstantial change is and why it is considered insubstantial; and
 - b. make Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014.

Report

At the Council Meeting held on 28 May 2014, Council resolved to amend Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011, Schedule 3, Section 3 (2) (b) to permit a maximum of 3 signs for each allotment. Attached is Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014 which effects this amendment.

In order to facilitate this process, Council must follow the steps outlined in its Local Law Making Process. This process requires Council to decide, by resolution, if the proposed subordinate local law only amends an existing subordinate local law by making an insubstantial change and if the amendment does not affect an anti-competitive provision. Section 15 (1) of the *Local Government Regulation 2012* defines an anti-competitive provision as creating a barrier to entry to a market or competition within a market if a local government, applying the competition policy guidelines, identifies the provision as creating one of those barriers.

If the change is insubstantial or does not affect an anti-competitive provision, consultation with the public community in relation to the proposed amendment is not required, however Council must, by resolution, define what the insubstantial change is and why it is considered insubstantial.

If Council considers that the change is substantial, Council must consult with the public about the proposed subordinate local law for at least 21 days, in accordance with its Local Law Making Process. Additionally, if the change contains an anti-competitive provision, it must comply with the procedures prescribed under section 15 of the *Local Government Regulation 2012*, which are outlined in the Department of Local Government, Community Recovery and Resilience's 'National

Competition Policy Guidelines for conducting reviews on anti-competitive provisions in local laws'. This is an administrative procedure carried out by staff, with the results to be provided to Council.

Budget Implications

Nil.

Policy Consideration

Nil.

Community Engagement

Nil.

Legislation/Local Law

Chapter 3, Part 1 of the *Local Government Act* and Chapter 3, Part 1 of the *Local Government Regulation 2012*

Options

1. Determine that the proposed amendments to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) do not affect anti-competitive provisions due to the fact that the maximum number of signs allowed on each allotment is increasing from one to three.
2. Determine that the proposed amendments to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) are insubstantial and by resolution:
 - a. define what the insubstantial change is and why it is considered insubstantial; and
 - b. make Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014.
3. Determine that the proposed amendments to Subordinate Local Law No. 1.4 (Installation of Advertising Devices) are substantial and:
 - a. by resolution propose to make Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014; and
 - b. proceed with public consultation as described in Council's Local Law Making Process.

Attachments

1. Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014 [View](#)

**SOUTHERN DOWNS REGIONAL COUNCIL
SUBORDINATE LOCAL LAW No. 1.4.1
(AMENDMENT OF SUBORDINATE LOCAL LAW No. 1.4)
2014**

SUMMARY OF PROVISIONS

PART 1 - PRELIMINARY

- 1. Title**
- 2. Local Law allowing the subordinate local law to be made**
- 3. Commencement**
- 4. Purpose and general effect of the subordinate local law**

PART 2 - AMENDMENT

- 5. Amendment of Schedule 3, Section 3(2)(b)**

**SOUTHERN DOWNS REGIONAL COUNCIL
SUBORDINATE LOCAL LAW No. 1.4.1
(AMENDMENT OF SUBORDINATE
LOCAL LAW No. 1.4
2014**

This Subordinate Local Law is to be read with Local Law No. 1 (Administration)
made by Council resolution on 12 December 2011

PART 1 - PRELIMINARY

Title

1. This subordinate local law may be cited as Subordinate Local Law No. 1.4.1 (Amendment of Subordinate Local Law No. 1.4) 2014

Local Law allowing the subordinate local law to be made

2. The making of the provisions in this subordinate local law is authorised by *Local Law No. 1 (Administration) 2011* (the *authorising local law*).

Commencement

3. This subordinate local law commences on 26 June 2014.

Purpose and general effect of the subordinate local law

4. The objects of this subordinate local law are:-
 - a. to amend Schedule 3 of Subordinate Local Law No.1.4 (Installation of Advertising Devices) 2011 by amending Schedule 3, Section 3(2)(b) to permit a maximum of 3 signs for each allotment.


PART 2 - AMENDMENT

Amendment of Schedule 3

5. Schedule 3 is amended so that:-
 - a. Section 3(2)(b) the number '1' after exceed be removed and the number '3' inserted.

8.7 BCS - Allora Freehold Land

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Corporate Services	File Ref: 05.09; 1516182

Recommendation

THAT Council

1. Advertise 'Expressions of Interest' (EOI) for the purchase of Council owned land, Lots 57 and 58 on RP68, situated at Allora.
2. Grant delegated authority to the Chief Executive Officer to apply to the minister for an exemption from tendering under Section 236 of the *Local Government Regulation 2012* following the EOI process.

Report

Council has received a request from an adjoining landowner to Lot 58 on RP68 wishing to purchase the whole of or a portion of this Lot. This Lot is a long narrow block (approx. 140m x 6m) of 850m² located between Darling & Geck Streets, Allora. The adjoining landowner is planning to sub-divide his property and upon acquiring Council's land, utilise this as access.

It should be noted that Council also owns an almost identical block i.e. Lot 57 RP68 located immediately south of Lot 58 RP68, with South Street as the southern border. Lot 57 is also a long narrow block (approx. 142m x 6m) with an area of 857m². Appropriate consideration should be also given to the future use of this Lot.

These Lots were acquired for arrears of rates in November 2002. These two freehold Lots of land are obviously utilised as laneways by adjoining residents. Council has previously considered the future of this land in 2010 and 2011 with the following outcomes:

Council Meeting held on 27 October 2010 resolved as follows:

11.50 Easement application at Allora – Lot 58 RP68

THAT the report of the Risk & Property Coordinator dated 5 October 2010 in relation to Easement application at Allora – Lot 58 RP68 be received and that Council:

1. *Advises Max and Rhonda Holmes that Council will not approve an access easement over Lot 58 RP68.*
2. *Requests officers to present a report to the November meeting of Council outlining the issues relating to the potential sale of Lot 58 RP68 should Council decide to offer the land for sale by tender.*

Resolution Moved Cr M McMurtrie Seconded Cr C Gow Carried

At the Council Meeting held on 24 November 2010, the following was resolved:

11.20 Land Issues at Allora

THAT the Confidential report of the Risk & Property Coordinator dated 8 November 2010 in relation to Land Issues at Allora be received and that Council does not offer Lots 57 and 58 RP68 for sale.

Resolution Moved Cr M McMurtrie Seconded Cr D Ingram Carried

At the Council Meeting held on 22 December 2010, the following was resolved:

THAT the Chief Executive be requested to provide a report to Council on the apparent laneways which appear to be road reserves in Allora.

Resolution Moved Cr R Bartley Seconded Cr V Pennisi Carried

Council at its Meeting held on 23 November 2011 resolved as follows:

THAT Council retain these laneways as freehold land.

Resolution Moved Cr N Meiklejohn Seconded Cr P Blundell Carried

Council has previously considered the possibility of disposing of these Lots by tender; however this notion was dismissed, due to the small and unusual configuration of the Lots and the potential for gaining only limited revenue from the sale.

Considering the current request from the adjoining landowner would be part of a development proposal, Council could impose development conditions that comply with Council's Planning Scheme standards and insuring that the access development would be at no cost to ratepayers.

Council's Directors were consulted for their views in relation to both Lots of land.

The Directors of Business & Community Services and Engineering Services have no objection to the sale of this land.

The Director of Planning & Environment has advised the following:

"Provided the sale was subject to caveats that required the land to be amalgamated with an adjoining lot as part of the sale I would have no objection, but we need to ensure the land did not transfer to the new owner without the new amalgamated lot being created.

I think we need to deal with the subdivision of the adjoining land separately as this will confuse the sale and amalgamation. If the person has a plan of what they want to do once they have acquired the land from Council we can always have a look at it now and give some feedback on the suitability and likely conditions if they are wanting to know the possible outcome of the subdivision before they buy the land."

Advice from Department of Local Government, Community Recovery and Resilience staff, indicates that with an 'Expressions of Interest' (EOI), planning conditions including amalgamations can be stipulated. The advice also concluded that following the EOI process Council would have a valid reason to apply for an exemption from tendering under Section 236 of the *Local Government Regulation 2012*.

Budget Implications

Council would obtain limited revenue from the sale of this land.

Policy Consideration

Corporate Plan 2014-2019

- 8. The Well Governed Southern Downs:
 - 8.12 Develop and implement Council land management strategies.

Operational Plan 2014-2015

- 8.3.1 Develop and implement council land management strategies:
 - 8.3.1.1 Manage Council's land portfolio to maximise opportunities for development, leasing and sale.

Community Engagement

Community engagement will be undertaken through the 'Expressions of Interest' process.

Legislation/Local Law

Local Government Regulation 2012

Options

- 1. Advise the adjoining landowner that Council to retain Lot 58 on RP68 as freehold land.

Attachments


- 1. Aerial Map of Lots 57 and 58 on RP68, Allora [View](#)

Lots 57 and 58 on RP68, Allora



8.8 BCS - SDRC Operational Plan Quarterly Review - April to June 2014

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Corporate Services Governance Officer	File Ref: 12.05; 13.34

Recommendation

THAT Council receive and note the contents of this report.

Report

The *Local Government Regulation 2012* requires that Council prepare and adopt an Operational Plan for each financial year. The Regulation also requires that Council must make assessments of its progress towards implementing its Operational Plan at regular intervals of not more than 3 months and that it must discharge its responsibilities in a way that is consistent with the annual Operational Plan.

Officer comments regarding the progress/completion of the 2013/2014 Operational Plan tasks are attached.

Budget Implications

The Operational Plan is consistent with Council's 2013/2014 Budget.

Policy Consideration

The Operational Plan reflects the long term goals identified within the 2009-2014 Corporate Plan.

Community Engagement

Nil.

Legislation/Local Law

Section 174 of the *Local Government Regulation 2012* states that Council must prepare and adopt an annual operational plan for each financial year.


Options

Nil.

Attachments

1. 2013/2014 Operational Plan Quarterly Review - April to June 2014 [View](#)

Business & Community Services - Quarterly Review						
Simply Irresistible						
Business & Community Services - Quarterly Review						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Replace SafeCity CCTV System	Town Centre Security	Manager Information Services	Completed	100%	30/06/2014	Completed.
Purchase additional CCTV System - Stanthorpe Walkway	Town Centre Security	Manager Information Services	Completed	100%	30/06/2014	Completed.
Engage with community and key stakeholders on the implementation and management of CCTV System	Community Services	Manager Information Services & Manager Community Services	Completed	100%	30/06/2014	Stanthorpe CBD CCTV installation completed and operational.
Re-establish a Warwick Safety Advisory Group	Community Development	Manager Community Services	In Progress	40%	30/06/2014	Progressing the proposed structure and membership. Met with Pam Burley and Wendy Tamlyn (QPS) to scope the project. Investigation of relevant models being undertaken.
Business & Community Services - Quarterly Review						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Manage and maintain community facilities across the Region	Civic Facilities	Manager Community Facilities	In Progress	100%	30/06/2014	Civic facilities and halls being increasingly maintained. Asset Management Plan for facilities in final stages of development.
Manage and maintain Warwick Sateyards	Sateyards	Manager Community Facilities	In Progress	100%	30/06/2014	Warwick Sateyards being maintained and managed.
Southern Pensioner Units Upgrade	Property Management	Manager Community Facilities	In Progress	100%	30/06/2014	Delveon units fence upgrade has been investigated. Other options are being developed and prioritised. Responsibility - Manager Corporate Services.
Manage and maintain civic buildings	Civic Facilities	Manager Community Facilities	In Progress	100%	30/06/2014	Civic buildings being increasingly managed and maintained. Asset Management Plan in the final stages of development.
Construction of a security fence around the Stanthorpe Stockpile	Stores and Inventory Management	Senior Procurement Officer	In Progress	25%	31/12/2014	Quotes are being sourced and a review of the location of the fence is required due to changes in the community leasing adjacent to the stockpile site.
Enhancements to Warwick Store	Stores and Inventory Management	Senior Procurement Officer	In Progress	100%	31/12/2013	Plans have been drawn up and quotes to be sourced. Construction to April 2014. Construction completed some drainage and fitout.

Business & Community Services - Quarterly Review						
						
Key Actions						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	100% COMP DATE	PROGRESS COMMENT	
Provide opportunities and support for members of the community to become engaged in issues which Engage with the youth and young people within the Region	Community Engagement	Manager Community Services	In Progress	100%	30/06/2014	Engaged with young people on the development of the Youth Action Plan.
Manage Seniors Housing	Youth Services	Manager Community Services	In Progress	100%	30/06/2014	Engaged with young people over the development of the Youth Action Plan.
Provide opportunities and activities to enhance the wellbeing of young people, people with a disability	Community Services	Manager Community Services	In Progress	100%	30/06/2014	Interviews are being held to fill a vacancy. Investigation of long term options is advancing. A range of activities and events for young people including National Youth Week in April.
Key Actions						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Manage and maintain Council's Parks and Gardens, Sporting Fields and Open Space areas	Parks, Gardens, sporting fields and open space	Manager Community Facilities	In Progress	100%	30/06/2014	Council's parks, gardens, sporting fields and open spaces being maintained throughout the region.
Leslie Park Youth Entertainment Zone	Parks, Gardens, sporting fields and open space	Manager Community Facilities	Completed	100%	30/06/2014	Completed.
Key Actions						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Identify and develop opportunities for improved recreation facilities within the Region	Facilities & Recreational Development	Manager Community Facilities	In Progress	100%	30/06/2014	Addressed through Asset Management Plan. Councilor Committee also formed to explore park rationalisation and service levels.
Manage and maintain Council's Swimming Pools including WRAC	Swimming Pools	Manager Community Facilities	In Progress	100%	30/06/2014	Council's swimming pools including WRAC are being managed and maintained. Consultant engaged to provide Council with long-term strategy advice to ensure WRAC continues to be run effectively into the future. Initial draft advice received for feedback and comments have been provided to the consultant.
Install C F White Oval Lighting	Parks, Gardens, sporting fields and open space	Manager Community Facilities	Completed	100%	30/06/2014	Completed.

Business & Community Services - Quarterly Review						
Simply Irresistible						
Region 1: Arts & Culture, Community Services, Leisure & Recreation						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Develop Art and Public Spaces Policy	Arts & Culture	Manager Community Services	In Progress	40%	30/12/2014	Development of Policy advancing.
Provide support for the Region's art galleries and develop opportunities for cultural activities	Arts & Culture	Manager Community Services	In Progress	75%	30/08/2014	Regular liaison with Gallery Managers and Committees as required over topical issues & needs.
Manage an effective RADF program for the region	Arts & Culture	Manager Community Services	Completed	100%	30/08/2014	Final round completed for 2013/14.
Region 2: Housing, Community Services, Leisure & Recreation						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Provide affordable, low cost housing for Pensioners	Pensioner Units	Manager Community Services	In Progress	100%	30/08/2014	Interviews are being held to fill a vacancy. Investigation of long term options is advancing.
Investigate future options for Pensioner housing	Pensioner Units	Manager Community Services & Manager Corporate Services	In Progress	70%	30/08/2014	Investigation of long term options have started. Report to council in June 2014.
Region 3: Leisure & Recreation, Community Services, Leisure & Recreation						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Develop a Master Plan for Warwick Showyards	Showyards	Manager Community Facilities	Completed	100%	30/08/2014	Completed.
Manage and maintain aerodrome facilities at Warwick and Sturtthorpe	Aerodromes	Manager Community Facilities	In Progress	100%	30/08/2014	Aerodromes being managed and maintained. Refuelling facility (Avgas) being installed at the Warwick Aerodrome.
Region 4: Property Management, Leisure & Recreation, Leisure & Recreation						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Review of Council's Property Portfolio with Councilors	Property Management	Manager Community Facilities	In Progress	100%	31/03/2014	Commenced. The finalisation of the Asset Management Plan for buildings will have some impact on the recommendation around potential rationalisation of land. Parks Rationalisation Committee established.

Business & Community Services - Quarterly Review						
Simply Irresistible						
Business Services - Community Services - Community Development						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Provide funding and support for community groups, events and other activities	Community Grants	Manager Community Services	In Progress	100%	30/06/2014	Provided advice and assistance in response to 19 enquiries about external grants and funding opportunities.
Implementation of new grants process	Community Grants	Manager Community Services	In Progress	90%	30/06/2014	Draft Grants Program under new Funding to Community Policy on target for July Implementation.
Building capacity in local groups and organisation	Community Development	Manager Community Services	In Progress	100%	30/06/2014	Responded to requests from community individuals and groups for assistance with projects including Red Cross centenary in Stanthorpe.
Business Services - Rating and Revenue						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Review wastewater costs to different geographical areas within the region	Rating and Revenue	Revenue Accountant	In Progress	50%	31/12/2014	Updated QTC model provided dubious data. Consideration of developing a simple model in house to be undertaken in May 2014.
Review of water costs to different geographical areas within the region	Rating and Revenue	Revenue Accountant	In Progress	100%	31/12/2014	A new water model was developed with two water price across the region; the first is for potable water and the second for non-potable water. The new prices will be phased in over 3 years. The 60% of Council water income will continue to come from access charges and 40% from water usage.
Business Services - Allcare Medical Centre						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Construction of Allcare Medical Centre	Facilities & Recreational Development	Manager Community Facilities	In Progress	100%	31/12/2014	The construction of the Allcare Medical Centre has been completed and the medical centre is operating.
Manage the Allcare Medical Centre Project with the Allcare community	Community Services	Manager Community Services	Completed	100%	31/12/2013	Project completed and acquittal submitted.

Business & Community Services - Quarterly Review						
Simply Irresistible						
Business Services - Risk and Insurance, Governance, Finance						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Implement a Local Government Legislation compliance service	Risk and Insurance	Manager Corporate Service	In Progress	100%	30/04/2014	LGAG have now made this service available for Council staff to review and utilise as required.
Implement Contracts Administration	Governance	Manager Corporate Service	Ongoing	100%	30/06/2014	Council's Contracts Administrator continues to implement strategies and workflows to allow progression to a centralised contracts administration process.
Implementation of recommendations from Council's Audit and Risk Management Committee	Governance	Manager Corporate Service	Ongoing	100%	30/06/2014	Council's governance section continues to monitor and progress the recommendations from the Audit and Risk management committee, once minutes are adopted by Council.
Implement recommendations from Council's Audit and Risk Management Committee in relation to matters under the control of Financial Services	Financial Services	Manager Finance	In Progress	100%	30/06/2014	Implementation of ARMC recommendations is expected to be ongoing. Completed for 2013/14 financial year.
Business Services - Financial Services						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Review and update the 10 year Financial Plan	Financial Services	Manager Finance	In Progress	100%	30/06/2014	The 10 year plan has been reviewed and updated as part of the 2014/2015 budget process. The 10 year financial plan was adopted by Council as the June 2014 special meeting.
Business Services - Community Services						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Overall direction of the Business and Community Services Directorate	Director Business and Community Services	Director Business and Community Services	In Progress	100%	30/06/2014	All statutory obligation are being met and Key Outcomes are being monitored for completion by June 2014.
Manage and maintain cemeteries across the Region	Cemeteries	Manager Community Facilities	In Progress	100%	30/06/2014	Cemeteries being managed and maintained across the region.
Operate a range of library services across the Region	Libraries	Manager Community Services	In Progress	100%	30/06/2014	Wi-Fi updated in Wierwick Library with increased uptake.
Develop Library Strategic Plan	Libraries	Manager Community Services	In Progress	80%	30/06/2014	The Strategic Plan Workshop held with staff in May 2014, engagement planned with community for Aug 2014.
Develop a new SDRC Corporate Plan	Governance	Manager Corporate Service	In Progress	100%	30/06/2014	The 2014-19 Corporate Plan was adopted by Council in May 2014.


Business & Community Services - Quarterly Review						Simply Irresistible
Conduct a Customer Satisfaction Survey	Community Contact Centre	Manager Corporate Service	In Progress	100%	31/05/2014	During 2013-14, 2 internal satisfaction surveys were conducted well as engaging an external provider (Shop Angels) to monitor the levels of service provided by Council's community contact staff.
Operate the Community Contact Centre	Community Contact Centre	Manager Corporate Service	In Progress	100%	30/06/2014	Council's customer service KPI's have been exceeded during 2013-14, indicating a successful transition to the concept of fully operating 2 community contact centres in the Southern Downs region.
Maintain compliance with legislation and manage the corporate governance functions of Council	Governance	Manager Corporate Service	Ongoing	100%	30/06/2014	Council's Governance staff continue to monitor compliance with relevant legislation. Policies reviews are being undertaken with a view to completion by December 2014.
Manage Council's land portfolio to maximise opportunities for development, leasing and sale	Governance	Manager Corporate Service	Ongoing	100%	30/06/2014	The sale/leasing of surplus Council land is continually being reviewed with a view to increased revenue for Council.
Provide Accounts Payable and Payroll Services	Accounts Payable and Payroll	Senior Expenditure Officer	In Progress	100%	30/06/2014	Services provided on an ongoing basis throughout the year.
Provide financial and management accounting services to Council	Financial Services	Manager Finance	In Progress	100%	30/06/2014	Monthly reporting has been provided to Council. Capital works outstanding at 30 June 2013 budget amendments report adopted by Council in Sept. Capital works update is provided to Council as an information only report each month.
Provide rating and revenue services to Council	Rating and Revenue	Revenue Accountant	Ongoing	100%	30/06/2014	Sale of Land Auction Date was set by Council at the February general meeting and the date set was 9 May 2014 at 10am. Properties on sale of land list have been advised of the auction date. Sale of Land notices were placed on Properties on 17 April 2014 and list of properties have been advertised in the Government Gazette, Warwick Daily News and Stanthorpe Border Post, and also placed on Council's website.
Provide stores and inventory management services to Council	Stores and Inventory Management	Senior Procurement Officer	In Progress	100%	30/06/2014	Additional stock storage areas completed.
Review of Fees and Charges using Orion Model	Rating and Revenue	Revenue Accountant	In Progress	25%	31/12/2014	Still in progress due to issues with the model.
Complete the Archival Project	Records Management	Manager Information Services	In Progress	100%	30/06/2015	Completed. Near half a million of docs digitized and considerable amount of storage saved.

Business & Community Services - Quarterly Review						Simply Irresistible
Complete SDRC Website Upgrade	Information Technology	Manager Information Services	In Progress	100%	30/06/2014	Mockups sent to developer. Graphic has been signed off, finalising home page. Project a bit late due to other projects taking priority and graphic designer late in delivering the final graphic. Project tasks for this year have been completed. This project will continue next year.
Implement Corporate Performance Management Systems	Information Technology	Manager Information Services	In Progress	100%	30/06/2014	Moving from Sytle to Interplan on Monday 12/05/14.
Annual Hardware Upgrade and Renewal	Information Technology	Manager Information Services	In Progress	100%	30/06/2014	PCs are being replaced with all-in-one machines - 30 so far. All Blackberry phones have now been replaced. Web sites have been migrated to Telstra Cloud Infrastructure. 3 x MFD printers have been replaced. 2 x Records scanners have been replaced with more efficient ones. 1 x A0 scanner now available in Records 10 x Mobile training computers acquired Over new 50 mobile devices acquired Replaced all PCs for Internet library New printer at the store and at Wailangera Upgrade to Telstra link between Warwick and Stanthorpe New firewall hardware to replace old one Variety of hardware (printers, new PC, laptops etc) replaced All hardware have now been replaced for this financial year.
Upgrade EOM and Tech One	Records Management	Manager Information Services	In Progress	100%	31/10/2014	Fleet, assets implementation started Chart of accounts completed HR started Stores started Property started This project is the same as project number 8.10.11.2.
Assist with the process of bringing improved health services to the region	Community Development	Manager Community Services	In Progress	100%	31/06/2014	Assessing Carbal Medical Centre with final location for mobility bus.
Review the 2030 Community Plan	Community Development	Manager Community Services	In Progress	10%	31/10/2014	Awaiting the successful implementation of Sytle software to enable full reporting.
Expand the process of engagement with all residents, including Indigenous people & residents	Community Engagement	Manager Community Services	In Progress	70%	31/10/2014	Actively working with Indigenous groups on health and cultural heritage issues.

Business & Community Services - Quarterly Review						
Simply Irresistible						
Key Actions						
The Local Government Management Board						
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	STATUS	%	COMP DATE	PROGRESS COMMENT
Manage the Insurance and risk functions of Council	Risk and Insurance	Manager Corporate Services	In Progress	100%	30/06/2014	A major review of Council's insurance policies was undertaken with tenders called and awarded in June 2014.
Review Council's Risk Management Framework	Risk and Insurance	Manager Corporate Services	In Progress	100%	30/06/2014	Council's risk management framework has been reviewed and integrated into the Interplan software program.
Implement an IT Disaster Recovery Site	Information Technology	Manager Information Services	In Progress	100%	30/06/2014	Site has now been implemented.

8.9 BCS - Proposed Amendment to Funding to Community Policy

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Community Services Community Development Officer	File Ref: 15.19; 04.12

Recommendation

THAT Council amend the Restrictions section of the *Funding to Community Policy* to include the wording “(with the exception of the Community Support Program)” as per the attached.

Report

Council's Community Services Business Unit was tasked to review Council's existing *Grants to Community Organisations* policy and programs, and the overall review is focused on policy and funding programs that produce best outcomes for Community and Council. The first stage of the review process was the development of the *Funding to Community Policy* (PL-CS054) (FTC), which was adopted by Council at its Meeting on 18 December 2013.

The purpose of the FTC policy is to provide a framework which guides the administration of Council's funding programs in a manner consistent with Council's corporate strategic priorities, and in accordance with relevant legislative requirements. This policy aims to build community capacity, encourage participation and develop vibrant, engaged and resilient local communities. It enables Council to plan, prioritise and administer the distribution of funds to community organisations in a transparent, equitable and sustainable manner.

The Funding to Community Internal Working Group (FTC IWG) was established with Councillors Ingram and McNally appointed by Council and wide representation of staff from across Council's Business Units, to review and develop the details of the new programs, which will form the basis of the guidelines referred to in the FTC policy.

Development of the new programs has taken into consideration both feedback provided by Councillors and staff about weaknesses of previous programs and processes; a desire to support community, but not foster ultimate dependence on Council. The essence and direction of the new policy is to provide a range of funding to encourage, engage and support groups within the community to make a positive and ongoing contribution to the region.

The new “Community Support Program”, developed by the FTC IWG, largely replaces the existing Annual Grants program. It has evolved into a program that provides a funding contribution to enable local community organisations to continue to provide ongoing programs or services to support residents in the region. The goals of this program are to encourage organisations to become more sustainable; to improve organisations' capacity to deliver programs and services; and to build partnerships for community benefit. The intention is that Council is providing a contribution only, and is not fully funding a program or service.

Section 5.4 of the FTC policy outlines the general eligibility criteria that applies to applications for community funding, and includes a list of restrictions. One of the general restrictions is that

requests for recurrent expenses or ongoing operating or maintenance funding will not be considered.

However, in practical terms, the easiest way to provide the support offered in the “Community Support Program” is to allow the funding to be used for operational costs associated with the ongoing program or service. Operational costs could include a range of tangible things like, insurance, electricity, or ongoing maintenance. Applicants would be required to itemise the operational expenses they were seeking support for in the application and would then have to report on expenditure against these items in the program acquittal.

At its meeting on 23 June 2014, the FTC IWG unanimously endorsed a proposal to recommend that Council adopt a minor amendment to the abovementioned FTC policy restriction by adding the wording “(unless otherwise stipulated in the supporting guidelines of the relevant funding program)”.

This minor amendment will enable the “Community Support Program” to proceed and applications to be called for the 2014/2015 Round. The “Community Support Program” will be the only new program that allows for funding to be used towards operational costs. The other new programs provide for expenditure of funding against specific costs of a project, activity or event and the policy restriction applies.

Budget Implications

Nil.

Policy Consideration

Funding to Community Policy (PL-CS054)

Community Engagement

Nil.

Legislation/Local Law

Nil.

Options

1. Amend the *Funding to Community Policy* restriction “Recurrent expenses or ongoing operating or maintenance funding (e.g. administration and running costs such as regular wages, regular office expenses, rent/lease fees and utility charges)” to include the wording “(unless otherwise stipulated in the supporting guidelines of the relevant funding program)”;
or
2. Amend the *Funding to Community Policy* restriction “Recurrent expenses or ongoing operating or maintenance funding (e.g. administration and running costs such as regular wages, regular office expenses, rent/lease fees and utility charges)” to include the wording “(with the exception of the Community Support Program)”.

Attachments

1. Funding to Community Policy (tracked changes)[View](#)



Funding to Community

Policy Number:	PL-CS054
Department:	Community Services
Section:	Community Development
Responsible Manager:	Manager Community Services
Date Adopted:	18 December 2013
Date to be Reviewed:	December 2014
Date Reviewed:	
Date Rescinded:	

REVISION RECORD

Date	Version	Revision description

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Policy no: PL-CS054

Updated: 5 December 2013

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1 Policy Background (If applicable)

2 Purpose

The purpose of this policy is to provide a framework which guides the administration of Council's funding programs in a manner consistent with Council's corporate strategic priorities and in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This policy is to be read in conjunction with the supporting guidelines for the specific funding program.

3 Scope

This policy applies to all community funding programs including, but not limited to, donations, grants, sponsorship and in-kind assistance.

This policy does not apply to:

- Regional Arts Development Fund (RADF)
- River Improvement Trusts

4 Legislative Context (If applicable)

- *Local Government Act 2009*
- *Local Government Regulation 2012*

5 Policy Details

5.1 Policy Outcomes

The outcomes of this policy include:

- achieving the objectives of Council's Corporate Plan and the Southern Downs Community Plan 2030;
- providing community organisations with financial support to meet identified community need and providing benefit to the broader Southern Downs community;
- developing vibrant, engaged and more resilient communities;
- providing a standard approach and framework to establish community partnerships; and
- distributing funds in an equitable, transparent and sustainable manner.

5.2 Policy Statement

Southern Downs Regional Council recognises the important contribution that community organisations make to the cultural, economic, environmental, and social wellbeing of Southern Downs communities. Through the provision of community funding (subject to budget allocations), Council is committed to supporting the implementation of community

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initiatives and partnerships that align with Council's corporate strategic priorities, and demonstrate a purpose that is in the public interest of the Southern Downs community.

The Funding to Community Policy is underpinned by a philosophy of partnership, whereby Council provides a range of funding to encourage, engage and support groups within the community to make a positive and ongoing contribution to the region. This policy aims to build community capacity, encourage participation, and develop vibrant, engaged and resilient local communities.

The Funding to Community Policy has been developed to ensure an equitable, open and transparent process for community organisations to seek financial and in-kind assistance, which complies with relevant legislation. The policy and associated supporting guidelines act as tools to ensure that decision-making around the provision of community funding enhances the sense of community in our vibrant and diverse region.

Council makes decisions about the allocation of funds to community funding programs through its annual budgetary processes. Council, in its role as decision-maker for funding applications, will have discretion to allocate funds in accordance with the guidelines for the relevant funding program.

5.3 Guiding Principles

The following principles provide a consistent approach to the administration of this policy and the delivery of Council's community funding programs:

- Community organisations are provided with funding support to provide community benefit to the Southern Downs community, in line with Council's corporate strategic priorities;
- Vibrant, engaged and more resilient communities are developed through capacity building and partnerships;
- Community organisations are enabled to attract other funding and in-kind support;
- Community organisations and volunteers are acknowledged for the positive contribution they make to the local community and the community's vision for the future.
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

5.4 Eligibility Criteria

Applications for community funding must meet the eligibility criteria below.

Who can apply?

Community organisations, as defined in this policy, are eligible to apply for funding if they meet all of the following criteria:

- Operate within the Southern Downs Local Government Area, or are able to demonstrate that the project or program will benefit residents of the Southern Downs region;
- Are an incorporated legal entity or auspiced by an incorporated legal entity (unless otherwise stipulated in the supporting guidelines of the relevant funding program);
- Are able to demonstrate financial viability;

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- Have no debt to Council, or have entered into scheduled payment arrangements with Council which are being adhered to;
- Have met acquittal conditions for previous Council funding (where required); and
- Meet the specific eligibility criteria of the relevant funding program as set out in the supporting guidelines.

Who cannot apply?

- Businesses and individuals (unless otherwise stipulated in the supporting guidelines of the relevant funding program);
- For profit companies, trusts and other organisations;
- Government agencies or departments of local, state or federal government and statutory authorities;
- Public and private educational institutions;
- Organisations operating licensed premises and/or gaming machines;
- Organisations who have not acquitted previous Council funding (where it was required);

Project/Program Eligibility

To be eligible to apply for funding, applications must:

- demonstrate a purpose that is in the public interest;
- align with the priorities of Council's Corporate Plan and the Southern Downs Community Plan 2030;
- adhere to the specific terms and conditions as set out in the supporting guidelines for the relevant funding program; and
- be submitted by the closing date for the relevant funding program (late applications will not be eligible).

Restrictions

Applications for the following will not be considered:

- Deficit funding or funds to meet the debt of the organisation (including loan/debt repayments);
- Retrospective funding (i.e. projects that have already taken place or will commence prior to announcement of successful funding applications);
- Recurrent expenses or ongoing operating or maintenance funding (e.g. administration and running costs such as regular wages, regular office expenses, rent/lease fees and utility charges) (with the exception of the Community Support Program);
- Projects already funded by another Council funding program.

Other eligibility restrictions may apply to specific funding categories, as set out in the supporting guidelines of the relevant funding program.

5.5 Application Process

The Community Funding application process enables Council to plan, prioritise and administer the distribution of funds to community organisations in a transparent, equitable and sustainable manner.

Applying for Community Funding

- The method for submitting community funding applications is online, through SmartyGrants.
- Library and Community Contact Centre Staff can assist community organisations in lodging their online application, if required. However Library and Community Contact Centre Staff cannot provide advice on details of the application.
- The relevant Funding Program Administrator can provide advice to community organisations about the development of their application.
- Applications must be submitted by the closing date. Applications received after the closing date will not be accepted.
- Incomplete applications will not be accepted.

Assessing Funding Applications

- Applications are checked against eligibility criteria and particular assessment criteria, as set out in the supporting guidelines for the relevant funding program, and the applicant's ability to meet the funding program's terms and conditions.
- Applications are assessed by a panel comprising Council officers, including program and category specialists, and independent community representatives.
- The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities. In some instances, part-funding may be offered.

Acquittal Requirements

- All community funding must be acquitted, unless otherwise stipulated in the supporting guidelines for the relevant funding program.
- Timeframes and acquittal requirements are outlined in the supporting guidelines for the relevant funding program.

Funding Decisions

Funding decisions in the community funding program are endorsed by Council, CEO or delegate, dependant on the specific funding program. Decisions are final and cannot be appealed.

5.6 Measurement of Success

The outcomes of this policy can be measured by the extent to which:

- the desired strategic outcomes are achieved; and
- there is compliance with the supporting guidelines for the relevant funding program.

5.7 Roles and Responsibilities

Council, CEO or Delegate

Council makes decisions about the allocation of funds to community funding programs through its budgetary processes.

Endorsement of assessment panel funding decisions is undertaken by Council, CEO or delegate, dependent on the specific funding program.

Business and Community Services

The Business and Community Services Directorate is the primary administrator of Council's community funding programs, working in collaboration with various Council departments and funding program administrators to develop, promote, manage and review the programs.

Business and Community Services plays a lead role in the provision of support and advice to potential funding applicants, and, where applicable, participates in assessment panels to review applications and determine outcomes.

Business and Community Services also manages budgets and administers any legislative reporting or record keeping requirements for the community funding programs.

Other Council Departments

In collaboration with the Business and Community Services Directorate, all other Council departments, in varying capacities, review, provide feedback and assess applications, and actively assist with the evaluation, management and promotion of community funding programs.

Council Officers

Council officers are responsible for implementing this policy when supporting, partnering, facilitating, or delivering funding-related activities to ensure a consistent approach across Council, in line with all relevant legislation.

6 Transitional Arrangements

It is recognised that this policy will impact on a number of historical arrangements with particular community organisations. For this reason it is planned to arrange transition to the new policy on a funding program and/or organisation basis over a period of time.

The programs and delegations existing under the *Grants to Community Organisations* policy (PL-CM017) will remain in force until such time as all funding programs have been transitioned to the new policy (PL-CS054). At that time the *Grants to Community Organisations* policy (PL-CM017) will lapse.

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7 Definitions (If applicable)

Term	Meaning
Acquittal	The process by which a funding recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Auspice/Auspecting	<p>Auspecting means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation.</p> <p>Subject to the specific guidelines for the relevant funding program, an auspecting organisation will be responsible for:</p> <ul style="list-style-type: none"> • receipt and administration of the funding; • project monitoring and completion; • ensuring the applicant acquits the funding on time; and • sign-off on the acquittal form.
Co-Funding	<p>Council is not able to be the sole funder for every project. Depending on the amount requested, gathering funds from other sources may be required. These could include:</p> <ul style="list-style-type: none"> • applicant contribution; • grants from other funding bodies; • sponsorship; and • in-kind support (refer to definition below).
Community Benefit	<p>Council recognises that community funding delivers significant cultural, economic, environmental and social benefits to the Southern Downs region including:</p> <ul style="list-style-type: none"> • building stronger communities by: improving connectivity and inclusion, increasing individual and community wellbeing, contributing to a sense of place, and strengthening shared community values; • improving community and economic capacity and building social capital; • celebrating our lifestyle, environment and culture; • increasing commitment to sustainable practices and the promotion and protection of our natural environment; and • contributing to a positive, vibrant image of the region.

Community Organisation	<p>"An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit"¹, i.e. a not-for-profit or non-profit organisation.</p> <p>"Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members"².</p> <p>A community organisation operates with a primary purpose of providing services to the community.</p>
Discretionary Funds	"Discretionary funds are funds in the local government's operating fund that are budgeted for use by a Councillor at the Councillor's discretion" ³ for the benefit of the community.
Donation	A voluntary gift of product, service or cash without expectation of a return.
Grant	Funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with council policy, where the recipient is selected on merit against a set of criteria.
In-Kind Support	In-kind support, as a component of co-funding, includes paid and volunteer labour, administrative support, rent-free accommodation or donations of materials, equipment or services.
Not-for-profit/Non-profit	A not-for-profit or non-profit organisation is an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members. ⁴
Sponsorship	<p>A contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/or in-kind, in return for specified negotiated commercial benefits.</p> <p>Benefits purchased may include the right to public recognition or association with a service, program, event, activity, individual or infrastructure.</p> <p>Sponsorship is different from grants funding, where money or goods are provided to recipients through a formally recognised program for a specified purpose, but with no expectation of commercial return.⁵</p>

8 Related Documents

- Southern Downs 2030 Community Plan
- Corporate Plan 2009-2014

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9 References

¹ Local Government Regulation 2012

² Australian Taxation Office 2013, *Is your Organisation Non-Profit?*

<http://www.ato.gov.au/Non-profit/Getting-started-for-non-profit-organisations/is-your-organisation-non-profit/>

³ Local Government Act 2009

⁴ Australian Taxation Office 2013, *Is your Organisation Non-Profit?*


<http://www.ato.gov.au/Non-profit/Getting-started-for-non-profit-organisations/is-your-organisation-non-profit/>

⁵ Queensland Government Sponsorship Policy January 2012

<http://www.premiers.qld.gov.au/right-to-info/published-in-essays/Queensland-Government-Sponsorship-Policy.pdf>

8.10 BCS - Quarterly Youth Development Officer Report April - June 2014

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Community Services Youth Development Officer	File Ref: 03.27.03

Recommendation

THAT Council :

1. Invite its Youth Development Officer to present her quarterly report.
2. Receive and endorse this report.

Report

This report provides Council with information on the activities of the Southern Downs Youth Service from April to June 2014.

National Youth Week 2014

Council, headspace Warwick and SDIEA partnered once again to stage National Youth Week events across the region. NYW 2014 theme 'Our Voice Our Impact' was incorporated into a variety of events and activities planned right across the region.

- The headline event for the week was the Southern Downs 'Our Voice Our Impact' Digital Movie and Photo Workshops which took place in Warwick and Stanthorpe. ABC Open partnered to deliver the digital workshops. Young people aged 12-25, had the opportunity to use their own digital media devices or loaned devices by partners Southern Downs Regional Libraries to take photos and make a short movie around the youth week theme. On the last day of Youth Week the movies were shown to the community - as a celebration of the talent and skills of the young people in our region.
- A new innovative event for youth week this year was the WOW Connect Premiere bringing young women together to hear from young local inspirational women.
- Youth Concerts took place featuring local young artists from the Southern Downs Encouragement, Development, Growth, Experience (EDGE), Southern Downs Program run by Soular Music Services, Gold Drum Recordings and Events and Council.
- Other events included, Warwick Twin Cinema Movie Night, Voyage Fitness Discount Day, Yoga and Pilates, Skirmish, South West Skating Championship and Workshops run by PCYC Goondiwindi featuring Skate Boarding Company Drawing Boards.

Start Playing, Stay Playing – Women and Girls in Sport and Recreation Forum

The Youth Development Officer (YDO) attended the State Government Forum "Women and Girls in Sport and Recreation" in May 2014. This forum discussed the newly released QLD State Government Report and policy platform, *Start Playing, Stay Playing – A plan to increase and*

enhance sport and active recreation opportunities for women and girls. The forum included feedback sessions on current issues and positive practices in local communities in relation to Funding and Marketing, Skills and Knowledge, Partnerships and Opportunities, and Spaces and Places for Sport and Active Recreation. The YDO is currently working on a submission with WIRAC for grant funding to run a young women's program targeting young women at risk.

Youth Services Funding Update

The Department of Communities, Child Safety and Disability Services has released its new framework for Youth Services, *Better Services for young Queenslanders*.

The QLD Government is committed to investing \$18.7 million in youth support services across the state. The New focus is in line with the directions set in the Queensland Youth Strategy.

In the limited information we have received so far it suggests organisations that the Department is currently purchasing youth services from will be invited to deliver services that align to the new investment approach. As long as these services work towards transitioning their services to the new approach. Many organisations are already delivering services that align with the new approach. New service types include access services, support services and integrated response services.

There are currently two trials being implemented in North Coast and Central QLD Regions to commence in October 2014. Our Department Community Services Officer (CSO) has indicated after the trial there will be forums and training in all regions approximately early 2015, with the aim of services transitioning to new approach and funding agreements by the end of 2015.

Manager Community Services and YDO will continue to keep Council informed as more information becomes available.

Collaborate: Transitions Working Parties

Three cross region working parties encompassing organisations from right across the Darling Downs South West Region have been established addressing issues facing young people. The YDO is participating in all three. The working parties are –

1. Youth transport and travel
2. Transition from school
3. Disconnected youth outside the school gate

The purpose of the three groups is to provide:

- a consolidated knowledge base which is current and highly transferable to assist young people transitioning into their earning or learning phase
- leadership through the promotion, advocacy and lobbying for quality services to assist all young people in their transition phase
- collegial support and networking opportunities to service providers working in this sector across the Darling Downs and South west QLD Region

Organisation for Economic Cooperation and Development (OECD) Consultation – International Research and Review into Youth Policies

In April representatives from the *OECD International Research Team* visited Toowoomba as one of only five cities across Australia. The OECD Social Policy Division has been tasked with carrying out reviews of the situation of disadvantaged youth in member countries and of national practices in the design of social programmes for this group. The research consultation is in relation to the *Social Policies for Youth: Bridging the Gap Independence Project*. The YDO represented the

Southern Downs, reporting on Youth Services across our region, including services available, collaboration and partnerships, and programs.

The review and research objectives are:

1. Identify the pathways to adulthood and economic independence, especially for disadvantaged and low skilled youth and those who end up in economic hardship
2. Investigate the effect of the recent economic crisis on young people and their pathways
3. Provide evidence on young people's expectations about family life, employment prospects and the role of family and governments
4. Examine how to improve the efficiency of existing programs and recommend on ways of re-orienting programme expenditure.

Encouragement, Development, Growth and Experience (EDGE) Southern Downs

EDGE commenced in February with 11 young people taking part in the workshops, and several young artists/ bands taking part in various performances from February-June. Including Apple and Grape Festival, Leslie Park Youth Space Launch, Evolution Disco, and National Youth Week Concerts. This program is funded through Arts Queensland Funding under the new Projects and Programs Fund and Council. The program includes innovative workshops, experience, and performance opportunities. The second round of the program will start in August, including the EDGEfest Music festival on August 2nd.

Southern Downs Young Leaders

The Young Leaders have participated in various YL meetings and events during April-June 2014.

❖ Youth Action Plan 2014/2015

The Youth Action Plan Evening was held on 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 in to the Youth Action Plan for 2014-2015. The Top 6 issues identified were -

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

❖ National Youth Week Activities

❖ Project Plans

❖ Implementation Mentor Program

❖ Southern Downs Young Leaders Activities July – September 2014

- Event and Project Planning
- Projects and activities (including Young Carer Luncheon, and Skirmish)
- Formal Youth Council Meeting

- Disability Action Week
- Seniors Week
- NAIDOC Week
- Jumpers and Jazz Tree Competition (with headspace Warwick and SDIEA)
- Monthly Meetings

Meetings/Events Attended

- Young Leaders Program development (including Mentoring and Formal Council Meeting)
- Young Leader Meetings
- Partnership Broker Meeting
- Women and Girls in Sport and Recreation Forum
- New Way Of Working Forum – Department of Social Services
- Stanthorpe Safety Group
- Community Liaison Visit - Assumption College with partners SDIEA and headspace Warwick
- NAIDOC Week Preparation
- Disability Action Week Preparation
- Youth Action Plan 2014/2015
- Collaborate Working Parties (SWR/DD Region Youth Services) –
 1. Youth Transport,
 2. Transition from the School Gate
 3. Disconnected Youth
- Southern Downs Youth Network
- WING – Warwick Indigenous Network Group
- Community Services/Development Team Meetings
- SDIEA Board Meetings
- BEST Southern Downs (Bringing Employers and Schools Together)
- BEST Careers Industry Dinner – YR 10 students Warwick
- Young Leader Activities (Stanthorpe and Warwick)
- Youth Action Plan 2014/2015
- EDGE Southern Downs Workshops and Performances
- National Youth Week –with partners SDIEA and headspace Warwick
- Carbal MOB Van Launch
- SDIEA funding submission support

Upcoming Meetings/Events/Activities

- SDYN (Southern Downs Youth Network)
- Southern Downs Young Leaders Meetings
- SDIEA Board Meetings
- **headspace** Service Advisory Group Meeting
- YL Projects/Events/Meetings
- Youth Justice Collaborative Panel
- Second intake - EDGE Southern Downs
- EDGEFest
- Young Carer's and Young People with a Disability Luncheon
- Jumpers and Jazz
- NAIDOC Week
- Disability Action Week
- Formal Youth Council Meeting with Councillors and Schools
- BEST Southern Downs Careers Expo
- Collaborate Working Parties
- Training - Driving Governance Master class in Collaboration

Budget Implications

As provided for in financial year budget.

Policy Consideration

Corporate Plan 2014 to 2019

1. The Southern Downs Sense of Community:
 - 1.7 Partner with agencies to develop, enhance, promote and implement services for young people, people with a disability and our ageing residents.

Community Plan 2030

1. 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 Leaders Program
- Support of Youth, Youth Programs and Events

Legislation/Local Law

Nil

Options


Nil.

Attachments

Nil

8.11 BCS - 2015 Show Holidays

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Director Business & Community Services PA to Director Business & Community Services	File Ref: 19.05

Recommendation

THAT Council write a letter to the Department of Justice and Attorney-General nominating the following Show Holidays for 2015:

- (a) **Stanthorpe Show Holiday - Friday, 30 January 2015** - for the area of the former Stanthorpe Shire and the area of the village of Dalveen for the purpose of the Stanthorpe Annual Show.
- (b) **Allora Show Holiday - Friday, 6 February 2015** – for the area of the former Warwick Shire Division 1, for the purpose of the Allora Annual Show.
- (c) **Killarney Show Holiday - Friday, 20 February 2015** – for the area of the former Warwick Shire Division 3 (excluding the urban area of Warwick City and the locality of Murray's Bridge), for the purpose of the Killarney Annual Show.
- (d) **Warwick Show Holiday - Friday, 27 March 2015** – for the former Warwick Shire Division 2, Division 3 (being the urban area of Warwick City and the locality of Murray's Bridge), Division 4 (excluding the village of Dalveen), Division 5 and Division 6 for the purpose of the Warwick Annual Show.

Report

Council received correspondence from the Attorney-General and Minister for Justice, The Hon Jarrod Bleijie MP, on 8 July 2014 requesting the nominated dates of the 2015 Show Holidays to be allocated to particular areas within the Southern Downs Region. Council is required to submit the nominated dates no later than Friday, 5 September 2014.

In determining the date of the show holiday allocated to particular areas within the region, Council is required to consider issues such as the area of interest and school bus runs servicing the rural districts.

Information has been obtained concerning the preferred show dates and suggested show holidays for the region in 2015. They are –

Stanthorpe Show - Friday, 30 January and Saturday, 31 January 2015

Stanthorpe Show Holiday - Friday, 30 January 2015 - for the area of the former Stanthorpe Shire and the area of the village of Dalveen for the purpose of the Stanthorpe Annual Show.

Allora Show - Friday, 6 February and Saturday, 7 February 2015

Allora Show Holiday - Friday, 6 February 2015 – for the area of the former Warwick Shire Division 1, for the purpose of the Allora Annual Show.

Killarney Show - Friday, 20 February and Saturday, 21 February 2015

Killarney Show Holiday - Friday, 20 February 2015 – for the area of the former Warwick Shire Division 3 (excluding the urban area of Warwick City and the locality of Murray's Bridge), for the purpose of the Killarney Annual Show.

Warwick Show - Friday, 27 March, Saturday, 28 March and Sunday, 29 March 2015

Warwick Show Holiday - Friday, 27 March 2015 – for the former Warwick Shire Division 2, Division 3 (being the urban area of Warwick City and the locality of Murray's Bridge), Division 4 (excluding the village of Dalveen), Division 5 and Division 6 for the purpose of the Warwick Annual Show.

Budget Implications

Nil.

Policy Consideration

Corporate Plan 2014-2019

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

Community Engagement

Nil.

Legislation/Local Law

Holidays Act 1983

Options

1. Nominate the show holiday dates as outlined in this report to the Department of Justice and Attorney-General.

Attachments

1. Letter from the Attorney-General and Minister for Justice, The Hon Jarrod Bleijie MP [View](#)
2. Map highlighting the catchment areas for each Show [View](#)



The Hon Jarrod Bleijie MP
Attorney-General and Minister for Justice

In reply please quote: 519306/16, 2557995

03 JUL 2014

Mr Andrew Roach
Chief Executive Officer
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
08 JUL 2014	
Action Officer	<input checked="" type="checkbox"/> File
Tsk	<input type="checkbox"/>
Dst	<input type="checkbox"/>
Fwd	<input type="checkbox"/>

Level 18 State Law Building
50 Ann Street Brisbane 4000
GPO Box 149 Brisbane
Queensland 4001 Australia
Telephone +61 7 3247 9068
Facsimile +61 7 3221 4352
Email attorney@ministerial.qld.gov.au

Dear Mr Roach

As Minister responsible for the administration of the *Holidays Act 1983* (the Act), I am empowered to appoint, upon request by the Chief Executive Officer of the local government for the district concerned, a special holiday within a district, whether it be a day, or the forenoon or afternoon of a day.

Holidays of this nature are usually appointed in respect of an annual agricultural, horticultural or industrial show or other event which would be of significance to a particular district.

Under section 4 of the Act, a holiday shall not be appointed in respect of a district unless the Minister has received, by a specified date, a notice signed by the Chief Executive Officer of the local government for the area in which the district is situated, requesting that the holiday be appointed. Such a holiday shall be a bank holiday in the district specified in the notification, except where the holiday is in respect of an annual agricultural, horticultural or industrial show (show day) in which case it shall also be a public holiday.

Should your local government wish to request a special holiday for 2015, it is necessary for you to provide the following details:

- day and date of requested holiday;
- name of event; and
- nature of event.

Requests for special holidays for 2015 should be forwarded by the Chief Executive Officer to:

Ms Alissa Adriaansen
Executive Officer
Fair and Safe Work Queensland
Department of Justice and Attorney-General
GPO Box 69
BRISBANE QLD 4001



Southern Downs Regional Council



DOC0154814


(2)

Requests for the appointment of a special holiday for 2015 must be submitted no later than Friday, 5 September 2014. Requests received after this date may not receive approval.

Notification of the appointment of the holidays will be published in the Queensland Gazette. A copy of the gazettal notice will also be forwarded to you.

Should you require further information regarding this process, please contact Ms Adriaansen, on (07) 3225 2069, or email at: alissa.adriaansen@justice.qld.gov.au.

Yours sincerely




JARROD BLEIJIE MP
Attorney-General and Minister for Justice



9. ENGINEERING SERVICES DEPARTMENT REPORTS

9.1 Engineering Department Monthly Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Director Engineering Services	File Ref: 04.15.01

Recommendation

THAT Council receive the Engineering Department Monthly Report

Report

The following is provided for the information of Councillors.

WORKS

Capital Works Undertaken During June 2014

Project:	TIDS-Cullendore Road (pave & seal)
Budget:	\$600,000
Description:	Upgrade to a bitumen seal standard from Munro Road (13.90 km) - sealed section (16.9km)
Start Date:	10-Feb-14
Est End Date:	16-May-14
% Complete:	100%
Expenditure to date:	\$502,020
Estimated Final Expend:	\$502,020
Project Officer:	Nathan Kamalan
Comments:	Work completed

Project:	0876 Passenger Transport Accessible Infrastructure Program
Budget:	\$166,000
Description:	Proposed bus stop disability upgrades
Start Date:	12-Jun-14
Est End Date:	30-Jul-14
% Complete:	75%
Expenditure to date:	\$99,000
Estimated Final Expend:	\$166,000
Project Officer:	Rob Brookes
Comments:	Expenditure to date includes current commitments

INFRASTRUCTURE SERVICES

Design

Warwick Hospital Carpark Extension

Offer has been received from Ergon for installation and upgrade of streetlights for the carpark extension. Council will accept this offer but Ergon have advised that work may not be carried out until January 2015.

Anemone Street Stage 2

Correspondence has been sent to residents affected by land acquisitions notifying of valuation.

Asset Management/Geographical Information System

Asset Data Inspection and Assessment

- The Road Condition Assessment contractor has completed approximately 2415 km of road length (sealed and unsealed roads). The work is progressing and will be completed by late August 2014.

GIS

- Data from the new flood studies has been added to the GIS.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options


Nil

Attachments

Nil

9.2 Request for Assistance with Promotional Signage

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Director Engineering Services	File Ref: 01.07/02.24

Recommendation

THAT Council consider if it will financially support the promotional signage.

Report

Council has received a request from a group of women in Allora. A copy is attached. The group wish to improve the signage signifying Allora on the New England Highway and in particular to promote the town's link with the author of Mary Poppins, Pamela Travers.

A local signwriter has designed the layouts which are attached.

The group seek financial and administrative support for the erection of the signs.

Council is asked to consider the request.

Budget Implications

The layouts for the signs are \$3,850 including GST each for 6 metres x 3 metres. Two signs are required. Additional costs include the framing and installation as well as administrative costs to seek approvals within Council and with Department Transport and Main Roads.

Policy Consideration

Council could supply funding by consideration with the "Grants to Community Organisations" Policy.

Community Engagement

The request has been made by members of the Allora Community.

The need for better signage was identified during public consultation for the Allora Streetscape Project.

Legislation/Local Law

Planning approval from Council may be required as well as approval from the Department of Transport and Main Roads.

Options

Council has the options to:

- Support and fund the proposal.
- Support but not fund the proposal.

- Reject the proposal.

Attachments

1. Signage Signifying Alloa [View](#)

11TH MARCH 2014

The CEO Andrew Roach

SOUTHERN DOWNS REGIONAL COUNCIL

WARWICK 4370

Dear Andrew,

We are a group of women from Allora who attended the movie "Saving Mr Banks" which tells the story of the life of Pamela Travers the author of Mary Poppins some weeks ago. We enjoyed the movie thoroughly and were very proud of how our town was featured in the storyline. It gave us all the idea to improve the signage for Allora to encourage tourists who may normally drive by to come into our beautiful town. We contacted a local signwriter Mr Kerry Nicholson with some ideas and he put together a draft of his vision of the signage.

We were thrilled with his design. We contacted Tracy Vellacott who has liaised with council on our behalf. We are now at the stage of writing to Council to put our plan forward.

Tracy has forwarded lots of information on Road Corridors etc etc. What we really need to know now is where we stand and if our plan is possible and if the Council would fund the project.

There is a lot of support from community groups and businesses in Allora. After all every country town needs something to put it on the map. We feel that now is the time to act while that movie is still fresh in peoples minds. The "Mary Poppins" house is a credit to our town. Mr and Mrs Struthers who own the property are very much on board with this project. Mr Struthers has contact details for Disney and is keen to help us with the Copyright issues that will arise.

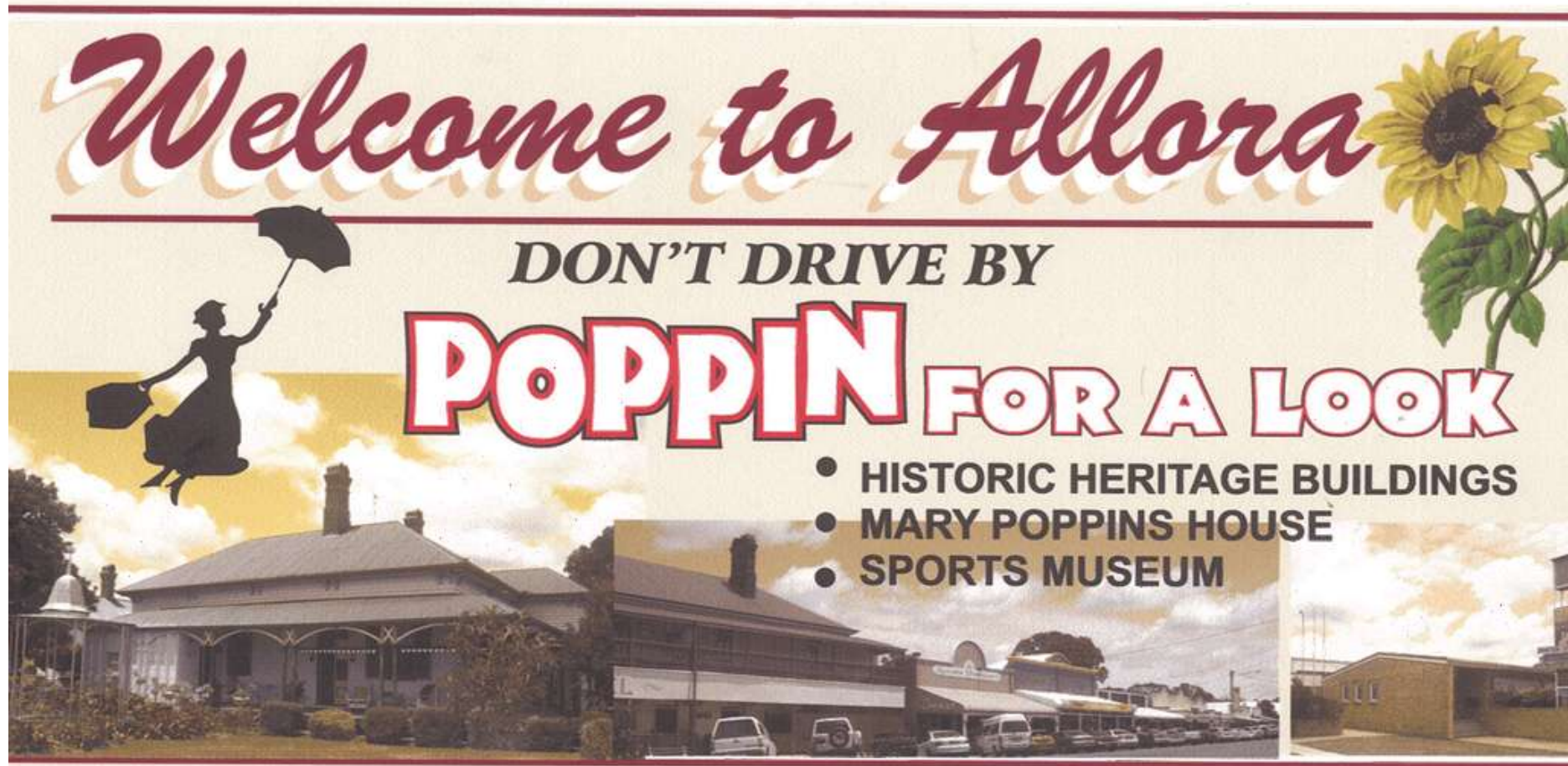
We are happy to meet with you at your earliest convenience to discuss the project further.

Looking forward to hearing from you soon

Margaret Hentschel, Sue Stevens, Liz Sparksman, Anne Glass and Kellie Robson.



Marg 0412 053 710 margaret@glenmarfuels.com.au



Hi Margaret,

Sorry about the delay. I am sending you this via the mail as it seems to be to big a file to send via e-mail.

Here are five more layouts for you to look at. I have just changed the positioning of some of the items. Please let me know what further changes you would like to see.

Prices are as follows:

6metres X 3metres \$3850 (includes GST)

4.8 metres X 2.4 metres \$2970 (includes GST)

This includes the cost of the Aluminium sheets.

This does not include the cost of the frame.

The frame really should be built by someone more qualified than me as it will need to be a substantial one as there will be quite a lot of wind resistance. Before the frame is made I should inform the manufacturer of sheet sizes so that struts can be placed in the correct positions.

The sign will be done with a combination of Acrylic paint and sign vinyl.

Regards

Kerry 0405 561 790

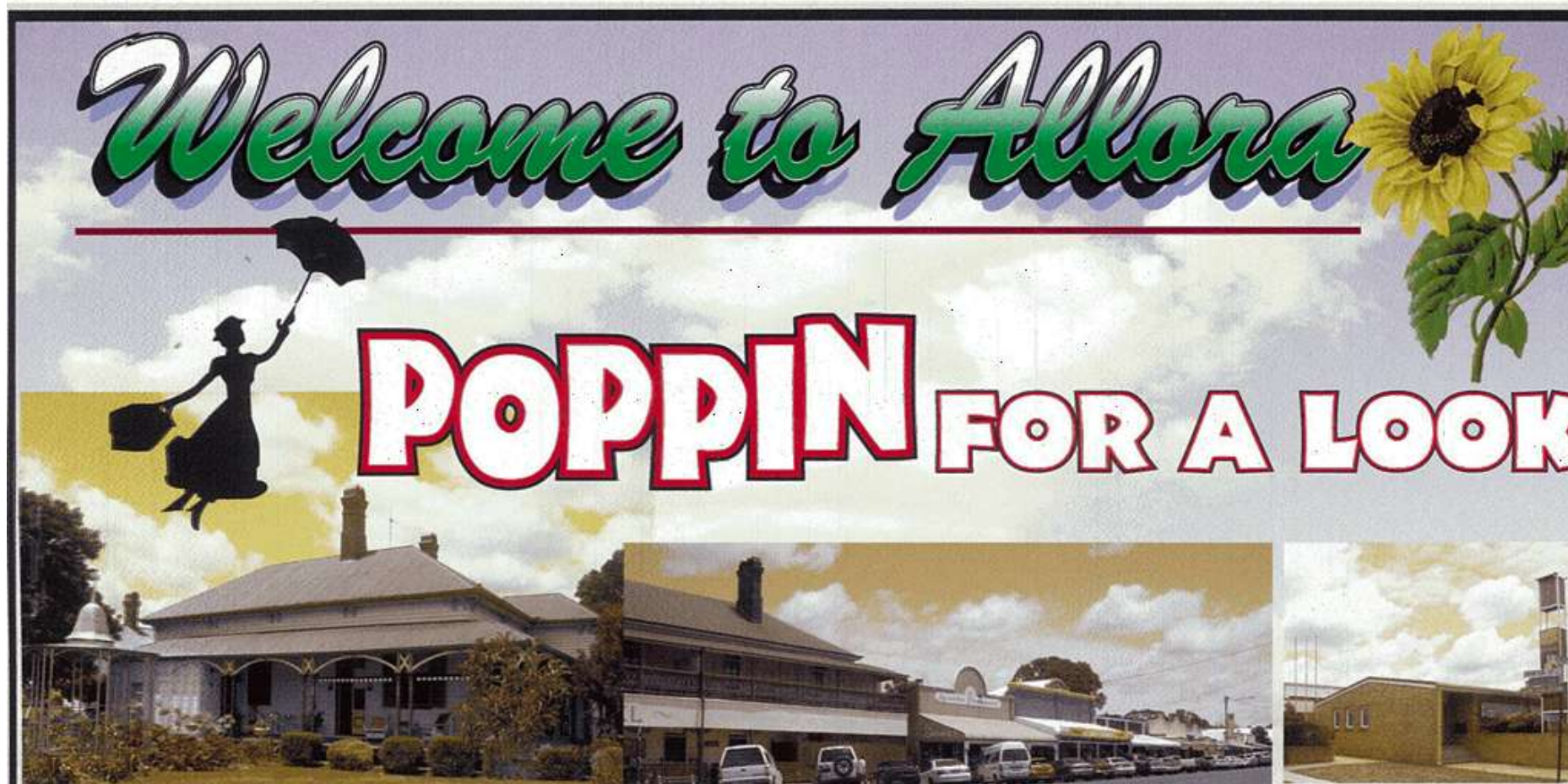
46365360 (only at night)



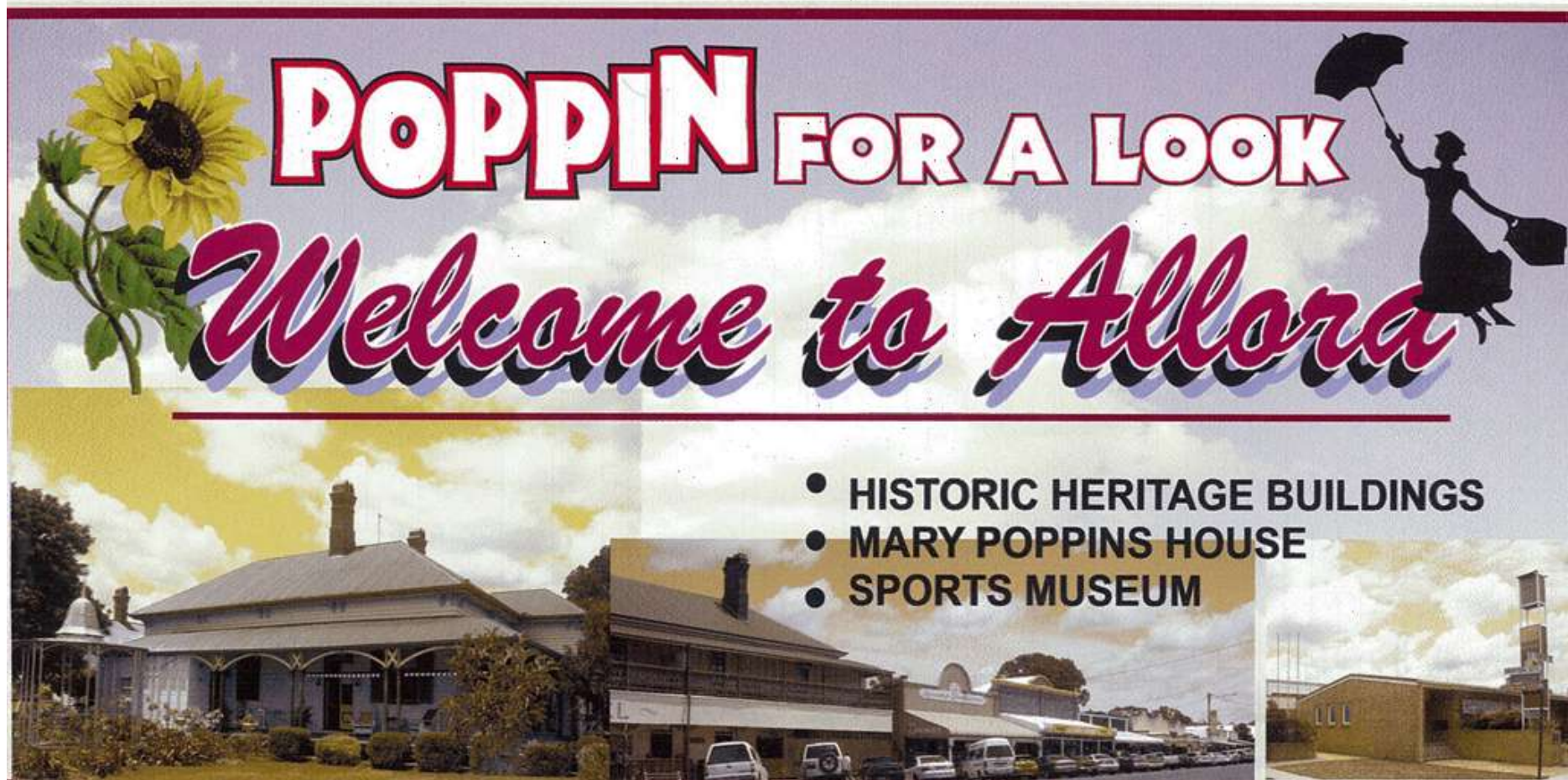
4 is our choice

Margaret @ glenmar fuels. com. au.

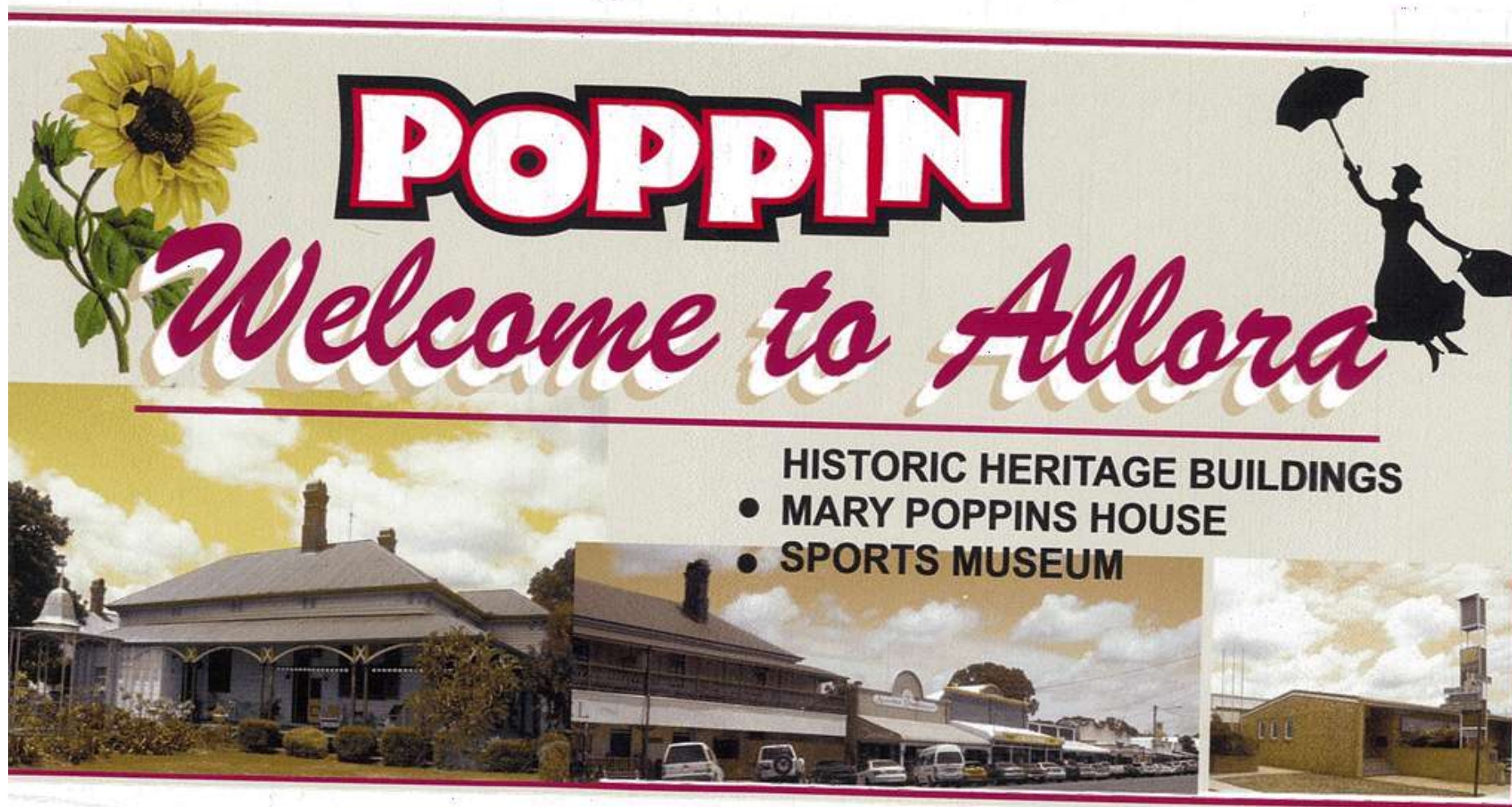
1



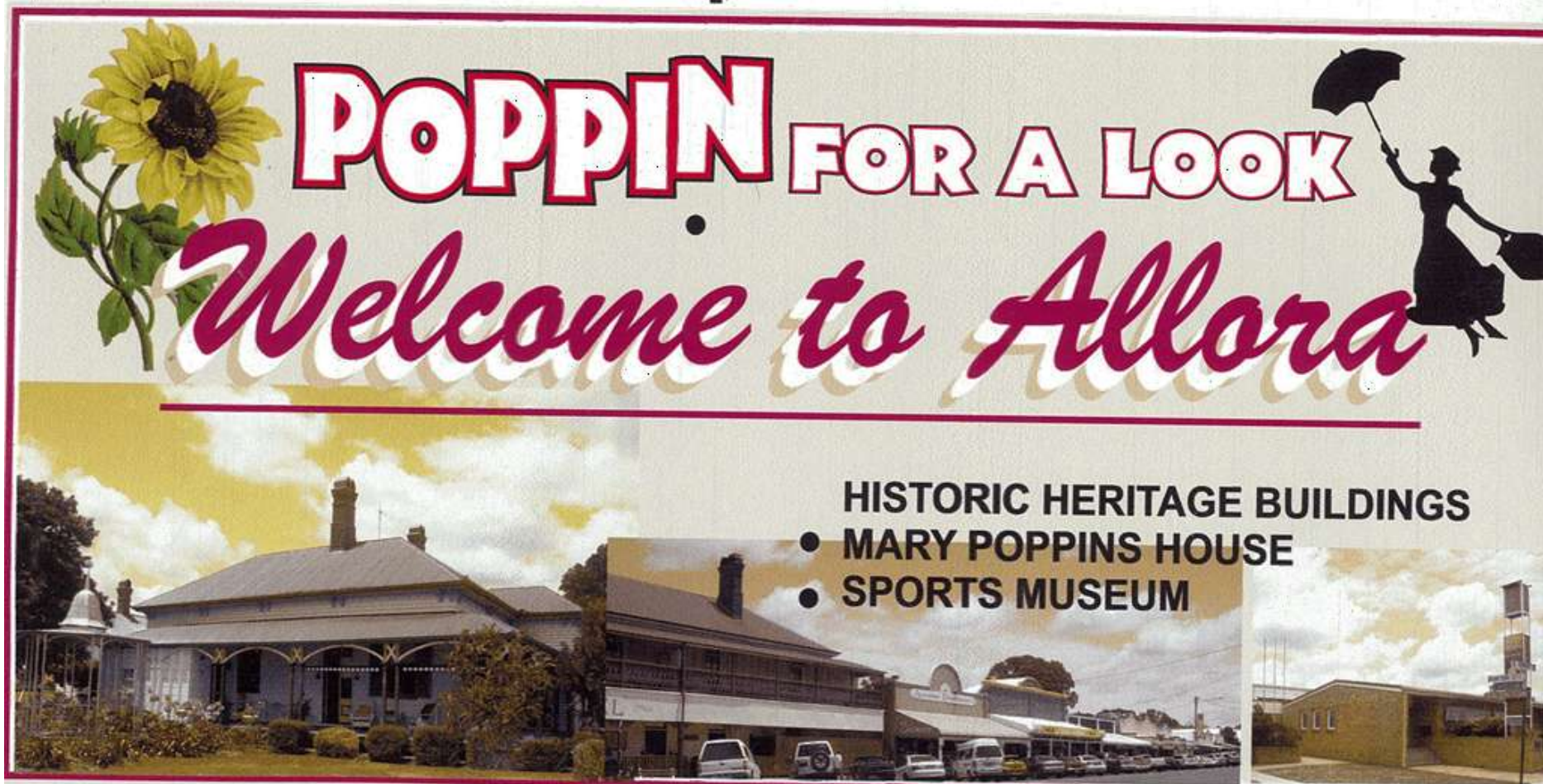
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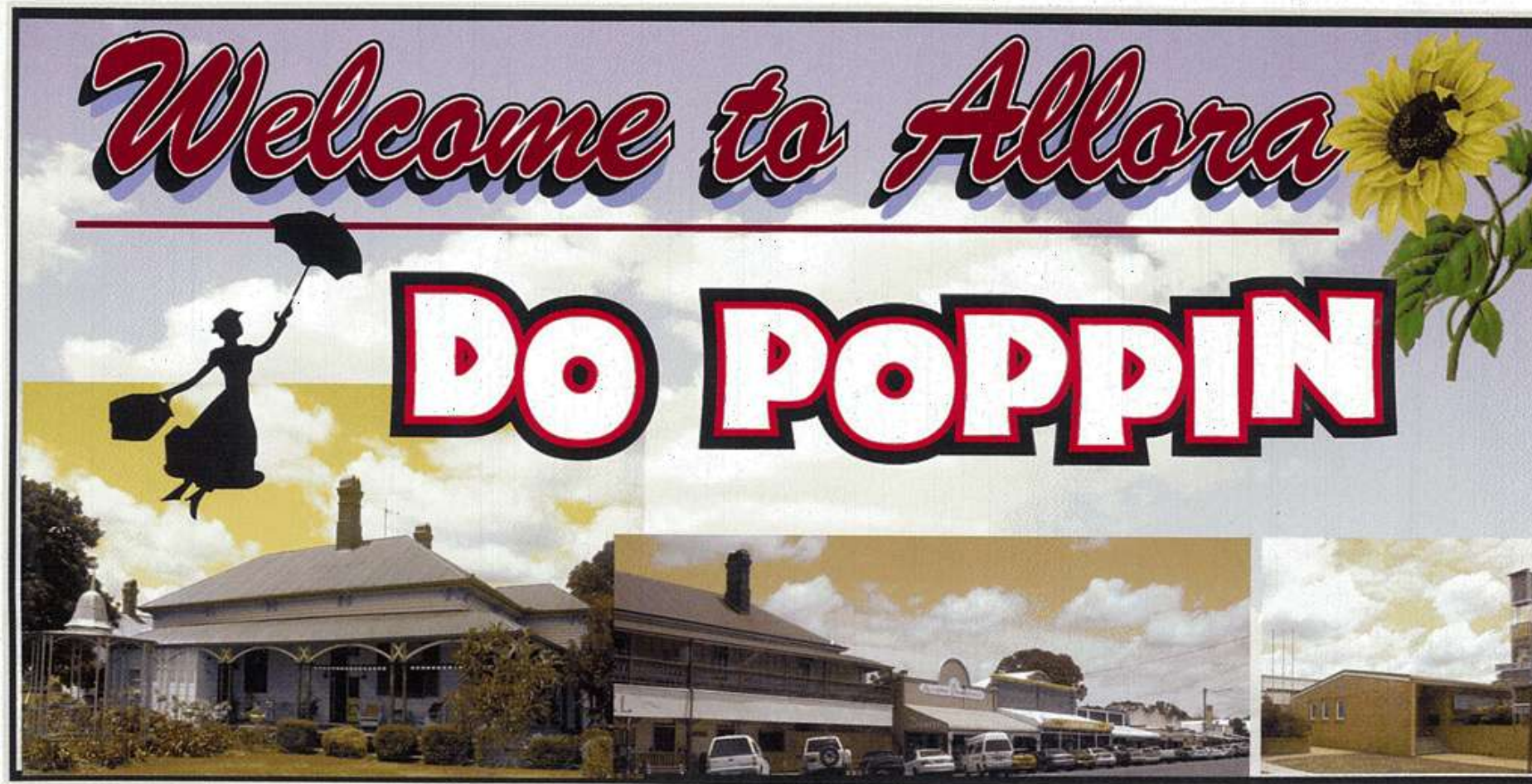
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4




5



9.3 Capital Allocation Required to Fund Emu Swamp Dam Variation

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Director Engineering Services	File Ref: 32.29

Recommendation

THAT Council indicate which capital allocation is to be deferred or reduced to fund the variation for the Supplement to the Environmental Impact Statement for Emu Swamp Dam.

Report

As reported previously to Council, works are continuing on the Supplement to the Environmental Impact Statement for the Proposed Emu Swamp Dam. Recently, additional works were required and are as follows:

- Carry out an assessment of the relevant impacts of the Large-eared Pied Bat;
- Additional information to clarify the residual impacts for state matters; and
- Information demonstrating that the residual effects identified can be offset in accordance with Commonwealth and State requirements.

Jacobs (formerly SKM) have issued an invoice for Variation No. 5 which totals \$27,555. The variation is attached.

No funding for Emu Swamp Dam was allocated in the 2014-2015 Budget. Council needs to allocate funding by deferring or reducing a capital works budget item. As the capital budget has been significantly reduced compared to previous years, direction from Council is required to fund this variation.

Budget Implications

A copy of the 2014-2015 Capital Budget is attached for consideration.

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

The variation is a valid invoice and needs to be paid. Council can:

- Defer a capital project;

- Reduce a capital project's budget.

Attachments

1. Project Variation 5 - Supplementary EIS for Emu Swamp Dam Project [View](#)
2. 2014-2015 Capital Budget [View](#)

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www.jacobs.com



Peter See
Southern Downs Regional Council
PO Box 26
Warwick QLD 4370

11 July 2014

QE06732

Dear Peter,

Project Variation 5 - Supplementary EIS for Emu Swamp Dam Project

The Supplementary Report to the Environmental Impact Statement (EIS) for Emu Swamp Dam Project was submitted to the Coordinator-General on 17 March 2014. Eleven submissions were received from government departments including Department of the Environment (DoE), Department of Environment and Heritage Protection (DEHP) and Department of Agriculture, Fisheries and Forestry (DAFF).

The Office of the Coordinator General requested the following information and studies to support the project approvals.

- An assessment of the relevant impacts to the Large-eared Pied Bat;
- Information to clarify the residual impacts for State matters;
- Information demonstrating that the residual impacts identified can be offset in accordance with Commonwealth and State requirements.

This letter seeks a variation for the following scopes of work:

- **Agency Meetings:** Meetings with the Office of the Coordinator-General and the Department of the Environment for the project.
- **Bat habitat assessment:** Additional scope (including field work, spatial analysis and review) for the habitat assessment for the Large-eared Pied Bat.
- **Revision of Biodiversity Offset Strategy:** As a result of increased public scrutiny of biodiversity offsets, the appendices in the offset proposal need to be revised to include an evidence-based rationale (including scientific references where appropriate) for the input values used in the EPBC offset calculator for each offset area.
- **Letter response to Coordinator General:** SDRG are required to provide a letter response for issues that require further information including Impacts Matters of State Environmental Significance, residual impacts on fish passage. The environmental will be engaged to provide technical input for aquatic ecology issues.
- **Project management:** Project management activities including communications, reporting and invoicing.

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Filename: 20140711_QE06732_Project Variation 5
Document no.:

1

Southern Downs Regional Council
Project Variation 5 - Supplementary EIS for Emu Swamp Dam Project
11 July 2014



The total approved budget and breakdown of costs for the variation are presented in Table 1.

Table 1 : Breakdown of Project Variation 5

Scope of Works	Initial Budget	Revised Budget	Value of Variation	Final Budget (\$ ex GST)
Total Approved Budget				\$898,129
Agency meetings	\$41,082	\$45,741	\$4,659	
Bat Habitat Assessment	\$9,163	\$13,281	\$4,118	
Revision of Biodiversity Offset Strategy	\$107,715	\$115,879	\$8,164	
Letter Response to Coordinator-General	\$0	\$7,095	\$7,095	
Project Management	\$76,037	\$79,556	\$2,519	
Total proposed variation			\$22,665	
TOTAL BUDGET				\$916,884

Please give me a call if you wish to discuss any aspect of this project variation.

Yours sincerely

Niall Carey
Project Manager
+61 7 3026 7954
niall.carey@jacobs.com

Part 2


Planned Capital Works 2015

ProjectName	Proposed Budget	Revenue Funded	Grant Funded	Loan Funded	Other Funded
81-3 - Community Facilities					
81-3-48 Aerodrome - Stanthorpe Electricity Supply	200,000	200,000	-	-	-
81-3-49 Regional Council Buildings - Floor Covering Replacement	75,000	75,000	-	-	-
81-3-101 Pools - Allora - Upgrade Dosing Equipment	20,000	20,000	-	-	-
81-3-19 Cemeteries - Eden Gardens Office Fitout	30,000	30,000	-	-	-
81-3-137 Parks - Dalrymple Creek Park Allora Septic System	15,000	15,000	-	-	-
81-3-148 Parks - Prattens Park Sewerage Treatment Plant	15,000	15,000	-	-	-
81-3-96 Saleyards - Work Health & Safety Upgrade	100,000	100,000	-	-	-
81-3 - Community Facilities Total	455,000	455,000	-	-	-
81-5 - Information Technology					
81-5-1 Cemetery Software System	40,000	40,000	-	-	-
81-5-102 Annual Hardware Upgrade & Renewal	70,000	70,000	-	-	-
81-5-110 Realign T1 to OneCouncil	400,000	400,000	-	-	-
81-5-123 Implement Corporate Performance Management Systems	40,000	40,000	-	-	-
81-5 - Information Technology Total	550,000	550,000	-	-	-
82-3 - Water and Wastewater					
82-3-539 WW Mains Renewals - Stanthorpe	120,000	120,000	-	-	-
82-3-552 WW Rising Main Renewal Twin River Crossing - Warwick	120,000	120,000	-	-	-
82-3-415 Water Mains Renewals - Southern	250,000	250,000	-	-	-
82-3-447 Bores: Replace mechanical and electrical equipment	10,000	10,000	-	-	-
82-3-663 SCADA / Telemetry Renewals	50,000	50,000	-	-	-
82-3-673 SCADA / Telemetry Growth	100,000	100,000	-	-	-
82-3-688 Water Mains Renewals - Northern	100,000	100,000	-	-	-
82-3-688 Golf Links Water Mains Renewals Stage A	500,000	500,000	-	-	-
82-3-702 Warwick WTP Roof Replacement	100,000	100,000	-	-	-
82-3-704 Stanthorpe WTP Second Reservoir	600,000	600,000	-	-	-
82-3-705 Storm King Dam Trunk main replacement Stage A	20,000	20,000	-	-	-
82-3-708 Watermeter Renewals - Northern	20,000	20,000	-	-	-
82-3-709 Watermeter Renewals - Southern	10,000	10,000	-	-	-
82-3-710 Valve and hydrant Renewals - Northern	20,000	20,000	-	-	-
82-3-711 Valve and hydrant Renewals - Southern	5,000	5,000	-	-	-
82-3-754 Allora Water Main	825,000	-	-	825,000	-
82-3 - Water and Wastewater Total	2,850,000	2,025,000	-	825,000	-

ProjectName	Proposed Budget	Revenue Funded	Grant Funded	Loan Funded	Other Funded
82-4 - Infrastructure Services					
82-4-16 Warwick Depot - Pallet Racking for Storage Shed	8,000	8,000	-	-	-
82-4-18 Warwick Depot - Plant Wash Down Facility	30,000	30,000	-	-	-
82-4-101 Stanthorpe CBD - Preparation of Streetscape Masterplan	100,000	100,000	-	-	-
82-4-96 Flood & Emergency Warning Systems	100,000	100,000	-	-	-
82-4-322 Plant Replacement Program	3,850,000	2,850,000	-	-	1,000,000
82-4 - Infrastructure Services Total	4,088,000	3,088,000	-	-	1,000,000
82-5 - Works Construction					
82-5-413 Mullins road Bridge (Talgai) Construction of Abutments	500,000	500,000	-	-	-
82-5-414 Bernt - Forest Springs Rd Bridge Replacement	640,000	404,000	236,000	-	-
82-5-392 Gravel Resheeting 14-15	2,000,000	2,000,000	-	-	-
82-5-439 Glengallan Rd stormwater improvement final stage	220,000	220,000	-	-	-
82-5-170 Reseals	1,000,000	1,000,000	-	-	-
82-5-465 Project St Reconstruction (McDougal to Industrial) - From 2013-14	300,000	300,000	-	-	-
82-5-466 Project St Reconstruction (McDougal to Industrial) - Additional budget required	100,000	100,000	-	-	-
82-5-416 Anenome Street Stage 2 western end	650,000	-	650,000	-	-
82-5-417 Nundubbermere Rd widen and rehabilitation	300,000	-	300,000	-	-
82-5-415 Lyndhurst Lane Bridge and Approaches	100,000	50,000	50,000	-	-
82-5-44 Eukey Rd	500,000	250,000	250,000	-	-
82-5-457 Inverrainsay Rd Widen & Rehabilitation	535,000	267,500	267,500	-	-
82-5 - Works Construction Total	6,845,000	5,091,500	1,753,500	-	-
83-4 - Environmental Services					
83-1-29 Minor Capital Works at Animal Pounds	10,000	10,000	-	-	-
83-4-2 Wild Dog Fence Grid Upgrade	10,000	10,000	-	-	-
83-4-798 Upgrade Stanthorpe Wild Dog Fence	20,000	20,000	-	-	-
83-4-841 Stanthorpe Animal Pound	300,000	300,000	-	-	-
83-4-849 Killarney Wild Dog Check Fence Annual replacement	11,000	11,000	-	-	-
83-4-802 Warwick Transfer Station & Landfill minor capital works program	75,000	75,000	-	-	-
83-4-815 Stanthorpe Transfer Station & Landfill minor capital works program	65,000	65,000	-	-	-
83-4-846 Northern Granite Belt Waste Transfer Station	459,000	459,000	-	-	-
83-4 - Environmental Services Total	950,000	950,000	-	-	-
Grand Total	15,738,000	12,159,500	1,753,500	825,000	1,000,000

9.4 Determination of Additional Gravel Pits

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Director Engineering Services	File Ref: 28.91

Recommendation

THAT no further work be carried out until Council can provide funding to enable the soil testing to be carried out.

Report

Council considered a report on "Use of Local Gravel Pits to Provide Gravel for Gravel Road Maintenance" at the General Meeting of Council held on 18 December 2013

The resolution of Council was.

THAT Council;

1. Notes the findings of the report;
2. Tender documentation be prepared and advertised to allow Council to form a panel of pre-qualified gravel suppliers to provide Council with road material for construction and maintenance purposes for a minimum period of supply of two (2) years; and
3. Undertake further investigations to establish strategically placed quarries within Southern Downs to meet Council's operational objectives of reducing carting (transportation) distances and costs and that a further report be brought back to Council regarding the results of such investigations in 2014.

This report deals with Point 3

The Works Maintenance Department does not have a capital works budget. The operational budget is approximately the same as the 2013/2014 Budget.

In order to progress resolution Point 3, significant survey and geotechnical works will be required.

This is to ensure that if Council provides planning approval and/or approval of land owners that sufficient gravel resources will be available if Council opens up the pits.

To clarify the resources in terms of quantity and quality, extensive soil testing and surveying needs to be carried out at each of four possible quarry sites. It is estimated that soil testing and survey will cost in the order of \$40,000.00 per site. There are no funds in the 2014/2015 budget to carry out this work.

In addition, Engineering and Planning staff would also be required to prepare the applications. It is estimated that this will cost \$5,000.00 in staff costs.

As there are no funds available for this work, it is recommended that this work be considered in a future Council budget and that no further work be carried out until funding is available.

Budget Implications

Funding of up to \$160,000.00 (\$40,000 per site) is required to enable the investigation and establishment of up to four gravel quarries.

Policy Consideration

A Council resolution from the General Meeting of Council held on 18 December 2013 applies.

Community Engagement

Nil

Legislation/Local Law

Local Government Act
Sustainable Planning Act

Options

Council has the following options:


- Accept the recommendation.
- Allocate funding to the project to continue work.

Attachments

Nil

9.5 Trade Waste Policy

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Water & Waste Water	File Ref: 14.14.04/29.40

Recommendation

THAT:-

1. Council approves and adopts the Trade Waste Policy as the basis for future management of trade waste.
2. A Trade Waste Management Plan, detailing how the policy will be implemented, be developed for Council's future consideration by January 2015.

Report

The purpose of this report is to seek Council's approval of the Trade Waste Policy for waste water disposal.

What is Trade Waste?

Trade waste is water borne waste from business, trade or manufacturing premises except prohibited substances, human waste and stormwater.

Background

The previous Warwick Shire Council had a Trade Waste management regime, consisting of a policy and officer responsible for Trade Waste Management. As a result, there could be some Trade Waste Agreements or Permits issued to businesses in the northern part of the region. These include Integria and the truck wash. However, since about 2000 the policy has not been resourced for effective management of Trade Waste.

Experiences

Without an effective trade waste management regime, Council has been experiencing the following:

- Some enquiries requesting the appropriate trade waste management requirements for new / proposed developments.
- Being unable to offer a clear direction over and above what might be required under Plumbing and Drainage legislation.
- Increased reactive calls to remove blockages caused by grease built up from restaurants and cafes; repair of dissolved cement from concrete pipes, reduced efficiencies at Wastewater Treatment Plans.

Response

In response to the problems above, about 10 Council staff from Environmental Health, Plumbing and Drainage, Wastewater Networks and Wastewater Treatment held a workshop in April 2014 to develop a way forward.

Agreed Approach

Council staff agreed to address Trade Waste through the following two instruments:

- i. A Trade Waste Policy – That provides Council staff the authority to manage trade waste – (why and what to do)
- ii. A Trade Waste Management Plan – That provides details about how the trade waste policy will be implemented - (how to do it).

One output of the April 2014 workshop is the draft Trade Waste Policy, copy attached. A Trade Waste Management Plan will be developed and presented to Council for adoption by January 2015. The intent is for the Trade Waste Policy and Management Plan to be implemented from 1 July 2015 if adopted by Council.

The high level steps to manage trade waste will be as outlined on section 5.2 of the Trade Waste Policy and summarised below:

- (a) Enquiry / Application,
- (b) Risk based assessments
- (c) Approval with conditions – use permits and agreements
- (d) Compliance to including assessing current business operations and any material change of uses; inspections; monitoring; and auditing.
- (e) Cost recovery through annual charges – depending on risk assessment and classification of the trade waste generation.

The key component to trade waste management will be risk assessments and targeted interventions e.g. higher risk generators will be required to have a stricter management / control regime compared to lower risk generators. Details of the various control measures and their levels will be available in the Trade Waste Management Plan.

Budget Implications

The Trade Waste Policy was developed in-house by Council staff.

The Policy aims to redirect funding away from repair costs of wastewater infrastructure caused by unregulated discharge of trade waste into Council infrastructure and, instead, use part of these funds to improve the quality of waste entering waste water by ensuring that trade waste is managed at source and operates on a generator pays and full cost recovery basis.

Details about the budget and financial aspects on affected businesses will be modelled as part of the options and scenario development of the Trade Waste Management Plan.

Policy Consideration

The Southern Downs 2030 Community Plan identifies the following:

- Vision 1 - The Southern Downs Sense of Community
1.1 Seek cooperation with business companies through education, partnership and advice.
- Vision 6 - The Environmentally Sustainable Southern Downs
6.1 Promote education and environmental awareness in businesses and the community.
6.7 Provide and maintain a reliable, secure and high quality long term waste water treatment for existing urban communities.
- Vision 8 - The Well Governed Southern Downs
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 Policy. However, when the TW Management Plan is adopted, Council will invite affected businesses to share information about the TW Policy and Management Plan and its implication on various businesses.

The draft Trade Waste Policy was discussed at the Council briefing session held on Monday 14 July 2014 in Warwick.

Legislation/Local Law

The *Environmental Protection Act 1994* provides a general prohibition against the pollution of the environment by the discharge of trade wastes, except where the person or agency holds an environmental authority permitting such discharge.

The *Water Supply (Safety and Reliability) Act 2008* prohibits the unauthorised discharge of wastes, other than domestic sewage, into wastewater infrastructure.

The acceptable options for producers of trade waste are to:

- have it treated at an approved treatment facility,
- obtain approval from Council to discharge to wastewater infrastructure,
- or obtain an environmental authority under the *Environmental Protection Act* to treat the waste themselves before discharge to the environment.

Other relevant legislation and regulations include:

- Water Supply (Safety and Reliability) Act 2008
- Environmental Protection Act 1994
- Environmental Protection (Water) Policy 2009
- Environmental Protection Regulation 2008
- Environmental Protection (Waste Management) Policy 2000
- Environmental Protection (Waste Management) Regulation 2000
- Local Government Act 2009
- Sustainable Planning Act 2009
- Plumbing and Drainage Act 2002
- Standard Plumbing and Drainage Regulation 2003
- Radiation Safety Act 1999
- Radiation Safety Regulation 1999
- Gene Technology Act 2001 (Queensland legislation)
- Gene Technology Act 2000 (Commonwealth legislation)

Options

- Trade waste management is required to enable Council to achieve compliance, protect the health and safety of its staff, its infrastructure and the environment through risk based assessments and targeted control measures at the source.
- Not Implement the policy and acknowledge that Council's infrastructure will continue to deteriorate much quicker than general aging.

Attachments

1. Trade Waste Policy [View](#)

TRADE WASTE POLICY

Policy Number:	Policy Number to be inserted by Governance
Department:	Water & Wastewater
Section:	Water & Wastewater
Responsible Manager:	Manager Water & Wastewater
Date Adopted:	Insert Date adopted
Date to be Reviewed:	Within six months of Quadrennial election
Date Reviewed:	Insert Date reviewed (if applicable)
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description

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1 Policy Background

Issues

- every business, trade or manufacturing premises produces trade waste
- this presents the potential to cause harm to people, the receiving environment (air, land, water) and infrastructure
- thus, disposal of trade waste has to be regulated.

2 Purpose

The purpose of this Trade Waste Policy is to provide stakeholder information for trade waste on Councils liquid waste disposal requirements in accordance with the principles of environmental sustainability and in a manner which safeguards public health and is consistent with Council's responsibilities and obligations under Queensland and Federal legislation.

3 Scope

In scope

All businesses produce trade waste and must seek approval from Council to discharge trade waste to the Council wastewater management system

Out of scope

- waste that is a prohibited substance; (regulated by State through *Water Supply (Safety and Reliability) Act 2008* Schedule 1) or
- human waste; (managed through normal wastewater management systems) or
- stormwater (managed through a dedicated stormwater system). The discharge of trade waste (including transported waste) to stormwater drainage is prohibited under the *Plumbing and Drainage Act 2002**. The stormwater system must only be used for the disposal of uncontaminated stormwater runoff, or
- trade waste managed through EPA approval process.

4 Legislative Context

The *Environmental Protection Act 1994* provides a general prohibition against the pollution of the environment by the discharge of trade wastes, except where the person or agency holds an environmental authority permitting such discharge.

The *Water Supply (Safety and Reliability) Act 2008* prohibits the unauthorised discharge of wastes, other than domestic sewage, into wastewater infrastructure.

* See *Water Supply (Safety and Reliability) Act 2008* Schedule Dictionary Section 3 – Prohibited Substances

The acceptable options for producers of trade waste are to:

- have it treated at an approved treatment facility,
- obtain approval from Council to discharge to wastewater infrastructure,
- or obtain an environmental authority under the *Environmental Protection Act* to treat the waste themselves before discharge to the environment.

Other relevant legislation and regulations include:

- Water Supply (Safety and Reliability) Act 2008
- Environmental Protection Act 1994
- Environmental Protection (Water) Policy 2009
- Environmental Protection Regulation 2008
- Environmental Protection (Waste Management) Policy 2000
- Environmental Protection (Waste Management) Regulation 2000
- Local Government Act 2009
- Sustainable Planning Act 2009
- Plumbing and Drainage Act 2002
- Standard Plumbing and Drainage Regulation 2003
- Radiation Safety Act 1999
- Radiation Safety Regulation 1999
- Gene Technology Act 2001 (Queensland legislation)
- Gene Technology Act 2000 (Commonwealth legislation)

5 Policy Details

5.1 Objectives

- To safeguard public health and the environment.
- To prevent harm or injury to wastewater industry personnel and to the general public.
- To assist Council to meet its statutory obligations.
- To safeguard the wastewater infrastructure against damage, blockage or surcharging.
- To exclude non-biodegradable and potentially harmful substances that may:
 - lead to non-compliance with the conditions of Council's environmental authority issued by the regulator;
 - cause the treatment process to fail;
 - render recycled waste water or biosolids unacceptable for reuse or disposal;
 - cause physical damage to wastewater infrastructure;
 - cause any other detriment to the environment.
- To equitably recover the cost of services to commerce and industry including the cost of conveyance, treatment, disposal and, maintenance and repair of damage to wastewater infrastructure.
- To encourage waste minimisation and cleaner production, including waste prevention, recycling, and pre-treatment.
- To promote water conservation.
- To conform to industry standards and practices.

- To provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of wastewater, the design of augmentations or new wastewater infrastructure, and waste management reporting.

5.2 Approach

Council will regulate trade waste through conditional acceptance of trade waste into Council wastewater collection and treatment system subject to:

- adequate wastewater collection and treatment system capacity
- the generator applying all practicable waste minimisation options (including minimisation, recycling and reuse)
- trade waste not hindering recycling of by products

The method that Council will use will consist of the following steps:

- (a) Preliminary Audit
- (b) Encourage participation, enquiries & applications,
- (c) Risk based assessment to categorise classification
- (d) Grant approvals with conditions – using permits and agreements
- (e) Monitor compliance
 - changes to Material Change of Use
 - inspections
 - monitoring, tracking / trucking.
 - scheduled and random audits
- (f) Cost recovery- charges will:
 - depend on risk assessment and classification,
 - be based on user pays principle,
 - be flexible using annual charges.

5.3 Responsibilities

The responsible parties are:

- tenant i.e. business or trade waste generator;
- land owner;
- Council.

The obligations of each party are as follows:

Generators' Obligations

- apply to obtain appropriate approvals
- comply with requirements of the approval (permit / agreement)

- regular monitoring and reporting in accordance with the conditions of the approval
- notify or inform Council of changes
- maintenance and control of their trade waste and related infrastructure
- advise after trucking = tracking

Land Owner's Obligations

- ensuring that all charges against the land are paid in time and in full
- notify or inform Council of changes e.g. to tenants or land use

Council's Obligations

- assess the effects of trade waste in accordance with set processes and procedures
- create , maintain and update Trade Waste database
- inform, advise and educate the business community and our customers
- report regularly on the implementation of its trade waste environmental management plan to the regulator
- collect relevant charges and fees

5.4 Enforcements

Council's approach is to seek cooperation with the business customers first through education, partnership and advice - to encourage better social, environmental and economic outcomes.

However, where this fails, council will take the following steps to ensure compliance.

- Non compliance notice/s
- Show cause
- Enforcement fines
- Termination or Suspension of Agreement / Permit
- Prosecution
- Forced Disconnection or Restricted Water Supply

6 Definitions

Term	Meaning
Trade Waste	The water-borne waste from business, trade or manufacturing premises, other than: (a) waste that is a prohibited substance*; (b) human waste; or (c) stormwater.
Agreement	See <i>Trade waste agreement</i>
Arrestor	An apparatus designed to intercept and retain silt, sand, oil, grease, sludge and other substances in a waste discharge.
Council	In this policy a reference to Council means the Southern Downs Regional Council or any person appointed or authorised by the Southern Downs Regional Council to act on behalf of Council as the case may require.
Biosolids	The treated solids (sludge), mainly organic, produced by sewage treatment.
Agreement	See <i>Trade waste agreement</i>
Arrestor	An apparatus designed to intercept and retain silt, sand, oil, grease, sludge and other substances in a waste discharge.
Council	In this policy a reference to Council means the Southern Downs Regional Council or any person appointed or authorised by the Southern Downs Regional Council to act on behalf of Council as the case may require.
Biosolids	The treated solids (sludge), mainly organic, produced by sewage treatment.
Domestic sewage	Faecal matter and urine of human origin and liquid household wastes from water closet pans, sinks, baths, basins and similar fixtures designed for use in private dwellings.
Effluent	The liquid discharged following a wastewater treatment process.
Generator	See <i>Trade waste generator</i>
Human wastes	Human faecal substances and urine.
Owner	As defined in the <i>Water Supply (Safety and Reliability) Act 2008</i>
Permit	See <i>Trade waste permit</i>
Term	Meaning
Premises	A lot as defined in the <i>Sustainable Planning Act 2009</i> , or for a lot under the <i>Body</i>

	<i>Corporate and Community Management Act 1997</i> or the <i>Building Units and Group Titles Act 1990</i> – the common property for the lot
Prohibited substances	A substance prescribed in Schedule 1 of the Water Supply (Safety and Reliability) Act 2008.
Regulated waste	Non-domestic waste as mentioned in Section 65 of the Environmental Protection Regulation 2008 (whether or not it has been treated or immobilised) and includes for an element – any chemical compound containing the element; and anything that has contained the waste.
Sewage	The wastewater from the community including all faecal matter, urine, household and commercial wastewater that contains human waste.
Wastewater or Wastewater Infrastructure	A sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage.
Stormwater Drainage	A drain, channel, pipe, chamber, structure, outfall or other work used to receive, store, transport or treat stormwater.
Trade waste	The water-borne waste from business, trade or manufacturing premises, other than: a) waste that is a prohibited substance; or b) human waste; or c) stormwater.
Trade waste agreement (Agreement)	Trade waste approval for the discharge of liquid waste classified as Category 3. It states the terms and conditions to be met by the approval holder with respect to the discharge of trade waste into Council's sewers.
Trade waste approval	Written approval by Council for a person to discharge trade waste to Council's wastewater infrastructure. See Trade waste agreement and Trade waste permit.
Trade waste generator	Any person, owner, occupier, company or body whose activity produces or has the potential to produce trade waste.
Trade waste officer	Trade waste officer means a person holding appointment as a trade waste officer of the Southern Downs Regional Council.
Trade waste permit (Permit)	Trade waste approval for the discharge of liquid waste classified as Category 1 or 2. It states the terms and conditions to be met by the approval holder with respect to the discharge of trade waste into Council's sewers.

7 References

Council has adopted the following Guidelines as part of best practice sewage management:


- *Australian Sewage Quality Management Guidelines* – Water Services Association of Australia;
- *The National Plumbing and Drainage Code (AS/NZS 3500)*;
- National Water Quality Management Strategy” *Guidelines for Sewerage Systems, Acceptance of Trade Wastes (Industrial Wastes)*, “ Agriculture and Resource Management Council of Australia and New Zealand and Australian and New Zealand Environment and Conservation Council, November 1994”.

National Guidelines for Waste Management in the Health Industry, National Health and Medical Research Council, 1999.

10. PLANNING & ENVIRONMENT DEPARTMENT REPORTS

10.1 Proposed Amendments to the Local Heritage Register

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Principal Town Planner	File Ref: 18.04.01

Recommendation

THAT Council propose to make the amendments to the Local Heritage Register as attached, and proceed with notification of the proposed changes as required by the *Queensland Heritage Act*.

Report

A review of the Local Heritage Register has been undertaken for the following purposes:

1. to better define the boundaries of Local Heritage Places;
2. to address requests from landowners regarding the inclusion of their land on the register; and
3. to rectify inaccuracies in the register.

An amended version of the Local Heritage Register is attached to this report showing the proposed changes as discussed in the report.

Defining the Boundaries of Local Heritage Places

Each listing on Council's Local Heritage Register includes the name of the heritage place (a building or structure), the street address and the property description.

The inclusion of a place on the Local Heritage Register only has effect when building works are being undertaken on that place. Any building work on a place included on the register must be referred to Council as a concurrence agency and assessed under the Heritage overlay code. In the case of demolition or removal of a building on the register, an approval is required under the planning scheme.

The *Queensland Heritage Act* defines "place" as follows:

place—

- 1 Place means a defined or readily identifiable area of land, whether or not held under 2 or more titles or owners.
- 2 Place includes—
 - (a) any feature on land mentioned in item 1; and
 - (b) any part of the immediate surrounds of a feature mentioned in paragraph (a) that may be required for its conservation.

Therefore a heritage place is defined as an area of land, not just as the building or structure which is considered to be of heritage significance.

Currently, the Local Heritage Register identifies the location of a place by boundaries of the lot as described by the street address and property description. This means that any building works on a lot that includes a heritage building requires referral to Council, whether or not the works involve the building of heritage significance.

Council's intent was to only trigger heritage assessment for works on heritage buildings, not for works on other buildings or a new building on other parts of the lot. This anomaly can be addressed by including information about the boundaries of the place in the register. A column has been added to the register defining each Local Heritage Place by the footprint of the building or structure (including overhangs). This will ensure that only works on the heritage building is subject to the Heritage overlay code of the planning scheme.

Places to be Removed from the Register

It is proposed that the following four places are removed from the register.

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Reason for removal
111	Allies Hall	Sandy Creek Road	Allan	L2 RP224116	This building has been demolished.
466	Former Dalveen Post Office	3510 Old Stanthorpe Road	Dalveen	L5 RP31100	The landowner advises that this building on this site has never been used as the post office, and that the former post office is likely to be the building at 3518 Old Stanthorpe Road, Lot 4 RP810307.
334	Killarney RSL Hall	45 Willow Street	Killarney	L4 SP144667	The landowner has advised that the original RSL Hall on this site was destroyed in the 1968 tornado. The current building is not considered to be of heritage significance.
227	Tannymorel Grain Sheds	Oak Street	Tannymorel	L109 CP882818	This place was included on the Warwick Shire Register of Cultural Heritage Places when it was adopted in 1999. However, following a request from the landowner, the place was removed from that register by Council on 26 July 2006. It is considered unreasonable to include this place on the Local Heritage Register.

Correspondence has been received from the Killarney Show and Rodeo Society Inc. requesting a review of the heritage listing of the Killarney Showgrounds. Currently the whole of the site is included on the register. At the request of the Killarney Show and Rodeo Society Inc. an inspection was conducted of the grounds, and it was considered that the supper room building, the drinks shed to the south-west of the ring and the small shed to the west of the show ring may be of heritage significance. Further correspondence has since been received from the Killarney Show and Rodeo Society Inc. requesting the place to be removed from the register. They state that the drinks shed and other small shed have not been used for some time and are unsafe. They further state that some members of the community have an emotional tie to the supper room, and it is intended to remove this building to a new location on the site. The proposed amendments to the register include a change to this listing to include only the supper room.

Places to be added to the Register

It is proposed that the following places be added to the register.

Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Reason for Inclusion in the Register
Sandstone kerb and channelling	81 Percy Street	Warwick	Footpath outside Lot 1 RP889884	This sandstone kerbing was included in the Warwick Shire Register of Cultural Heritage Places on 26 June 2002 at the request of the Warwick Shire Heritage Committee. There is a plaque on the footpath advising of the significance of the sandstone kerbing.

Leonards trading store	69 Dragon Street	Warwick	L1 RP918868	<p>Built by John Leonard circa 1881 as a trading store.</p> <p>In January 1890, Leonard advertised the whole of his Dragon Street property, including the store and the Commonage for sale. At this time it comprised a half acre of land on which were erected a brick dwelling, large produce shed and horse and cart shed, and a new brick store with a good 3-roomed dry store at the rear. The new store was stocked with drapery, groceries, boots and shoes, and Leonard advertised as the National Stores, Dragon Street.</p> <p>The allotment was subdivided in 1951 creating separate allotments for the Commonage and the shop.</p> <p>A residence was added behind the store in the 1940's. The store was converted to a cafe in 2008.</p>
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Minor Corrections to Listings

Various minor changes are proposed to the register to correct or add details such as street address and property descriptions.

Process for Amending the Local Heritage Register

Amendments of the Local Heritage Register may only proceed in accordance with the *Queensland Heritage Act*.

In accordance with the Act, Council may propose to enter a place in its local heritage register if it reasonably considers the place is a place of cultural heritage significance for the region. Council must propose to remove a place from its register if it is satisfied it is no longer a place of cultural heritage significance.

If Council proposes to enter a place in, or remove a place from, its local heritage register, Council must give the owner of the place notice of the proposal and publish a notice in a newspaper. Any submissions received by Council must be considered before deciding whether to proceed with removing a place from the register. If Council decides to enter a place in, or remove a place from, its register, notice must be given to the owner of the place, and any other person who made a submission.

All landowners of places on the register will receive written notification of the proposed changes to the register to include details of the boundaries of the heritage place.

Budget Implications

Nil

Policy Consideration

Corporate Plan

1.6 Continue to record and protect all significant heritage and cultural sites and structures.

Operational Plan

Review and update the Local Heritage Register.

Community Engagement

The proposed additions and exclusions to the register must undergo a 20 business day public notification period in accordance with the *Queensland Heritage Act*. All landowners of places on the register will receive written advice of the proposed changes and have an opportunity to provide comments to Council.

Legislation/Local Law

Queensland Heritage Act

Local Heritage Register

Options

Council has the following options in regards to this matter:

1. Propose to make all the changes as shown in the attached document;
2. Propose to make some of the changes as shown in the attached document; or
3. Resolve to make no changes to the Local Heritage Register.

Attachments

1. Proposed Amendments to the Local Heritage Register [View](#)



Local Heritage Register

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
108	Allan State School	280 Sandy Creek Road	Allan	L521 N2625	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools; - for its architectural value as an early example of the use of exposed studding popularised by prominent Queensland architect Richard Suter.
110	Darling Downs Hotel	345 Sandy Creek Road	Allan	L2 RP224116	The footprint of the building, including overhangs.	The place is significant: - for its architectural merit as a good local example of the Inter-War Old English style of architecture - for its social value as a long-standing recreation and meeting place for the local community
111	Allan Hall	Sandy Creek Road	Allan	L2 RP224116		The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community
121	Boer War Memorial	20 Warwick Street	Allora	L2 A240	The footprint of the memorial plus a 2 metre radius.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
122	Allora Post Office	64 Herbert Street	Allora	L12 RP225667	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct.
123	Allora Police Station & Courthouse	40 Raff Street	Allora	L5 CP825679	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre
124	Allora State School	21 Warwick Street	Allora	L1 CP850666	The footprints of the two buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
126	Allora Historical Museum	27 Drayton Street	Allora	L129 ML1622	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Allora as an administrative centre and the development of social and cultural institutions.
127	Allora Railway Station	Darling Street	Allora	L11 CP627034	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communication
128	St David's Church, Hall and Rectory	1 Church Street	Allora	L63 ML1795 & L62 A21940	The footprints of the buildings, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register
129	Allora Wesleyan Chapel	34 Herbert Street	Allora	Lot 6 SP239627	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions.
130	Allora Uniting Church	33 Fords Street	Allora	L1 SP167666	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions.
132	Allora Cemetery including shelter shed.	148 Allora - Clifton Road	Allora	L219 MS4666	The boundaries of the lot.	The place is significant - for the reasons set out in the Queensland Heritage Register
137	Allora Butter Factory	22 South Street	Allora	L2 RP114892	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture.
139	Allora Showground, Grandstand and Shelter sheds only	1 Darling Street	Allora	L2 CP669647	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions; - for its social value as a long-standing recreation place for the local community.
142	Allora Community Hall	55 Herbert Street	Allora	L3 RP77243	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and entertainment place for the local community
145	Commercial Hotel	58 Herbert Street	Allora	L2 RP91413	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Allora as an administrative centre; - for its social value as a long-standing recreation and meeting place for the local community.

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146	Commercial Bank of Sydney	37 Warwick Street	Allora	L2 RP66666	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre; - for its architectural value as an excellent example of the Federation Free Style of architecture.
147	Former Allora Council Chambers	53 Warwick Street	Allora	L7 A218	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre
148	Residence/ Former Queensland National Bank	23 Drayton Street	Allora	L2 RP40	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural value as an example of the work of prominent Queensland architect FDG Stanley.
154	Royal Hotel	57 Herbert Street	Allora	L1 RP16	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre; - for its social value as a long-standing recreation and meeting place for the local community.
163	Rappe's Boarding House	21 Drayton Street	Allora	L2 RP64140	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - as a rare and intact example of a 19th century boarding house
164	Rappe's Bakery	48 17 Drayton Street	Allora	L1 & L2 RP170586	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - as a rare and intact example of a small free-standing brick bakery
165	Railway Hotel	46 40 Herbert Street	Allora	L1 RP50152	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct - for its social value as a long-standing recreation and meeting place for the local community
166	Allora Pharmacy	42 Herbert Street	Allora	L2 RP50152	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct

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167a	Allora Hardware Building	44 Herbert Street	Allora	L10 RP808887	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
167b	The Parlour Building	46 - 48 Herbert Street	Allora	L1 & L2 RP83217	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
167c	Commercial Building	50 Herbert Street	Allora	L1 RP35	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
167d	Commercial Building	52 Herbert Street	Allora	L4 SP166335	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
167f	Commercial Building	60 Herbert Street	Allora	L1 L1 SP191735	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
167h	Commercial Building	74 Herbert Street	Allora	L3 RP83115	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural and streetscape value as part of the Herbert St precinct
169	Donovan Building	45 Herbert Street	Allora	L1 RP49 L3 SP268168	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre
170	Australian Joint Stock Bank Mery Poppins House	61 Herbert Street	Allora	L308 A17091	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre - for its architectural value as a good example of a bank premises designed in a domestic style which was common in the late 18 th century.

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173	Allora Grain Shed	Darling Street	Allora	L1 SP137051	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture - as the first grain shed in Queensland erected by the State Wheat Board.
176	Milegunyah Private Hospital	33 Warwick Street	Allora	L3 RP10	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre
178	St Patrick's Catholic Church & Convent	63 Warwick Street	Allora	L708 A17081 & L71 SP220512	The footprints of the two buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions
179	Roseneath	62 Warwick Street	Allora	L1 SP147244	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural value as a good local example of an early traditional Queensland timber house.
180	Allora Cottage	40 Arnold Street	Allora	L2 RP207785	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural value as a good example of an early traditional Queensland timber cottage from around 1870.
181	Sister Sharpe's Hospital	20 Forde Street	Allora	L1 RP83275	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre; - for demonstrating how medical services were provided in Allora prior to the establishment of the public hospital.
183	Richmond	64 South Richmond Road	Allora	L91 M34675	The footprint of the building, including overhangs.	The place is significant: - for its local historical association with the Kates family
185	RSL Hall	22 Warwick Street	Allora	L22 SP207912	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community
187	Allora Guide Hall	20A Warwick Street	Allora	L2 A240	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community

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187	Allora Bowls Club	20 Warwick Street	Allora	L2 A240	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the recreation - for its social value as a long-standing recreation place for the local community
547	Shop	38 Warwick Street	Allora	L1 RP33	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Allora as an administrative centre; - for its architectural value as a good local example of a small timber commercial building with post-supported street awning.
548	GCWA Hall	51 Warwick Street	Allora	L11 A233	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions; - for its social value as a long-standing meeting place for the local community.
664	Amiens State School	Amiens Road	Amiens	L15 BNT576	The footprint of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools.
667	St Derrys Anglican Church	17 Trevelthan Lane	Amiens	L405 A7161	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register.
668	Amiens Memorial Park	Car Memorial Lane & Amiens Road	Amiens	L144 BNT1467	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing public park.
670	Amiens Catholic Church	10 Goldfields Road	Amiens	L328 BNT1200	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
684	Applethorpe State School	25578 New England Highway	Applethorpe	L106 BNT1036	The footprint of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools.
800	QFS Packing House	25628 - 25630 New England Highway	Applethorpe	L3 RP66727	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture - for its historical association with the local fruitgrowers' association.

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613	St Oswald's Anglican Church	Bents Road	Ballandean	L2 & 3 RP12332	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
614	Ballandean State School	Bents Road	Ballandean	L180 BNT1606	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
616	Ballandean Post Office	New England Highway	Ballandean	L1 RP41364	The footprint of the building, including overhangs.	The place is significant for its association with the local historical theme of the development of roads, rail and communication.
617	Ballandean Hall & Sports Club	New England Highway	Ballandean	L1 RP107373	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
620	Ballandean Homestead Complex	Lynne Road	Ballandean	L4 RP158262	The footprints of the buildings, including overhangs, located within the area defined under the Queensland Heritage Register.	The place is significant - for the reasons set out in the Queensland Heritage Register and Register of the National Estate.
621	Ballandean Case Timber Mill	22 Curr Road	Ballandean	L4 RP42457	The footprint of the building, including overhangs.	The place is significant - for its historical association with the development of the fruit growing industry - for its historical value as rare surviving evidence of a case mill.
622	Ballandean Co-Operative	New England Highway	Ballandean	L1 RP81624	The footprint of the building, including overhangs.	The place is significant - for its historical association with the development of the fruit growing industry.
458	Braeside	28 Crystal Mountain Road	Braeside	L1 RP183306	The footprints of the buildings, including overhangs, located within the area defined under the Queensland Heritage Register.	The place is significant - for the reasons set out in the Queensland Heritage Register

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284	Former Clintonville State School	22 Clintonville School Road	Clintonville	L169 ML2023	The footprints of the three original buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
619	Cottonvale Community Hall	735 Granite Belt Drive	Cottonvale	L137 BNT1194	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
488	Former Cunningham Post Office	3714 Leyburn - Cunningham Road	Cunningham	L11 RP31550	The footprint of the building, including overhangs.	The place is significant for its association with the local historical theme of the development of roads, rail and communication.
489	Cunningham OCWA Hall	3718 Leyburn - Cunningham Road	Cunningham	L1 RP80098	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place for the local community
469	Delvein State School	40 Pine Crescent	Delvein	L1 RP31082	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
490	Former Delvein Post Office	3540 Old Stanthorpe Road	Delvein	L5 RP34400		The place is significant - for its association with the local historical theme of the development of roads, rail and communication.
468	Former Butcher's Shop	12 McCoaker Drive	Delvein	L6 SP205854	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Delvein as a self-contained rural community.
471	St Barnabas Anglican Church	3502 Old Stanthorpe Road	Delvein	L1 RP31087	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
472	Delvein Uniting Church	18 Pine Crescent	Delvein	L7 RP31103	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
473	Delvein Hall and former lock up	Pine Crescent	Delvein	L2 RP31082	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and meeting place for the local community

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350	Cockatoo Cottage	181 Kirklands Road	Deucher	L12 RP186348	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of pastoral communities - as rare surviving evidence of the way shepherds lived on pastoral runs in the 1860s - as a site with archaeological potential to yield information about the lifestyle of shepherds in the 1860's -for its architectural value as a sandstone building in a district characterised by the use of local sandstone.
364	Sacred Heart Church	4 Upper Wheatvale Road	Deucher	L2 RP70223	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its architectural and aesthetic value as an attractive church set dominantly in a rural landscape - for its social value as a long standing place of worship for the local community.
506	Former Church Of The Sacred Heart	27 Church Lane	Elbow Valley	L1 RP36623	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions; - for its social value as a long-standing place of worship for the local community.
257	Talgai Homestead	681 Dalrymple Ck Road	Wentworth Talgai	L20 ML1636	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland.
263	Emu Vale Memorial Hall	559 Yangan - Killamey Road	Emu Vale	L3 RP15625	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
443	Former Emu Vale State School	485 Yangan-Killamey Road	Emu Vale	L2 SP162696	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools; - for the reasons set out in the Queensland Schools: A Heritage Survey 1996.
209	Freestone State School	92 Freestone School Road	Freestone	L192 ML2093	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the development of schools

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211	Freestone Grain Shed	Shelley's Road	Freestone	L2 RP14051	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture
212	Freestone Uniting Church	185 Freestone Creek Road	Freestone	L1 RP14044	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions
213	Freestone Memorial Hall	1244 Freestone Road	Freestone	L189 DAR628	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community
214	South Georgia	1250 Freestone Road	Freestone	L1 RP59949	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Freestone as a self-contained rural community
261	St Luke's Anglican Church	185 Paynes Road	Freestone	L1 RP15965	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
296	Residence Former Catholic Church	1345 Freestone Road	Freestone	L17 M341419	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
279	Former Gladfield State School	Cunningham Highway	Gladfield	L19 ML1399	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
603	St James Anglican Church	30 Glen Aplin Drive	Glen Aplin	L363 & L364 RP12362	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
606	Glen Aplin State School	54 Mt Stirling Road	Glen Aplin	L1 BNT1778	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
607	Glen Aplin Hall	14 Foster Street	Glen Aplin	Lot 4 SP240444 L421-423 RP12362	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.

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282	Glenallen Homestead	18815 New England Highway	Glenallen	L1 RP850863	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland.
851	Glenlyon Homestead Complex	Glenlyon Dam Road	Glenlyon	That part of L25 CVE583 containing the homestead complex	The footprints of the buildings, including overhangs.	The place is significant - for its historical association with early pastoral settlement - for its historical value as a rare surviving building from the 1860s - for its aesthetic value as part of a highly-attractive rural homestead complex set in attractive gardens
302	St John's Anglican Church	1095 Goomburns Road	Goomburns	L203 G6171	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
303	Goomburns Hall	Goomburns Invermay Road	Goomburns	L185 G6175	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
666	Greenlands State School	1209 Stanthorpe-Texas Road	Greenlands	L149 SP105298	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
414	Our Lady Of Dolours Catholic Church	604 Greymare Road	Greymare	L1 RP57782	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
480	Former Greymare Cheese Cheese Factory	Mountain Maid Road	Greymare	L1 RP31587	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - as a good representative example of a rural cheese factory which demonstrates the small individual scale of operations of an important industry
481	Greymare Community Hall	6 Mountain Maid Road	Greymare	L1 RP52430	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and meeting place for the local community
188	Hermitage State Farm	604 Warwick-Yangan Road	Hermitage	L100 ML2001	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local theme of the development of agriculture.

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200	Hermitage QCWA Hall	568 Warwick Yangon Road	Hermitage	L124 ML1702	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
248	Former Jingary State School; shelter shed	458 Jingary - Mt Sturt Road	Jingary	L2 ML1489	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools - as rare surviving evidence of an early play shed
247	Junabee Memorial Hall	573 Roona Road	Junabee	L1 RP80216	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
181	Karara Railway Station	Toowoomba - Karara Road	Karara	L1 SP137855	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communication
182	Karara Hall & Recreation Grounds	School Road	Karara	L111 SP137486	The footprint of the building, including overhangs.	The place is significant - for its social value as a long-standing recreation and meeting place for the local community
183	Braemore Dairy	118 Back Creek Road	Karara	L1 MPH3195	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - for its association with the early dairying industry in the area.
184	Everleigh Shearing Shed	7968 Toowoomba-Karara Road	Karara	L5 SP180390	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - as an early surviving shearing shed from an era when wool was the economic mainstay of the region.
198	Braemore Woolshed	112 Back Creek Road	Karara	L5 SP212327	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - as a rare surviving evidence of an 1880s woolshed.
216	Killarney Post Office	8 Willow Street	Killarney	L3 & L4 RP147811	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail & communication
219	Group of Shops	25 - 29 Willow Street	Killarney	L7 - 9 RP15702	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the development of Killarney as a self-contained rural community - for their architectural and streetscape to Willow Street

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325	Kilmeray State School	7 Acacia Street	Kilmeray	L154 SP112310	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools
327	Christ Church Kilmeray	28 Acacia Street	Kilmeray	L1 RP189119	The footprint of the building, including overhangs.	The place is significant: - the place has an association with aspects of the Shire's cultural heritage for which there is little or no surviving physical evidence
328	Rectory	28 Acacia Street	Kilmeray	L1 RP189119	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions
329	Kilmeray Uniting Church (formerly Kilmeray Presbyterian Church)	Eucalyptus Street	Kilmeray	L15 RP25370 & L2 RP123945	The footprint of the building, including overhangs.	The place is significant: - the place has an association with aspects of the Shire's cultural heritage for which there is little or no surviving physical evidence.
334	Kilmeray RSL Hall	45 Willow Street	Kilmeray	L4 SP144667		The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community
335	Kilmeray Scout Hall	3 Acacia Street	Kilmeray	L5 SP144662	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions
337	Kilmeray Showground - Supper Room	51 Willow Street	Kilmeray	L78 RP665660	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place for the local community
628	Shop	26 Ivy Street	Kilmeray	L3 RP66424	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community.
630	Grayson Building	11 Willow Street	Kilmeray	L1 RP15702	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community.
631	QCWA Kilmeray	12 Willow Street	Kilmeray	L12 RP602810	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions; - for its social value as a long-standing meeting place for the local community.

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532	Sedon Building	14 Willow Street	Kilmeray	L4 RP64388	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community; - for its architectural and streetscape value to Willow Street.
533	Kilmeray Hotel	17 Willow Street	Kilmeray	L3 & L4 RP15702	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community; - for its social value as a long-standing recreation and meeting place for the local community; - for its architectural and streetscape value to Willow Street.
534	Shop	28 Willow Street	Kilmeray	L1 RP92421	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community; - for its architectural and streetscape value to Willow Street.
535	Former Bank Building	21 Ivy Street	Kilmeray	L14 RP15684	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community; - for its architectural and streetscape value to Willow Street.
536	Old National Bank Building	7 Willow Street	Kilmeray	Lot 2 RP 15687	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Kilmeray as a self-contained rural community; - for its architectural and streetscape value to Willow Street.
537	Holy Cross Roman Catholic Church	12 Tecoma Street	Kilmeray	L5 RP184552	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions; - for its social value as a long-standing place of worship for the local community.
538	Kilmeray Butter Factory	52 Ivy Street	Kilmeray	L2 RP218134	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture.
540	Kilmeray Grain Shed	31-37 Ivy Street	Kilmeray	L3 SP119802 L8 SP249000	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture.
559	Kyoomba Post Office	556 Sugarloaf Road	Kyoomba	L1 RP75291	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of roads, rail and communication - for its historical value as rare surviving evidence of a 19th century rural building.

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546	Asenmuraheueen	24 Serisler Road	Leslie Toolburns	L238 ML945	The footprints of the buildings, including overhangs, located within the area defined under the Queensland Heritage Register.	The place is significant - for the reasons set out in the Queensland Heritage Register
358	Leyburn Court House & Police Reserve	5805 Toowoomba - Karara Road	Leyburn	L102 L182 & Lot 104 L182	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre
359	Police Magistrate Residence	95 Tummarville Road	Leyburn	L2 RP25717	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre - as a rare surviving example of an 1890s masonry house.
361	Leyburn State School Playshed	34 Peter Street	Leyburn	L2 L7 L1832	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register and Register of the National Trust of Queensland
362	Residence/ Former Leyburn School Building	21 Macintyre Street	Leyburn	L24 L181	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
364	Site Of Henry Kirby's Store	95 Macintyre Street	Leyburn	L1 RP98075	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre
365	Batham's Store	Macintyre Street	Leyburn	L217 L15082	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre - for its architectural value in utilising an unusual timber construction method of splined planks.
366	Former Butchers Shop	Macintyre Street	Leyburn	L215 L218 L15082	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre - for its architectural value as a good representative example of a small timber shop with a post-supported street awning.
367	Royal Hotel	71 Macintyre Street	Leyburn	L611 L15082	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Leyburn as an administrative centre - as rare surviving evidence of an 1860s country hotel

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369	Granall	70 McIntyre Street	Leyburn	L714 & L716 L15082	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Leyburn as an administrative centre - for its historical value as a rare surviving building of an 1850s building in Queensland - for its architectural value as a good representative example of early timber construction techniques including slab construction.
371	Kowitz Brothers Sawmill Site	Warwick Street	Leyburn	L1 RL8712 & L7 RP156879	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the local timber industry
372	St Augustine's Church	5785 Toowoomba - Karara Road	Leyburn	L78 L1810	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
373	St Matthew's Church	5818 Toowoomba - Karara Road	Leyburn	L204 & L205 L15082	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place of worship for the local community
376	QCWA Hall	69 Macintyre Street	Leyburn	L3 RP68075	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place for the local community
624	Sacred Heart Catholic Church	28608 New England Highway	Lym	L1 RP7155	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
270	Maryvale State School	81 Maryvale Road	Maryvale	L100 ML2901	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools
271	St Albans Anglican Church	Maryvale Road	Maryvale	L6 M58413	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community

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274	Maryvale Hall	63 33 Taylor Street	Maryvale	L609 ML2301	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
276	Crown Hotel	47 Taylor Street	Maryvale	L608 ML2301	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Maryvale as a self-contained rural community - for its architectural and aesthetic value as an attractive 2-storey timber-verandahed hotel.
383	Deuchar-Massie Hall	12 Mussie-Bony Mountain Road	Massie	L1 RP88487	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and meeting place for the local community
339	Melrose Homestead	448 Killamey - Barlow's Gate Road	Melrose	L82 M3417	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of pastoral communities - as evidence of the first break-up of the early pastoral farms.
239	Former Christ Church Killamey	Edmund & 17 Roach Streets	Mount Colliery	Lot 32 RP15772	The footprint of the building, including overhangs.	The place is significant: - the place has an association with aspects of the Shire's cultural heritage for which there is little or no surviving physical evidence.
240	Mt Colliery Hall	7 Baker's Road	Mount Colliery	L18 RP15771	The footprint of the building, including overhangs.	This place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
234	Former Mt Colliery State School; shelter shed	21 Roach Street	Mt Colliery	L57 ML1626	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools - for containing a rare surviving free-standing play shed
282	Mt Marshall Hall	715 Hendon - Mt Marshall Road	Mt Marshall	L257 ML286	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing meeting place for the local community
289	Residence	715 Hendon - Mt Marshall Road	Mt Marshall	L257 ML286	The footprint of the building, including overhangs.	The place is significant: - for its architectural and aesthetic significance as an attractive example of a traditional Queensland timber house

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220	Murray's Bridge State School	1378 Warwick-Killarney Road	Murrays Bridge	L46 ML2216	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
221	Murray's Bridge Hall	1377 Warwick-Killarney Road	Murrays Bridge	L46 L45 ML1014	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and meeting place for the local community
699	Industrial Building	Mill Road	Paceville Stanthorpe	L2 RP64948-2, L1 RP12355 L21 SP265349	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - for its historical value as a rare surviving building from early fruit-growing infrastructure - for its historical association with the local fruit-growers' co-operative,
653	Pikeade Homestead Complex	Stanthorpe-Texas Road	Pikeade	L12 RP697534 L11 RP697533	The footprints of the buildings, including overhangs.	The place is significant - for its historical association with early pastoral settlement - for its historical value as a rare surviving building from the 1860s.
679	Pozleres State School	45 Pozleres School Road	Pozleres	L62 SP171616	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
403	St James' Anglican Church	42 White Street	Pratten	L110 P1271	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
407	Former Pratten School Of Arts	104 White Street	Pratten	L908 P1278	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions
408	Pratten Hall	101 White Street	Pratten	L704 P1271	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the recreation - for its social value as a long-standing recreation and meeting place for the local community
107	Chiverton	25 Serisler Road	Sandy Creek	L2 RP916374	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of land selection - for the architectural value of the 1970s sections of the homestead
600	Severnlea State School	14 Turner Road	Severnlea	L203 BNT1483	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.

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480	Connolly Dam	Connolly Dam Road	Silverwood	L1 & L2 RP47824	The footprints of the buildings, including overhangs.	The place is significant - for its historical association with the development of major physical infrastructure in the Shire; - for its social value as a long-standing recreation place for the local community.
656	Broadwater State School	636 Stanthorpe-Texas Road	Spring Creek Broadwater	L6 RP27062	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
657	Broadwater QCWA Hall	628 Stanthorpe-Texas Road	Spring Creek Broadwater	L12 RP27082	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
825	Jibbenber State Arsenic Mine	2007 Springdale Arsenic Mine Road	Springdale	L13 CP858497	The footprints of the buildings, including overhangs.	
688	Stanthorpe State School	30 Marsh Street	Stanthorpe	L808 BNT1603	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
689	St Joseph's Parish Centre	Corner 110 High Street	Stanthorpe	L907 S1682 & L904 SP236284	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools - for its aesthetic value as a highly-attractive group of early buildings related in age and style and set in attractive grounds with mature trees - as a good representative example of a related convent and school.
691	Stanthorpe Railway Station Complex	David Street	Stanthorpe	L215 SP122468	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communication - as a highly-intact example of an early 20th century timber railway station complex complete with station buildings, early platform and goods shed.

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682	Queensland Fruit Grower Society	25-27 Dewad Street	Stanthorpe	L8 & 7 RP157378	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture - for its historical value as a rare surviving building from early fruit-growing infrastructure - for its historical association with the local fruit-growers' association.
684	Rail Bridge Over Quat Pot Creek	Anzac Street	Stanthorpe	L215 & L216 SP122458	The area defined under the Queensland Heritage Register.	The place is significant: - for the reasons set out in the Queensland Heritage Register.
686	Presbyterian Church (excluding the manse)	14 Leslie Parade	Stanthorpe	L64 RP806034	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
703	Stanthorpe Hospital	Bridge Street	Stanthorpe	L108 BNT1435	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Stanthorpe as a mining and transport community - for its aesthetic value as a highly-attractive brick building complex which stands prominently on its site
710	Police Lock-Up	57 Marsh Street	Stanthorpe	L18 S16835	The footprint of the building, including overhangs.	The place is significant: - for its historical value as rare surviving evidence of a small timber police lock-up.
711	Stanthorpe Court House Building	51 Marsh Street	Stanthorpe	L315 & L316 S1682	The footprint of the building, including overhangs.	The place is significant: - for its historical association with public administration - for its architectural value as a good representative local example of an inter-War public building.
712	Former Ambulance Station	48-50 Marsh Street	Stanthorpe	L708 S1682	The footprints of the two buildings fronting Marsh Street, including overhangs.	The place is significant: - for its historical association with the early development of Stanthorpe - for its architectural value as a good representative local example of an early 20th century residential building and a mid-20th century facade to the ambulance building
714	St Paul's Anglican Church	108 High Street	Stanthorpe	L402 S1682	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.

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716	The Manse	111 - 113 High Street	Stanthorpe	L1 RP4879 & Lot 1 RP4880	The footprint of the building, including overhangs.	The place is significant: - for its architectural value as a good representative local example of a mid-20th century Austere-style house featuring multiple hip roofs, curved entrance canopy with barley-twist columns and porthole window - for its historical association with the adjoining church
717	Massey/Diamond Residence	96 High Street	Stanthorpe	L1 RP52967	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register.
718	Residence	96 High Street	Stanthorpe	L1 RP4957 & L406 S4492 SP256396	The footprint of the building, including overhangs.	The place is significant: - for its historical value as a good representative local example of an inter-War house in the Californian Bungalow style - for its historical value as a rare surviving example of a combined doctor's surgery and residence.
720	Stupa Business Centre/Drill Hall	38-Street 20 Connor Street	Stanthorpe	L557 SP196607	The footprint of the building, including overhangs.	The place is significant: - for its historical value as a rare surviving former drill hall.
722	Stanthorpe Showground – Tea room	6 High Street	Stanthorpe	L258 BNT1180 & L256 CP995324	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as long-standing showgrounds.
723	St Joseph's Church	114 High Street	Stanthorpe	Lot 304 SP236284	The footprint of the building, including overhangs.	The church is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship - for its aesthetic value as a highly attractive and prominent church set amongst mature trees.
726	Industrial Building	19-23 David Street	Stanthorpe	L3 - 5 RP157379	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture - for its historical value as a rare surviving building from early fruit-growing infrastructure - for its historical association with the local fruit-growers' association.

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727	Residence	14 Anzac Street	Stanthorpe	L57 S16613	The footprint of the building, including overhangs.	The place is significant - for its historical value as rare surviving evidence of early residential development in Stanthorpe - for its architectural value as a good representative local example of an early timber house from the 19th century.
728	Soldier's Memorial	Lock Street	Stanthorpe	L33 RP31658	The footprint of the memorial, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register.
730	El Arish	94 Greenup Street	Stanthorpe	L2 RP66298	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register.
731	Residence	24 Wallangarra Road	Stanthorpe	L19 & 19 RP12308	The footprint of the building, including overhangs.	The place is significant - for its historical association with a house in the Inter-War Californian Bungalow style.
732	Wahroonga	49 Lock Street	Stanthorpe	L4 & L5 RP641770	The footprint of the building, including overhangs.	The place is significant - for its historical association with a Federation-era house - for its aesthetic value as a highly-attractive house set in established gardens with mature trees.
733	Residence	58 Lock Street	Stanthorpe	L703 S1682	The footprint of the building, including overhangs.	The place is significant - for its historical association with a Federation-era house.
734	Residences	26, 28 & 30 Short Street	Stanthorpe	L2 RP63351 & Lots 911 & 912 S1683	The footprint of the building, including overhangs.	The place is significant - for its architectural and streetscape value to Short Street as a rare and attractive group of early brick houses.
735	Residence	33 Marsh Street	Stanthorpe	L1 RP41249	The footprint of the building, including overhangs.	The place is significant - for its architectural and streetscape value to Connor and Marsh Streets as a rare and attractive small group of early brick houses.
736	Cool Kids Child Care	29 Marsh Street	Stanthorpe	L903 S1683	The footprint of the building, including overhangs.	The place is significant - for its architectural and streetscape value to Connor and Marsh Streets as a rare and attractive small group of early brick houses.
737	Residence	7 McGlew Street	Stanthorpe	L15 SP212326	The footprint of the building, including overhangs.	The place is significant - for its historical value as a rare surviving early timber cottage with detached kitchen - as a good representative example of a modest timber cottage typical of the late 19th century.
738	Commercial Building	13 Victoria Street	Stanthorpe	L2 RP139897	The footprint of the building, including overhangs.	The place is significant - for its historical value as a rare surviving early brick bakery.

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741	Central Hotel	140 High Street	Stanthorpe	L5 RP31603	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register.
742	Commercial Building	142 High Street	Stanthorpe	L1 RP31606	The footprint of the building, including overhangs.	The place is significant - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - for its architectural value as a good representative local example of a substantial early 20 th century bank building with residence above.
743	Commercial Building	2-6 Maryland Street & 144 High Street	Stanthorpe	L1 RP31608 & L2 RP72763	The footprint of the building, including overhangs.	The place is significant - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - for its architectural value as a good representative local example of a mid 20th century commercial facade with Mediterranean-style features.
744	Natural Life Pharmacy	10 Maryland Street	Stanthorpe	L2 RP75066	The footprint of the building, including overhangs.	The place is significant - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
745	Stanthorpe Post Office	14 Maryland Street	Stanthorpe	L5 RP208686	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register.
746	Calamoor Building	20-24 Maryland Street	Stanthorpe	L3 RP74004	The footprint of the building, including overhangs.	The place is significant - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - for its architectural value as a good representative local example of a substantial commercial building designed in the Inter-War Stripped Classical style.

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747	Country Club Hotel excluding the buildings fronting Rogers Street.	26-34 Maryland Street	Stanthorpe	L6 RP108001 & Lot 10 RP109001	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - for its architectural value as a good representative local example of a substantial commercial building with a Californian Bungalow design influence.
751	Commercial Building	44 Maryland Street	Stanthorpe	L6 RP31614	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
753	Commercial Building	54 Maryland Street	Stanthorpe	L29 RP109001	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
756	Commercial Building	62 Maryland Street	Stanthorpe	L1 RP160233 & L2 RP156836	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
768	O'Mara's Hotel	45 Maryland Street	Stanthorpe	L11 RP114887	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - for its architectural value as a good representative local example of a Federation-era hotel with two-storey verandah.
767	Commercial Building	41 Maryland Street	Stanthorpe	L5 RP31621 & L4 RP168470	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct
771	Commercial Building	33 Maryland Street	Stanthorpe	L2 RP31626 & L2 RP31627	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - as a highly intact example of an early 20 th century commercial shopfront.
772	Commercial Building	28 Maryland Street	Stanthorpe	L1 RP31627	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.

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775	Peter's Building	45 13 Maryland Street	Stanthorpe	L1 RP67081 & L1 RP50287	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct
776	Commercial Hotel	11 Maryland Street	Stanthorpe	L3 RP31630	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct - as a highly-intact example of the Federation Free Style of design
777	ANZ Bank	9 Maryland Street	Stanthorpe	L1 RP31631	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
778	Commercial Building	1 - 3 Maryland Street & 161 High Street	Stanthorpe	L1-3 RP158669	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
779	Arcadia Building	153 - 167 High Street	Stanthorpe	L28 RP214178 & L1 RP31641	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
780	Commercial Building	147 - 161 High Street	Stanthorpe	L2-4 RP82940	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
781	Pileade Buildings	141 High Street	Stanthorpe	L1 RP82940	The footprints of the buildings, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct. - for its architectural value as an unusual local example of a Federation-era commercial building.
785	Hotel Stanthorpe	43 Lock Street	Stanthorpe	L25 SP200466	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the establishment of High and Maryland Streets as Stanthorpe's main commercial centre - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.
787	Piemont Building	25 27 Railway Street	Stanthorpe	L2 RP80730	The footprint of the building, including overhangs.	The place is significant: - for its aesthetic value as part of a highly-attractive streetscape of commercial buildings in the High / Maryland Street precinct.

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788	Commercial Building	18 Railway Street	Standhorpe	L2 RP83888	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities.
786	Residence	88 High Street	Standhorpe	L1 SP226141	The footprint of the building, including overhangs.	The place is significant - for its historical value as a rare surviving 18th century house.
624	Sundown Tin & Copper Mine	Little Sundown Creek Rd	Sundown National Park	L44 BNT1717	The footprints of the buildings, including overhangs, located within the area defined under the Queensland Heritage Register.	The place is significant - for reasons set out in the Queensland Heritage Register.
201	White Swan Inn	432 Stephen's Road	Swan Creek	L3 RP30727	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland.
209	Swan Creek School of Arts	3 Swan Creek Hall Road Warwick-Yangan Road	Swan Creek	L11 SP234287	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation and meeting place for the local community
204	Residence/Former Anglican Church	435 Stephen's Road	Swan Creek	L2 RP881219	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions
208	Swan Creek State School	108 Swan Creek School Road	Swan Creek	L33 SP209392	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of schools - for the reasons set out in the Queensland School: A Heritage Survey 1988
312	Warrenville/Burndale	140 Cutmore Road	Swan Creek	L2 RP36383	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register and Register of the National Trust of Queensland.
222	Tannymorel State School	2 Oak Street	Tannymorel	L12 RP15845 & L14 RP15844	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
227	Tannymorel Grain Sheds	Oak Street	Tannymorel	L108 CP882818		The place is significant - for its association with the local historical theme of the development of agriculture

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228	Tennymore Hall	30 Kurrajong Street	Tennymore	L2 & L3 RP15726	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the recreation - for its social value as a long-standing recreation and meeting place for the local community
229	Former School of Arts	612 Tennymore Road	Tennymore	L8 RP15731	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions
230	St Alden's Church of England Church	45 11 Oak Street	Tennymore	L19 49 RP15844	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
231	Former Sunday School	15 Oak Street	Tennymore	L19 RP15844	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
242	Tobacco Shed	Tennymore Road	Tennymore	L2 RP120082	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of agriculture - as a rare surviving evidence of the attempt to establish a tobacco industry
319	Former Thames Creek School Site	15 Bush Cottage Lane	Thames Creek	L1 N25429	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools;
345	Kinkuna Hall	902 Spring Creek Road	The Falls	L161 ML2092	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions
663	The Summit State School	34 Taggart Road	The Summit	L159 BNT627	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools.
603	The Summit Uniting Church	9 Church Road	The Summit	L8 RP31744	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.

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606	The Summit Railway Station	Granite Belt Drive	The Summit	L208 SP136794 L201 SP122453	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communications - as a highly intact example of an early timber railway station and goods shed.
607	The Summit Public Hall	101 Granite Belt Drive	The Summit	L6 RP31760	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
609	GCWA Hall	6 Harg Street	The Summit	L7 RP31760	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
610	St John's Anglican Church	7 Teale Road	The Summit	L15 RP31760 8-Lot 2 RP31760	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship.
682	Thulimbah State School	Thulimbah School Road	Thulimbah	L125 BNT484	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
814	Former Packing Shed	Granite Belt Drive	Thulimbah	L192 SP135790	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - for its historical value as a rare surviving building from early fruit growing infrastructure - for its historic association with the local fruit growers' co-operative
815	Industrial Building	Granite Belt Drive	Thulimbah	L192 SP135790	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture - for its historic value as a rare surviving building from the early fruit growing infrastructure.
816	Thulimbah Hall	363 Granite Belt Drive	Thulimbah	L191 BNT1023	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.

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617	Thulimbah Railway Station	Granite Belt Drive	Thulimbah	L181 SP122453	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communications - as a highly intact example of an early timber railway station.
388	North Toolburn Homestead	1123 Warwick-Allora Road	Toolburn	L3 SP116800	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of land selection
391	Victoria Hill Hall	Dalrymple Creek Road	Victoria Hill	L1 RP49088	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing recreation and meeting place for the local community
631	Wallengarra Railway Complex	Woodsway Rockwell Street	Wallengarra	Lot 13 SP135802 & Lot 151 SP122473	The footprints of the buildings, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register.
632	Residence	66 Rockwell Street	Wallengarra	L4 RP179419	The footprint of the building, including overhangs.	The place is significant - for its historical value as rare surviving evidence of the 19th century.
633	Wallengarra School of Arts	Merinda Street	Wallengarra	L1 SP104643	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the early development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.
634	Wallengarra Police Station & Lock-Up	45 Merinda Street	Wallengarra	L2 SP121216	The footprints of the buildings, including overhangs.	The place is significant - for its historical association with the early provision of law enforcement - for its historical value as rare surviving evidence of an early detached timber lock-up.
636	Anglican Rectory	66 Merinda Street	Wallengarra	L505 & L508 BNT1726	The footprint of the building, including overhangs.	The place is significant - for its historical association with the provision of religious services.
637	QCWA Hall	62 Rockwell Street	Wallengarra	L3 SP104623	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing meeting place.

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638	Uniting Church	42 Rockwell Street	Wallingara	L78 BNT1725	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities - for its social value to the local community as a long-standing place of worship - as a good representative of a small church setting with intact timber bell tower and timber fence.
641	Masonic Lodge/Wallingara Community Health	48 Glenlyon Street	Wallingara	L204 BNT1725	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social, cultural and recreational facilities.
643	Wallingara State School	80 Callendoon Street	Wallingara	L1 W80811	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools.
644	Commercial Building	50 Merinda Street	Wallingara	L2 RP106813	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Wallingara as a railway town - for its historical value as a rare surviving early 20th century shop with attached brick bakery.
647	Joint Logistics Base	Army Ave	Wallingara	L1 RP128718	The footprint of the buildings, including overhangs.	The place is significant: - for its historical association with World War 2 as one of Queensland's major logistical bases.
648	Beehive Dam Water Treatment Plant	332 Mt Norman Road	Wallingara	Lot 1 RP71102	The footprint of the building, including overhangs.	The place is significant: - for its historical association with World War 2 military activity in the area.
789	Residence	74 Woodlawn Street	Wallingara	L8 CP848258 & L224 BNT1725	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of roads, rail and communications - for its architectural value as a highly-intact local example of a 19th century railway house.
1	La Mascotte, Village Motor Inn	57 Victoria Street	Warwick	L2 RP6717	The footprint of the building, including overhangs.	The place is significant: - for its architectural value as a sandstone building in a district characterised by the use of local sandstone.
2	Warwick State High, two original brick buildings	15 Palmerin Street	Warwick	L3 SP171821	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the establishment of schools; - for its architectural significance as a good example of the high calibre of public buildings provided by the Old Works Dept. in the early part of the 20 th century.

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3	Warwick Co-Op Dairy Association Ltd, original brick building	145 Victoria Street	Warwick	L1-4 RP36305	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of agriculture.
5	Mill Hill Railway Station	8 Churchill Drive	Warwick	L377 SP122163	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the development of roads, rail and communication - for its technical significance in the use of local sandstone in platform and siding construction
6	Dallence Flour Mill, original brick mill building	Churchill Drive	Warwick	L471 SP232582	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of the wheat industry in Queensland. (Lot 471 SP232582)
8	Queens Park Gates	Corner Alice Street and Park Road	Warwick	L847 ML2042	The gates plus a 2 metre radius.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing sport and recreation for the local community.
9	Queens Park Gates	Alice Street	Warwick	L847 ML2042	The gates plus a 2 metre radius.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing sport and recreation for the local community.
11	The Assembly Hall, Bernes House, Eastmont (Stade House) the chapel and Brick (Memorial) Building on the Stade School Campus	70 Horsman Road	Warwick	L80 & L81 RP36319 & L1 RP36321 & L1 RP36322	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
12	Warwick Cemetery, Mitchner Memorial shelter.	Wentworth Street	Warwick	L405 CP905909	The boundaries of the lot.	The place is significant - for the reasons set out in the Queensland Heritage Register
13	The School House, the De Conkey Building, the Chapel and the Performing Arts Centre on the Scots PGC College	Oxenham Street	Warwick	L1 RP36347 & L1 RP36369 & L208 W902 & L2 RP44055	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools

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14	Aurden	14 Grafton Street	Warwick	L7 RP48517	The footprint of the building, including overhangs.	The place is significant: - for its architectural and aesthetic value as a good example of a substantial timber house set in a garden of mature trees.
15	Hies Warehouse	12 Lyons Street	Warwick	L3 RP208468	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of agriculture and the development of roads, rail and communications - for its architectural value as a sandstone building in a district characterised by the local sandstone - as part of a precinct of railway-related buildings and structures.
16	Warwick Railway Complex	Lyons & Hamilton Streets	Warwick	L23 SP122166 & L2 & L4 SP127853, Lots 7,8,10 SP127854, Lots 13,14,17 & 18 SP127852	The footprints of the buildings, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register
17	National Hotel	35 Grafton Street	Warwick	L3 RP44385	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
18	Railway Saleyards, Pig and Calf Saleyards, shade	2 Lyons Street	Warwick	L1 RP5824	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of agriculture and the development of roads, rail and communications - for its architectural and aesthetic value as an attractive group of related structures utilising traditional timber construction techniques - as a highly intact example of timber stock yards - as part of a precinct of railway-related buildings and structures
19	Produce Store; former Malt House warehouse, two storey timber building with timber additions to the north and addition to west	13 Lyons Street	Warwick	L4 & L6 RP61258	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of agriculture - as part of a precinct of railway-related buildings and structures

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21	Warwick East State School	45 Fitzroy Street	Warwick	L8 SP171827	The footprint of the buildings, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
28	Hillside Residence	25 Weewondilla Road	Warwick	L1 RP176334	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
30	Monow Hall, the WD Black Building, and Glenbrae Homestead on the Scots Presbyterian Girls' College Campus	4 Locke Street	Warwick	Lot 2 SP204073	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
31	Former Our Lady of Assumption Convent	8 Locke Street	Warwick	L2 RP210351	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
33	Barnes Residence	188 Palmerin Street	Warwick	L1 RP189344	The footprint of the building, including overhangs.	This place is significant for: - its association with local politician, GP Barnes - for its architectural quality
34	St Mary's Church	163 Palmerin Street	Warwick	L83 & -95 W134636 L84 SP245835	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register the National Trust of Queensland.
35	St Marys Hall	47B Wood Street	Warwick	L82 W134636 & L20 RP133205	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its architectural value as a good representation example of a large ornate timber hall - for its social value to the community as a locus of religious and recreational activity.
36	First St Mary's Church	163 Palmerin Street	Warwick	L7 & L9 RP133205	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland

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37	St Mary's Parish Centre	173 Palmerin Street	Warwick	L 6 SP229483	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of development of social and cultural institutions - for its architectural value
38	St Mary's Upper Primary School	173 Palmerin Street	Warwick	Lot 6 SP229483	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of development of social and cultural institutions - for its architectural value
39	Collins Residence	62 Canning Street	Warwick	L11 RP48783	The footprint of the building, including overhangs.	The place is significant: - for its architectural value as a good example of a large traditional Queensland timber house
40	Stade Park Gates	Cnr Canning & Wood Sts	Warwick	L1 RP48789	The gates plus a 2 metre radius.	The place is significant: - for its association with the local historical theme of recreation - for its aesthetic significance as a highly-attractive small suburban cricket oval with a traditional white picket fence - for its association with prominent local citizen WB Stade
41	Pringle Cottage	81 Dragon Street	Warwick	L2 RP88278	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
42	Community Centre	68 Wood Street	Warwick	L161 W134837	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register
43	'A' Co. HQ 25th Battalion RQR, Drill Hall	119 Percy Street, Warwick	Warwick	L12 RP444619	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the Queensland Defence Force and the training of local militia
44	St Mary's Presbytery	Cnr Palmerin & Percy Sts	Warwick	L1 RP88884	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register
45	Lyons St Butchery	9 Lyons Street	Warwick	L2 RP8879	The footprint of the building, including overhangs.	The place is significant: - for its architectural merit as a highly-intact example of a small timber-paneled shop complete with post-supported street awning
46	Commercial Building	63 Grafton Street	Warwick	L2 RP5768	The footprint of the building, including overhangs.	The place is significant: - for its architectural value as an unusual example of a ripple iron and pressed metal facade - for the intactness of its shopfront and pressed metal interiors including the ceiling colours

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48	St Mark's Anglican Church, Hall & Manse	85 Albion Street	Warwick	L1 SP162272	The footprints of the buildings, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
48	Bochman Buildings	68 Grafton Street	Warwick	L1 RP669430	The footprints of the buildings, including overhangs.	The place is significant - for its architectural value as a large and relatively intact commercial building from the early 20th century
50	Residential Building	1 - 1A Mill Street	Warwick	Lot 5 SP204070 & L13 RP6918	The footprint of the building, including overhangs.	The place is significant - as a rare and intact example of an early multiple-residence.
51	Kerong Cottage	98 Fitzroy Street	Warwick	L3 RP61363	The footprint of the building, including overhangs.	The place is significant - for its historical value as a rare surviving building from Warwick's early development - for its architectural value as a sandstone building in a district characterised by the use of local sandstone.
62	Warwick Uniting Church (former St Andrew's Presbyterian Church)	33A Guy Street	Warwick	L1 SP106110	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register
53	Warwick Court House	88 Fitzroy Street	Warwick	L14 CP687284	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
54	Leslie Park; war memorials, gates on Fitzroy/Palmesin Street corner, gates on Guy/Fitzroy Street corner, band rotunda, Morgan memorials	Fitzroy Street	Warwick	L5 W30106	The footprints of the memorials plus a 2 metre radius around each memorial. The footprints of the gates plus a 2 metre radius around each gate. The footprint of the band rotunda, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its historical associations with the Leslie and Morgan families - for its social value as a long-standing place of recreation for the local community - for the quality of the War Memorial a good example of a substantial 1920's war memorial.
65	Plumb's Chambers	84 Fitzroy Street	Warwick	L1 RP94676	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register

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58	Warwick Police Station; Former Lock-up keepers Residence, Lock-up, Former Acting Sergeant's Residence, Service Building	86 Fitzroy Street	Warwick	L15 CP808800	The footprint of the buildings, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
59	Glennie Hall	66 Albion Street	Warwick	L1 RP813893	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register
59	Commercial Building	34 Albion Street	Warwick	L13 W5043	The footprint of the building, including overhangs.	The place is significant - for its architectural value as a relatively-intact small commercial building complete with shop front and post-supported street awning
62	Kings Theatre (excluding RSL Club premises)	King Street	Warwick	L5 RP886412	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of recreation - for its social value as a long-standing place of sport and recreation for the local community
63	Commercial Building	41 King Street	Warwick	L3 RP8873	The footprint of the building, including overhangs.	The place is significant - for its architectural value as a good example of Federation-era commercial building complete with original shop fronts and pressed metal ceilings
64	Ross Residence	33 Guy Street	Warwick	L2 RP189366	The footprint of the building, including overhangs.	The place is significant - for its architectural value as a good example of a large traditional Queensland timber house from the turn of century.
65	Warwick Church Of Jesus Christ	60 Guy Street	Warwick	L1 RP52859	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register
66	Warwick Masonic Hall (St George's Masonic Hall)	60A Guy Street	Warwick	L7B1 SP207916	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
67	Warwick Central State School	55B Guy Street	Warwick	L7 W50100	The footprints of the buildings, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register
68	Protestant Hall	60D Guy Street	Warwick	L21 RP218455	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place for the local community

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68	Salvation Army Hall	50B Guy Street	Warwick	L1 RP5858	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing recreation place for the local community
70	Commonage	68A Dragon Street	Warwick	L2 RP91868	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland
71	Hotel Imperial	20 Palmerin Street	Warwick	Lot 11 SP203894	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - for its social value as a long-standing recreation place for the local community
75	Globe Hotel	28 Palmerin Street	Warwick	L1 RP102597	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - for its architectural value as a sandstone building in a district characterised by local sandstone.
76	Belmont House/Commercial Building	40 Palmerin Street	Warwick	L1 RP5758	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct.
77	Commercial Building	44 Palmerin Street	Warwick	L4 RP5745	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - for its architectural value as a sandstone building in a district characterised by local sandstone.
78	Commercial Building	85 Fitzroy Street & 50 - 52 Palmerin Street	Warwick	L1 RP913915 & L1 & L2 RP105144	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct.

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78	Commercial Building	74 Palmerin Street	Warwick	L4 RP44169	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - for its architectural value as a sandstone building in a district characterised by local sandstone.
80(a)	Commercial Buildings	56 - 58 Palmerin Street	Warwick	L1 & L2 RP91473 & L2 RP44169	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct.
80(b)	Commercial Building	60 Palmerin Street	Warwick	L1 RP98018	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct.
81	Commercial Building	62 Palmerin Street	Warwick	L3 RP5788	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct.
82	Johnson's Building to the extent of the perimeter of the original brick walls.	64 - 68 Palmerin Street	Warwick	L2 & L3 RP202109 & L1 & L2 RP48446	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register - for its architectural and streetscape value as part of the Palmerin St precinct.
83	Warwick Town Hall	Palmerin Street	Warwick	L17 RP47929	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland - for its architectural and streetscape value as part of the Palmerin St precinct.
84	Warwick Footballers Memorial	Palmerin Street	Warwick	L17 RP47929	The footprint of memorial plus a 2 metre radius.	The place is significant: - for the reasons set out in the Queensland Heritage Register and Register of the National Trust of Queensland

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
85	Criterion Hotel	84 Palmerin Street	Warwick	L1 & L2 BUP102967	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland - for its architectural and streetscape value as part of the Palmerin St precinct.
86	Commercial Building	88 Palmerin Street	Warwick	L3 SP182442	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct. - as part of the adjacent Criterion Hotel
87	Commercial Building	90 Palmerin Street	Warwick	L2 SP134670	The footprint of the building, including overhangs.	The place is significant: - for the development of Warwick as an administrative centre - for its architectural streetscape value as part of the Palmerin Street precinct
88	Commercial Building	92 Palmerin Street	Warwick	L1 SP134670	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
89	Mayfair Building	94 - 98A Palmerin Street & 89 - 93 Grafton Street	Warwick	L0-5 & L9 BUP109488	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
90	Bynes' Memorial	Palmerin & Grafton Street	Warwick		The footprint of memorial plus a 2 metre radius.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St commercial precinct - for its historical association with the former Queensland Premier TJ Bynes
91	Warwick Post Office	96 Palmerin Street	Warwick	L22 RP147657	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland - for its architectural and streetscape value as part of the Palmerin St precinct

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
92	Piggott's Building	100 - 100A Palmerin Street	Warwick	L1 & L2 GTP105756	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
93	Hynes Building	110 Palmerin Street	Warwick	L8 RP224131	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
94	AMP Building	112 114 Palmerin Street	Warwick	L1 & L2 RP5873	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
95	Smith & Miller Building	118 118 - 124 Palmerin Street & 60 King Street	Warwick	L1 - L5 RP84533	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - as a very intact example of a large Federation-era commercial building featuring original shop fronts and extensive pressed metal interiors.
96	Palace Hotel	181 Palmerin Street	Warwick	L1 RP6847	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
97	Commercial Buildings	153 - 157 Palmerin Street	Warwick	L2 - L3 RP48877 & Lot 3 SP215198	The footprints of the buildings, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
98	Derby House	148 - 151 Palmerin Street	Warwick	L2 SP215198	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
99	Commercial Building	137 - 141 Palmerin Street	Warwick	L2 RP81326 & L1 RP115009 & L26 RP856403	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct
100	ANZ Bank	135 Palmerin Street	Warwick	L24 RP850792	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St precinct - as an excellent example of the Federation Free Style architecture.
101	Langham Hotel (Condemine Sports Club)	131 Palmerin Street	Warwick	L23 RP856402	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland - for its architectural and streetscape value as part of the Palmerin St precinct.
102	Commercial Building	113 - 121 Palmerin Street	Warwick	L1 - L4 RP6665	The footprint of the building, including overhangs.	The place is significant: - for its association with the local theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St Precinct.
103	Commercial Building	111 Palmerin Street	Warwick	L1 RP6664	The footprint of the building, including overhangs.	The place is significant: - for its association with the local theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St Precinct.
104 ^a	Commercial Building	107 Palmerin Street	Warwick	L2 RP52138	The footprint of the building, including overhangs.	The place is significant: - for its association with the local theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St Precinct.
104 ^b	Commercial Building	103 - 105 Palmerin Street	Warwick	L2 RP42677	The footprint of the building, including overhangs.	The place is significant: - for its association with the local theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St Precinct.

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
105	Commercial Building	101 Palmerin Street	Warwick	L1 RP42477	The footprint of the building, including overhangs.	The place is significant - for its association with the local theme of the development of Warwick as an administrative centre - for its architectural and streetscape value as part of the Palmerin St Precinct.
113	Former Mount Gordon State School	294 - 304 Wood Street	Warwick	L10 W30125	The footprints of the buildings, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools.
115	Warwick Hospital	66 Locke Street	Warwick	L4 W3048 & L9 W30141	The footprints of the buildings, including overhangs.	The place is significant - for the development of Warwick as an administrative centre.
119	Canning Lodge	30 McEvoy Street	Warwick	L3 RP78305	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre - as a rare surviving building from the 1850s in Queensland - for its historical association with prominent local citizens Labett and Glennie
187	Canning Downs Homestead	100 Jumbie Road	Warwick	L1 RP36177	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland.
455	Rosenthal Homestead	Homestead Street	Warwick	L19 RP31031	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of land selection - for its historical association with the early settlement of the Darling Downs - for its scarcity value as rare surviving evidence of an 1840s pastoral homestead in Queensland - for its historical association with early Queensland land exploration as the assembly point for Leichardt's last expedition.
541	Aberfoyle	35 Wood Street	Warwick	L1 & L2 RP82321 & L4 51030	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Queensland Heritage Register, Register of the National Estate and Register of the National Trust of Queensland.
542	Warwick Baby Clinic	70 Percy Street	Warwick	L21 W3075	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Warwick as an administrative centre; - for its historical association with the State Government's post-World War One provision of improved maternal and child welfare services

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
543	Tennis Grandstand	Fitzroy St	Warwick	L18 SP106361	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of recreation; - for its social value as a long-standing place of sport and recreation for the local community.
544	Patrick Leslie Memorial Church	16 Bremer Street	Warwick	L23 RP8040	The footprint of the building, including overhangs.	The place is significant: - for its association with the local historical theme of the development of social and cultural institutions.
556	Commercial Building	110-114 Grafton Street	Warwick	L3 SP167951	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register
557	St James Assembly Hall	8 Locke Street	Warwick	L1 RP175315	The footprint of the building, including overhangs.	The place is significant: - for the reasons set out in the Queensland Heritage Register.
560	Residence	73 Gore Street	Warwick	L1 RP6530	The footprint of the building, including overhangs.	The house is significant as a good representative example of a Type C house which demonstrates the range of housing styles typical of the area. Significant features include the pressed metal gable infill and decorative timber verandah valance.
562	Residence	8 Gore Street	Warwick	L8 RP209880	The footprint of the building, including overhangs.	The house is significant as a good representative example of a Type A house which demonstrates the range of housing styles typical of the area, and as a rare surviving example of a small c. 1890's-1890's timber worker's cottage. Significant features include exposed studs to verandah.
561	Residence	102 Dragon Street	Warwick	L1 RP144971 & L2 48158	The footprint of the building, including overhangs.	The house is significant as a good representative of a Type D house which demonstrates the range of housing styles typical of the area.
563	Residence	55a Guy Street	Warwick	L1 RP99609 & L1 RP109683	The footprint of the building, including overhangs.	The house is significant as a good representative of a Type B2 house which demonstrates the range of housing styles typical of the area.
564	Residence	31 Guy Street	Warwick	L1 RP189250	The footprint of the building, including overhangs.	The house is significant as a good representative of a Type C house which demonstrates the range of housing styles typical of the area, for its architectural quality featuring timber verandah valance, circular gable vent and wide entry stairs.
565	Roseville	180 Palmerin Street	Warwick	L1 RP110690	The footprint of the building, including overhangs.	The house is significant as a good representative of a Type E house which demonstrates the range of housing styles typical of the area. Significant features include the gabled porch, decorative timber verandah details and elaborate brick chimneys.


No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
886	Residence	181 Palmerin Street	Warwick	L3 RP171187	The footprint of the building, including overhangs.	The house is significant for its architectural quality featuring a distinctive and intricately-detailed entry porch, a prominent and well-articulated gabled hip roof and an ornate brick chimney, and also for its aesthetic quality featuring an attractive garden with mature Bunya pines and a complementary timber and wire fence.
888	Residence	50 Fitzroy Street	Warwick	L2 RP5766	The footprint of the building, including overhangs.	The house is significant for its special association with local architect and politician, Daniel Connolly, and for its architectural quality featuring extensive leadlighting, ornate gable decoration and elaborate timber garage / stables at rear.
871	Residence	79 Victoria Street	Warwick	L2 RP123289	The footprint of the building, including overhangs.	The house is significant as a rare example of 2-storey timber house. Significant features include the pyramidal roof turret.
874	Residence	132 Grafton Street	Warwick	L2 RP54414	The footprint of the building, including overhangs.	The house is significant as a rare example of an early 20th Century duplex. Significant features include tapered verandah columns and duplicate gabled porches.
890	Residence	106 Wood Street	Warwick	L3 RP68567	The footprint of the building, including overhangs.	The house is significant as a rare local example of a the Inter-war Mediterranean style of architecture. Significant features include the roughcast walls, terracotta tiled roof, leaded glass windows, portico window and barley twist columns.
882	Bungunya	11 43 Locks Street	Warwick	L2 RP87885	The footprint of the building, including overhangs.	The house is significant as a highly attractive and good representative example of an Edwardian-era timber house. Significant features include distinctive squared bay windows, roughcast chimney, gabled hip roof, octastyle corner feature and a garden setting of mature Silky oaks and conifers. The house is one of a related pair with the adjacent 15 Locks Street.
884	Lethian	138 Grafton Street	Warwick	L2 RP50838	The footprint of the building, including overhangs.	The house is significant as a good representative of a Type D house which demonstrates the range of housing styles typical of the area. Significant features include the squared timber balusters, the prominent chimneys and the double-rail fence.
481	Wheatvale State School	4194 Layburn - Cunningham Rd	Wheatvale	L7 SP129488 & L1 RP31657	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
417	Yangan State School	51 King Street Yangan-Kilmeray Road	Yangan	L77 ML2249	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the establishment of schools
419	Yangan Grain Shed	1 King Street	Yangan	L5 RP116727	The footprint of the building, including overhangs.	The place is significant - for its association with the local theme of the development of agriculture.

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
420	Yangan Police Station & Lock-Up	11 King Street	Yangan	L148 ML2056	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Yangan as a self-contained rural community - as a good representative example of a small 1890s country police station complete with lock-up
421	Yangan Post Office	16 King Street	Yangan	L1 RP55571	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Yangan as a self-contained rural community
422	Yangan General Store	14 King Street	Yangan	L1 SP210571	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Yangan as a self-contained rural community - for its architectural and aesthetic value as an attractive timber shop with a post-supported street awning.
423	Commercial Building	15 King Street	Yangan	L1 RP41287	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of Yangan as a self-contained rural community
428	Presbyterian Church & Cemetery	49 King Street	Yangan	L1 ML2248	The footprint of the building, including overhangs, and the area within the boundaries of the cemetery.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship and burial for the local community
429	St Peters Anglican Church	46 King Street	Yangan	L2 RP184541	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions - for its social value as a long-standing place of worship for the local community
432	Yangan School of Arts	7-9 King Street	Yangan	L1 RP30690	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
433	Yangan Masonic Temple	36 King Street	Yangan	L12 RP30690	The footprint of the building, including overhangs.	The place is significant - for the reasons set out in the Register of the National Estate, Queensland Heritage Register and Register of the National Trust of Queensland
434	Oddfellows Hall	28 King Street	Yangan	L2 RP30679 & L2 RP52279	The footprint of the building, including overhangs.	The place is significant - for its association with the local historical theme of the development of social and cultural institutions

No.	Current Name	Street Address	Locality (Town suburb)	Lot / Plan	Boundaries of the Heritage Place	Statement of significance
435	Mauch's Cottage	154 Strudwick's Road	Yangan	L229 D342	The footprint of the building, including overhangs.	The place is significant: - for its historical association with the early wine-making industry in the district; - for its architectural value as a sandstone building in a district characterised by the use of local sandstone.

10.2 Development Assessment improvement process LGAQ and Council of Mayors SE QLD

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Planning & Development	File Ref: 14.10.10

Recommendation







THAT Council note and acknowledge the advances made in the Planning and Development office following the DIA Project principles, and note the key challenges within the organisation to improve its performance and service to the community.

Report

The **Development Assessment Innovation Project** (the DAI Project) was established, mid 2013, as a partnership between the LGAQ, Council of Mayors (SEQ) and the Queensland Government, engaging 10 SEQ councils and a further 9 participating councils across the state, over a 12 months period ending 30 June 2014. The aim of DIA was to discover, advance and implement innovative development assessment (DA) business solutions in high growth councils across Queensland to deliver efficient, comprehensive and streamlined DA processes.

While Southern Downs Regional Council (SDRC) is not a high growth council, the then newly appointed Manager Planning and Development, who was previously engaged in this project at Rockhampton Regional Council, took up the opportunity to be part of the DIA project. Together with the Brisbane based DIA Project team, the SDRC chapter of the DAI Project was initiated by the Director Planning and Environment and Manager Planning and Development on 17 July 2013.




The DAI Project required a Development assessment and Operational works* process review. The Development assessment review process was completed early September 2013, and the DIA Project team based in Brisbane, through a series of workshops completed a "Current State Analysis for SDRC" on 20 September 2013. The outcome of the Current State Analysis indicated that the Development assessment process within SDRC be described as "Emerging Advanced" with a score of 69 point, at that time.

Criteria	Colour Key	Point Thresholds	Explanation
Emerging Essential		0 – 42 points	Exhibits some or no qualities of the Essential criteria.
Fully Essential		43 points	Exhibits all Essential criteria.
Emerging Advanced		44 – 85 points (achieved 69 points)	Exhibits some qualities of the Advanced criteria.
Fully Advanced		86 points	Exhibits all Advanced criteria.
Emerging Premium		87 – 128 points	Exhibits some qualities of the Premium criteria.
Fully Premium		129 points	Exhibits all Premium criteria.

*Please note that the Operational works part of the Development assessment process was not included in the review due to the unit just being formed at that time. Operational works process will be part of the internal review due end September 2014.

The external reviewers set key targets and the next milestone to achieve would be the “Fully Advanced” with 86 points. The final destination for the SDRC is to achieve “Emerging Premium” with a 91 points score*.

*Please note: Due to the size of SDRC (development pressures, population growth, number of applications through the development assessment process), the DIA project team set a final target for the SDRC as “Emerging Premium” and 91 points, and not “Fully Premium”.

Next Milestone:	Fully Advanced: 86 points	
Council Final Target:	Emerging Premium: 91 points	
Total Possible Points:	129 points	
Total Gap:	22 points	

The DIA Project process follows the Integrated Development Assessment System (IDAS) as stipulated by the *Sustainable Planning Act, 2009* and cannot change the level of assessment (i.e. make an impact assessable application code assessable in order to “fast track” it). Additional processes are encouraged to speed up the assessment of applications, rather than dogmatically following the time set out in IDAS. Where the DIA Project moves away from IDAS is to distinguish between development applications, and categorising it according to the inherent risk to Council and the community within the specific application. DIA Project rates development applications from a “simple application”, a “moderate application”, and a “complex application”. As such, a cornerstone of the DIA Project is to “fast track” low risk (simple applications) through the assessment process within five business days. This is following research that indicated low risk applications take up to 80% of Councils assessment time, and are approved anyhow.

Although the official LGAQ and Council of Mayors SE QLD DIA Project was concluded at the end of June 2014, the Planning and Development office has made it its own goal to achieve Fully Advanced stage (86 points) at the end of September 2014, and Emerging Premium stage (91 points) end of the current financial year. As noted previously, operational works process will be part of the concluding reviews.

DIA Process within SDRC

Using DIA Process principles, the Planning and Development office set out to improve SDRC’s development assessment process during the last quarter of 2013. The drive was kick-started with a series of Developers Forums, where Council and developers exchanged views, learned from criticism, and debated a homemade fast track process. The Developers Forums established a new open working relationship between Council and the development industry. A direct result is the establishment of a formal prelodgement meeting process between prospective developers and professionals within the Planning and Development office. It is now common practise that developers receive full and frank formal planning and development advice, allowing them to make fact based decisions on their future development. This advice form part of the application material.

Following fast track principles, the Planning and Development office use a home-grown assessment system for low risk (simple)* applications through a “RAPID” process, issuing development permits within 5 business days. It is estimated that about 30% of all development assessment applications are decided using this system.

*Note that only code or compliance assessable applications, not requiring referral to the State, or additional information are processed through RAPID.

Through the Southern Downs Planning Scheme review, a major adjustment in levels of assessment is proposed. The Councillors Planning Scheme workshop on 24 June 2014 agreed on lowering the level of assessment to make a number of low risk (simple) applications self assessable, and have medium risk (moderate) application as code assessable.

DIA Project promotes the use of standardised conditions of approval, a process the SDRC was already using, and have since streamlined even more. This practise reduces assessment time and gives uniformity throughout the development approvals.

The Operational works application process will be put through the same DIA Project paces, and a new assessment process be introduced by end September 2014. This will bring the operational works process on par with the development assessment process.

Three main challenges prevent the Planning and Development office in achieving its targeted score of "Emerging Premium" and 91 points

1. The levels of assessment, as only code or compliance applications can be assessed using RAPID;
2. Applications that has to be referred to the State for assessment through SARA; and
3. Planning officers tied down with poorly made applications, developers not understanding IDAS and their role in the application process, day to day customer requests, complaints, and other administrative tasks.

The DIA Project and the State Government promotes the increasing use of electronic assessment processes. This push by both State Government and developers, will force Council to move to an electronic assessment system within the next two years, including a paperless electronic decision notice. Anticipating the looming changes, Planning and Development recently purchased Trapeze, an electronic development assessment program used by numerous councils in Queensland and NSW. This software will be implemented and fully functioning in this financial year. Officers have already attended training sessions, and advance sessions follow in the next weeks.

Planning officers tied down with the administration of the development assessment process, customer complaints and enquiries can deal a blow to the quick throughput of low risk (simple) applications with RAPID on DIA principles. Planning officers spend as much as 50% of their time dealing with these matters, and not on assessing and deciding applications. Experience at Rockhampton Regional Council illustrated the significant winnings are made by having a dedicated planning officer (there called "the duty planner") who deals with all customer complains, enquiries, planning related administration of the assessment process.

Further advances proposed in the DIA Project include more delegation of administrative tasks to the relevant assessing officer. These include the assessing officer having delegation to sign acknowledgement notices, information requests, general correspondence and all other documentation related to an application apart from / excluding the Decision Notice.

Lastly but not least, the State Government is in its final stages of drafting a new Planning Act for Queensland. An information session on the proposed Act bookmarked for 21 July 2014 was postponed until later notice for finetuning. Previous information sessions highlighted the importance of fast and efficient assessment of applications, also foreshadowed changes in assessment levels, public notification, and referrals to the State. It was clear the proposed legislation has the potential to dramatically impact on two of the three issues discussed above within the development assessment process, and will force local government to adapt its own workings.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options


1. As recommended;
2. Council offer additional options to follow.

Attachments

Nil

10.3 Councillor representation at the Regional Camping Stakeholders Group

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Manager Planning & Development	File Ref: 13.23

Recommendation

THAT Council nominate two Councillors to represent Southern Downs Regional Council on the Regional Camping Stakeholders Group.

Report

The Planning and Development office held a Tourism Industry forum on 2 July 2014. The purpose of the Tourism Industry forum was to inform the local industry on the latest State Government directives for tourism, and the initiatives for the region following from that. Forty-five representatives of the tourism industry attended the forum.

In addressing the complex Australia wide issues on “free camping” / “non-commercial” camping, the Queensland Department of Tourism, Major Events, Small Business and the Commonwealth Games launched a “Queensland Camping Options Toolkit”, as a guide for local government in developing camping options. This “Options toolkit” set out a management process that includes forming a “Regional Camping Stakeholders Group”.

The attendees at the forum opted to form a Regional Camping Stakeholders Group, and nominated eleven members. While the Planning and Development office will hold an administrative role, the tourism industry members requested that Councillors also be represented during this process. The Manager Planning and Development set a goal of reaching an agreement and finalising a policy for the tourism industry and SDRC by end April 2015.

For the newly established Regional Camping Stakeholders Group to have a founding meeting, and kick-start the process, it is requested that two Councillors nominate to represent Southern Downs Regional Council.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options


1. Council nominate two Councillors to represent SDRC on the Regional Camping Stakeholders Group;
2. Council nominate another number of Councillors; or
3. Council opt to not be represented on the Regional Camping Stakeholders Group.

Attachments

Nil

10.4 Request for consideration from Stanthorpe Agricultural Society

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 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.

Report

A report was presented to the May and June 2014 General Council Meetings, in relation to the request to consider the ancillary use of the Stanthorpe Showgrounds. Both matters were deferred, the first to allow for a review of the Queensland Government Camping Options Toolkit, and the second to arrange a "without prejudice" meeting with the Stanthorpe Agricultural Society and other interested parties.

Outcome of the without prejudice meeting

In line with the recommendation from the June 2014 General Council Meeting, a without prejudice meeting was held on 18 July 2014 with a representative of the Stanthorpe Agricultural Society, owners of the adjoining caravan park, Cr Blundell, Cr Mackenzie, the Chief Executive Officer, the Director Planning and Environment, and the Manager Planning and Development.

The meeting was positive, with the adjoining owners indicating no opposition to the use of the showgrounds for ancillary uses, in line with the words of the recommendation. It was made clear that the adjoining owners would strongly object to the allowance of spectators and the general public to camp at the showgrounds which would be subject to a development application as noted in Recommendation B.

The representative of the Stanthorpe Agricultural Society detailed that it was not the society's aim to compete with the existing caravan parks, however to be treated the same as similar organisations within the region.

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.

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.

It is to be noted that the 2003 camping ground permit lapsed at the end of that licencing cycle (i.e. 30 June 2004), as the licence requires yearly renewal.

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.

As previously detailed in a Weekly Planning and Environment update, the Director Planning and Environment has recently confirmed with an officer from the Queensland Department of Tourism, who was directly involved in the development of the Camping Options Toolkit, that the toolkit is not applicable to this type of camping. The officer confirmed that the toolkit would only be applicable to the consideration of general camping, or camping by spectators or the general public.

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 at the grounds. 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.

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. Letter from Stanthorpe Agricultural Society dated 22 April 2014 [View](#)



Stanthorpe Agricultural Society

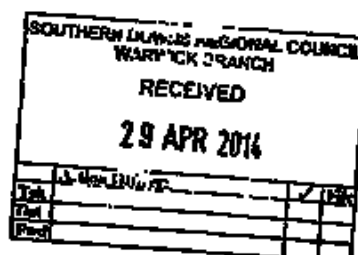
Founded in 1873
ABN 72 490 288 449

P O Box 106
STANTHORPE Q 4380

Tel: 07 46812107
E-mail: stanag@halenet.com.au

22 April 2014

Mr Peter Blundell
Mayor
Southern Downs Regional Council
WARWICK QLD 4370



Dear Mayor Blundell

Re: Ancillary use of Showgrounds

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 had 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 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.

The Society understands that there is no limit to such events and that participants (excluding spectators) are entitled to camp on the Showgrounds during the set-up, conduct and dismantling periods of such events.



1

Southern Downs Regional Council
"DOC014427"

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.

The Society would like to express its appreciation for the efforts of Council officers in helping to work through this matter, in particular Mr Andrew Roach and Mr Ken Harris.


Yours sincerely



Bridget Ryan
Secretary

10.5 Material Change of Use, Reconfiguring a Lot and Environmentally Relevant Activity - South Toolburra Pty Ltd, 3497 Leyburn-Cunningham Road, Cunningham

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Senior Planning Officer	File Ref: MCU\01450, RC\01460 & ERA\00219

APPLICANT:	South Toolburra Pty Ltd
OWNER:	Joanne C Turner, Samuel T Fessey, Alexander B G Turner
ADDRESS:	3497 Leyburn - Cunningham Road, Cunningham
RPD:	Lot 1 SP106506, Lot 1 SP106507, Lot 2 SP232584, Lot 2 SP106505, Lot A AP19854 & Lot A AP19856, Parish of South Toolburra & Pratten, County of Merivale
ZONE:	Rural
PROPOSAL:	<p>Assessed against superseded planning scheme – Warwick Shire Planning Scheme:</p> <ul style="list-style-type: none"> • Material Change of Use (Intensive Animal Use - Poultry Broiler Farm - 832,000 birds over Two (2) Stages) • Material Change of Use (Rural Use - Dwelling House (Two (2) Caretakers Residences)) • Reconfiguring a Lot (Realignment of Boundaries – Four (4) lots) • Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds))
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	17 submissions, including one (1) letter of support
REFERRALS:	Department of State Development, Infrastructure and Planning

Recommendation Summary

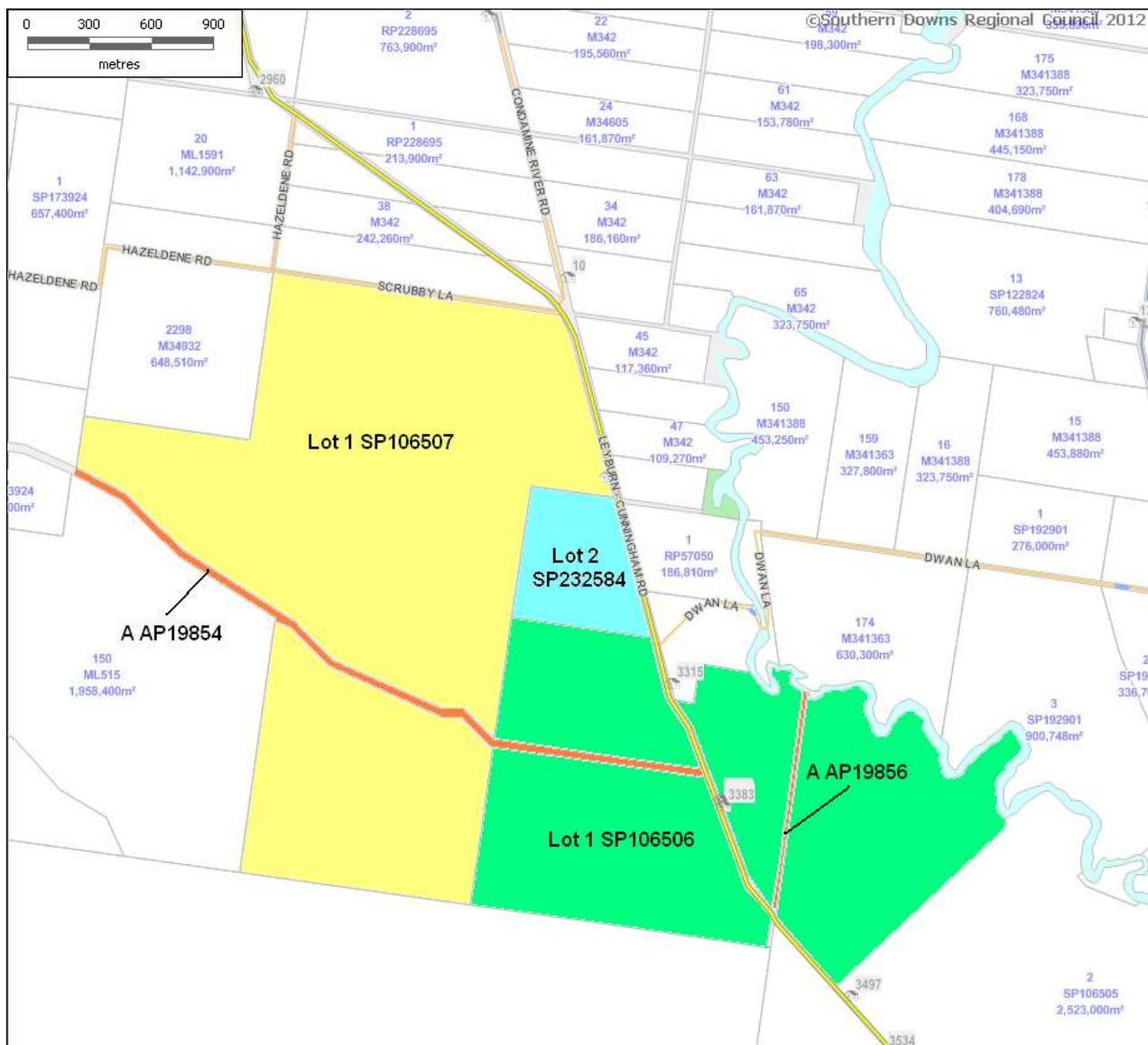
THAT the application for a Material Change of Use for the purpose of an Intensive Animal Use - Poultry Broiler Farm - 832,000 birds over Two (2) Stages, a Rural Use - Dwelling House (Two (2) Caretakers Residences), a Reconfiguring a Lot (Realignment of Boundaries – Four (4) lots) and an Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds)., on land at 3497 Leyburn - Cunningham Road, Cunningham, described as Lot 1 SP106506, Lot 1 SP106507, Lot 2 SP232584, Lot 2 SP106505, Lot A AP19854 & Lot A AP19856, Parish of South Toolburra & Pratten, County of Merivale, be approved subject to conditions.

Report

On 31 July 2013 Council approved a Request to apply the superseded planning scheme, being the Warwick Shire Planning Scheme, for the subject application. In accordance with the *Sustainable Planning Act 2009*, the subject application needed to be lodged within 6months of Council approving the request to apply the superseded planning scheme, which it has been.

On 20 December 2012 Council approved an Intensive Animal Use - Poultry Broiler Farm (416,000 birds), Rural Use - Second dwelling for Caretaker's Residence and Environmentally Relevant Activity (ERA) No. 4 - Poultry farming (more than 200,000 birds) on the subject property. The

approval consists of one pad (labelled Pad 2 on the following plans), located on Lot 1 SP106507 and was approved under the Warwick Shire Planning Scheme.



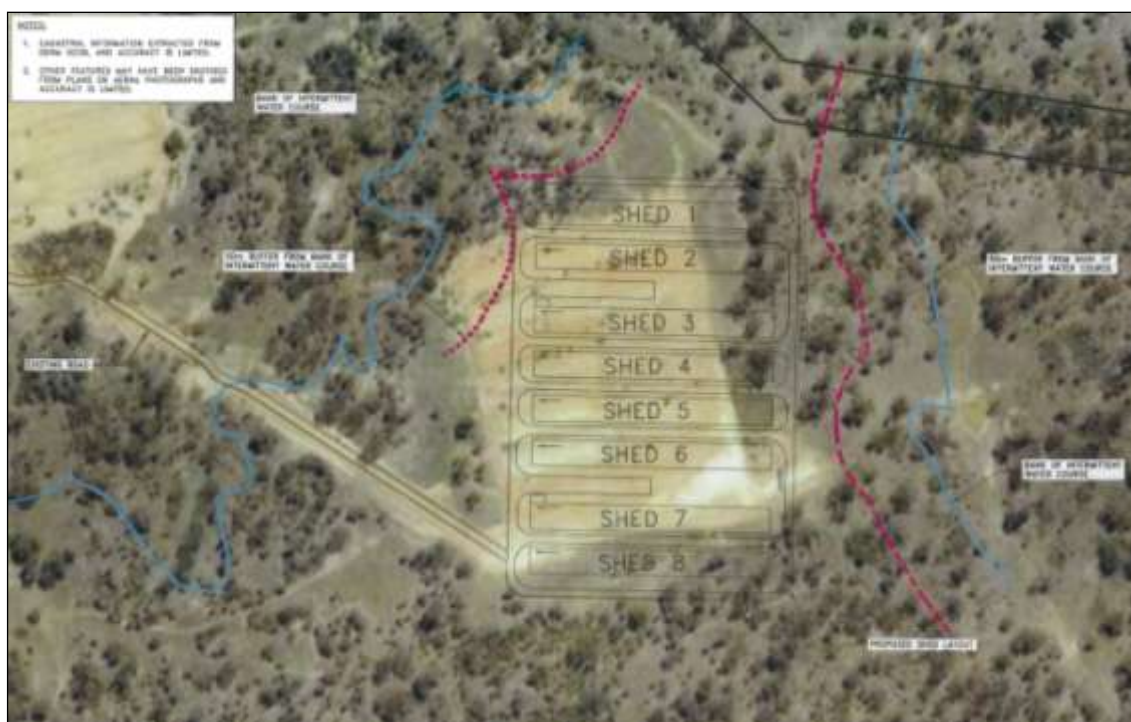
The applicant proposes to establish additional poultry sheds and associated infrastructure in two development stages. The proposal involves two pads, containing eight poultry sheds on each, and two dwelling houses, which will be used for staff accommodation. The additional poultry sheds will accommodate a total of 832,000 birds, and have a total additional floor area of 43,520 square metres.



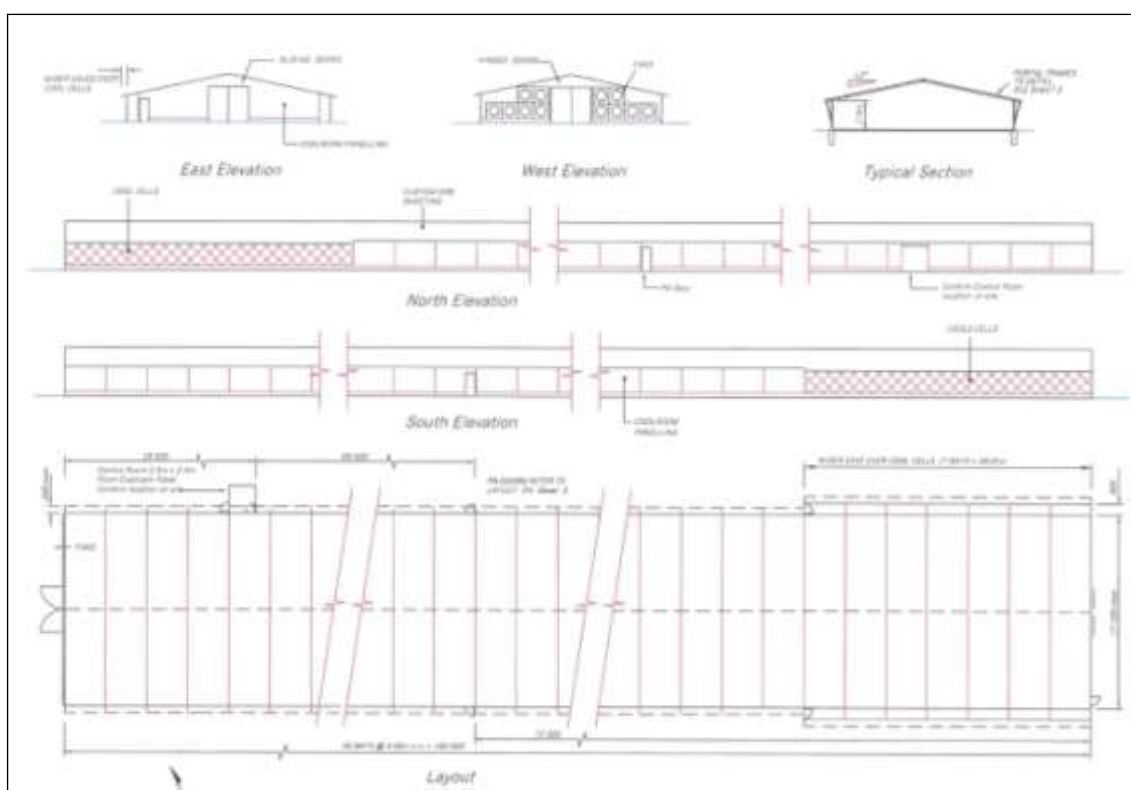
Pad 1 layout



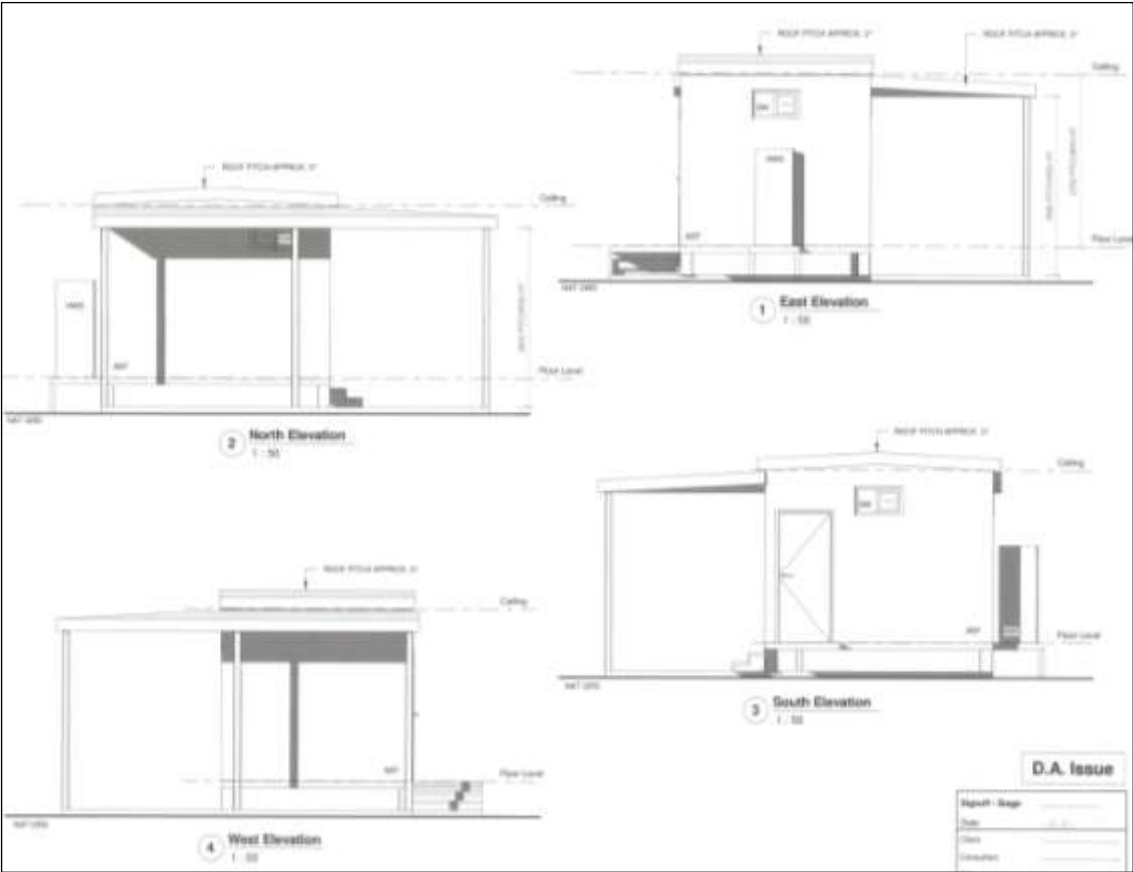
Pad 3 layout



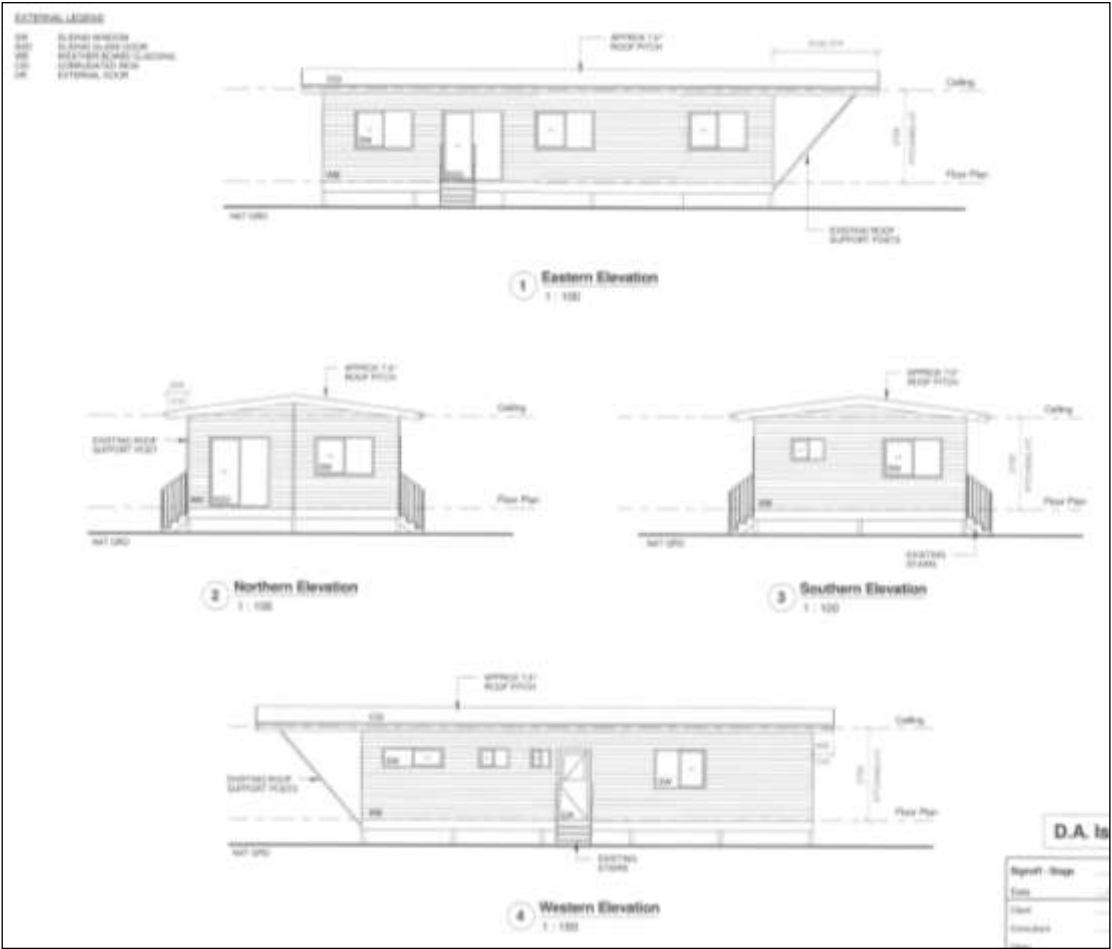
Shed plans



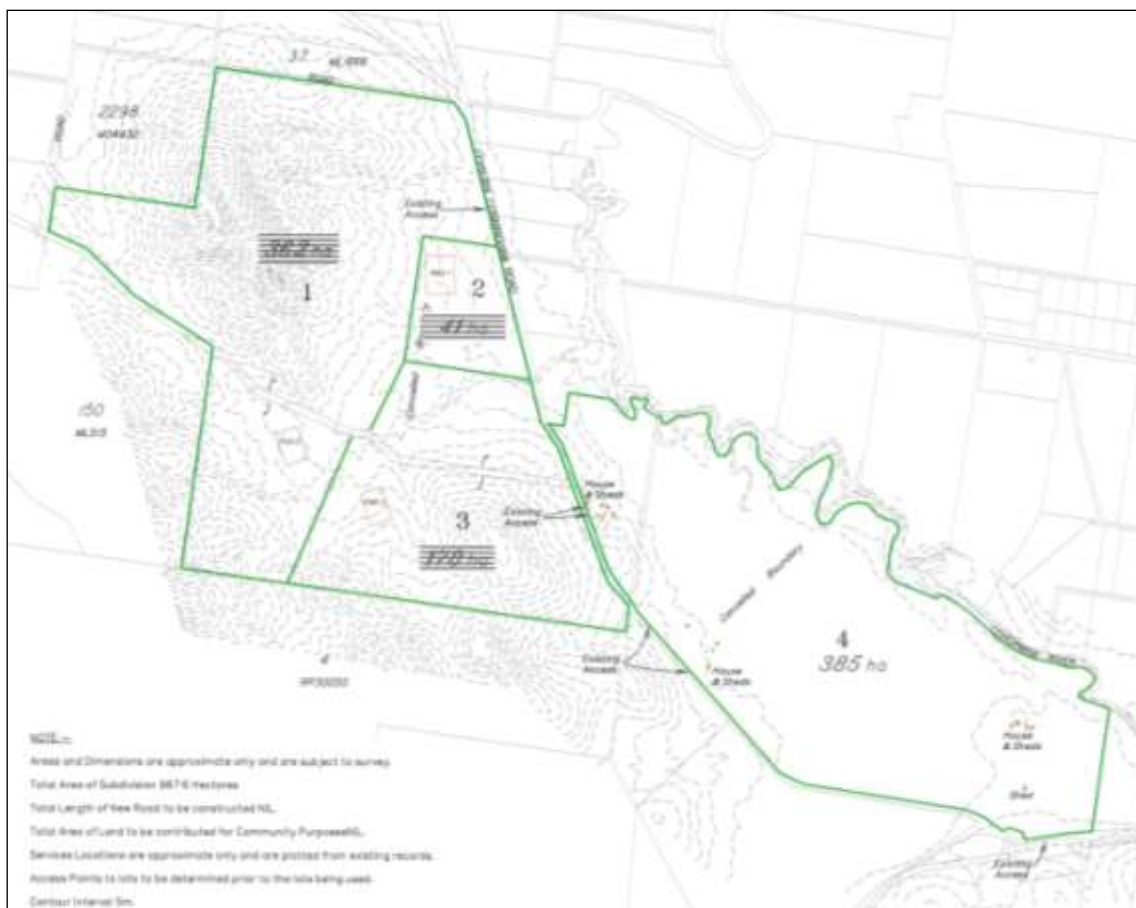
Amenities



Proposed manager's residence



Realignment of boundaries proposal



The applicant has provided the following detail about the proposed development:

Material Change of Use - Intensive animal use

This component of the proposal involves an extension to the existing poultry broiler farm in two (2) development stages. The proposed configuration of the farm is based around an additional two separate Pad areas (Pad 1 and Pad 3), each accommodating eight (8) poultry rearing sheds. The development proposes to establish an additional sixteen (16) single storey sheds (160 metres by 17 metres) with a total gross floor area of 43,520 square metres over two (2) development stages. When fully operational, the farm is intended to have an overall capacity of 1,248,000 birds.

Stage one (1) will include the construction of 'Pad 3' intended to accommodate a further eight (8) tunnel ventilated sheds accommodating 52,000 birds per shed, amenities building and an additional caretaker's residence located to the north east of Pad 3. Pad 3 will share the existing workshop/machinery shed, office and chemical storage facilities with the existing Pad 2 farm.

Stage two (2) will involve the establishment and construction of 'Pad 1' intended to accommodate eight (8) tunnel ventilated sheds, accommodating 52,000 birds per shed, a workshop/machinery shed, chemical storage shed, amenities building and carcass composting area. A caretaker's residence to accommodate the farm manager will also be constructed to the north west of Pad 1.

The sheds will be fully enclosed with concrete rat walls to aid in clean-out and minimise any potential leaching through the floor or sides of the shed. The sheds will consist of a 'chicken roaming' area and a control room. The internal equipment will include a feed trough, water lines and a manure belt constructed out of PVC.

The development includes amenities block which include staff shower on/off facilities and toilets.

A comprehensive site based management plan (SBMP) has been prepared by FSA Consulting. The SBMP addresses the environmental impacts and management practices that will be implemented in association with constructing and operating the proposed broiler farm.

The siting and design of the broiler sheds are intended to provide a disease free environment for the growing of day old chicks and managing these for an average of 55 days until they reach a marketable size for consumption. The sheds are climatically controlled so that they remain at a constant temperature, providing the birds with an optimum environment consistent with optimising growth.

Chicks are brought onto the farm at 1-2 days of age. When chickens reach marketable size they are removed from the farm and transported to nearby abattoirs located in Brisbane. The farm will cycle approximately 5.6 batches a year which equates to approximately 6.99 million birds per annum. The sheds will remain empty for approximately 10 to 14 days between batches, allowing for spent litter to be removed, sheds to be sanitised and general maintenance and repairs to be undertaken. New bedding will also be prepared before the introduction of new chicks.

Spent litter will be completely removed from the sheds at the end of each batch. Deceased birds will be collected daily and composted in the carcass composting area.

Two (2) staff will predominantly manage and operate the facility. The two (2) managers will permanently reside on the site. The property has an existing residence which will be used to accommodate the farm manager for the existing approved Pad 2.

Vehicular access will be via the internal road network only accessed from the Leyburn Cunningham Road. Proposed Pad 3 will be 1.6km from the Leyburn Cunningham Road, with access gained only via the internal road network. Proposed Pad 1 is 270 meters from the Leyburn Cunningham Road, with access gained directly from the Leyburn Cunningham Road.

At full capacity and at peak production the proposed extension to broiler farm will generate an additional 42 vehicle trips per week. A specialist traffic report has been prepared to assess the traffic impacts associated with the development.

The poultry farm will use water from Bore 4, Bore 2 and Bore 1 (Registration No: 80758) located on the eastern side of the Leyburn Cunningham Road. A new water pipeline will be constructed to transport water from Bore 4 across the road through an existing culvert. The water pipeline then diverts into two lines. One pipeline will run to the south along the temporary closed road reserve directly to Pad 2 and Pad 3 which will each have two storage tanks. The other pipeline will run adjacent to the fence line along the Leyburn Cunningham Road to Pad 1 to two storage tanks. From these tanks another pipeline will run along the existing access road to Pad 2. The new water pipelines will follow existing roads and fence lines and no vegetation (in excess of 10 m of a fence line) will be cleared. The property has one existing dam (~24 ML) adjacent to Pad 1. This dam will provide a backup water supply for the poultry farm.

Specialist odour and acoustic reports have been prepared to ensure that the proposed development is designed and operated to mitigate any potential amenity related impacts.

A new power line will be installed to ensure three phase power is available. Telecommunications are also available to the land.

Material Change of Use - Caretakers residence

The proposal entails the construction of two (2) single storey caretaker's residences. The caretaker's residence for Pad 1 will be located south east of PAD 1, whilst Pad 3 caretaker's residence is located to the north west of the proposed Pad 3. Vehicular access to the caretaker's residences will be via the internal road network accessed from the Leyburn Cunningham Road.

The floor layout for the dwelling will incorporate general living areas including a family room, living room, kitchen, bathrooms and three (3) bedrooms.

The purpose of establishing the two (2) additional caretaker's residence on the site is to facilitate management of the proposed broiler sheds. The National Animal Welfare standards for the chicken meat industry require stringent monitoring to be undertaken in accordance with the Poultry Welfare Monitoring Program. For this to occur, both caretakers' residences must be located within close proximity to the sheds to monitor quality assurance and to mitigate any adverse impacts that may occur 'after hours' i.e. responding to alarms (internal only) from sudden temperature changes within the sheds. A farm manager has approximately 20 minutes to attend to an alarm (internal only) and mitigate any possible impacts.

Boundary realignment

The subject land has a total site area of 623.9962 hectares. The application proposes to rearrange the boundaries of these existing four (4) allotments to provide practical effect to the current development approval and allow for superior farming practices.

The proposal comprises a four (4) lot boundary realignment. Proposed Lot 1 has an area of 362 hectares and will encompass the existing Pad 2. Proposed Lot 2 has an area of 41 hectares and includes Pad 1, while Proposed Lot 3 has an area of 178 hectares and includes proposed Pad 3. The balance allotment (Lot 4) is 385 hectares and encompasses the land on the eastern side of Leyburn Cunningham Road. The proposal will not alter/change any existing access points or requirements to Leyburn Cunningham Road.

Referral

The Department of State Development, Infrastructure and Planning (DSDIP) were a Concurrence agency for the application as the property adjoins a State-controlled road, the property contains Remnant vegetation, and the proposal involves an Environmentally Relevant Activity (ERA). The DSDIP requires conditions to be attached to any approval.

The State Development Assessment Provisions (SDAP) sets out the assessment criteria for all referrals. The associated SDAP provisions for the Poultry Farm ERA indicates that the DSDIP have assessed the following aspects of the development:

- The location of the proposed development in relation to remnant vegetation, wetlands, and flood hazard.
- Mitigation of adverse impacts from waste disposal, flooring, carcass composting, water usage, storage of contaminants, and stormwater.
- Manure and dead bird disposal and transport.
- The prevention or minimisation of adverse effects on groundwater and any associated surface ecological systems.
- Effects on the amenity of the surrounding community, i.e. noise, odour, water.
- Effects on ecological communities, i.e. native flora and fauna.

The Department of Agriculture, Fisheries and Forestry (DAFF) have issued an Environmental authority (EA) in relation to the proposed development. The EA contains conditions relating to the following:

- Mitigating environmental harm through reasonable and practicable measures.
- That the activity is to be undertaken in accordance with the written procedures, including the identifying potential risks, maintaining control measures, maintenance of plant and equipment, staff training, and the review of environmental performance.
- Storage of chemicals and fuels.
- The action to be taken when an adverse impact on an environmental value is identified.

- Limiting odours and airborne contaminants.
- No release of contaminants from the site, to any waters, groundwater or surface waters, except if there is any approval permitted by DAFF.

The specific ERA conditions to be imposed on the subject application are as follows:

- Compliance with the Site Based Management Plan, including
 - The location of all new infrastructure; and
 - Location of the carcass composting area.

Submissions

There were 17 submissions received to the application, one of which is in support of the proposed development. **Copies of the submissions have been forwarded separately to Councillors.**

The matters raised by the submitters are as follows:

Roads and Access

- Leyburn Cunningham Road is not suitable for the increased amount of traffic. The roads are narrow and aren't designed for this volume of traffic.
- The increase in heavy traffic will pose a hazard for the school bus which currently picks up and drops off children along Leyburn Cunningham Road. There is also an interchange on the corner of Leyburn Cunningham Road and Cunningham Road, where children change busses for town and Wheatvale School in the morning and late afternoon. This needs to be addressed.
- The Wheatvale School zone would be more polluted by the exhaust fumes as the trucks decelerate and accelerate through the lowered speed limit, also causing more noise.

The applicant's consultant has provided the following response:

- The traffic impacts on the local road network/repairs to road.

The traffic impacts have been assessed in the Traffic Impact Assessment Study prepared by the Harrison Group (QLD) Pty Ltd. The proposed development will utilise the state controlled road (Leyburn Cunningham Road) and an appropriate maintenance contribution will be made to Department of Transport and Main Roads.

Comment: Leyburn Cunningham Road is a State-controlled road, therefore it is under the jurisdiction of the Department of Transport and Main Roads (DTMR). The DTMR, through the DSDIP, have reviewed the proposal and requested that the applicant undertake entrance works. No road upgrades have been conditioned as part of this application.

Approximately \$1 million was spent by the former Main Roads Department upgrading this road as part of the "Danpork" proposal.

- The increase in traffic along Upper Wheatvale Road to transport feed, chicks and mature birds, would seriously affect the road surface and heavy vehicle frequency on the roads accessing ours and all the properties along Upper Wheatvale Road as well as increasing noise levels and road dust, affecting our standard of living.
- The corner from Allora Drive into Upper Wheatvale Road has a camber such that it is not safe for larger vehicles, loaded or unloaded to make safe passage and an increase in roll-over accidents is highly likely.

The applicant's consultant has provided the following response:

- Development traffic will impact on the Upper Wheatvale Road.

The proposed development does not include Upper Wheatvale Road as a dedicated haulage route. It is noted that this road may be used by vehicles for the distribution of compost/manure from the development site however this is likely to be infrequent and have minimal impact on the existing road.

Comment: Allora Drive is located in Allora, so it is unclear which road the submitter is referring to; however Upper Wheatvale Road is sealed, so it is unreasonable for Council to restrict its use.

- Traffic use of Connells Bridge Road will increase and threaten its tenuous infrastructure with a single way bridge over the Condamine, with a load limit of 38 tonne. The existing feedlot in the area already uses this road.

Comment: Connells Bridge Road has a sharp incline onto Leyburn Cunningham Road. The road is a sealed road, so it is unreasonable for Council to restrict its use.

- There will be additional costs to clean up the additional road kill.

Comment: Council currently has a regime to remove dead animals from the roadways. This will continue.

- Belgarth Road (the unnamed road through Lot 1 SP106507) is the legal access from Lot 150 onto Leyburn Cunningham Road. The licence has a legal environmental requirement for the permit holder, the proponent, to maintain the fences along this road. Belgarth Road must not be closed.
- Any road closure by the proponent, from Lot 4 RP30050, across Leyburn Cunningham Road, then intersecting Lot 1 SP106506 should not be allowed. This road reserve allows Lot 4 RP30050 to access the two megalitre surface water from the Condamine River, which is a right and a considerable asset.

The applicant's consultant has provided the following response:

- Belgarth Road will be closed as part of this application.

The proposed development does not involve closing Belgarth Road. The applicant currently has a permit to occupy over this part of the road and there is no requirement to formally close the road.

- Permanent road closure.

The separate application for a permanent road closure of the unformed road transecting Lot 1 on SP106506 is subject to a separate approval process and is not a relevant consideration in the assessment of this application.

Comment: The applicant is not proposing any works to the road reserve known as Belgarth Road, except for some small works to provide access between the proposed Pad 3 and Leyburn Cunningham Road. These access works will be conducted in an area which is already cleared. No additional clearing of the road reserve will result from the proposed development.

Modelling and reporting results for odour and noise

- Time and time again, desktop studies are far from reality. No detailed survey has been carried out nor has there been regular testing. Nothing ensures the data is correct.
- The modelling used to ascertain the validity of such objection has been quite ludicrous. The consultants try to make out that odours and noise won't affect us as we are outside the prescribed (or modelled) range. Odours don't just suddenly stop at a certain distance.
- It is believed the odour modelling would not withstand peer review. Those who witnessed Katestone Environmental support the non-defendable odour assessments in the appeal against the proposed cattle feedlot on this property, have no faith in their ability to defend our amenity.
- A new dwelling within 2.6 kilometres has not been considered in the odour report. This needs to be rectified.
- No broiler sheds should be allowed without independent monitoring of odour and water quality in adjacent watercourses at the expense of the developer. If developers were confident of their consultant's modelling they should be prepared to have it tested.

The applicant's consultant has provided the following response:

- Lewis house not identified in receptor mapping.

The specialist reports submitted with the development application have identified all relevant sensitive receptors including the Lewis house which is listed as receptor 13.

- Houses on site haven't been included as sensitive receptors.

There is no requirement under the Queensland Guidelines Meat Chicken Farms (DAFF, 2012) to identify houses located on the subject land as sensitive receptors.

- Odour modelling would not stand peer review.

All specialist reports have been prepared in accordance with the relevant guidelines/standards on the basis to accept any peer review.

Comment: The Department of State Development, Infrastructure and Planning (DSDIP) assessed the environmental aspects, including noise and odour, as part of the Environmentally Relevant Activity assessment. The Department of Agriculture, Fisheries and Forestry (DAFF) have issued an Environmental authority for the proposed development, with conditions relating to compliance with guidelines.

Environmental Nuisance

- Amenity, noise, dust lighting, pest/vermin, disease threats for animal and humans, pollution including airborne particulates, waste and waste disposal, wetlands and vanishing wetlands, river, creeks and streams, soils, flooding, animal welfare, topography, roads, traffic, electricity, etc. All significant issues have not been adequately addressed or simply glossed over consequently recommendations are as a general guidance only.
- The cumulative impact of another significant intensive livestock operation in the district (Maydan Feedlot, Rodgers Creek Feedlot) should be the subject of a study to determine the viability of this intensive development before any approval is granted.

Noise

- Heavy duty truck noise emanating from Leyburn Cunningham Road is experienced. As the poultry are to be shipped in and out during night hours to be humane to the birds, commendable but what about the residents, how about a bit of humane thought for us.

Air & Water

- There will be cumulative effects of water and air pollution from existing and future intensive animal uses. There is also the potential for an increase in complaints to Council from residents affected by odour, dust, etc.
- This toxic industry should not be able to disperse its foul odour and contaminated dust outside of its legal boundaries. There is no filtering of these dangerous organic compounds. The dominant odour compounds are ammonia, hydrogen sulphide and mercaptans, some 75 compounds have been recognised within broiler sheds. These chemicals attach themselves to particulate matter and are spread by the tunnel ventilation exhausted fans and prevailing winds.
- Heavy dust particulates within the dust emitted from the proposed poultry sheds will naturally settle on nearby vegetation and water courses. Any dust that settles on vegetation and water, if coming from a site that uses a variety of chemicals in its day to day activities, can over time pose a risk to the natural environment, let alone to the human environment nearby.
- Winter prevailing winds are from the south west and will carry the smell, heavily particle laden air and odour from stockpiling shed waste in the open, towards residences. Properties are already affected by the smell from a nearby feedlot during the year. Hills are no barrier to odour.
- There are concern about the water storages for waste water and it seeping into underground water. It is a very well documented fact that fowl manure is very potent, very toxic to native

vegetation and will cause real damage to the overall health of the river. Not enough is known about the long term effects of this contaminant being added, or slowly seeping into the river itself. More should be done to protect the precious Condamine, by locating such uses further away.

- The proposal does not appear to have been reviewed by the Health Department or Bio-security though it poses a significant health risk with particulate dispersal from poultry sheds (five exceed level allowed per year. Pads 2 and 3, with 23 fans/shed equates to 368 fans for particulate sent directly towards us.
- Residents' water supplies are in close proximity - contamination would be devastating.
- The proposed development is in close proximity to a major floodplain. This will lead to potential pollution of the river system. At times of very heavy rain and flood, what contingencies are there for dealing with spent litter, dead birds, heavy run-off, accessing feed, employees gaining access, etc?

In the case of flooding what emergency measures are proposed to make sure absolutely no run-off pollution can occur in the nearby Condamine River?

Does this proposed development fit within Council guidelines for approval of pollution potential development within known flood prone land?

Chemicals

- It is understood that chemicals will be used, due to the chemical tanks as part of the development. We do not want any chemical drift onto our property – and aren't satisfied enough attention to this has been taken.
- The names of the chemicals being used/stored are not named.
- What about the production of ammonia that is an irritating gas present in poultry barns.

Light impact

- There will be considerable lighting at night, as it will be a 24 hour operation. This illumination will be visible for many kilometres.

Shed flooring

- Nothing less than concrete should be acceptable - it is the only practical material to ensure the chemical leaching into the soil, watercourses and underground water does not occur due to routine cleaning processes.
- Rammed earth cannot be cleaned effectively with high pressure. Additionally, there must be an acknowledgement that there will be a build-up of chemical residue and high concentration of chicken manure, potentially leaching into the soils, watercourses and underground water aquifers.

Although the FSA report says raised floor - how do you raise a rammed earth floor without earth under it?

- The reports submitted indicate that there will be minimal water to minimise water infiltration to the soil - so how is it proposed to clean the shed properly; more chemicals?

Spent litter and bird numbers

- At 6.98 million chooks each year, a stocking density of 19.12 chooks per square metre and predicted death rate of 5 percent, these figures are extreme.
- Under no circumstances can spent litter be stored outside of the sheds on any part of the properties owned by the developers in this area.
- The distribution of spent litter on the flood plain is unsustainable.

Environmental Damage (including Wetlands)

- On site composting of dead birds and the dumping of waste litter on to the Condamine River flood plain is unsatisfactory for obvious health and environmental reasons. The composting will also increase our feral animals (wild dogs, rabbits, pigs, foxes).
- I object that a toxic industry can utilise adjacent properties and water courses to disperse its odour, volatile bacterial pathogens and particulate contaminations. There is no filtering of these dangerous organic compounds. Separation from the community is the only action available.
- As the local wild life frequents the roads at night also there are going to be many more carcasses lying on the side of the roads to attract vermin, another job for Council to clean up. The possible noise of the clean up and loading crews using heavy machinery and the exhaust fan systems for the sheds will be a nuisance during certain weather conditions too.
- The Wetland area identified by the EPA in 2009 has been mentioned but nothing written about the fact that it is a wetland management area - and the impact of the effluent and intensive practices need to be investigated on this wetland.
- The declared wetlands of Steeles Gully and Dwan Lane Reserve do not have sufficient separation for its environmental protection, and contamination of the Condamine River is inevitable. A possible outcome is blue-green algae.
- The separation distance of the two pads to Steele's Gully EPA Declared Wetland is insufficient.
- Steel's Gully is marked on the plans as a dry gully. The gully originates in the adjoining property, is an ephemeral stream and it disappears underground for a short distance. It passes between Pad 1 and Pad 2, is crossed by Belgarth Road (the unnamed road through Lot 1 SP106507), and then a short way down is crossed by the Leyburn Cunningham Road. It enters the Condamine River via Dwans Lane reserve. The potential for direct pollution of groundwater and surface water appear excellent!
- Steel's Gully is a watercourse clearly evident by the height of the banks, the amount of water that has and can flow down it, into the Condamine River. Steel's Gully is a water course defined by the Water Act 2000:

A river, creek or stream, in which water flows permanently or intermittently regardless of the frequency of flows.

- Contamination of Steeles Gully and its associated wetland, the Dwans Lane Wetland and the Condamine River with organic pathogens is inevitable. A possible outcome is blue-green algae.

The applicant's consultant has provided the following response to the environmental concerns raised by submitters:

Composting/Waste

- Composting of dead birds/waste onsite.

The proposed development includes provision for the composting of dead birds/waste on site which will comply with the guidelines/standards set out in the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

- Spreading of compost on adjoining farmland/ Condamine River flood plain.

Reference is made to Section 1.5.6 of the Site Based Management Plan prepared by FSA Consulting which outlines the spreading of compost will occur in accordance with the Best Practice Guidelines for Using Poultry Litter on Pastures (Griffiths 2007).

- The composting area will increase airborne disease and odour.

Reference is made to the Odour report prepared by PAE Holmes which demonstrates the odour impacts from the proposal to be within the Queensland EHP odour guideline criterion

and recommends that the farm be operated in accordance with the measures described in the Queensland Guidelines Meat Chicken Farms (DAFF, 2012). Compliance can be secured through the imposition of reasonable or relevant conditions.

Amenity

- Proximity to primary school and closely settled areas.

The Wheatvale Primary School is located approximately 9-10km from the development site area. It is considered the proposal will not impact on the amenity of this community facility or the Pratten Township.

- Cumulative effect of intensive animal industries in locality.

Reference is made to the Acoustic Report prepared by CRG Acoustic Consultants and Odour Report prepared by PAE Holmes which shows there is little to no cumulative effect of intensive animal industries within the general locality.

Environment/Health

- Use of chemicals onsite and potential spray drift.

The proposed Poultry Farm will be operated and managed in accordance with the Site Based Management Plan prepared by FSA Consulting and the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

- Shed floors to be concrete/not rammed earth.

The shed floors will be constructed in accordance with the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

- Proposal has not been reviewed by health department or bio security.

The development application has been assessed by the Department of Agriculture, Fisheries and Forestry (DAFF) who have the relevant jurisdiction to assess and licence intensive animal industries of this kind.

Odour and dust

- Dust impacts associated with the development.
- Odour and dust cannot be contained within site boundaries.

Reference is made to the Odour report prepared by PAE Holmes which demonstrates the odour impacts from the proposal to be within the Queensland EHP odour guideline criterion and recommends that the farm be operated in accordance with the measures described in the Queensland Guidelines Meat Chicken Farms (DAFF, 2012). Further reference is made to the Site Base Management Plan prepared by FSA Consulting which outlines management strategies with relation to odour, dust and other potential environmental concerns.

Wetlands/Stormwater

- Protected wetlands being impacted by the development.

There are no referable wetland ecosystems identified in the proposed development area or the subject property. Reference is made to Figure 10 within the Site Based Management Plan prepared by FSA Consulting.

- Stormwater run-off will contaminate the Condamine River.
- Supposed dumping and leeching of waste products into river.

The proposed development includes stormwater management practices outlined in section 1.5.5 of the Site Based Management Plan prepared by FSA Consulting and the guidelines/standards set out in the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

- Steel's gully (dry gully) is a watercourse.

Reference is made to the Site Based Management Plan prepared by FSA Consulting and in particular Figure 8 which does not identify Steel's Gully as a watercourse in accordance with the Department of Natural Resources and Mines (NRM) vegetation mapping.

Comment: As previously detailed, the DSDIP assessed the environmental aspects, including noise and odour, as part of the Environmentally Relevant Activity assessment. The Department of Agriculture, Fisheries and Forestry (DAFF) have issued an Environmental authority for the proposed development, with conditions relating to compliance with guidelines.

Disease and parasites

- There are concerns regarding the spread of disease, mites and parasites which could be transferred to the diverse local wild birdlife. In relation to diseases, there are concerns regarding how diseases like bird flu could be controlled, particularly given the number of locals who choose to have laying hens.
- Zoonotic diseases are transmitted from animals to humans and include bacterial, viral, fungal and parasitic diseases. Salmonellosis, campylobacteriosis, chlamydiosis, tuberculosis, Newcastle disease, and avian influenza are amongst the most common zoonotic diseases transmitted from poultry to humans. How are we going to protect our local children?

The applicant's consultant has provided the following response:

- Bird flu outbreak/disease.

The proposed Poultry Farm will be operated and managed in accordance with the Site Based Management Plan prepared by FSA Consulting and the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

Comment: The control and mitigation measures relating to disease have been assessed by the DSDIP, as part of the ERA assessment.

The transmission of Avian Influenza to humans occurs predominantly through handling live or dead infected birds or very close contact with them and their excretions (Australian Department of Agriculture, Fisheries and Forestry). There have been no incidents of Avian Influenza infection in humans reported in Australia.

Water Supply

- The ground water supply was depleted from the recent drought and high water using poultry farms. We should be careful and look after the people who already live here.
- The impact on the ground water of the area, on which so many other primary producers and households are dependent, is a concern.

The applicant's consultant has provided the following response:

- Deplete water supply/impact on community.

Reference is made to the Water Supply Section 1.5.4 within the Site Based Management Plan prepared by FSA Consulting. The subject site has a 312ML allocation. The proposed Poultry Farm will utilise 24ML/annum per eight (8) sheds for a total of 72ML which is well below the allocated supply for the site.

- Access for water supply/surface water of Condamine River.

The proposed development will not preclude access to any allocated water supply for adjoining land owners.

Comment: The DSDIP assessed the environmental aspects, including water supply, as part of the Environmentally Relevant Activity assessment.

Previous approvals

- It is very disturbing that this has come up for the fourth time and we have to take it to court to stop it. The developer has not started any work on the previous approval, let alone completed work to show he is competent at looking after the site, not harming the environment and not

annoy any of the existing residents. We are sick of wasting our time, money and the ratepayers money fighting these things.

- It could be presumed this application is simply another way of trying to get approvals for on-selling.

Comment: This is separate application which is assessed independently of the previous applications. There is no requirements that the original application needed to have been acted on, prior to the lodgement of a new application.

Application to apply the Superseded Planning Scheme and amalgamation of lots

- The bore licence on South Toolburra is one licence and Lot 1 SP106506 is the source of water for this development. Lot 1 SP106506 must be amalgamated with all the blocks associated with the development, including the land providing the buffer zone. It would be untenable for the Council to accept the proposal, encompassing the three lots and then allow the applicant to realign the lots to maintain the three lots! If the three lots are part of the application then they are part of the application and should be amalgamated.
- The developer's demand that the application be approved under a superseded planning is unacceptable. The subdivision into three small poultry farms is not acceptable. At least, the total poultry enterprise site must be amalgamated into one block.

The applicant's consultant has provided the following response:

- Three farms will be sold off separately.

The proposed boundary realignment is code assessable within the Southern Downs Regional Council and is not subject to statutory notification under the *Sustainable Planning Act 2009*.

- Submitters want the farm to be amalgamated.

The existing earthworks and pad locations were located over title boundaries. The proposed boundaries to be aligned will ensure all structures for each Pad will not be located over title boundaries and will be wholly within an allotment. Accordingly there is no practical necessity to amalgamate the land.

Comment: The proposed realignment of boundaries will result in the infrastructure associated with each pad being located wholly on its own lot. The DSDIP have raised no environmental issues with regards to the realignment. Therefore it is not reasonable to require amalgamation of the subject lots.

Impact on Aboriginal and Cultural Heritage

- It appears there has not been a review of heritage matters. South Toolburra is the site of the first free settlement and first sheep station in what is now Queensland. It is a heritage landscape with significant indigenous cultural heritage, only some of which has been identified, others are known by locals.

The applicant's consultant has provided the following response:

- Heritage concerns on site have not been addressed.

The cultural heritage requirements have been addressed as part of the development application and supporting documentation.

Comment: It is a standard advisory note of any development application that 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 applicant is required to conduct the development in accordance with gazetted cultural heritage duty of care guidelines.

Negative Economic Impacts including Impact on Tourism & Existing lots in the area

- The 2014 Official Regional Guide, which invites people to "savour Warwick and Surrounds" and "breathe deep and enjoy nature at its best on the Southern Downs" neglected to mention approved intensive livestock industries and their unwanted, nontherapeutic, undesirable aftereffect.

- This expensive development will not open up any significant employment opportunities for the community and is intensive agriculture really sustainable into the future, socially, economically and environmentally.
- There are many "lifestyle" and "rural residential" lots within proximity of the proposed development that would be significantly impacted.
- There are a number of smaller blocks across the road from the development site. The proposed development adversely affects the opportunity to be sold as desirable house blocks in the future.

The applicant's consultant has provided the following response:

- Separation to adjoining roads insufficient.

The proposed development has been located with an appropriate buffer to the Leyburn Cunningham Road.

- The propose development will be of no benefit to community or increase employment.

We contend the proposal provides clear and quantifiable benefits for the community particularly those related to local economic stimulus and employment both in the construction and operational stages. The proposed development will provide additional employment upon the commencement of operations with a total of 12 permanent positions and 24 casual positions. The 30,000T of grain (sorghum and wheat) required to service the development will be sourced locally where possible and processed in Clifton.

It is further noted that the Department of Agriculture, Fisheries and Forestry (DAFF) and Department of State Development, Infrastructure and Planning (DSDIP) are currently undertaking an economic study concerning the benefits of the Poultry industry which will be available later this year.

Comment: Proposed Pad 1 will be visible from Leyburn Cunningham Road, however given the topography, the location of vegetation and the location of existing dams, the building will not be visually dominating. Proposed pad 3 will not be visible from Leyburn Cunningham Road. The Policy Intent for the Rural Land Use Area identifies that the land is to be used for a range of rural purposes, and that intensive animal industries may be appropriate. A full assessment against the Planning Scheme is included later in this report.

Devaluation of Land

- Property values will dramatically drop due to the proposed development, particularly odour nuisance.

The applicant's consultant has provided the following response:

The alleged impact on property values (if any) cannot be quantitatively established or verified. It is not in any event a valid town planning objection

Comment: No evidence has been supplied that the surrounding properties would be devalued as result of the development and Council could not rely on this ground as a reason to refuse the application.

Undesirable use and need

- Given the previous piggery and feedlot applications, why does Council keep considering proposals of this nature in this area? Council continues to disrespect 4th and 5th generation, existing businesses and their desires for the future environment and quality of life for their children and generations to come.
- Intensive poultry enterprises are unwelcome in the eastern Shires and, if allowed here, would soon create the same friction and would prove to be equally difficult to regulate for local Councils. They must only be allowed in the more extensive pastoral areas. .

Comment: A detailed assessment against both the Warwick Shire Planning Scheme is provided later in this report.

Council cannot prevent anyone from lodging a planning application.

Council is unaware of any existing intensive chicken breeding/feeding operations in the area, and no information was supplied with the submission to identify existing sites.

Public notification

- It is requested that Council insist that there is a public face-to-face opportunity for all locals to question both Council and the developer on the proposed development. This is the very least that can be done considering the enormity and seriousness of this development proposal. This should be done as soon as possible so that people can be informed and ask questions. Before Council decides on a hasty decision affecting those of us who live here and will wear the brunt of the problems that are bound to occur.
- No opportunity has been offered to have community consultant. The only notification has been the signs posted on a busy road that few people ever stop on. And no-one in the Bony Mountain community would ever see the signs as they don't come near that road - yet they are the ones who will bear the brunt of particulate matter and odour with prevailing winds generally moving in their direction.

The applicant's consultant has provided the following response:

The applicant has contracted all adjoining neighbours by telephone prior to the commencement of public notification in addition to fully complying with the statutory notification requirements of the *Sustainable Planning Act 2009*.

Comment: Seventeen properly made submissions were received. The Public notification was conducted in accordance with the *Sustainable Planning Act 2009*.

The public notification requirements, which were complied with, are:

- (a) *Publish a notice at least once in a local newspaper; AND*
- (b) *Place a notice on the road frontages of the land, including frontages with unmade; AND*
- (c) *Give written notice to all adjoining landowners. (Details of the adjoining landowners are provided for your information. Please note that these details may not be current. These details are provided for your information only. It is the applicant's responsibility to identify all owners of adjoining land.)*

There are no requirements for additional community consultation

Warwick Shire Planning Scheme

- The Warwick Shire Planning Scheme states:

Intensive animal uses are unlikely to be approved in the more closely settled northern and eastern parts of the Shire, in the vicinity of Warwick City or the rural towns and villages ...

The intent of the plan was to protect the amenity of rural residents from unwelcome intensive industries. In keeping with these guidelines, it should be noted the area surrounding the proposed broiler farm is also closely settled.

The close proximity to neighbouring properties, housing estate and local primary school should be considered.

The applicant's consultant has provided the following response:

- Amenity of rural area and location of proposed intensive animal industry.

The intent of the Rural Pastoral Land Use Area within the superseded Warwick Shire Planning Scheme is to provide for intensive animal and rural based industries where potential environmental impacts may be adequately managed. The proposed development will be undertaken in accordance with the Site Based Management Plan prepared by FSA Consulting and the guidelines/standards set out in the Queensland Guidelines Meat Chicken Farms (DAFF, 2012).

- The proposed Industry use does not fit within rural locality.

The proposed development is for an Intensive Animal Industry (Poultry Farm) within the Rural Pastoral Land Use Area. The intent of the Rural Pastoral Land Use Area within the superseded Warwick Shire Planning Scheme is to provide for intensive animal and rural based industries where potential environmental impacts may be adequately managed.

Comment: A detailed assessment of the proposed development against the Warwick Shire Planning Scheme is provided later in this report.

Southern Downs Community Plan 2030

- The Community Plan details one of Southern Downs Regional Council's values as "clean air, natural environment and lifestyle". Certainly these are values that many of us treasure.
- This development flies in the face of the sentiments and desires of residents reflected in the Community Plan. Council has an obligation to use the Community Plan in its decision making process to ensure residents have been listened to and taken seriously.

Comment: The Southern Downs Community Plan 2030 is a visionary document used to provide direction to all other local government planning processes, including the Southern Downs Planning Scheme.

Other Councils

- It is understood that the Scenic Rim and Caboolture shires are rejecting applications for intensive industries - it would be worth Southern Downs shire further exploring their reasoning and concerns to ensure you aren't opening the doors for significant problems into the future and unintended consequences of poor planning.

Comment: Other Council may have made policy decisions or changes to their planning schemes, for a range of reasons, including residential encroachment. The SDRC is required to assess and decide the application against the Warwick Shire Planning Scheme. As detailed previously, the DSDIP have assessed all environmental aspects of this proposal as part of the ERA.

Points in support of the proposed development

- Such developments as this should be encouraged to the maximum by all residents of the Shire, as well as our officials. It can only be good for the economy of a rural region.
- The increased direct employment opportunity, but there is much indirect benefit to be gained. The use of feeds produced locally is a major consideration, as well as transport and other service industries which will be used by the developer. The construction phase will provide business for many supplies of goods and services.
- This type of production is the way of the future of agriculture in general. It provides security against adverse weather conditions, constant output to enable certainty of supply for consumers.

Assessment against the Planning Scheme

The subject lots are contained within both the Rural and Rural Pastoral Land Use Areas under the Warwick Shire Planning Scheme. As the land on which the poultry sheds and associated infrastructure are to be located is mostly within the Rural Pastoral Land Use Area, the provisions relating to the Rural Pastoral Land Use Area are given greater consideration.

This application required assessment against the Policy Intent and Impact Assessment Criteria for the Rural Pastoral Land Use Area, the Intensive Animal Use Development Code and the General Development Code.

Policy Intent

Land within this area is primarily intended to be used for a range of rural purposes, including grazing and some irrigated and dry land agricultural activities suited to its topographic and climatic characteristics. These activities are important to the maintenance of the rural base of the Shire's economy.

Within this area intensive animal and rural based industries may be appropriate. There will be suitable separation distances to other activities and remoteness from the more intensively settled parts of the Shire, and where potential environmental impacts may be adequately managed.

There are no residences (not associated with the subject land) within two kilometres of the proposed poultry farm sites, and six residences within 4.0 kilometres of the site.

There are several existing Intensive Animal Uses in this location. Maydan feedlot is located approximately 4.1 kilometres to the east, and a 25 head piggery located approximately 890 metres to the north. Ellesmere feedlot, a 500 head feedlot, is located approximately 3.7 kilometres to the north-east, and Rodger's Creek Feedlot is located approximately 8.2 kilometres to the south.

The proposed development is not located in a closely settled area, and there is adequate separation distances to existing residences. Proposed Pad 1 is located approximately 4.3 kilometres from Pratten township, proposed Pad 3 is in excess of this.

The Policy Intent encourages the siting of Intensive Animal Uses in locations where environmental impacts are minimal. Council may only approve the poultry farm if it is satisfied that adverse impacts on the environment and nearby residents can be mitigated.

The DAFF were responsible for assessing the environmental aspects of the proposed development. The DAFF have no concerns with regards to the development and have issued an Environmental authority for the use. A summary of their assessment has been provided earlier in this report.

Impact Assessment Criteria

The intent of the Rural Pastoral Land Use Area is to ensure the continued use of rural land for rural land purposes. Less than 9% of the site will be used for the proposed broiler sheds, including the approved Pad 2. The remainder of the land will remain available for rural purposes, and the proposed development will not compromise the use of surrounding land for rural purposes.

The majority of the surrounding land is used for grazing purposes, with the land along the Condamine River floodplain being used for cultivation.

The location of proposed Pad 1 is setback in excess of 240 metres, and proposed Pad 3 being setback at least 900 metres from Leyburn Cunningham Road. Proposed Pad 1 will be visible from Leyburn Cunningham Road. The topography of the land, the location of existing vegetation and the location of the existing dam will result in the sheds not being visually dominating. Proposed Pad 3 is not visible from the Leyburn Cunningham Road or adjoining properties.

Proposed Pad 3 is located approximately 40 metres from an unmade road reserve (known as Belgarth Road). Submitters have raised that this road reserve is used to access Lot 150 ML515, which is located directly to the west of the subject land. The road reserve is not constructed, and currently the applicant holds a road lease over the reserve. This road lease forms part of the development. There is existing vegetation between the road reserve and the proposed Pad. It is considered unreasonable to require a greater setback or additional planting.

The vegetated portions of the land are identified as being at risk of bushfire. It is considered appropriate that the applicant provide a bushfire management plan to Council, detailing the procedures to be followed in the event of a bushfire and any mitigation measures.

A number of submitters have raised concerns with regards to the potential impact of the proposed development on the continued use of their rural properties, particularly relating to the construction of dwellings on rural lots. Under the current Warwick Shire Planning Scheme, there are no provisions restricting the construction of dwellings within close proximity to a poultry farm.

On-site effluent treatment systems will be used for the disposal of effluent from the staff amenities and each of the dwellings. The systems do not meet the threshold for requiring an Environmentally Relevant Activity (ERA) licence from the Department of Environment and Heritage Protection.

The Condamine River adjoins the eastern boundary of Lot 1 SP106506 and there are many smaller gullies which traverse the land.

The Planning Scheme requires Council to consider whether a land management plan has been prepared. The applicant has submitted a Site Based Management Plan to Council which addresses management of environmental impacts, contingency plans and recording and monitoring procedures. The SBMP has been approved by the Department of State Development, Infrastructure and Planning. Any approval should require this SBMP to be amended to include all actions required as conditions of the approval.

The environmental impacts of the proposed development have been assessed by the DSDIP, and the DAFF have issued an Environmental authority with regards to the development.

Intensive Animal Use Development Code

The Intensive Animal Use Development Code requires the impacts of the intensive animal use on the amenity of the locality are to be minimised, and likely adverse impacts on ecological and hydrological processes are adequately mitigated. To this effect, the Acceptable Solutions require separation distances to urban areas or other sensitive land uses or facilities and watercourses are to be in accordance with the current State government guidelines relevant to the particular type of industry.

The Department of Employment, Economic Development and Innovation (DEEDI) released the Queensland Guidelines for Meat Chicken Farms in 2012. The tables below set out the provisions of the guideline.

The majority of the guidelines relates to the environmental aspects of the poultry farm, and therefore have been assessed by the DSDIP as part of the ERA assessment.

Planning and assessment of development applications

Location and site selection

Performance criteria	Acceptable outcomes
P1 Meat chicken farms must: <ul style="list-style-type: none"> be developed so as not to cause unlawful environmental harm^{vi} as a result of: <ul style="list-style-type: none"> noise odour, particulate matter or other air emission water contamination visual appearance traffic associated with the farm lighting. be separated from one another to minimise the risk of animal to animal disease transfer between farms be elevated to enable adequate ventilation and drainage have adequate vehicle access not be subject to flooding be provided with a reliable water supply and electricity supply be located within reasonable proximity to processing plants not interfere with sites or places of significant cultural heritage or nature conservation. 	A1 The meat chicken farm is separated from: <ul style="list-style-type: none"> non-rural zones sensitive land uses in the rural zone surface water, wells and bores declared fish habitats defined in the <i>Fisheries Act 1994</i> and regulation High Ecological Value waters defined in the Environmental Protection (Water) Policy 2009 (EPP Water). <p>(Appendixes 1 and 2 provide a guide on separation and buffer distances)</p> <p>Note 1: When assessing separation distances the S-factor methodology should be used for meat chicken farms up to 300 000 birds, and odour dispersion modelling should be used for farms with more than 300 000 birds. Odour dispersion modelling can also be used for meat chicken farms with less than 300 000 birds, if separation distances are less than required by the S-factor methodology.</p> <p>Note 2: Odour dispersion modelling should be carried out based on best practice modelling under Queensland conditions, e.g. 'Best Practice Guidance for the Queensland Poultry Industry—Plume Dispersion Modelling and Meteorological Processing (PAE Holmes, 2011)'.</p> A2 The land the meat chicken farm is developed on has an appropriate area and dimensions to provide for adequate setbacks of buildings, sheds, dams, internal roads and waste disposal areas from: <ul style="list-style-type: none"> sensitive land uses in the rural zone non-rural land zones surface water, wells and bores declared fish habitat areas defined in the <i>Fisheries Act 1994</i> and regulation High Ecological Value waters defined in the Environmental Protection (Water) Policy 2009 (EPP Water). <p>(Appendixes 1 and 2 provide a guide on separation and buffer distances)</p>

^{vi} Environmental harm is defined in the Definitions section of this document.

	<p>A3 The land the meat chicken farm is developed on has adequate area for the sustainable management and utilisation of litter, or alternative methods for management and offsite disposal of litter (e.g. composting).</p> <p>A4 The following separation distances are maintained to provide appropriate animal biosecurity measures:</p> <ul style="list-style-type: none"> • 1000 metres between new and existing meat chicken farm complexes and any alternative form of intensive poultry farming (chickens, turkeys, guineafowl, ducks, geese, quails, pigeons, pheasants, partridges, ostriches and emus reared or kept in captivity) • 5000 metres between a meat chicken farm complex and a meat chicken breeder farm. <p>A5 The land the meat chicken farm is developed on:</p> <ul style="list-style-type: none"> • has an average gradient of less than 10% • has a development footprint, including waste areas, access points and driveway, that are not subject to flooding by the 100 year ARI event • is accessed by an all-weather road network • is generally not low lying • has a permanent three phase electricity supply • has a good quality and reliable water supply. Back-up water supply (tanks) or contingency for at least two days water is provided in case of breakdown or loss of supply. <p>A6 The development of the meat chicken farm complies with state and federal nature conservation and cultural heritage legislation and regulations such as:</p> <ul style="list-style-type: none"> • <i>Aboriginal Cultural Heritage Act 2003</i> • <i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> • <i>Aboriginal and Torres Strait Islander Heritage Protection Amendment Act</i>
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	<ul style="list-style-type: none"> • <i>Torres Strait Islander Cultural Heritage Act 2003</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i> • <i>Nature Conservation Act 1992 and regulations</i> • <i>Nature Conservation (Koala) Conservation Plan 2006</i> <p>A7 The development of the meat chicken farm complies with:</p> <ul style="list-style-type: none"> • <i>State Planning Policy 1/92 Development and the Conservation of Agricultural Land</i> • <i>Strategic Cropping Land Act 2011 and regulation</i> • <i>State Planning Policy 1/12 Protection of Queensland's Strategic Cropping Land</i>
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The separation and buffer distances from a meat chicken farm complex, as listed in Appendixes 2 and 3 of the Queensland guidelines for meat chicken farms, are as follows:

- 50 metres from a surveyed bank or an intermittent water course.
- 100 metres to a property boundary (within a rural zone).
- 200 metres to a public road carrying >50 vehicles per day.
- 100 metres to a public road carrying <50 vehicles per day.

The definition of a meat chicken farm complex within the Queensland guidelines for meat chicken farms states that it:

Includes the sheds used to produce meat chickens and associated infrastructure (e.g. silos) and any nearby spent litter/compost stockpiles. It excludes any spent litter utilisation areas. For tunnel-ventilated sheds it includes a distance of 25m out from the exhaust end of the sheds.

Proposed Pads 1 and 3, and associated infrastructure both comply with the setback requirements.

The property is not subject to flooding and is accessed by Leyburn Cunningham Road, which is a sealed road.

There is no clearing of remnant vegetation proposed as part of this application.

The separation distances to waterways and water supply were assessed as part of the ERA assessment, conducted by the DSDIP.

Natural environment

Performance criteria	Acceptable outcomes
<p>P1 Buildings, sheds, other structures, and waste disposal areas must be sited, constructed and managed so that operation of the meat chicken farm does not cause unlawful environmental harm.</p> <p>P2 The development of the meat chicken farm does not cause the loss of biodiversity at state, regional or levels or interfere with ecological processes.</p> <p>P3 Meat chicken farms do not cause the loss or degradation of surface waters, marine parks or declared fish habitats.</p>	<p>A1 Buildings (excluding residential or administrative buildings), sheds, other structures and waste disposal areas must be set back from surface water, and declared fish habitat areas in accordance with the distances set out in Appendix 1.</p> <p>A2 Any vegetation clearing associated with the development of the meat chicken farm complies with the <i>Vegetation Management Act 1999</i>, the <i>Vegetation Management Regulation 2000</i>, the <i>State Policy for Vegetation Management – version 2</i>, <i>SPP 2/10 Koala Conservation in South East Queensland</i>, and the <i>Regional Vegetation Management Code for South East Queensland Bioregion – version 2</i> and vegetation clearing requirements contained within the relevant local government planning scheme.</p>
	<p>A3 The development of the meat chicken farm complies with the:</p> <ul style="list-style-type: none"> • Strategy for the conservation and management of Queensland's wetlands • <i>Environment Protection and Biodiversity Conservation Act 1999</i> and regulation • <i>Nature Conservation Act 1992</i> and regulations and plans • <i>Environmental Protection Act 1994</i> and regulations • State Planning Policy 2/02 Planning and Managing Development Involving Acid Sulphate Soils • State Planning Policy 1/03 Mitigating the Adverse Impacts of Flood, Bushfire and Landslide • Queensland Coastal Plan 2011

There is no vegetation clearing proposed as part of this application.

A number of the submitters have raised concerns regarding the potential impact on the wetlands, namely Steele's Gully. The potential impacts on the surrounding community and waterways, was assessed by the DSDIP as part of the ERA assessment.

Farm design

Performance criteria	Acceptable outcomes
<p>P1 The built form of the development is integrated into the landscape, and utilises site topography, existing vegetation supplemented by augmented planting to minimise the visual impact of the development.</p> <p>P2 The built form of the development is oriented considering local meteorological conditions including wind patterns and atmospheric stability, solar patterns and topographic characteristics of the land, to reduce the potential for impacts on the amenity of surrounding sensitive land uses.</p> <p>P3 All sheds are designed to be bird proof and to minimise rodent entry when in operation.</p> <p>P4 The use of existing vegetation and</p>	<p>A1 Sheds and other structures are sited to achieve the separation and buffer distances recommended in Appendixes 1 and 2.</p> <p>A2 Sheds should be orientated with the long axis east- west where possible so as to minimise solar heat absorption (but not at the expense of the other acceptable outcomes).</p> <p>A3 Fans on tunnel-ventilated sheds should be located on the end of the shed that is furthest from sensitive land uses to minimise the impacts of odour.</p> <p>A4 Sheds must be constructed so that native birds are unable to enter. Sheds must be designed to minimise rodent entry and a baiting program must be</p>

<p>supplementary plantings to minimise visual impacts of the development footprint.</p> <p>P5 Driveways are located so as to minimise adverse impacts on external traffic networks and sensitive land uses.</p> <p>P6 Sight distances to and from driveways are sufficient to ensure safe operation.</p> <p>P7 Access points and driveways are designed and constructed to a standard appropriate for the design traffic type and volumes.</p> <p>P8 The access and driveway must be designed to ensure that:</p> <ul style="list-style-type: none"> • ingress and egress for all vehicles is in a forward gear • access gates are located so that service vehicles can be wholly located on site when accessing the premises. <p>P9 Any external lighting must be designed so as to not have an adverse impact on surrounding sensitive land uses.</p> <p>P10 A reliable water and electricity supply is provided.</p>	<p>implemented to control rodents.</p> <p>A5 Retention of existing trees and other vegetation where practicable with provision of supplementary planting to ensure vegetated buffers are established and maintained between the meat chicken farm and sensitive land uses (refer to the vegetated buffer element design section of the Planning Guidelines: Separating Agricultural and Residential Land Uses 1997).</p> <p>A6 Driveways are located so that they do not interfere with the function of adjoining roads.</p> <p>A7 Access points and roads are located to minimise noise impacts on neighbouring sensitive land uses.</p> <p>A8 Sight distances at driveways must comply with the requirements of the relevant Local government or Department of Transport and Main Roads (TMR).</p> <p>A9 The driveway and access points must be constructed to the standard required by the relevant local government or TMR.</p> <p>A10 A suitable area must be provided so that:</p> <ul style="list-style-type: none"> • all vehicles can turn around and leave the property in a forward gear • all service vehicles can park fully on site while accessing the premises • vehicles can be washed and disinfected before and after entering the meat chicken farm complex (production area). <p>A11 All external lighting is designed and operated in accordance with the Australian Standard AS4282: The control of obtrusive effects of outdoor lighting.</p> <p>A12 A reliable source of drinking water that complies with the poultry drinking water</p>
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	standards in the <i>National Farm Biosecurity Manual Poultry Production</i> is available. A13 A back-up water supply must be maintained which has a minimum of two days water supply available at all times for emergency use. A14 Strategies are implemented for managing power supply failures (e.g. installation of back-up generators).
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As previously discussed, the proposed pads comply with the recommended separation and buffer distances to boundaries.

The provisions recommend that sheds are orientated with the long axis running east-west to minimise solar heat absorption. All sheds on each pad comply with this provision.

The DSDIP assessed the potential environmental impacts as part of the ERA assessment.

The DSDIP were also a Concurrence Agency to the application, as Leyburn Cunningham Road is a State-controlled road. The DSDIP require conditions to be attached to any approval.

Surface and groundwater

Performance criteria	Acceptable solution
<p>P1 The design and operation of the meat chicken farm incorporates integrated water management elements so that:</p> <ul style="list-style-type: none"> stormwater peak discharges and run-off volumes are not increased natural drainage lines and hydrological regimes are maintained as far as practicable. <p>P2 The environmental values and quality of the receiving waters within or downstream of the development are maintained.</p> <p>P3 Stormwater must be prevented from entering all sheds and waste storage areas.</p>	<p>A1 No acceptable solution.</p> <p>A2 Locating the meat chicken farm complex (including sheds and waste storage areas) on land that is not subject to flooding by the 100 year ARI event.</p> <p>A3 Wash down water should be:</p> <ul style="list-style-type: none"> collected and stored in a suitably sized effluent pond applied sustainably to utilisation areas. <p>A4 Nutrient, pathogen and contaminant levels in stormwater discharged from the meat chicken farm do not exceed the water quality guideline levels of the <i>Australian and New Zealand guidelines for fresh and marine water quality 2000</i> and the relevant regional plan prior to release into the environment.</p> <p>A5 Buffer zones are provided around the meat chicken farm complex and litter utilisation areas (see Appendix 1) to reduce the risk of surface water contamination.</p>
	<p>A6 The base of all sheds is elevated above natural ground level to ensure that stormwater run-off does not enter the sheds.</p> <p>A7 Onsite waste storage and management areas (e.g. litter and dead birds) should be protected from stormwater run-off by the construction of diversion banks and be located on an impermeable base.</p>

The land containing the sheds is not prone to flooding.

The DSDIP assessed the potential stormwater impacts as part of the ERA assessment.

Operational and management considerations

Environmental Management Plan

Performance criteria	Acceptable outcomes
P1 Documentation must demonstrate that the environmental risks of the meat chicken farm development have been identified and appropriate design and management measures have been considered and will be implemented to minimise the risks and impacts to the environment.	A1 A site-specific EMP is developed by the farm owner/manager and implemented in accordance with the National Environmental Management System for the Meat Chicken Industry. The EMP must include: <ul style="list-style-type: none">• an assessment of environmental and community health risks• strategies and measures for minimising environmental and community health risks and contingency actions for managing problems that may arise• planned courses of action in cases of incidents or emergencies relating to all significant risks, including unexpected increased odour emissions, a high incidence of bird deaths, disease outbreaks and fire, in accordance with risk management principles. A2 The EMP is maintained and updated as required by the farm owner/manager and is available for inspection by the relevant regulatory authority.

The DSDIP assessed the Site Based Management Plan, which was submitted as part of the application, when conducting the ERA assessment.

It should be a condition of any approval that the Site based management plan be updated to reflect any conditions imposed on the development.

Key environmental management practices

- Odour and dust

Performance criteria	Acceptable outcomes
P1 Development and operation of the meat chicken farm must prevent or minimise emissions of odour, dust and air pollutants.	A1 Design and environmental management practices ensure that emissions from the meat chicken farm does not cause unlawful environmental harm or environmental nuisance or impact human health and wellbeing.

The DSDIP assessed the potential odour and dust impacts as part of the ERA assessment.

- Acoustic management

	<ul style="list-style-type: none"> • Shed cleaning and the removal of spent litter should be undertaken during daylight hours to minimise noise impacts. • Meat chicken farm operators should endeavour to minimise noise at all times from equipment and machinery, especially where a farm is close to sensitive land uses. • Regular on-farm environmental risk assessment is undertaken to ensure that noise risk is low.
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The DSDIP assessed the potential noise impacts as part of the ERA.

- Chemical storage and use

Performance criteria	Acceptable outcomes
P1 The storage and handling of dangerous chemicals comply with the requirements of the <i>Workplace Health and Safety Act 2011</i> and the <i>Workplace Health and Safety Regulation 2011</i>	A1 All agricultural chemicals used on meat chicken farms are registered by the Australian Pesticides and Veterinary Medicines Authority.
P2 Strategies are implemented that minimise risks from the storage and use of chemicals to human health and the environment.	A register of all dangerous goods and combustible liquids stored and handled on the farm must be kept and maintained. If required, Material Safety Data Sheets (MSDS) should be available for all chemicals stored and used.
	A2 Sheds are closed during chemical applications to minimise the risk of off-site chemical spray drift. Sheds are closed for recommended time after spraying with odorous or toxic substances.
	There is no spray drift or run-off that impacts sensitive land areas.
	Chemicals and fuel are stored and used safely, according to manufacturer's instructions. Empty drums and other chemical containers are disposed of in accordance with manufacturer's instructions.

The DSDIP assessed the storage and use of chemicals as part of the ERA.

- Community liaison and complaint management

Performance criteria	Acceptable outcome
P1 The meat chicken farm must incorporate strategies for managing community liaison, with a focus on environmental performance.	A1 Communication strategies that include: <ul style="list-style-type: none"> • Neighbours to be informed of unusual events or problems that may affect their amenity. The expected timeframe of the impact, and the mitigation strategies that have been initiated should also be communicated. • Where a complaint is received by the meat chicken farm it should be investigated and any problems found should be rectified. The complainant should be informed of the outcome of the investigation and any actions taken to rectify any identified problem. • Full details of complaints received, results of investigations and corrective actions are recorded in a complaint register. • Farm management participation and cooperation to assist in resolving disputes relating to environmental impacts of the meat chicken farm.

The need for a complaints register was assessed as part of the ERA assessment by the DSDIP.

- Shed management

Performance criteria	Acceptable outcomes
<p>P1 Sheds stocking densities must be managed to ensure:</p> <ul style="list-style-type: none"> the minimum standard of animal welfare is complied with and/or exceeded bird health and performance is not reduced. <p>P2 Bedding should be appropriate for use in meat chicken sheds.</p> <p>P3 The moisture content of the shed litter must be managed to minimise odour, dust and ammonia emissions.</p> <p>Litter and manure beetles need to be controlled to avoid damage to insulation and wood structures and to reduce the risk of disease spread.</p> <p>P4 Shed cleaning, sanitation and fumigation practices that:</p> <ul style="list-style-type: none"> minimise the risk of disease transmission between batches minimise noise, dust and odour impact from shed cleaning on sensitive land uses. <p>P5 Sheds and equipment must be maintained and repaired to minimise odour, dust and noise emissions from the meat chicken farm.</p>	<p>A1 Sheds must be stocked at densities that comply with the Animal Care and Protection Regulation 2002.</p> <p>A2 The material for bedding should:</p> <ul style="list-style-type: none"> be dry, light and highly absorbent dry rapidly remain friable be free of contaminants such as heavy metals and preservatives be suitable for use as a soil conditioner or fertiliser be cost-effective. <p>A3 Litter moisture in the sheds should be maintained between 15 and 30 per cent moisture content (wet basis).</p> <p>Extra dry bedding material or dry litter should be added to areas of wet litter in the shed or the wet litter should be removed and replaced.</p> <p>Evenly distribute at least 45 mm of uncompacted bedding to sheds at the start of a batch.</p> <p>Waterers must be maintained and repaired to minimise leakage that will result in wet patches in the shed litter</p> <p>Control measures (such as pesticide application, composting spent litter, total shed clean-out or a combination of these) should be implemented to control manure beetles.</p> <p>A4 Avoid cleaning sheds when litter is excessively dry or wet to minimise dust and odour impacts.</p>

	<p>Where possible shed cleaning should be undertaken when the wind is blowing away from sensitive land uses. (Note: Side shutters and curtains and/or doors should be open when cleaning out sheds to avoid the build up of gases that may impact on the health and safety of workers).</p> <p>Shed cleaning must be undertaken so that impacts on sensitive land uses is avoided.</p> <p>A5 Shed walls and roofs must be maintained and leaks repaired immediately to prevent wet patches in the litter.</p> <p>The ventilation system and evaporative cooling systems must be maintained to ensure air movement is at design level and the correct atmosphere (temperature and humidity) in the sheds.</p> <p>Water reticulation systems and drinkers must be maintained and leaks repaired immediately to prevent wet patches in the litter.</p>
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The DSDIP assessed the overall operations of the poultry farm as part of the ERA assessment.

- Waste management

Performance criteria	Acceptable outcome
P1 Waste management must be conducted so that: <ul style="list-style-type: none"> • unlawful environmental harm is not caused • the off-site release of contaminants does not occur • the quality of any surface water or groundwater is maintained. 	A1 Spent litter is removed during daylight hours to minimise impacts (e.g. light, noise and odour). A2 Spent litter is transported from the farm in enclosed vehicles to avoid spillage and emissions. A3 Provision is made to contain any spillages of litter and clean spillages up promptly.

	<p>A4 Short-term spent litter stockpiles (less than a week) are:</p> <ul style="list-style-type: none"> • covered prior to permanent removal to avoid nutrient leaching from rainfall and to minimise dust and odour emissions • stockpiled on an impermeable base • bunded to prevent entry and contamination of stormwater run-off. <p>A5 Spent litter composting areas are:</p> <ul style="list-style-type: none"> • located in an area where the depth to the watertable exceeds 2 metres • located on an impermeable base to avoid leaching of nutrients and possible groundwater contamination • bunded to prevent entry and contamination of stormwater run-off • well drained to avoid pooling of run-off • set up so that run-off is collected in a wastewater collection system • managed to avoid dust and odour emissions and reduce pathogens in the litter. Composting of spent litter should be complete in 6 to 8 weeks and another 4 weeks allowed for curing. For composting, the optimum moisture content is around 50 to 55 per cent wet basis. The optimum carbon to nitrogen ratio is between 15:1 and 30:1, and the optimum temperature is between 60 and 65 degrees Celsius (refer to FSA Consulting – Meat Chicken Technical Environmental Note 3 Composting and Pasteurising Spent Litter). <p>A6 Site drainage from meat chicken sheds and composting areas must ensure that all contaminated run-off is directed to an appropriately sized effluent pond.</p> <p>A7 Nutrient, pathogen and contaminant levels in stormwater discharged from the meat chicken farm must not exceed the water quality guideline levels of the <i>Australian and New Zealand guidelines for fresh and marine water quality 2000</i> and the relevant regional plan.</p>
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	<p>A8 Off-site bird disposal:</p> <ul style="list-style-type: none"> • Dead birds are collected, placed in an enclosed container, and taken off-site daily, or collected and stored at or below 4 degrees Celsius until regular collection (dead birds are only to be removed from refrigeration and placed in bins on the morning of collection). • Dead bird bins must be kept closed while awaiting collection. They should not be filled to overflowing. • Dead bird bins must be animal and fly proof. • Bins should not be located adjacent to, or in full view of, public roads while awaiting collection <p>A9 Composting of dead birds (only where permitted):</p> <ul style="list-style-type: none"> • The compost facility is located in an area where the depth to the watertable exceeds 2 metres. • The compost facility must be located on an impermeable base to avoid leaching of nutrients and possible groundwater contamination. • Compost facilities should be well drained to avoid pooling of run-off. • Compost facilities should be bunded to prevent entry and contamination of stormwater run-off. • In areas of high rainfall the compost facility should be covered to prevent ingress of stormwater. • Run-off from compost facilities must be collected in a wastewater collection system. • Carcass compost facilities need to be managed to promote carcass decay, minimise dust and odour emissions and reduce pathogens: <ul style="list-style-type: none"> - A co-composting material should be used to add carbon and should have a sufficiently dry moisture content (<30% wet basis). - An appropriate balance of C:N ratio (25:1 to 30:1) should be maintained. - Carcasses must be covered with at least 300 mm of composting material. - The temperature inside the compost
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	<ul style="list-style-type: none"> - The optimum moisture content for carcass composting is around 50 per cent. - Carcasses should be composted for between 4 and 6 weeks (refer to FSA Consulting – Meat Chicken Technical Environmental Note 5 Composting Carcasses in Open Bays and Piles). <p>A10 Spent litter must be applied to sufficient areas of land so that nutrient applications do not exceed:</p> <ul style="list-style-type: none"> • the rate at which a nutrient can be taken up by the plant and removed from the site • the amount that can be safely stored in the soil • the amount released to the atmosphere in an acceptable form. <p>Note: Information relating to the utilisation of chicken litter can be found at: http://www.daff.qld.gov.au/27_15557.htm</p> <p>A11 Spent litter should be applied when crops are actively growing or just after planting to ensure nutrient uptake and to minimise nutrient losses by leaching.</p> <p>Spent litter applied to bare soil should be incorporated as soon as possible after spreading.</p> <p>A12 Avoid spreading spent litter on land that is:</p> <ul style="list-style-type: none"> • immediately adjacent to a watercourse (minimum 50 m buffer should be maintained) • located within 250 m of tidal waters or a wetland • subject to frequent flooding • steep (greater than 10 per cent slope) • rocky or highly erodible • highly impermeable. <p>A13 Avoid spreading spent litter when it is excessively dry or wet to minimise dust and odour impacts.</p>
	<p>Where possible spreading of spent litter should be undertaken when the wind is blowing away from sensitive land uses.</p>

The DSDIP assessed the waste management procedures of the poultry farm as part of the ERA assessment.

- Farm biosecurity

Performance criteria	Acceptable outcomes
<p>P1 The operation of the meat chicken farm must implement and maintain biosecurity measures that:</p> <ul style="list-style-type: none"> • prevent the introduction of infectious disease agents to a meat chicken farm • prevent the spread of disease agents from an infected area to an uninfected area • minimise the incidence and spread of microorganisms of public health significance. 	<p>A1 Biosecurity policies are designed and implemented to ensure:</p> <ul style="list-style-type: none"> • meat chicken farms are separated from one another to minimise the risk of disease transfer between farms. The following separation distances should be maintained: <ul style="list-style-type: none"> - 1000 metres between new and existing meat chicken farm complexes and any alternative form of intensive poultry farming (chickens, turkeys, guineafowl, ducks, geese, quails, pigeons, pheasants, partridges, ostriches and
	<ul style="list-style-type: none"> - 5000 metres between a meat chicken farm complex and a meat chicken breeder farm • meat chicken farms have a perimeter fence or otherwise well defined boundary that establishes a clearly defined biosecurity zone • surface water used for meat chicken drinking water or cooling water in sheds must be treated in accordance with the requirements of the National Water Biosecurity Manual Poultry Production • persons entering a meat chicken farm strictly follow the biosecurity protocols to avoid cross contamination • trucks collecting dead birds, picking up birds for processing and delivering feed strictly follow farm biosecurity protocols to avoid contamination on-farm • an area is made available for vehicles to be washed and disinfected before and after entering the meat chicken farm complex (production area) • grazing livestock and other domestic animals do not have access to the production area at any time • rodents and feral animals on the farm are controlled • contact between the flock and native animals and/or wild birds is prevented • compost facilities are located away from sheds and boundary fences • composting areas are kept neat and clean at all times to keep away rodents, cats, dogs, feral animals, scavenging birds and flies • shed openings are to remain closed or screened at all times when the sheds contain birds, other than for the purpose of facilitating access or egress.

The proposed layout allows for the Pad to be located at least 1000 metres from any poultry farm. As there are no other poultry farms within the vicinity, the proposed development complies with this provision.

Rural Development Code

While the construction of a dwelling on this land is self-assessable development under the Warwick Shire Planning Scheme, the construction of a second dwelling on the land is code assessable development.

The Acceptable Solutions of the Code require the additional dwelling house to enable a bone fide worker or manager associated with the rural use of the land or a member of the landowner's family to reside on the land.

Although in terms of the planning scheme the proposed use is an Intensive Animal Use and not a Rural Use, the two dwellings on the lot will be directly associated with the use of the land for a poultry farm, and both dwellings will be used by on-site managers. Therefore, the proposed additional dwelling house is considered acceptable and meets the Performance Objective.

General Development Code

Proposed pad 1 will be visible from Leyburn Cunningham Road, however given the topography, the location of vegetation and the location of existing dams, the buildings will not be visually dominating.

Traffic Assessment Report

The traffic report submitted with the application is an evaluation of the traffic operational impacts on the adjacent road network for a 10 year horizon after the completion of the development (2024). This traffic assessment is based on the original proposal for two pads. It can be expected that the traffic generated by one pad would be less than that assessed, however the traffic assessment report can still be considered a worse case scenario.

The report provided the following table of estimated weekly traffic generation.

Purpose	Vehicle	One-way trips
Day-old trucks in	Semi-trailer	0.6
Fresh litter in	Semi-trailer	3.9
Feed in	Semi-trailer	21.6
Live birds out	Semi-trailer	17.2
Spent litter out	Semi-trailer	11.5
Mortalities out	Rigid body	1.0
Gas in	Semi-trailer	0.08
Day to day staff	Car	12.1
Shed cleaning	Car	1.1
Chick placement	Car	0.3
Bird pickup	Car	2.3
Maintenance	Car	0.5
TOTAL		72.18 trips

The applicant has nominated a conservative figure for total daily trips generated by the development of 42 trips.

The traffic report listed recommendations with regards to intersections. The recommendation of the traffic report is as follows:

Intersections:

- *Leyburn Cunningham Road/Cunningham Road intersection:*
 - *It is noted that whilst the visibility and turn treatments at this intersection are inadequate at present, this route will not be used by the development traffic, as all trips are either to the east to/from Warwick or to the north to/from the Clifton Feed Mill. Therefore, no upgrades are required to this intersection as a result of this development.*
- *Leyburn Cunningham Road/Sandy Creek Road intersection:*
 - *Installation of flag lighting at the intersection.*
 - *If the development hauls at night time, flag lighting should be considered. It is recommended that the developer contribute to flag lighting on the basis of percentage volumes at the intersection.*
- *Sandy Creek Road/Cunningham Highway intersection:*
 - *Installation of flag lighting at the intersection.*
 - *As the visibility at this intersection is currently inadequate, it is recommended that the developer contribute to flag lighting on the basis of percentage volumes at the intersection.*
 - *The development is expected to add only minor volumes to this intersection (<3vph) in peak hour.*

Work adjacent to the development:

No recommendations are made for alterations to the proposed development access, which will be a sealed or concrete driveway capable of accommodating the swept paths of the design vehicle (19m semi-trailer).

If provided, it is recommended that a gate be located at least 30m inside the property boundary.

The DSDIP have assessed the development and require conditions to be attached. Therefore, having regard to the recommendations above, it is considered reasonable that any approval be conditioned to prohibit the use of Sandy Creek Road to travel to/from Warwick for heavy vehicles, and that all vehicles be required to use the Cunningham Highway instead.

It should be a condition of any approval that the internal driveway be sealed for 50 metres within the property boundary. This sealing shall link with the existing Leyburn Cunningham Road pavement.

The applicant has indicated that there will be sufficient car parking spaces available for staff.

Access to the site is from Leyburn Cunningham Road which is a sealed and linemarked State-controlled road. It should be a condition of any approval that all access to the site is to be from Leyburn Cunningham Road, and access from Dwans Lane is prohibited.

Realignment of boundaries

The applicant has provided the following information with regards to the realignment proposal:

The proposal comprises a four (4) lot boundary realignment. Proposed Lot 1 has an area of 362 hectares and will encompass the existing Pad 2. Proposed Lot 2 has an area of 41 hectares and includes Pad 1, while Proposed Lot 3 has an area of 178 hectares and includes proposed Pad 3. The balance allotment (Lot 4) is 385 hectares and encompasses the land on the eastern side of Leyburn Cunningham Road. The proposal will not alter/change any existing access points or requirements to Leyburn Cunningham Road.

The proposed development involves rearranging the existing rural allotment boundaries to avoid construction over lot boundaries and provide a superior outcome with respect to farming practices. The proposed boundary realignment will result in allotments consistent with the local area.

The proposed development does not involve any additional road construction and will utilise the existing access points from Leyburn Cunningham Road.

The DSDIP have raised no issues with the realignment of boundaries proposal from a potential environmental impact viewpoint. There is no reason that the lots should be amalgamated.

Proposed Lot 4 is the only lot which does not contain a poultry farm pad, however it will contain three dwelling houses and ancillary sheds. Therefore the construction of another dwelling on this lot, would require the lodgement of a planning application.

It should be a condition of any approval that an access easement be provided over the internal driveway, from the approved access, to each pad.

Conclusion

The proposed development involves the establishment of two additional pads as part of a poultry farm, on a property located on Leyburn Cunningham Road. Each pad will contain eight pads, with each shed being 2,736 square metres, and in total there will be 832,000 birds.

Seventeen submissions were received to the application, including one letter of support. The issues raised by the submitters included environmental impacts, economic impact, visual impact, traffic impacts and flood liability. These issues have been addressed within the report.

Proposed pad 1 will be visible from Leyburn Cunningham Road, however considering the topography, the dominance of vegetation and the location of existing dams, the buildings will not be visually dominating.

The proposed poultry sheds are not located in a closely settled area, and the measures to be taken to minimise visual impacts and dust impacts, the proposal is considered to be satisfactory and is recommended for approval.

As previously detailed, the environmental impacts of the proposed development have been assessed by the Department of State Development, Infrastructure and Planning, and the Department of Agriculture, Fisheries and Forestry have issued an Environmental authority with regards to the development.

The proposed development should be approved subject to conditions.

Recommendation

THAT the application for Material Change of Use for the purpose of an Intensive Animal Use - Poultry Broiler Farm - 832,000 birds over Two (2) Stages, a Rural Use - Dwelling House (Two (2) Caretakers Residences), a Reconfiguring a Lot (Realignment of Boundaries – Four (4) lots) and an Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds), on land at 3497 Leyburn - Cunningham Road, Cunningham, described as Lot 1 SP106506, Lot 1 SP106507, Lot 2 SP232584, Lot 2 SP106505, Lot A AP19854 & Lot A AP19856, Parish of South Toolburra & Pratten, County of Merivale, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions for Intensive Animal Use

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. Fig 2 (Stage 2 Cadastral Plan), dated 20 December 2013, prepared by FSA Consulting.
 - Plan No. Fig 3 (Stage 2 - Pad 1 Layout), dated 20 December 2013, prepared by FSA Consulting.
 - Plan No. Fig 4 (Stage 2 - Pad 3 Layout), dated 20 December 2013, prepared by FSA Consulting.
 - Plan No. 649701, Sheet 1 of 2, dated 11 July 2011, prepared by Chris Bratby.
 - Plan No. 11-0604, Sheet C.100, dated 20 July 2011, prepared by Aspect Design Studios.
 - Plan No. 11-0604, Sheet C.200, dated 20 July 2011, prepared by Aspect Design Studios.
 - Plan No. 11-0604, Sheet A.100, dated 20 July 2011, prepared by Aspect Design Studios.
 - Plan No. 11-0604, Sheet A.200, dated 20 July 2011, prepared by Aspect Design Studios
2. The development may proceed in stages, provided that any road access and infrastructure services required to service the particular stage are constructed with that stage.

Land Use and Planning Controls

3. The Pad is to accommodate a maximum of 8 sheds (total of 416,000 birds).
4. No poultry shed is to accommodate in excess of 52,000 birds.
5. Each shed is to be approximately 18 metres in width and 160 metres in length, equating to approximately 2,880 square metres.
6. The development is to comply with the Queensland Guidelines for Meat Chicken Farms, produced by the Department of Agriculture, Fisheries and Forestry, 2012, to the satisfaction of the Department of Agriculture, Fisheries and Forestry.
7. Noise from construction may be generated beyond the site boundary only between 6.30am and 6.30pm, Monday to Saturday. There is to be no audible noise beyond the site boundary from construction activities outside these hours.
8. A Disaster Management Plan is to be submitted to and approved by the Director Planning and Environment. The Disaster Management Plan is to address prevention and evacuating procedures for bushfire.

Easements and Covenants

9. An easement for access purposes is to be provided over the access driveway, shown on Plan Titled: Stage 2 Cadastral Plan, Fig. 2, dated 20 December 2013, prepared by FSA Consulting, to provide access to each pad, from Leyburn Cunningham Road. A copy of the

easement documentation is to be submitted to Council prior to the use of the site commencing, or the signing of the Plan of Subdivision, whichever is the earliest.

Building and Site Design

10. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
11. 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

12. During the construction phase of the development, all wastes are to be separated into recyclable and landfill wastes, and are to be disposed of at the Warwick Central Waste Management Facility, or an appropriate facility outside of the Southern Downs Region.
13. A Pest Management Plan is to be submitted to and approved by Council prior to the issue of any Development Permit for Building Work. The Pest Management Plan is to cover all declared pest plants defined as Class 1 and 2 pest plants, in accordance with the *Land Protection (Pest & Stock Route Management) Act 2002*, on all of the land subject to this application. The approved Pest Management Plan is to be implemented, and is to include at least the following details:
 - Actions to be taken to ensure there is no spread of pests and the eradication methods of any pests, including during both the construction and operation stages of the development
 - Ongoing action to destroy declared pest plants.
14. Advertising Devices relating to the poultry farm may **only** be erected on the subject land, i.e. Lot 1 SP106507 & Lot 1 SP106506, Lot 2 SP232584, The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural 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.
15. 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

16. The existing vegetation between both Pads 1 and 3, and the Leyburn Cunningham Road, is to remain, except that required to be removed as part of the earthworks associated with the pad.

Car Parking and Vehicle Access

17. The internal roadway accessing the pads, from Leyburn Cunningham Road, is to be sealed for a distance of 50 metres inside the property boundary. The sealing is to link to the existing Leyburn Cunningham Road pavement.
18. Car parking shall be provided on site in accordance with the plan: Stage 2 - Pad 3 layout, dated 20 December 2013, prepared by FSA Consulting. Similar carparking is to be provided for Pad 3. All car parking and loading areas are to be defined, constructed in gravel or similar material, drained, laid out and regularly maintained.
19. All loading and unloading of goods related to the development must be carried out within the confines of the allotment's boundary. Under no circumstances will the loading or unloading of goods on the public roadway system or road reserve be permitted.

Roadworks and Stormwater Drainage

20. 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.

21. The development is to be designed to minimise works within the leased road reserves. The internal road reserve (Lot A AP19854) that divides Lot 1 on SP106507 is to remain closed until the use of the land for a poultry farm ceases, unless otherwise approved by the Director Planning and Environment.
22. The applicant is to take all reasonable steps to ensure that no heavy vehicles associated with the use of the poultry farm use Condamine River Road or Sandy Creek Road. The construction standard of these roads does not make them suitable for an increase in heavy traffic. All contractors are to be advised of alternative routes.
23. All access to the land is to be from Leyburn Cunningham Road. Access to the site of the pad must be in accordance with the Stage 2 Cadastral Plan, dated 20 December 2013, prepared by FSA Consulting. There is to be no direct access from Leyburn Cunningham Road to the unmade road reserve which traverses Lot 1 SP106507.

Water Supply and Sewerage

24. Waste water 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.
25. All rainwater tanks are to be steel tanks or constructed of other fire-resistant material.
26. All rainwater tanks, including all domestic tanks, are to be fitted with appropriate cam-lock fittings in accordance with the recommendations of the Rural Fire Brigade.
27. At least 5000L of "dead" storage is to be supplied in each rainwater tank located on the property for fire fighting purposes.

Operational Works

28. 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) **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 11 (Certificate of Classification) must be issued for the building works prior to the use commencing**.
- (v) An Environmental authority for Environmentally Relevant Activity No. 4 (2) (Poultry farming) is to be obtained in accordance with the *Environmental Protection Act 1994* prior to the commencement of any Environmentally Relevant Activity.

- (vi) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (vii) 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 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

- (viii) 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 State Development, Infrastructure and Planning Conditions as a Concurrence agency

Our reference: SDA-0214-008126

Your reference: 083-2013

Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
1.	Any new infrastructure associated with the Material Change of Use must be located generally in accordance with the plan entitled: # "SBMP for proposed expansion to poultry farm –stage 2, site layout plan", Figure 6, prepared by FSA Consulting and dated 20 December 2013.	At all times.
2.	The new carcass composting area, including the proposed access road, associated with the Material Change of Use must be located generally in accordance with the plan entitled: # SBMP for proposed expansion to poultry farm – stage 2, carcass composting area., Figure 12, FSA Consulting and dated 20 December 2013.	At all times.
3.	The development must be carried out generally in accordance with the following: # Traffic Impact Assessment study entitled "Poultry Broiler Farm, Leyburn-Cunningham Road, Cunningham", Project No: THG-334C, Version 4.0, prepared by The Harrison Group (Qld), and dated 10/01/2014.	Prior to the commencement of the use and to be maintained at all times for the relevant stage.
4.	Vehicles must enter and exit the subject site at the permitted road access location in a forward direction.	At all times.
5.	The permitted road access location for the development is between Lot 1 on SP106507 and the Leyburn-Cunningham Road generally in accordance with: # Section 5 of the submitted Traffic Impact Assessment prepared by the Harrison Group Qld Pty Ltd (Version 4.0) and dated 10 January 2014.	Prior to the commencement of the use and to be maintained at all times.
6.	Direct access is not permitted between the Leyburn Cunningham Road and the subject site at any location other than the permitted road access location.	At all times.
7.	The applicant must provide vehicular access to the development at the permitted road access location. The vehicular access must be designed and constructed: # in accordance with the Department of Transport and Main Roads (DTMR's) Road Planning and Design Manual (section 13.9.4 – Rural Property Access). # to cater for articulated vehicles.	Prior to the commencement of the use and to be maintained at all times.

	<p># to include Truck (W5-22B) warning signs on both approaches to the access on the Leyburn-Cunningham road; and</p> <p># sealed to the tangent point.</p>	
8.	<p>The applicant must pay a one-off monetary contribution to DTMR for the maintenance and/or accelerated reduction in pavement life of the state-controlled road (SCR) network to the amount of \$180,769 indexed against the Cost Escalation Road Input (CERI) from May 2014 using the following formula:</p> <p># $\\$180,769 \times C2/C1$</p> <p>Definitions applicable to this condition include:</p> <p>CERI – Cost Escalation Road Input replaces the discontinued Road Input Cost Index.</p> <p>C1 – CERI number for the May quarter.</p> <p>C2 - CERI number for the quarter ended immediately prior to the day of payment.</p>	Prior to the commencement of the use.

Our reference: SDA-0214-008126

Your reference: 083-2013

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

- # The State Development Assessment Provisions (SDAP) published by DSDIP
- # Ensure the provisions of Module 8 of the SDAP are addressed.
- # To minimise impacts on the safety and efficiency of the SCR.
- # To minimise adverse impacts on the safety and efficiency of the SCR caused by stormwater runoff.

Findings on material questions of fact

- # A technical assessment of Module 8 performance outcomes against the development proposal has resulted in the development being able to satisfy these provisions.
- # The proposal will require direct access between the development site and the Leyburn-Cunningham Road.
- # The proposal will result in an increase in equivalent standard axles on the SCR network.

Evidence or other material on which the findings were based

- # *Sustainable Planning Act 2009*
- # *Sustainable Planning Regulation 2009*
- # *The Transport Infrastructure Act 1994*

Our reference: SDA-0214-008126

Your reference: 083-2013

Attachment 3—Further advice

1. In accordance with Section 33 of the *Transport Infrastructure Act 1994* (TIA), you must have written approval to carry out road works, including access works on a SCR. These development conditions do not constitute such approval. You will need to contact DTMR to make an application for approval under section 33 of the TIA to carry out road works.
2. In accordance with Section 50(2) and Schedule 6 of the TIA and Part 5 and Schedule 1 of the *Transport Infrastructure (State-controlled roads) Regulation 2006*, you must have written approval to carry out ancillary works and encroachments on a SCR. These development conditions do not constitute such and approval. You will need to contact DTMR to make an application for a Road Corridor Permit under section 50(2) of the TIA to carry out ancillary works and encroachments. Ancillary works and encroachments include but are not limited to advertising signs or other advertising devices, paths or bikeways, buildings/shelters, vegetation clearing, landscaping and planting.
3. Please refer to the DTMR Road Drainage Manual which can be accessed at: <http://www.tmr.qld.gov.au/Business-industry/Technical-standards-publications.aspx>.
4. The traffic generated by the proposed development is likely to impact on the safety of an existing rail level crossing (ID2064) of the South Western Line at Leyburn-Cunningham Road. As per the *Memorandum of Understanding between the Local Government Association of Queensland and Queensland Rail and the Department of Transport and Main Roads* with respect to the *Management and Funding Responsibility for level Crossing Safety*, the local government is responsible for any safety upgrades to a level crossing if the change in risk to the level crossing is due to changes in nearby land uses which have been authorized by local government.

The Southern Downs Regional Council (SDRC) should continue to monitor the level of safety risk and number of reported level crossing issues at the Leyburn-Cunningham Road crossing of the South Western Line as further development in the area is approved. It should also give consideration to implementing improved control and safety measures, as required. In particular, SDRC should consider installing a RX-9 'Railway crossing width marker assembly' on each side of the crossing in accordance with AS1742.7 – Manual of Uniform Traffic Control Devices, Part 7: Railway Crossings.

Our reference: SDA-0214-008126

Your reference: 083-2013

Attachment 4—Approved plans and specifications

Drawing or document	Reference no.	Version	Date
"SBMP" for proposed Expansion to poultry farm – Stage 2, Site Layout Plan, prepared by FSA Consulting.	Figure 6	N/A	20 December 2013
"SBMP" for proposed Expansion to poultry farm – Stage 2, Carcass Composting Area, prepared by FSA Consulting.	Figure 12	N/A	20 December 2013

Schedule 3 - Southern Downs Regional Council Conditions for Reconfiguring a Lot

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plan 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. W4668-06, Sheet 1 of 1, dated 24 September 2013, prepared by Gary Hayes & Partners Pty Ltd.

Easements and Covenants

2. An easement for access purposes is to be provided over the access driveway, shown on Plan Titled: Stage 2 Cadastral Plan, Fig. 2, dated 20 December 2013, prepared by FSA Consulting, to provide access to each pad, from Leyburn Cunningham Road. A copy of the easement documentation is to be submitted to Council for approval prior to the signing of the Plan of Subdivision.

Advisory Notes

Aboriginal Cultural Heritage

- (i) 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

- (ii) 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

- (iii) 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.**
- (iv) 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 4 - Southern Downs Regional Council Conditions for Two additional caretakers residences

Approved Plans

1. The development of the site is to be generally in accordance with the 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.

Building and Site Design

2. The conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environment, prior to the use of the building commencing.
3. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
4. 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.)

Carparking and Vehicle Access

5. At least one undercover car parking space is to be provided on site for use of the residents of the second dwelling.

Advisory Notes

- (i) **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.
- (ii) **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


- (iii) 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

Attachments

1. Submissions to application for MCU, Reconfiguring a Lot & ERA at 3497 Leyburn-Cunningham Road, Cunningham (Excluded from agenda - Provided under separate cover)[View](#)

10.6 Material Change of Use and Environmentally Relevant Activity - Neville Fanning, Cullendore Road and Wickhams Road, Murrays Bridge

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Senior Planning Officer	File Ref: MCU01465

APPLICANT:	Neville J Fanning
OWNER:	Neville J Fanning
ADDRESS:	Cullendore Road and Wickhams Road, Murrays Bridge
RPD:	Lots 1 & 2 RP36824, Lot 1238 M34534, Lot 82 ML307, and Lot 1 SP214513, Parish of Wildash, County of Merivale
ZONE:	Rural
PROPOSAL:	Assessed against superceded planning scheme – Warwick Shire Planning Scheme: <ul style="list-style-type: none"> • Material Change of Use (Intensive Animal Use - Poultry Broiler Farm - new pad with 10 sheds, i.e. an additional 600,000 birds) • Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds))
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Four
REFERRALS:	Department of State Development, Infrastructure and Planning

Recommendation Summary

THAT the application for a Material Change of Use for the purpose of an Intensive Animal Use - Poultry Broiler Farm - new pad with 10 sheds, i.e. an additional 600,000 birds, and an Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds)), on land at Cullendore Road and Wickhams Road, Murrays Bridge, described as Lots 1 & 2 RP36824, Lot 1238 M34534, Lot 82 ML307, and Lot 1 SP214513, Parish of Wildash, County of Merivale, be approved subject to conditions.

Report

On 30 January 2012, Council issued a partial approval of a previous application on this land, approving only Pads 1, 4 and 5, with a total of 1,680,000 birds.

The applicant appealed against Council's partial refusal of the application and the conditions of approval.

The court approved the development of three pads, Pads 1, 4 and 5; i.e. a total of 28 sheds, 1,680,000 birds, the same number approved by Council.

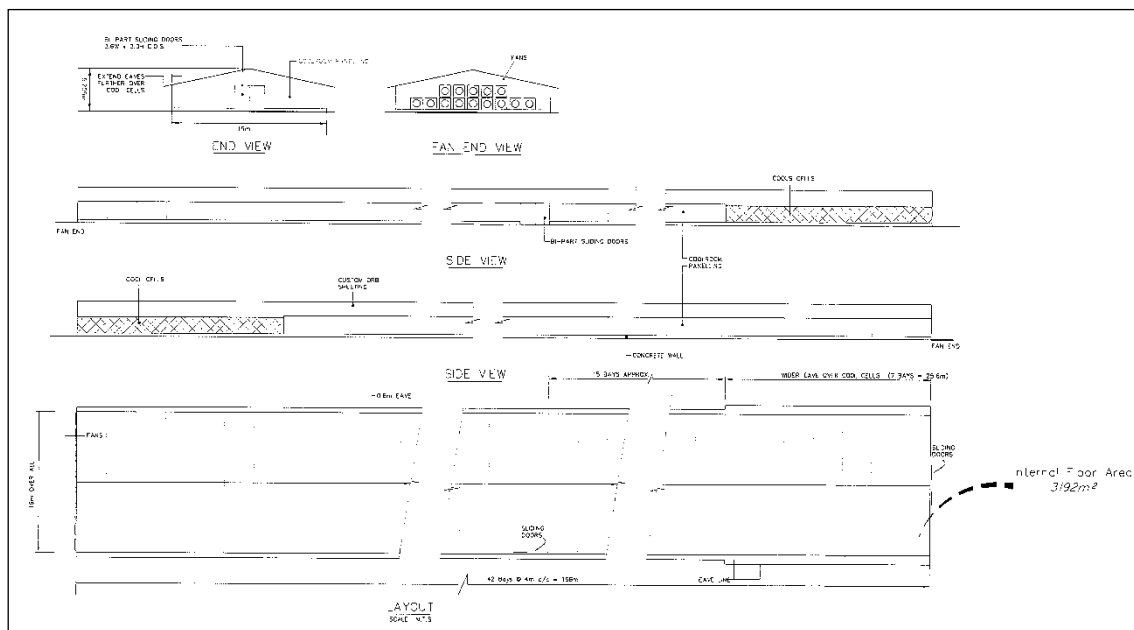
On 25 September 2013 Council approved a Request to apply the superseded planning scheme, being the Warwick Shire Planning Scheme, to the subject application.



The applicant proposes to establish a new pad, Pad 2A, which will be located on Lot 1 RP36824. The previous development application included a pad with 10 sheds on this allotment, Pad 3, but that pad was refused.

The proposed 10 sheds will accommodate 600,000 birds.





The applicant has provided the following detail about the proposed development:

The proposal seeks to expand the approved poultry farm by a further ten (10) sheds. The site is currently approved for a total of 28 sheds.

The 10 shed expansion equates to an increase of 600,000 birds. Like the approved sheds, the additional sheds will be stocked at a density of 60,000 birds per shed. The total capacity of birds on the site will be 2.28 million birds across 38 sheds.

The additional sheds will be contained on Lot 1 RP36824 located at the western end of the site. Access to the sheds will be via an access easement approved through one of the secondary allotments, namely Lot 2 RP36824.

The maximum height of the surrounding vegetation has been measured by survey at 23 metres. The sheds will be setback a minimum of 45 metres from the vegetation to ensure a separation of almost twice the maximum canopy height.

The sheds will have a maximum height of approximately 5.205 metres.

Fan locations have been demonstrated on the Proposal Plans. One set of bi part sliding doors will be located on the opposite wall to that containing the fans. Another set of bi part sliding doors will be located in the centre of one of the longer walls. Each shed will have an internal gross floor area of approximately 3,192 square metres.

A significant area of compacted gravel will be constructed around each shed suitable for the parking of vehicles and for the use as loading areas. The approved vehicle crossover off Cullendore Road will be utilised. This will be constructed to an industrial standard to accommodate the heavy vehicles frequenting the site.

A composting shed measuring approximately 12 metres by 20 metres will be constructed in proximity to the amenities building.

Water for the additional shed will be sourced from the two dams and bore on Lot 1 SP214513 situated on the eastern side of Cullendore Road. The owner of this lot also holds water licences to take water from the Condamine River.

An important aspect of this application is that it seeks approval to allow a variety of poultry farm uses. That is the ability to operate as a:

- Meat Chicken Farm (Broiler)
- Breeder Farm;
- Rearer Farm: or
- Both Breeder and Rearer Farms at the same time.

Such an approval will give the farm the ability to best meet market conditions. Should the operation be for meat chickens, then this would be the only use at any one time. Note that the operation of Breeder or Rearer farms are able to occur exclusively or in conjunction with each other. If the land is used for either Breeder or Rearer purposes, the maximum number of birds on the primary lot will be 15,000 per shed, giving a total of 150,000 birds.

Given that the impact of Breeder and Rearer farms are significantly less than Meat Chicken farms, this report assesses the impacts as a meat chicken farm with the confidence that the two alternative uses will easily comply with any condition imposed.

Referral

The Department of State Development, Infrastructure and Planning (DSDIP) were a Concurrence agency for the application as the development is for an intensive animal industry, and the proposal involves an Environmentally Relevant Activity (ERA). The DSDIP has no requirements relating to the application.

The State Development Assessment Provisions (SDAP) sets out the assessment criteria for all referrals. The associated SDAP provisions for the Poultry Farm ERA indicates that the DSDIP have assessed the following aspects of the development:

- The location of the proposed development in relation to remnant vegetation, wetlands, and flood hazard.
- Mitigation of adverse impacts from waste disposal, flooring, carcass composting, water usage, storage of contaminants, and stormwater.
- Manure and dead bird disposal and transport.
- The prevention or minimisation of adverse effects on groundwater and any associated surface ecological systems.
- Effects on the amenity of the surrounding community, i.e. noise, odour, water.
- Effects on ecological communities, i.e. native flora and fauna.

The Department of Agriculture, Fisheries and Forestry (DAFF) have issued an Environmental authority (EA) in relation to the proposed development. The EA contains conditions relating to the following:

- Mitigating environmental harm through reasonable and practicable measures.
- That the activity is to be undertaken in accordance with the written procedures, including the identifying potential risks, maintaining control measures, maintenance of plant and equipment, staff training, and the review of environmental performance.
- Storage of chemicals and fuels.
- The action to be taken when an adverse impact on an environmental value is identified.
- Limiting odours and airborne contaminants.
- No release of contaminants from the site, to any waters, groundwater or surface waters, except if there is any approval permitted by DAFF.

The specific ERA conditions to be imposed are on the subject application are as follows:

- Compliance with the Site Based Management Plan, including
 - The location of all new infrastructure; and
 - Location of the carcass composting area.

Submissions

There were four submissions received to the application. **Copies of the submissions have been forwarded separately to Councillors.**

The matters raised by the submitters are as follows:

Environmental Nuisance

Air

- The existing sheds constantly emit a very strong odour. Residents in the area have been recording the days that the windbourne odour has been drifting over the homes and they have had to resort to keeping the windows and doors closed. It is dreaded when it will be summer. The current putrid smell is only from six sheds, it is only going to get worse as the development becomes fully operational.
- The cumulative impact of the existing approval, the proposed bio gas facility, and the subject application will have a significant impact on the odour plume.
- There is a newly constructed home a mere 810 metres from the proposed Pad 1. I cannot understand how the Assessment Manager could approve such a large and imposing development so close to a disassociated residence. It must be questioned whether this residence would have been permitted if the proposed poultry development has been in existence at the time? If not, then how could the inverse be approved when it is clearly evident that there will be severe consequences for the residents?
- The windows on the southern side of the submitter's house will not be able to be opened due to the odours from the poultry farm. This odour and increase in flies will also impact on the drying of laundry on the clothesline.
- It is unacceptable that the applicant is pursuing this development approval given that the applicants own consultant's report have identified seven (7) "receptors" with respect to the odour emitted from the proposed development. It is not understood how it could be considered that this proposed new impact is acceptable regardless of mitigating conditions that might be added to any resulting approval. It appears that the fundamental reason for there being so many existing receptors is due to the proposed siting of the development facilities.

Water (including stormwater)

- The proposal is to construct storages to collect the first 25mm of runoff water from the site. Most average rainfall events will result in precipitation in excess of 25mm therefore resulting in contaminated effluent water directly entering stock and domestic water supplies.
- There are natural water drainage lines located very close to, if not adjoining, each of the proposed pads. This is very clear on the applicant's own plans. It is questionable how this could be considered acceptable for approval, given that both the existing Warwick Shire Planning Scheme and the draft Southern Downs Planning Scheme both contain laws to protect water ways, namely a 200m buffer zone.

Noise

- There will be noise from trucks, tractors, forklifts, grain grinders, and augers. The additional transport noise during the night is going to significantly impact on the amenity of the area and the lifestyle of its residents.

Comment: The DSDIP assessed the environmental aspects, including noise, odour and water impacts, as part of the ERA assessment. The DAFF have issued an Environmental authority for the proposed development, with conditions relating to compliance with guidelines. Complaints regarding the existing use should be referred to the DAFF.

Undesirable use and need

- This is not an industrial area.

Comment: A detailed assessment against both the Warwick Shire Planning Scheme is provided later in this report.

Council cannot prevent anyone from lodging a planning application.

Traffic generation

- The amount of extra heavy vehicle traffic travelling on the roads with result in damage to the roads and the road safety.
- Cullendore Road already has safety and traffic hazard issues. In some places it is not wide enough and has blind spots. There is no line marking on Cullendore Road.

Comment: Council's Engineering Services department have indicated that Cullendore Road is constructed to a Main Roads standard. Therefore additional roadworks are not required on Cullendore Road.

A Traffic Impact Assessment Study was submitted with the application. The outcomes of the traffic study are addressed in detail later in this report.

Whilst it is difficult to estimate the number of movements which could be associated with a 5000 head feedlot, the existing transport depot and feedlot could generate significant traffic movements along Cullendore Road.

Electricity

- How is planning to supply electricity to the chicken sheds? Will SDRC be allowing the consumer mains to be placed across Wickhams Road and Cullendore Road to supply the chicken sheds?
- The diesel generation, which is currently used to power the sheds on cold mornings, is excessively noisy.

Comment: Any augmentation to the existing electricity supply will be at the developer's expense.

Potential noise nuisance has been assessed by the DSDIP as part of the ERA assessment.

Reports and models

- The dwelling houses located on Lot 174 M341031 (75 Wickham Road) and Lot 136 ML2228 (48 Craikes Road) have not been included in the reports and mapping lodged as part of the application. The house at 987 Cullendore Road is only 600 metres from the boundary of the proposed development. If the dwelling house has been overlooked, what other things have been overlooked.

Comment: As previously detailed, the DSDIP assessed the environmental aspects as part of the ERA assessment. The DAFF have issued an Environmental authority for the proposed development, with conditions relating to compliance with guidelines.

Previous approval and Court appeal

- It was believed that the sheds at this location, part of the original approval, were refused both by Council and the P & E Court due to the potential odour concerns – so how can it be approved now?

Comment: This is separate application which is assessed independently of the previous applications.

Existing feedlot

- Will the feedlot be operated in conjunction with the proposed poultry farm, as this has not been considered in any of the applicant's accompanying reports, particularly those relating to odour.

Comment: It should be a condition of any approval that the feedlot be decommissioned prior to the construction of any poultry sheds begins.

Assessment against the Planning Scheme

As previously stated, Council decided on 25 September 2013, to approve a Request to apply the superseded planning scheme, being the Warwick Shire Planning Scheme. The subject lots are contained within both the Rural and Rural Pastoral Land Use Areas under the Warwick Shire Planning Scheme. As the land on which the poultry sheds and associated infrastructure are to be

located is mostly within the Rural Pastoral Land Use Area, the provisions relating to the Rural Pastoral Land Use Area are given greater consideration.

This application required assessment against the Policy Intent and Impact Assessment Criteria for the Rural Pastoral Land Use Area, the Intensive Animal Use Development Code and the General Development Code.

Policy Intent

Land within this area is primarily intended to be used for a range of rural purposes, including grazing and some irrigated and dry land agricultural activities suited to its topographic and climatic characteristics. These activities are important to the maintenance of the rural base of the Shire's economy.

Within this area intensive animal and rural based industries may be appropriate. There will be suitable separation distances to other activities and remoteness from the more intensively settled parts of the Shire, and where potential environmental impacts may be adequately managed.

The Planning Scheme specifically discourages Intensive Animal Uses in the more closely settled areas of the Shire and encourages the siting of Intensive Animal Uses in locations where environmental impacts are minimal. The DAFF were responsible for assessing the environmental aspects of the proposed development. The DAFF have no concerns with regards to the development and have issued an Environmental authority for the use. A summary of their assessment has been provided earlier in this report.

There is approval for a 28 shed, over three pads, poultry farm on the subject land. The closest pad, Pad 4, is located approximately 620 metres to the north.

Impact Assessment Criteria

The intent of the Rural Pastoral Land Use Area is to ensure the continued use of rural land for rural land purposes. The remainder of the land will remain available for rural purposes.

The majority of the surrounding land is used for grazing purposes, with the land along the Condamine River floodplain being used for cultivation.

It is proposed that the pad will be setback approximately 300 metres from the Gravel Pit Road road reserve, and approximately 100 metres from the boundary with Lot 1238 M34534.

It is anticipated that the pad will be visible from Gravel Pit Road. Therefore it should be a condition of any approval that tree planting be required to screen the pad from the road.

The environmental impacts of the proposed development have been assessed by the Department of State Development, Infrastructure and Planning, and the DAFF have issued an Environmental authority with regards to the development.

Many of the submitters have raised concerns with regards to the potential impact of the proposed development on the continued use of their rural properties. Under the Warwick Shire Planning Scheme, there are no provisions restricting the construction of dwellings within close proximity to a poultry farm.

Some areas of the subject site are included within an identified bushfire area. The applicant has indicated that there will be water available within the tanks associated with each pad which would be available for fire fighting purposes. When the tanks are nearing empty, the tanks will be filled with water from the Condamine River and bores, in accordance with the water licences. It should be a condition of any approval that 5,000L of "dead" storage be available within all tanks. The tanks should be fitted with cam-lock fittings to ensure the fire brigade can utilise the water supply.

Existing feedlot on Lot 2 RP36824

There was an approval for the operation of a Cattle Feedlot on Lot 2 RP36824. The feedlot was approved in 1989 and has a capacity of 5000 head/SCU (whichever is lesser).

The feedlot has not operated to its full capacity, and during an earlier site inspection by Council Officers the feedlot was not stocked.

The DAFF indicated that the S-Factor for this particular feedlot is approximately 1000 metres. The DAFF officer notified Council that the desktop assessment to ascertain this S-Factor doesn't take into consideration the factors such as prevailing breeze.

Intensive Animal Use Development Code

The Intensive Animal Use Development Code requires the impacts of the intensive animal use on the amenity of the locality are to be minimised, and likely adverse impacts on ecological and hydrological processes are adequately mitigated. To this effect, the Acceptable Solutions require separation distances to urban areas or other sensitive land uses or facilities and watercourses are to be in accordance with the current State government guidelines relevant to the particular type of industry.

The Department of Employment, Economic Development and Innovation (DEEDI) released the Queensland Guidelines for Meat Chicken Farms in 2012. The tables below set out the provisions of the guideline.

The environmental impacts of the proposed development have been assessed by the DSDIP, and the DAFF have issued an Environmental authority with regards to the development.

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Planning and assessment of development applications

Location and site selection

Performance criteria	Acceptable outcomes
P1 Meat chicken farms must: <ul style="list-style-type: none"> be developed so as not to cause unlawful environmental harm^{vii} as a result of: <ul style="list-style-type: none"> noise odour, particulate matter or other air emission water contamination visual appearance traffic associated with the farm lighting. be separated from one another to minimise the risk of animal to animal disease transfer between farms be elevated to enable adequate ventilation and drainage have adequate vehicle access not be subject to flooding be provided with a reliable water supply and electricity supply be located within reasonable proximity to processing plants not interfere with sites or places of significant cultural heritage or nature conservation. 	A1 The meat chicken farm is separated from: <ul style="list-style-type: none"> non-rural zones sensitive land uses in the rural zone surface water, wells and bores declared fish habitats defined in the <i>Fisheries Act 1994</i> and regulation High Ecological Value waters defined in the Environmental Protection (Water) Policy 2009 (EPP Water). <p>(Appendixes 1 and 2 provide a guide on separation and buffer distances)</p> <p>Note 1: When assessing separation distances the S-factor methodology should be used for meat chicken farms up to 300 000 birds, and odour dispersion modelling should be used for farms with more than 300 000 birds. Odour dispersion modelling can also be used for meat chicken farms with less than 300 000 birds, if separation distances are less than required by the S-factor methodology.</p> <p>Note 2: Odour dispersion modelling should be carried out based on best practice modelling under Queensland conditions, e.g. 'Best Practice Guidance for the Queensland Poultry Industry—Plume Dispersion Modelling and Meteorological Processing (PAE Holmes, 2011)'.</p> A2 The land the meat chicken farm is developed on has an appropriate area and dimensions to provide for adequate setbacks of buildings, sheds, dams, internal roads and waste disposal areas from: <ul style="list-style-type: none"> sensitive land uses in the rural zone non-rural land zones surface water, wells and bores declared fish habitat areas defined in the <i>Fisheries Act 1994</i> and regulation High Ecological Value waters defined in the Environmental Protection (Water) Policy 2009 (EPP Water). <p>(Appendixes 1 and 2 provide a guide on separation and buffer distances)</p>

^{vii} Environmental harm is defined in the Definitions section of this document.

	<p>A3 The land the meat chicken farm is developed on has adequate area for the sustainable management and utilisation of litter, or alternative methods for management and offsite disposal of litter (e.g. composting).</p> <p>A4 The following separation distances are maintained to provide appropriate animal biosecurity measures:</p> <ul style="list-style-type: none"> • 1000 metres between new and existing meat chicken farm complexes and any alternative form of intensive poultry farming (chickens, turkeys, guineafowl, ducks, geese, quails, pigeons, pheasants, partridges, ostriches and emus reared or kept in captivity) • 5000 metres between a meat chicken farm complex and a meat chicken breeder farm. <p>A5 The land the meat chicken farm is developed on:</p> <ul style="list-style-type: none"> • has an average gradient of less than 10% • has a development footprint, including waste areas, access points and driveway, that are not subject to flooding by the 100 year ARI event • is accessed by an all-weather road network • is generally not low lying • has a permanent three phase electricity supply • has a good quality and reliable water supply. Back-up water supply (tanks) or contingency for at least two days water is provided in case of breakdown or loss of supply. <p>A6 The development of the meat chicken farm complies with state and federal nature conservation and cultural heritage legislation and regulations such as:</p> <ul style="list-style-type: none"> • <i>Aboriginal Cultural Heritage Act 2003</i> • <i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i> • <i>Aboriginal and Torres Strait Islander Heritage Protection Amendment Act</i>
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	<ul style="list-style-type: none"> • <i>Torres Strait Islander Cultural Heritage Act 2003</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i> • <i>Environment Protection and Biodiversity Conservation Act 1999</i> • <i>Nature Conservation Act 1992 and regulations</i> • <i>Nature Conservation (Koala) Conservation Plan 2006</i> <p>A7 The development of the meat chicken farm complies with:</p> <ul style="list-style-type: none"> • <i>State Planning Policy 1/92 Development and the Conservation of Agricultural Land</i> • <i>Strategic Cropping Land Act 2011 and regulation</i> • <i>State Planning Policy 1/12 Protection of Queensland's Strategic Cropping Land</i>
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The separation and buffer distances from a meat chicken farm complex, as listed in Appendixes 2 and 3 of the Queensland guidelines for meat chicken farms, are as follows:

- 50 metres from a surveyed bank or an intermittent water course.
- 100 metres to a property boundary (within a rural zone).
- 200 metres to a public road carrying >50 vehicles per day.
- 100 metres to a public road carrying <50 vehicles per day.

The definition of a meat chicken farm complex within the Queensland guidelines for meat chicken farms states that it:

Includes the sheds used to produce meat chickens and associated infrastructure (e.g. silos) and any nearby spent litter/compost stockpiles. It excludes any spent litter utilisation areas. For tunnel-ventilated sheds it includes a distance of 25m out from the exhaust end of the sheds.

The proposed pad and associated infrastructure complies with the setback requirements.

The property is not subject to flooding and is accessed by Cullendore Road, via a 20 metre wide access easement, which is a sealed road.

There is no clearing of remnant vegetation proposed as part of this application.

The separation distances to waterways and water supply were assessed as part of the ERA assessment, conducted by the DSDIP.

Natural environment

Performance criteria	Acceptable outcomes
<p>P1 Buildings, sheds, other structures, and waste disposal areas must be sited, constructed and managed so that operation of the meat chicken farm does not cause unlawful environmental harm.</p> <p>P2 The development of the meat chicken farm does not cause the loss of biodiversity at state, regional or levels or interfere with ecological processes.</p> <p>P3 Meat chicken farms do not cause the loss or degradation of surface waters, marine parks or declared fish habitats.</p>	<p>A1 Buildings (excluding residential or administrative buildings), sheds, other structures and waste disposal areas must be set back from surface water, and declared fish habitat areas in accordance with the distances set out in Appendix 1.</p> <p>A2 Any vegetation clearing associated with the development of the meat chicken farm complies with the <i>Vegetation Management Act 1999</i>, the <i>Vegetation Management Regulation 2000</i>, the <i>State Policy for Vegetation Management – version 2</i>, <i>SPP 2/10 Koala Conservation in South East Queensland</i>, and the <i>Regional Vegetation Management Code for South East Queensland Bioregion – version 2</i> and vegetation clearing requirements contained within the relevant local government planning scheme.</p>
	<p>A3 The development of the meat chicken farm complies with the:</p> <ul style="list-style-type: none"> • Strategy for the conservation and management of Queensland's wetlands • <i>Environment Protection and Biodiversity Conservation Act 1999</i> and regulation • <i>Nature Conservation Act 1992</i> and regulations and plans • <i>Environmental Protection Act 1994</i> and regulations • State Planning Policy 2/02 Planning and Managing Development Involving Acid Sulphate Soils • State Planning Policy 1/03 Mitigating the Adverse Impacts of Flood, Bushfire and Landslide • Queensland Coastal Plan 2011

There is no vegetation clearing proposed as part of this application.

Performance criteria	Acceptable outcomes
<p>P1 The built form of the development is integrated into the landscape, and utilises site topography, existing vegetation supplemented by augmented planting to minimise the visual impact of the development.</p> <p>P2 The built form of the development is oriented considering local meteorological conditions including wind patterns and atmospheric stability, solar patterns and topographic characteristics of the land, to reduce the potential for impacts on the amenity of surrounding sensitive land uses.</p> <p>P3 All sheds are designed to be bird proof and to minimise rodent entry when in operation.</p> <p>P4 The use of existing vegetation and</p>	<p>A1 Sheds and other structures are sited to achieve the separation and buffer distances recommended in Appendixes 1 and 2.</p> <p>A2 Sheds should be orientated with the long axis east- west where possible so as to minimise solar heat absorption (but not at the expense of the other acceptable outcomes).</p> <p>A3 Fans on tunnel-ventilated sheds should be located on the end of the shed that is furthest from sensitive land uses to minimise the impacts of odour.</p> <p>A4 Sheds must be constructed so that native birds are unable to enter. Sheds must be designed to minimise rodent entry and a baiting program must be</p>

<p>supplementary plantings to minimise visual impacts of the development footprint.</p> <p>P5 Driveways are located so as to minimise adverse impacts on external traffic networks and sensitive land uses.</p> <p>P6 Sight distances to and from driveways are sufficient to ensure safe operation.</p> <p>P7 Access points and driveways are designed and constructed to a standard appropriate for the design traffic type and volumes.</p> <p>P8 The access and driveway must be designed to ensure that:</p> <ul style="list-style-type: none"> • ingress and egress for all vehicles is in a forward gear • access gates are located so that service vehicles can be wholly located on site when accessing the premises. <p>P9 Any external lighting must be designed so as to not have an adverse impact on surrounding sensitive land uses.</p> <p>P10 A reliable water and electricity supply is provided.</p>	<p>implemented to control rodents.</p> <p>A5 Retention of existing trees and other vegetation where practicable with provision of supplementary planting to ensure vegetated buffers are established and maintained between the meat chicken farm and sensitive land uses (refer to the vegetated buffer element design section of the Planning Guidelines: Separating Agricultural and Residential Land Uses 1997).</p> <p>A6 Driveways are located so that they do not interfere with the function of adjoining roads.</p> <p>A7 Access points and roads are located to minimise noise impacts on neighbouring sensitive land uses.</p> <p>A8 Sight distances at driveways must comply with the requirements of the relevant Local government or Department of Transport and Main Roads (TMR).</p> <p>A9 The driveway and access points must be constructed to the standard required by the relevant local government or TMR.</p> <p>A10 A suitable area must be provided so that:</p> <ul style="list-style-type: none"> • all vehicles can turn around and leave the property in a forward gear • all service vehicles can park fully on site while accessing the premises • vehicles can be washed and disinfected before and after entering the meat chicken farm complex (production area). <p>A11 All external lighting is designed and operated in accordance with the Australian Standard AS4282: The control of obtrusive effects of outdoor lighting.</p> <p>A12 A reliable source of drinking water that complies with the poultry drinking water</p>
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	standards in the <i>National Farm Biosecurity Manual Poultry Production</i> is available. A13 A back-up water supply must be maintained which has a minimum of two days water supply available at all times for emergency use. A14 Strategies are implemented for managing power supply failures (e.g. installation of back-up generators).
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As previously discussed, the proposed pads comply with the recommended separation and buffer distances to boundaries.

The provisions recommend that sheds are orientated with the long axis running east-west to minimise solar heat absorption. All sheds on each pad comply with this provision.

The DSDIP assessed the potential environmental impacts as part of the ERA assessment.

Surface and groundwater

Performance criteria	Acceptable solution
<p>P1 The design and operation of the meat chicken farm incorporates integrated water management elements so that:</p> <ul style="list-style-type: none"> stormwater peak discharges and run-off volumes are not increased natural drainage lines and hydrological regimes are maintained as far as practicable. <p>P2 The environmental values and quality of the receiving waters within or downstream of the development are maintained.</p> <p>P3 Stormwater must be prevented from entering all sheds and waste storage areas.</p>	<p>A1 No acceptable solution.</p> <p>A2 Locating the meat chicken farm complex (including sheds and waste storage areas) on land that is not subject to flooding by the 100 year ARI event.</p> <p>A3 Wash down water should be:</p> <ul style="list-style-type: none"> collected and stored in a suitably sized effluent pond applied sustainably to utilisation areas. <p>A4 Nutrient, pathogen and contaminant levels in stormwater discharged from the meat chicken farm do not exceed the water quality guideline levels of the <i>Australian and New Zealand guidelines for fresh and marine water quality 2000</i> and the relevant regional plan prior to release into the environment.</p> <p>A5 Buffer zones are provided around the meat chicken farm complex and litter utilisation areas (see Appendix 1) to reduce the risk of surface water contamination.</p>
	<p>A6 The base of all sheds is elevated above natural ground level to ensure that stormwater run-off does not enter the sheds.</p> <p>A7 Onsite waste storage and management areas (e.g. litter and dead birds) should be protected from stormwater run-off by the construction of diversion banks and be located on an impermeable base.</p>

The land containing the sheds is not prone to flooding.

The DSDIP assessed the potential stormwater impacts as part of the ERA assessment.

Operational and management considerations

Environmental Management Plan

Performance criteria	Acceptable outcomes
P1 Documentation must demonstrate that the environmental risks of the meat chicken farm development have been identified and appropriate design and management measures have been considered and will be implemented to minimise the risks and impacts to the environment.	A1 A site-specific EMP is developed by the farm owner/manager and implemented in accordance with the National Environmental Management System for the Meat Chicken Industry. The EMP must include: <ul style="list-style-type: none">• an assessment of environmental and community health risks• strategies and measures for minimising environmental and community health risks and contingency actions for managing problems that may arise• planned courses of action in cases of incidents or emergencies relating to all significant risks, including unexpected increased odour emissions, a high incidence of bird deaths, disease outbreaks and fire, in accordance with risk management principles. A2 The EMP is maintained and updated as required by the farm owner/manager and is available for inspection by the relevant regulatory authority.

The DSDIP assessed the Site Based Management Plan, which was submitted as part of the application, when conducting the ERA assessment. The DAFF have issued an Environmental authority for the proposed development, with conditions relating to the compliance with the written procedures.

Key environmental management practices

- Odour and dust

Performance criteria	Acceptable outcomes
P1 Development and operation of the meat chicken farm must prevent or minimise emissions of odour, dust and air pollutants.	A1 Design and environmental management practices ensure that emissions from the meat chicken farm does not cause unlawful environmental harm or environmental nuisance or impact human health and wellbeing.

The DSDIP assessed the potential odour and dust impacts as part of the ERA assessment.

- Acoustic management

	<ul style="list-style-type: none"> • Shed cleaning and the removal of spent litter should be undertaken during daylight hours to minimise noise impacts. • Meat chicken farm operators should endeavour to minimise noise at all times from equipment and machinery, especially where a farm is close to sensitive land uses. • Regular on-farm environmental risk assessment is undertaken to ensure that noise risk is low.
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The DSDIP assessed the potential noise impacts as part of the ERA assessment.

- Chemical storage and use

Performance criteria	Acceptable outcomes
P1 The storage and handling of dangerous chemicals comply with the requirements of the <i>Workplace Health and Safety Act 2011</i> and the <i>Workplace Health and Safety Regulation 2011</i>	A1 All agricultural chemicals used on meat chicken farms are registered by the Australian Pesticides and Veterinary Medicines Authority.
P2 Strategies are implemented that minimise risks from the storage and use of chemicals to human health and the environment.	A register of all dangerous goods and combustible liquids stored and handled on the farm must be kept and maintained. If required, Material Safety Data Sheets (MSDS) should be available for all chemicals stored and used.
	A2 Sheds are closed during chemical applications to minimise the risk of off-site chemical spray drift. Sheds are closed for recommended time after spraying with odorous or toxic substances.
	There is no spray drift or run-off that impacts sensitive land areas.
	Chemicals and fuel are stored and used safely, according to manufacturer's instructions. Empty drums and other chemical containers are disposed of in accordance with manufacturer's instructions.

The DSDIP assessed the storage and use of chemicals as part of the ERA assessment.

- Community liaison and complaint management

Performance criteria	Acceptable outcome
P1 The meat chicken farm must incorporate strategies for managing community liaison, with a focus on environmental performance.	A1 Communication strategies that include: <ul style="list-style-type: none"> • Neighbours to be informed of unusual events or problems that may affect their amenity. The expected timeframe of the impact, and the mitigation strategies that have been initiated should also be communicated. • Where a complaint is received by the meat chicken farm it should be investigated and any problems found should be rectified. The complainant should be informed of the outcome of the investigation and any actions taken to rectify any identified problem. • Full details of complaints received, results of investigations and corrective actions are recorded in a complaint register. • Farm management participation and cooperation to assist in resolving disputes relating to environmental impacts of the meat chicken farm.

The need for a complaints register was assessed as part of the ERA assessment by the DSDIP.

- Shed Management

Performance criteria	Acceptable outcomes
<p>P1 Sheds stocking densities must be managed to ensure:</p> <ul style="list-style-type: none"> the minimum standard of animal welfare is complied with and/or exceeded bird health and performance is not reduced. <p>P2 Bedding should be appropriate for use in meat chicken sheds.</p> <p>P3 The moisture content of the shed litter must be managed to minimise odour, dust and ammonia emissions.</p> <p>Litter and manure beetles need to be controlled to avoid damage to insulation and wood structures and to reduce the risk of disease spread.</p> <p>P4 Shed cleaning, sanitation and fumigation practices that:</p> <ul style="list-style-type: none"> minimise the risk of disease transmission between batches minimise noise, dust and odour impact from shed cleaning on sensitive land uses. <p>P5 Sheds and equipment must be maintained and repaired to minimise odour, dust and noise emissions from the meat chicken farm.</p>	<p>A1 Sheds must be stocked at densities that comply with the Animal Care and Protection Regulation 2002.</p> <p>A2 The material for bedding should:</p> <ul style="list-style-type: none"> be dry, light and highly absorbent dry rapidly remain friable be free of contaminants such as heavy metals and preservatives be suitable for use as a soil conditioner or fertiliser be cost-effective. <p>A3 Litter moisture in the sheds should be maintained between 15 and 30 per cent moisture content (wet basis).</p> <p>Extra dry bedding material or dry litter should be added to areas of wet litter in the shed or the wet litter should be removed and replaced.</p> <p>Evenly distribute at least 45 mm of uncompacted bedding to sheds at the start of a batch.</p> <p>Waterers must be maintained and repaired to minimise leakage that will result in wet patches in the shed litter</p> <p>Control measures (such as pesticide application, composting spent litter, total shed clean-out or a combination of these) should be implemented to control manure beetles.</p> <p>A4 Avoid cleaning sheds when litter is excessively dry or wet to minimise dust and odour impacts.</p>

	<p>Where possible shed cleaning should be undertaken when the wind is blowing away from sensitive land uses. (Note: Side shutters and curtains and/or doors should be open when cleaning out sheds to avoid the build up of gases that may impact on the health and safety of workers).</p> <p>Shed cleaning must be undertaken so that impacts on sensitive land uses is avoided.</p> <p>A5 Shed walls and roofs must be maintained and leaks repaired immediately to prevent wet patches in the litter.</p> <p>The ventilation system and evaporative cooling systems must be maintained to ensure air movement is at design level and the correct atmosphere (temperature and humidity) in the sheds.</p> <p>Water reticulation systems and drinkers must be maintained and leaks repaired immediately to prevent wet patches in the litter.</p>
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The DSDIP assessed the overall operations of the poultry farm as part of the ERA assessment.

- Waste management

Performance criteria	Acceptable outcome
P1 Waste management must be conducted so that: <ul style="list-style-type: none"> • unlawful environmental harm is not caused • the off-site release of contaminants does not occur • the quality of any surface water or groundwater is maintained. 	A1 Spent litter is removed during daylight hours to minimise impacts (e.g. light, noise and odour). A2 Spent litter is transported from the farm in enclosed vehicles to avoid spillage and emissions. A3 Provision is made to contain any spillages of litter and clean spillages up promptly.

	<p>A4 Short-term spent litter stockpiles (less than a week) are:</p> <ul style="list-style-type: none"> • covered prior to permanent removal to avoid nutrient leaching from rainfall and to minimise dust and odour emissions • stockpiled on an impermeable base • bunded to prevent entry and contamination of stormwater run-off. <p>A5 Spent litter composting areas are:</p> <ul style="list-style-type: none"> • located in an area where the depth to the watertable exceeds 2 metres • located on an impermeable base to avoid leaching of nutrients and possible groundwater contamination • bunded to prevent entry and contamination of stormwater run-off • well drained to avoid pooling of run-off • set up so that run-off is collected in a wastewater collection system • managed to avoid dust and odour emissions and reduce pathogens in the litter. Composting of spent litter should be complete in 6 to 8 weeks and another 4 weeks allowed for curing. For composting, the optimum moisture content is around 50 to 55 per cent wet basis. The optimum carbon to nitrogen ratio is between 15:1 and 30:1, and the optimum temperature is between 60 and 65 degrees Celsius (refer to FSA Consulting – Meat Chicken Technical Environmental Note 3 Composting and Pasteurising Spent Litter). <p>A6 Site drainage from meat chicken sheds and composting areas must ensure that all contaminated run-off is directed to an appropriately sized effluent pond.</p> <p>A7 Nutrient, pathogen and contaminant levels in stormwater discharged from the meat chicken farm must not exceed the water quality guideline levels of the <i>Australian and New Zealand guidelines for fresh and marine water quality 2000</i> and the relevant regional plan.</p>
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	<p>A8 Off-site bird disposal:</p> <ul style="list-style-type: none"> • Dead birds are collected, placed in an enclosed container, and taken off-site daily, or collected and stored at or below 4 degrees Celsius until regular collection (dead birds are only to be removed from refrigeration and placed in bins on the morning of collection). • Dead bird bins must be kept closed while awaiting collection. They should not be filled to overflowing. • Dead bird bins must be animal and fly proof. • Bins should not be located adjacent to, or in full view of, public roads while awaiting collection <p>A9 Composting of dead birds (only where permitted):</p> <ul style="list-style-type: none"> • The compost facility is located in an area where the depth to the watertable exceeds 2 metres. • The compost facility must be located on an impermeable base to avoid leaching of nutrients and possible groundwater contamination. • Compost facilities should be well drained to avoid pooling of run-off. • Compost facilities should be bunded to prevent entry and contamination of stormwater run-off. • In areas of high rainfall the compost facility should be covered to prevent ingress of stormwater. • Run-off from compost facilities must be collected in a wastewater collection system. • Carcass compost facilities need to be managed to promote carcass decay, minimise dust and odour emissions and reduce pathogens: <ul style="list-style-type: none"> - A co-composting material should be used to add carbon and should have a sufficiently dry moisture content (<30% wet basis). - An appropriate balance of C:N ratio (25:1 to 30:1) should be maintained. - Carcasses must be covered with at least 300 mm of composting material. - The temperature inside the compost
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	<ul style="list-style-type: none"> - The optimum moisture content for carcass composting is around 50 per cent. - Carcasses should be composted for between 4 and 6 weeks (refer to FSA Consulting – Meat Chicken Technical Environmental Note 5 Composting Carcasses in Open Bays and Piles). <p>A10 Spent litter must be applied to sufficient areas of land so that nutrient applications do not exceed:</p> <ul style="list-style-type: none"> • the rate at which a nutrient can be taken up by the plant and removed from the site • the amount that can be safely stored in the soil • the amount released to the atmosphere in an acceptable form. <p>Note: Information relating to the utilisation of chicken litter can be found at: http://www.daff.qld.gov.au/27_15557.htm</p> <p>A11 Spent litter should be applied when crops are actively growing or just after planting to ensure nutrient uptake and to minimise nutrient losses by leaching.</p> <p>Spent litter applied to bare soil should be incorporated as soon as possible after spreading.</p> <p>A12 Avoid spreading spent litter on land that is:</p> <ul style="list-style-type: none"> • immediately adjacent to a watercourse (minimum 50 m buffer should be maintained) • located within 250 m of tidal waters or a wetland • subject to frequent flooding • steep (greater than 10 per cent slope) • rocky or highly erodible • highly impermeable. <p>A13 Avoid spreading spent litter when it is excessively dry or wet to minimise dust and odour impacts.</p>
	<p>Where possible spreading of spent litter should be undertaken when the wind is blowing away from sensitive land uses.</p>

The DSDIP assessed the procedures relating to spent litter management, including stockpiling, transportation, stormwater contamination and dead bird collection, as part of the ERA assessment.

- Farm biosecurity

Performance criteria	Acceptable outcomes
<p>P1 The operation of the meat chicken farm must implement and maintain biosecurity measures that:</p> <ul style="list-style-type: none"> • prevent the introduction of infectious disease agents to a meat chicken farm • prevent the spread of disease agents from an infected area to an uninfected area • minimise the incidence and spread of microorganisms of public health significance. 	<p>A1 Biosecurity policies are designed and implemented to ensure:</p> <ul style="list-style-type: none"> • meat chicken farms are separated from one another to minimise the risk of disease transfer between farms. The following separation distances should be maintained: <ul style="list-style-type: none"> - 1000 metres between new and existing meat chicken farm complexes and any alternative form of intensive poultry farming (chickens, turkeys, guineafowl, ducks, geese, quails, pigeons, pheasants, partridges, ostriches and
	<ul style="list-style-type: none"> - 5000 metres between a meat chicken farm complex and a meat chicken breeder farm • meat chicken farms have a perimeter fence or otherwise well defined boundary that establishes a clearly defined biosecurity zone • surface water used for meat chicken drinking water or cooling water in sheds must be treated in accordance with the requirements of the National Water Biosecurity Manual Poultry Production • persons entering a meat chicken farm strictly follow the biosecurity protocols to avoid cross contamination • trucks collecting dead birds, picking up birds for processing and delivering feed strictly follow farm biosecurity protocols to avoid contamination on-farm • an area is made available for vehicles to be washed and disinfected before and after entering the meat chicken farm complex (production area) • grazing livestock and other domestic animals do not have access to the production area at any time • rodents and feral animals on the farm are controlled • contact between the flock and native animals and/or wild birds is prevented • compost facilities are located away from sheds and boundary fences • composting areas are kept neat and clean at all times to keep away rodents, cats, dogs, feral animals, scavenging birds and flies • shed openings are to remain closed or screened at all times when the sheds contain birds, other than for the purpose of facilitating access or egress.

The proposed layout indicates that the subject pad will be approximately 620 metres to the south of approved Pad 4, located on Lot 2 RP36824. The associated Performance criteria requires measures to be implemented to prevent infectious diseases and to prevent the spread of microorganisms of public health significance.

The DSDIP assessed the procedures relating to disease control, as part of the ERA assessment, and conditions have been imposed on the Environmental authority by the DAFF relating to this issue.

General Development Code

The proposed Pad is not visible from a constructed road; however, there are concerns about the visual impact from the existing unformed road reserve, referred to as Gravel Pit Road. The Pad is located approximately 200 metres from this unmade road reserve. There is existing vegetation between the road reserve and the proposed Pad. It is considered unreasonable to require a greater setback or additional planting due to the existing vegetation and the topography.

Traffic Assessment Report

The traffic report submitted with the application is an evaluation of the traffic operational impacts on the adjacent road network for a 10 year horizon after the completion of the development. This traffic assessment is based on the proposal for 5 pads. It can be expected that the traffic generated by one pad would be less than that assessed; however the traffic assessment report can still be considered a worst case scenario.

The report provided the following table of estimated annual traffic generation.

Purpose	Vehicle	One-way trips
Staff	Car	7200
Veterinary	Car	188
Gas delivery	Rigid truck	54
Litter delivery	B-Double single	269
Litter removal	B-Double single	672
Day olds delivery	B-Double single	81
Feed delivery	B-Double	2016
Bird collection	B-Double single	2204
Dead bird removal	Rigid truck	188
Diesel/Misc	Cars & Rigid trucks	108
TOTAL		12,980 trips

The applicant has nominated a conservative figure for total daily trips generated by the development of 72 trips, for the pads.

The traffic report listed recommendations; however, the report is based on a significantly larger development. The recommendation of the traffic report is as follows:

- It has been determined that a Type BAR basic right turn treatment is warranted at the intersection of Warwick-Killarney Road / Cullendore Road. It is noted, however, that such is required regardless of the proposed use.

- The Warwick-Killarney Road / Cullendore intersection has been modelled using SIDRA under current and projected future (year 2027) traffic conditions, with and without the proposed development. The results indicate that the intersection will operate satisfactorily under future 2027 traffic volumes with minimal delays and vehicle queuing.

The DSDIP have assessed the development and require conditions to be attached.

It should be a condition of any approval that the internal driveway be sealed for 25 metres within the property boundary. This sealing shall link with the existing Cullendore Road pavement.

The applicant has indicated that there will be sufficient car parking spaces available for staff. A parking area has not been designated.

Conclusion

The proposed development involves the establishment of an additional pad as part of a poultry farm, on a property located on Cullendore Road. The pad will contain ten sheds, with each shed being 3,192 square metres, and in total there will be 600,000 birds.

Four submissions were received to the application. The issues raised by the submitters included environmental impacts, economic impact, visual impact, and traffic impacts. These issues have been addressed.

The proposed pad will be visible from Gravel Pit Road, which is an unmade road reserve, however given the topography, and the location of vegetation the buildings will be visually dominating. The proposed pad will not be visible from Cullendore Road.

Given that the proposed poultry sheds are not located in a closely settled area, and the measures to be taken to minimise visual impacts and dust impacts, the proposal is considered to be satisfactory and is recommended for approval.

As previously detailed, the environmental impacts of the proposed development have been assessed by the Department of State Development, Infrastructure and Planning, and the Department of Agriculture, Fisheries and Forestry have issued an Environmental authority with regards to the development.

The proposed development should be approved subject to conditions.

Recommendation

- A. THAT the application for Material Change of Use for the purpose of an Intensive Animal Use - Poultry Broiler Farm - new pad with 10 sheds, i.e. an additional 600,000 birds, and an Environmentally Relevant Activity (ERA No. 4 Poultry farming (more than 200,000 birds)., on land at Cullendore Road and Wickhams Road, Murrays Bridge, described as Lots 1 & 2 RP36824, Lot 1238 M34534, Lot 82 ML307, and Lot 1 SP214513, Parish of Wildash, County of Merivale, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions for Intensive Animal Use

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. 3360-02, dated 20 March 2014, prepared by T J Kelly Surveys Pty Ltd.
 - Plan No. 3133-05, dated 22 March 2011, prepared by T J Kelly Surveys Pty Ltd.

Land Use and Planning Controls

2. No poultry shed is to accommodate in excess of 60,000 birds (maximum of 600,000 birds in total).
3. Each shed is to be approximately 19 metres in width and 168 metres in length, equating to approximately 3,192 square metres.
4. The Pad is to accommodate a maximum of 10 sheds.
5. Noise from construction may be generated beyond the site boundary only between 6.30am and 6.30pm, Monday to Saturday. There is to be no audible noise beyond the site boundary from construction activities outside these hours.
6. The existing cattle feedlot on Lot 2 RP36824 is to be decommissioned prior to the commencements of construction of Pad 2A (or in accordance with the conditions of any other approval). Following cessation of the cattle feedlot, all use rights relating to this 5,000 head/SCU feedlot are to be abandoned.
7. The development is to comply with the Queensland Guidelines for Meat Chicken Farms, produced by the Department of Agriculture, Fisheries and Forestry, 2012, to the satisfaction of the Department of Agriculture, Fisheries and Forestry.

Easements and Covenants

8. An easement for access purposes is to be provided in accordance with Plan No. 3360-02, dated 20 March 2014, prepared by T J Kelly Surveys Pty Ltd, to provide access to the pad, from Cullendore Road. A copy of the easement documentation is to be submitted to Council prior to the use of the site commencing.

Building and Site Design

9. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
10. 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

11. During the construction phase of the development, all wastes are to be separated into recyclable and landfill wastes, and are to be disposed of at the Warwick Central Waste Management Facility, or an appropriate facility outside of the Southern Downs Region.
12. During the construction phase of the development, 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. Where required, dust suppression methods may be required to avoid any nuisance.

13. During operation, 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, in accordance with the conditions of this approval.
14. Declared pest plants on all the land subject to this application must be destroyed to the satisfaction of the Manager Environmental Services, prior to the commencement of the use.
15. Advertising Devices relating to the poultry farm may **only** be erected on the subject land, i.e. Lots 1 & 2 RP36824, Lot 1238 M34534, Lot 82 ML307, and Lot 1 SP214513, The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural 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.
16. 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.
17. No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Department of Environment and Resource Management for the clearing of any remnant vegetation, unless exempt under Schedule 24 of the *Sustainable Planning Act 2009*.

Fencing, Landscaping and Buffers

18. The existing vegetation between the pad, and the Gravel Pit Road reserve, is to remain, except that required to be removed as part of the earthworks associated with the pad.

Car Parking and Vehicle Access

19. All access to the land is to be from Cullendore Road. Access to the site of the pad must be in accordance with Plan No. 3360-02, dated 20 March 2014, prepared by T J Kelly Surveys Pty Ltd. There is to be no direct access from Gravel Pit Road or Wickhams Road.
20. An asphaltic concrete crossing is to be constructed at the Cullendore Road entrance to the site, as shown on Plan No. 3360-02, dated 20 March 2014, prepared by T J Kelly Surveys Pty Ltd, in accordance with Council's standard. Such entrance roadworks shall include appropriate drainage works. If necessary, the property access gateway must be located within a setback such that all vehicles proposed to enter and/or exit the land are able to stand clear of the Cullendore Road carriageway whilst the property gateway is being opened and/or closed.
21. The internal roadway to Pad 2A, as shown on Plan No. 3360-02, dated 20 March 2014, prepared by T J Kelly Surveys Pty Ltd, is to be sealed between the existing road and the property boundary, and for 25 metres within the property and to include dust shakedown grid or rubble strip on the property prior to the sealed driveway.
22. At least six (6) car parking spaces are to be provided on site for Pad 2A. Provision is to be made for disabled parking.
23. All car parking and loading areas are to be defined, constructed in gravel or similar material, drained, laid out and regularly maintained.
24. All loading and unloading of goods related to the development must be carried out within the confines of the allotment's boundary. Under no circumstances will the loading or unloading of goods on the public roadway system or road reserve be permitted.

Roadworks and Stormwater Drainage

25. 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.

26. A Stormwater Management Plan for the proposed development is to be submitted with the application for Operational Works. The Stormwater Management Plan is to include details of:
- Proposed stormwater drainage infrastructure and control measures;
 - Assessment of pre- and post-development flows;
 - Discharge points;
 - Impact assessment and mitigation measures to ensure a no worsening effect downstream;
 - Preservation of existing stream/gully flows; and
 - Environmental impact assessment of proposed stormwater control measures.

Water Supply and Sewerage

27. Waste water 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.
28. At least 5000L of "dead" storage is to be supplied in one water storage tank located on pad 2A, for fire fighting purposes. The tank is to be constructed of fire resistant material.

Operational Works

29. 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) **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 11 (Certificate of Classification) must be issued for the building works prior to the use commencing**.
- (v) An Environmental authority for Environmentally Relevant Activity No. 4 (2) (Poultry farming) is to be obtained in accordance with the *Environmental Protection Act 1994* prior to the commencement of any Environmentally Relevant Activity.
- (vi) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.

(vii) 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 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

(viii) 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 State Development, Infrastructure and Planning Conditions as a Concurrence agency

Nil.


B. THAT the submissions which refer to complaints regarding the existing use be referred to the Department of Agriculture, Fisheries and Forestry for investigation.

Attachments

1. Submissions to application for MCU & ERA at Cullendore Road and Wickhams Road, Murrays Bridge (Excluded from agenda - Provided under separate cover)[View](#)

10.7 Material Change of Use - TFA Project Group, 127 & 129 High Street, Stanthorpe

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Senior Planning Officer	File Ref: MCU01517

APPLICANT:	TFA Project Group
OWNER:	McCosker A C & Co Pty Ltd and Gapway
ADDRESS:	127 & 129 High Street, Stanthorpe
RPD:	Lots 1 & 4 RP114244, Lot 2 RP4872 and Lot 1 RP49806, Parish of Stanthorpe, County of Bentinck
ZONE:	Principal centre
PROPOSAL:	Service station
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Thirteen (13)
REFERRALS:	Department of State Development, Infrastructure and Planning

Recommendation Summary

THAT the application for Material Change of Use for the purpose of a Service station on land at 127 & 129 High Street, Stanthorpe, described as Lots 1 & 4 RP114244, Lot 2 RP4872 and Lot 1 RP49806, Parish of Stanthorpe, County of Bentinck, be approved subject to conditions.

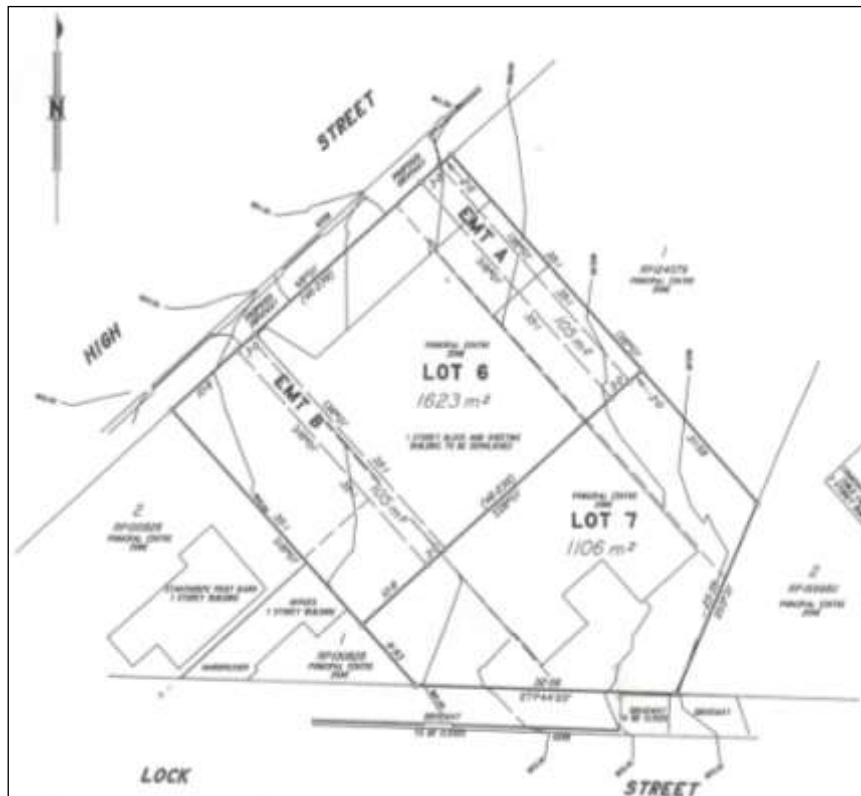
Report

An application has been received for Material Change of Use for the purpose of a Service station on land at 127 & 129 High Street, Stanthorpe, described as Lots 1 & 4 RP114244, Lot 2 RP4872 and Lot 1 RP49806, Parish of Stanthorpe, County of Bentinck.

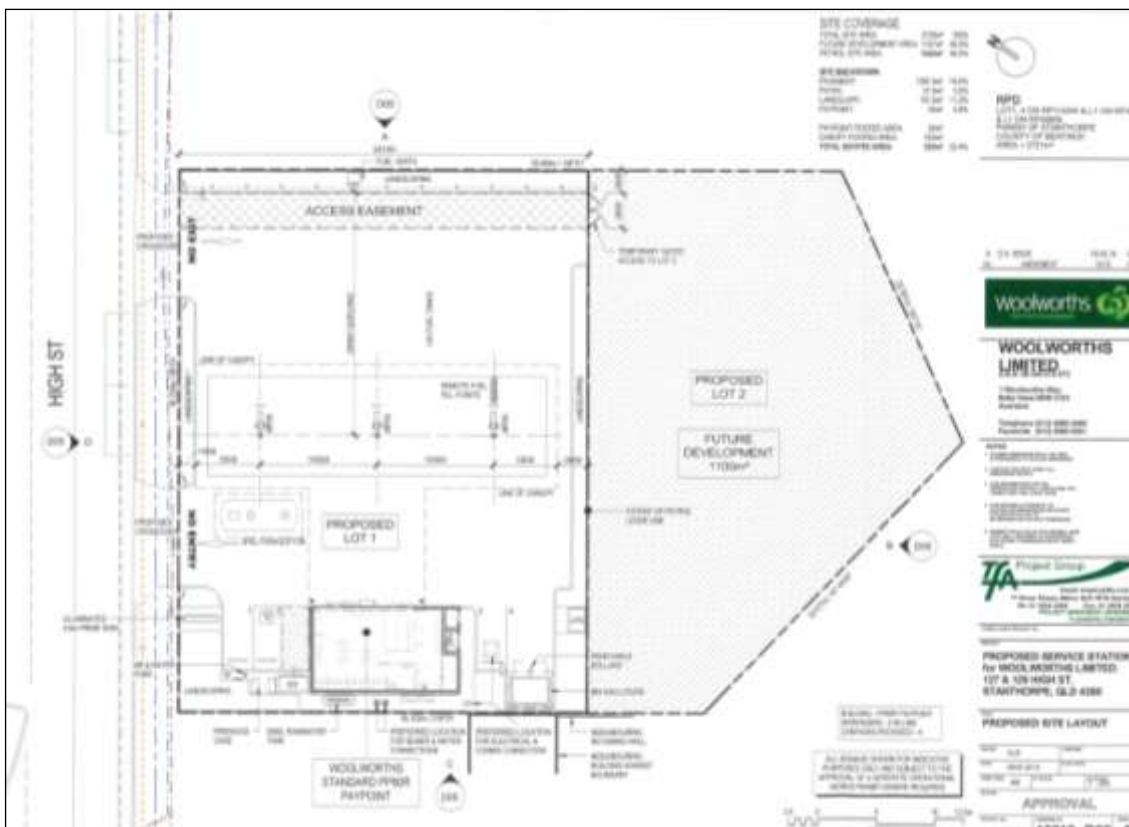


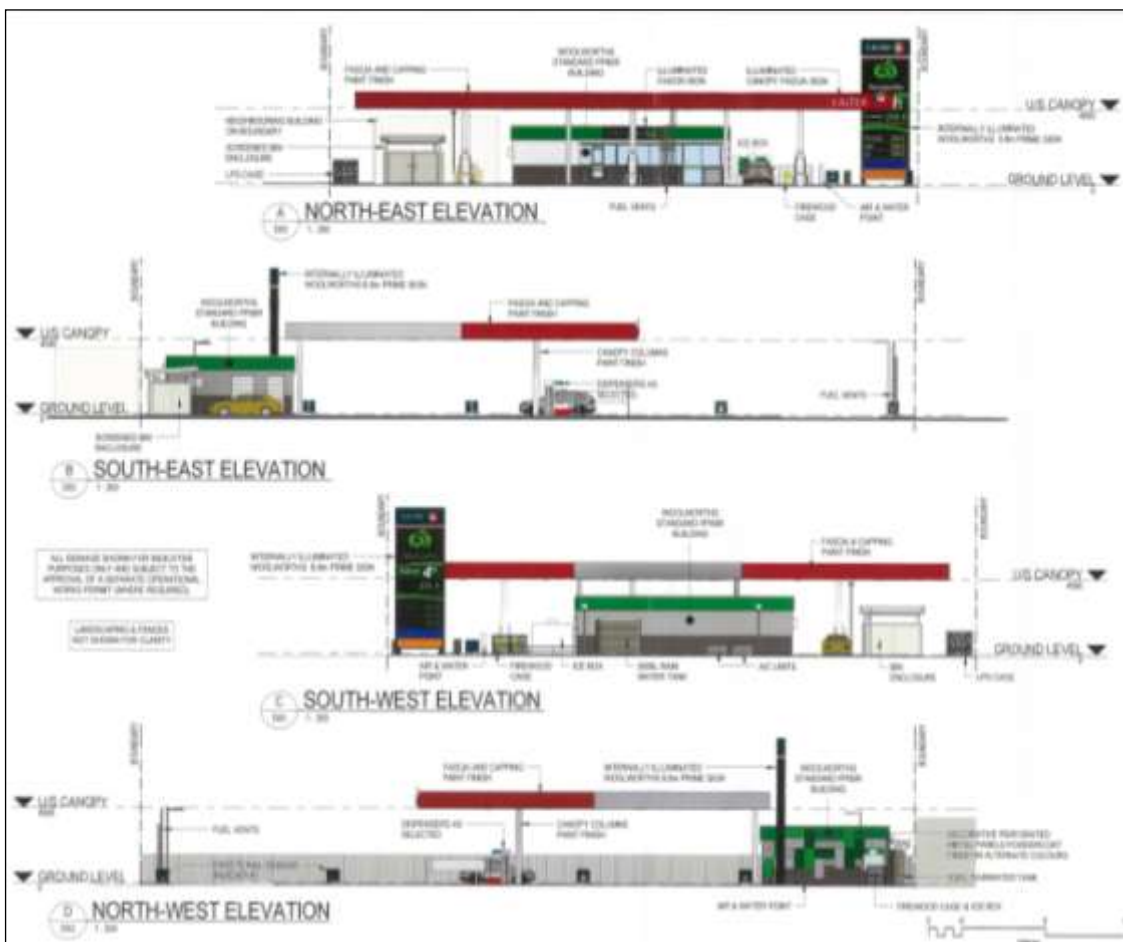
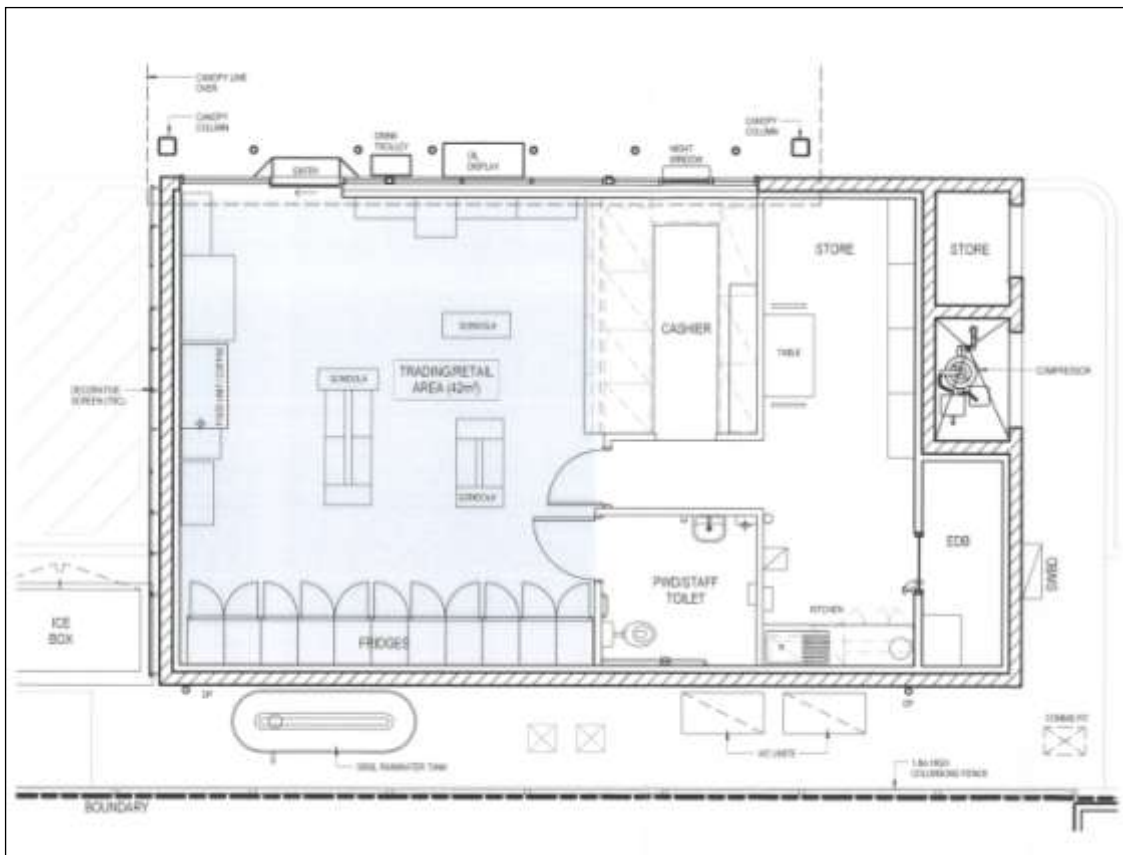
The land consists of four lots, which was previously occupied by McCosker Motors, which included the Stihl dealership, mechanical workshop, a 24 hour car wash and service station.

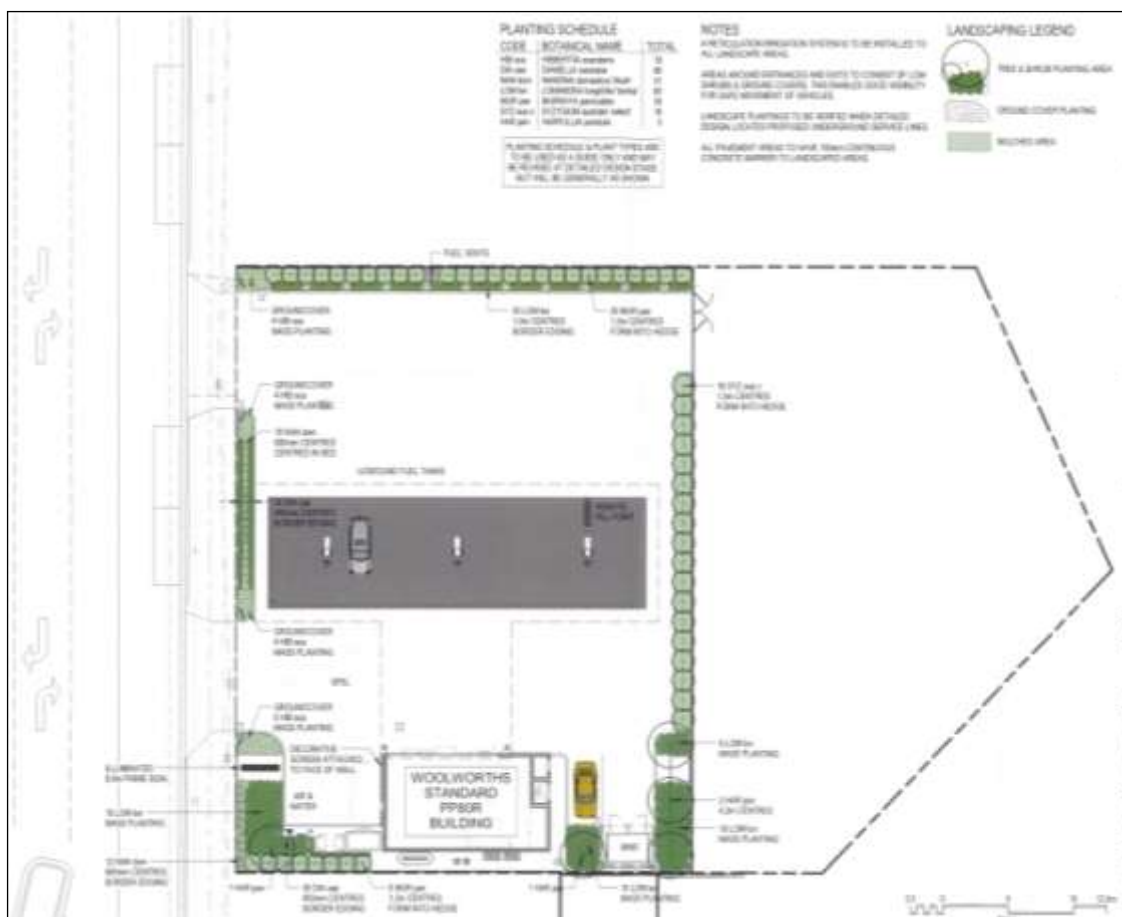
On 13 June 2014 Council approved a realignment of boundaries over the land (4 lots into 2 lots) and access easement. The approved plan is as follows:



The applicant proposes to demolish the existing buildings on the site and construct a Woolworths Petrol station over Lot 6, being 1,623 square metres.







It is proposed that the service station will comprise of an 80 square metre cashier unit, three refuelling dispensers, four car parking spaces and associated landscaping.

The operational hours which have been applied for is 24 hours a day, seven days a week.

As part of the reconfiguring a lot approval, an access easement was approved, providing access to Lot 7 also from High Street.

Referral

The application required referral to the Department of State Development, Infrastructure and Planning (DSDIP) as the site adjoins a State-controlled road. The DSDIP requires conditions to be attached to any approval.

Submissions

There were 13 submissions received to the application . **Copies of the submissions have been forwarded separately to Councillors.**

The matters raised by the submitters are as follows:

Health impacts, including potential noise and odour impacts and Impact on the nearby child care centre

- The proposed service station will not protect the health, well being, amenity and safety of the community. Individuals will be impacted by air and noise emissions as well as hazardous materials, such as:
 - Dust nuisances during construction phases as the existing underground tanks must be removed.
 - Air emissions from evaporated vehicle fuels from unburnt fuel, fuel loading and unloading, refuelling and liquid spillages. Research published in a US Journal of Environmental Management in December 2010 found that emissions from evaporated petrol or fuel, generally when petrol is being transferred or has been spilt, contaminates

the surrounding area with volatile material, including the carcinogen benzene. The research recommends a minimum separation distance of 50 metres between service stations and housing, and 100 metres for “especially vulnerable” facilities, such as schools (and the child care centre).

- Exhaust emissions during a 24 hour, 7 day a week service station due to the increase in vehicle traffic.
- Noise emissions from engine braking and acceleration, noise from vehicles will detrimentally impact on the child care centre.
- The proposed service station has an underground storage capacity of 165,000 litres of dangerous flammable combustible liquids.
- In the event of an emergency situation at a service station, Workplace Health and Safety enforce that all service station attendants must notify all neighbours in close proximity for evacuation immediately. The logistics of evacuating a centre with babies and small children would be of mammoth proportions and must be considered. Whilst school children across the road will be able to take instruction, the evacuation process and role calling to account for all children is no small feat.
- The adjoining child care centre has an attendance rate of approximately 271 children per week, with ages varying between 6 months and 5 years. Therefore the impact on the service station from noise and odour will affect a lot of families and will be detrimental to the safe operation of the child care centre.
- The design of the service station places breather pipes for the underground fuel tanks along the side of the property that will adjoin the child care centres future development block.
- There is a risk of contamination of the soil and ground water as a result of the proposed development. Contamination can easily occur if one of the underground tanks leaks the hazardous material into the ground. A Department of Sustainability and Environment study finds that fuel storages and service stations have a ‘high’ potential to contaminate land.

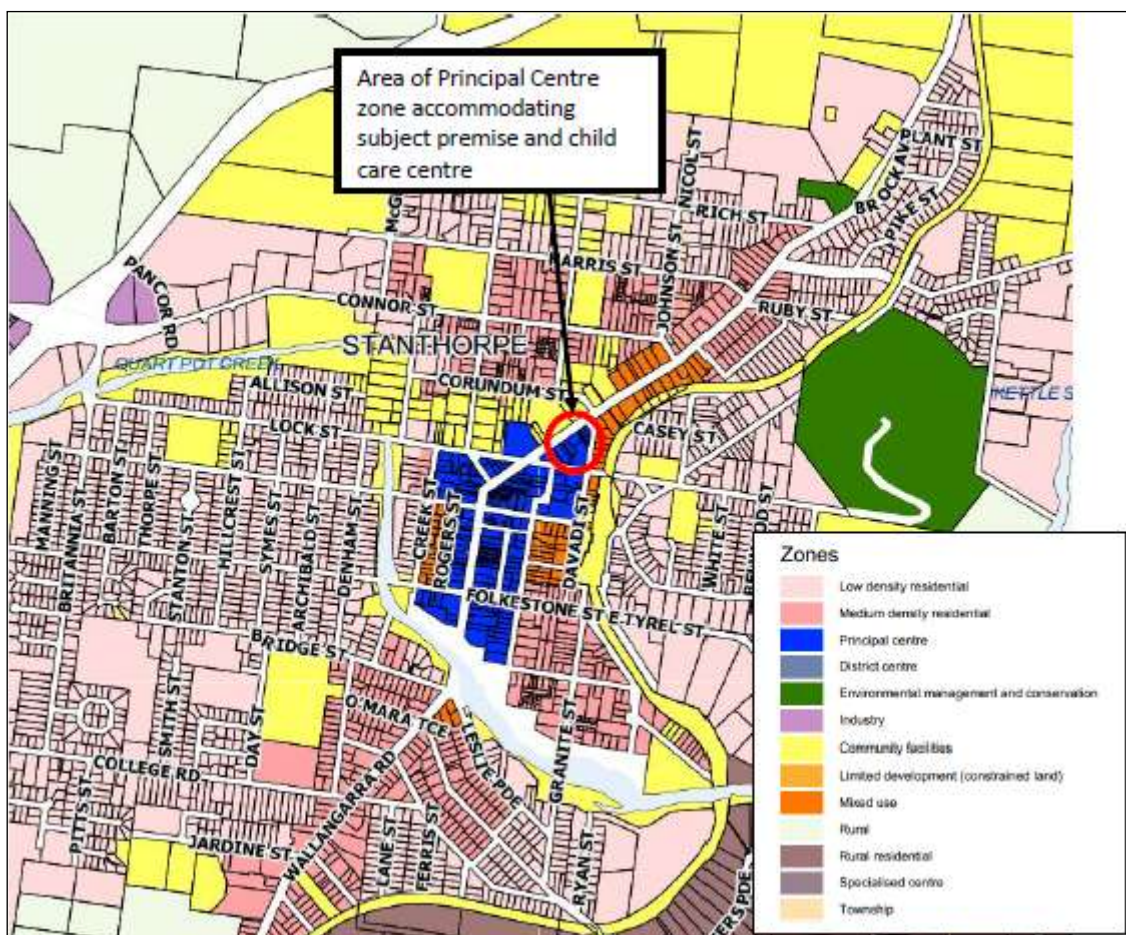
The applicant's consultant has provided the following response:

Amenity of the Child care centre

The child care centre is located over Lot 2 on RP169980 which directly adjoins two of the lots the application is made over, being Lots 1 and 4 on RP114244. It is noted from the proposed site plan drawings, that this rear half of the subject premise will be subdivided off to provide for a separate commercial development in the future. The subdivision has been approved by council on 13 June 2014 (council ref: RC/01468).

Any future development over this newly created lot will be subject to a separate material change of use application to the council with the opportunity at this time to address any amenity impacts.

The child care centre, like the subject premises, is located within the ‘Principal Centre Zone’ of the Southern Downs Regional Planning Scheme (the planning scheme). This is the main centre zone for the town of Stanthorpe and covers a defined area within the centre of the Stanthorpe township, considered best illustrated by the zone map extract in Figure 1 below.



Figure

1: zone map extract (source: Southern Downs Regional Planning Scheme)

The purpose of the principal centre zone code is to “provide for the largest and most diverse mix of uses and activities that forms the core of an urban settlement.”

Uses such as a service station are largely confined to the principal centre zone as:- 1. They benefit from the proximity to other commercial uses; and 2. They require frontage and access to the major road network.

The existing child care centre is located across the road from a number of existing mechanical / workshop uses typically found within light industrial areas. This side of Davadi Street is zoned for ‘mixed use’ purposes and is undergoing significant transition as a result of the recently approved ALDI supermarket which will straddle seven lots along Davadi and Lock Streets.

The existing and future setting of the child care centre is therefore one which is very much influenced by surrounding commercial developments (including a Red Rooster fast-food directly adjoining the centre to the north) and the proximity to the major road network.

Perceived amenity impacts from fuel vapours

Figure 2 below provides a number of distance measurements from the nearest proposed fuel dispenser to various points within the child care centre.

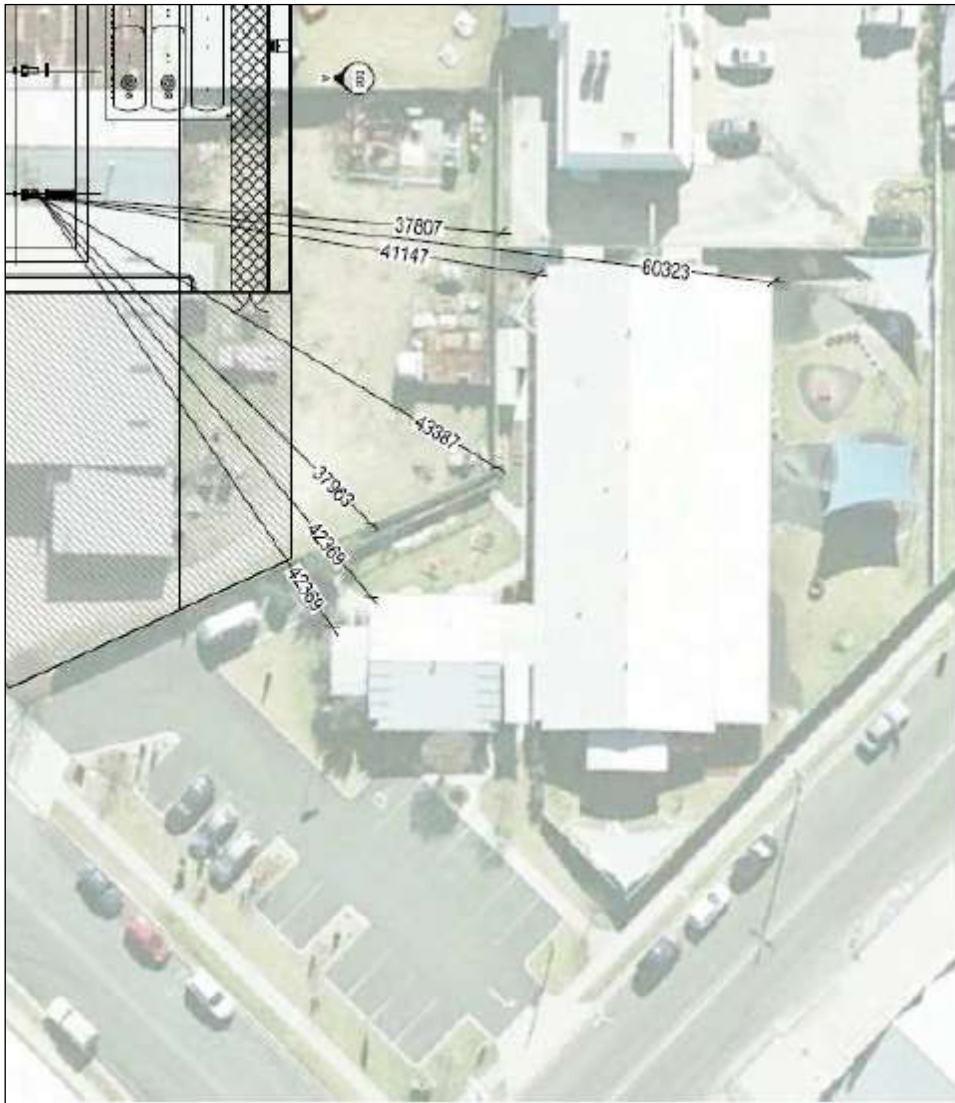


Figure 2: illustration of relevant distance measurements

Key observations from the above figure are as follows:

- The main outdoor play area is on the opposite side of the child care building from the proposed service station – over 60m from the nearest proposed fuel dispenser.
- The child care building is predominantly orientated away from the proposed service station and towards the main outdoor play area fronting Davadi Street.
- There is an additional lot (Lot 1 on RP124079) between the proposed service station and the child care centre and there is an existing timber fence between the boundary of this lot and the child care centre.
- The existing Red Rooster fast-food development, immediately adjoining the child care centre to the north, has its car park and drive-thru area immediately abutting the main outdoor area.

On balance, and when recognising the existing and future context settings in which the child care centre is located within, it is not considered that the proposed service station would result in a materially detrimental impact to the amenity of the child care centre.

With the child care centre's proximity to the major road network, existing fast-food, mechanical workshops and a large-scale approved supermarket, it is an environment significantly influenced by the prevalence of motor vehicles and related exhaust fumes.

These factors, it is presumed, would be a key consideration in determining enrolment at this centre as opposed to competing centres located further north around Corundum and Connor Streets, within quieter, more residential settings.

Amenity impacts were also suggested as a potential issue from the nearby St Joseph's school. However, as this school is located on the opposite side of High Street (the main trafficable route through the township) this is not considered to be an issue from an amenity perspective.

Perceived amenity impacts from noise

Due to the site context, noise pollution is not considered to be a significant issue resulting from the proposed development.

Fuel Storage / Spillage Events

The proposed service station will feature double-walled piping and fibreglass underground fuel tanks for leak minimisation as well as a fully sealed fuel system that isolates the stored products from forecourt in the event of an emergency.

The fuel tanker unloading area and dispensing area is designed that in the unlikely event of an accident, any spill is captured and prevented from entering the receiving environment. All safety and environmental containment measures meet if not exceed the current Australian Standards and State Regulations.

Comment: The applicant has provided details about the distance of the child care centre, in particular the outdoor play area, as part of their response to concerns regarding fuel vapours. Generally the closest part of the child care centre building is setback in excess of 41 metres to the closest fuel bowser.

As the applicant's consultant has stated, the main outdoor play area is on the opposite side of the child care building from the proposed service station – over 60m from the nearest proposed fuel dispenser. The child care centre building and Lot 1 RP124079, which is not subject to this application, will provide a buffer from the proposed development to the outdoor recreation area associated with the child care centre.

The noise from the adjoining Red Rooster site has the potential to be greater than the proposed development, particularly considering the outdoor recreation area associated with the child care centre adjoins the Red Rooster car park.

It should be a condition of any approval that fencing be provided along the eastern boundary of Lot 1, to help minimise any potential for noise.

Council's Manager Environmental Services said that given the separation distance, the orientation of the building, the existing uses within the vicinity and the vacant lot between the proposed development and the service station, there will be no adverse impact on the child care centre, as a result of the proposed development.

In an emergency situation, the area will need to be evacuated regardless of the uses in the vicinity. The child care centre should have appropriate evacuation procedures in place for any emergency that may also affect them directly, i.e. fire. These procedures should be followed in this instance also.

Conditions of any approval should include the mitigation of noise levels, the control of hazardous liquids,

Traffic impacts

- The proposed development will result in significant traffic impacts, particularly during pick up and drop off time at the nearby schools, and with the increase in pedestrians. Major increases to traffic flow or queuing of traffic into the proposed service station site will cause huge waiting delays and disrupt the transport network.
- The proposed service station is incompatible with the major road corridor; it will impede the safe and efficient operation of High Street. Traffic queuing both north and south bound will cause serious problems to our active transport network.

- There are significant concerns regarding the future development of Lot 2, which will include access to and from the service station from Lock Street. This will result in an increase of traffic directly opposing the entry and exit of the child care centre.

The applicant's consultant has provided the following response:

A number of submissions raised concerns around traffic impacts particularly with respect to the safety of persons attending the St Joseph's school and the child care centre, the impact on High Street itself (a state controlled road) and potential access to the service station from Lock Street.

The following is noted with respect to the above points:

- *The application has been supported by a traffic impact assessment report demonstrating that the proposed service station and related access points can operate in a suitable manner without posing a significant risk to the safety of surrounding uses*
- *Due to High Street's designation as a state controlled road, the State government has been a referral agency to this application and has provided its approval of the development subject to conditions*
- *The settings of both the school and child care centre are influenced by the proximity to the main road network and, in the case of the child care centre, the proximity to the approved ALDI supermarket – these influences carry with them high levels of vehicular traffic resulting in the heightened awareness of pedestrian access within the area*

Comment: The proposed development will result in increased traffic accessing the site. High Street is a State-controlled road. The Department of State Development, Infrastructure and Planning (DSDIP) were a Concurrence agency to the application. The DSDIP is responsible for assessing the potential impacts on the transport network. The DSDIP requires conditions to be attached to any approval.

Inconsistent with the Southern Downs Planning Scheme, including heritage concerns

- The proposed development does not comply with the following provisions of the Southern Downs Planning Scheme:
 - 3.3.1 (2), (9), (10), (13) – Settlement pattern – Strategic outcomes
 - 3.3.2.1 (1) – Settlement pattern – Element: Towns and Villages – Specific outcomes
 - 3.3.4 – Settlement pattern – Element: Commercial development
 - 3.3.4.1 (3), (4), (5), (6) – Settlement pattern – Element: Commercial development – Specific outcomes
 - 3.3.4.2 (1), (8) – Settlement pattern – Element: Commercial development – Land use strategies
 - 3.4.4.1 (1) – Natural environment – Element: Environmental impacts – Specific outcomes
 - 3.5.2.1 (1) – Community identity and diversity – Element: Communities – Specific outcomes
 - 3.5.2.2 (1) - Community identity and diversity – Element: Communities – Land use strategies
 - 3.7.1 (1), (3) – Access and mobility – Strategic outcomes
 - 3.7.2.1 (1), (2) - Access and mobility – Element: transport supportive development – Specific outcomes
 - 3.7.2.2 (2) - Access and mobility – Element: transport supportive development – Land use strategies
 - 3.7.3.1 (1) - Access and mobility – Element: Active transport – Specific outcomes
 - 3.7.3.2 (1) - Access and mobility – Element: Active transport – Land use strategies

- 3.9.1 (1) – Economic development – Strategic outcomes
- 3.9.4.1 (1) - Economic development – Element: Business development – Specific outcomes

The submitter indicated that the proposed development doesn't comply with these provisions as the proposed service station is a large scale commercial use, replacing an existing very small scale commercial use (Mechanical workshop/service station). The service station is located in close proximity to a busy child care centre, primary school, high school, Catholic church, United church and Anglican church.

The development is not consistent with the existing town and village feel of Stanthorpe and reflecting the existing character of the area. The existing building is part of Stanthorpe's history.

The opening of an anti-competitive store will force the closure of our most valued independent service stations, resulting in the laying off of employees. The local shop owners live in town and spend their money in town, thus contributing significantly to employment. The proposed Woolworths development will threaten our strong sense of place.

There is currently four services station within the township – the growth rate of Stanthorpe cannot substantiate the need for another.

The construction phase of the proposed development does not suggest the use of any local employment opportunities, or support any other local businesses such as nurseries. Woolworths typically have their own developers who will construct the proposed site using their own trades people.

The proposed is considered inappropriate and inconsistent.

The applicant's consultant has provided the following response:

Heritage Character

A number of submissions draw on principles within the planning scheme's strategic framework which seek to retain the area's heritage and, indeed, those buildings listed as heritage buildings.

This is supported in the following extract of strategic outcome 3.3.4.2(1):

"The heritage character of the areas is retained by continuing commercial use and adaptive reuse of heritage buildings."

Heritage buildings are identified by the planning scheme under the relevant heritage overlay and related 'Local Heritage Register'. This register, largely informed by the 'Southern Downs Cultural Heritage Study' which was prepared to assist the development of the planning scheme, lists over 400 sites within the Southern Downs region as identified places of heritage significance.

The existing building is not located within the register nor is the site subject to the heritage overlay of the planning scheme. Were the building on the register, it would be considered more appropriately referred to as a 'heritage building' as referenced in the above strategic outcome.

Strategic Framework of Planning Scheme

Aside from the heritage issue, a number of submissions draw on other more general principles within the planning scheme's strategic framework. These include principles around the following key themes:

- *Consolidating commercial development within the principal commercial area and achieving a sense of place*
- *Retaining the diversity and history of the township*
- *Protecting health and well-being of communities*
- *Development that meets the needs of communities*

The relevant strategic intent statements have been addressed within the town planning report submitted as part of the application. A summary of some of the key points made in justification for the proposed use over the subject premise is as follows:

Location

- *The proposed service station will be located over land zoned within the principal centre zone and located on a major road*
- *The existing built structures are not identified by council as having heritage value – in retaining the history and diversity of the township, council maintains a local heritage register which has been informed by a heritage study*
- *The proposed service station will be located within close proximity to similar commercial uses seeking major road frontage such as the Red Rooster fast-food to the north*
- *The proposed service station is therefore considered to represent a logical form of development over the subject premise*

Amenity

- *The proposed service station is considered to be adequately separated from the nearby child care centre with the majority of outdoor activities within this centre directed away from the service station*
- *Through the effective on-site management of all related fuel storage and loading / unloading in accordance with relevant Australian standards, a modern day service station can typically locate within built-up commercial settings including within shopping centre developments which comprise a mix of uses*

Comment: A detailed assessment of the proposed development against the Southern Downs Planning Scheme is provided later in this report.

Negative economic impact, Undesirable use and Need

- A complaint has been filed with the ACCC against the development application, due to the businesses misuse of market power, and when such power is used to set prices at sufficiently low levels, with the purpose of eliminating or substantially damaging a competitor. It is Woolworths aim to increase the market share, beyond that which McCosker Motors previously held, thus taking it from other business operations.
- The introduction of a high profile service station and the discounts that they provide through their shopper dockets would have a massive impact on the amount of customers the existing stores will serve. This will also impact on where people do their grocery shopping, in order to get the discount.
- During the development of the Stanthorpe's 2020 plan: Your say, Our future, the residents identified a range of community assets that they valued, some of which are:
 - A strong sense of belonging
 - Doing business with the owners
 - Locally owned businesses

The proposed service station does not meet any of the listed community assets that people value. It has the ability to close down some of the local family owned and run service stations. Woolworths do not invest in a community.

- It is understood that the town needs to grow, but it should not be at the expense of local businesses who support our town and community groups. We would like to see Council encourage new businesses which aren't already on offer in our town rather than more of the same.
- A verse from a song by Alan Jackson, titled "Little Man" summarises the potential loss of the small businesses in Stanthorpe:

*He pumped your gas and he cleaned your glass
And one cold rainy night he fixed your flat
The new stores came where you do it yourself
You buy a lotto ticket and food off the shelf
Forget the little man
Forget about that little man*

The applicant's consultant has provided the following response:

A number of submissions raise the potential impact on the viability of existing service station operators and suggest that growth estimates for Stanthorpe are either unrealistic or lagging behind other areas within Queensland.

Stanthorpe has a relatively centralised centres zone. Within this zone, there are numerous supermarkets including the existing Woolworths supermarket located near to the subject premise on the south-west corner of the High Street / Lock Street round-a-bout within the 'Stanthorpe Plaza'.

The approval of an additional large-scale supermarket being the ALDI located close to the subject premise, suggests to the wider commercial and retail market that the township can sustain further retail / supermarket development.

With the addition of more 'anchor tenants', typically in the form of supermarket chains, comes the demand for additional supporting uses including service stations and small retail and food related tenancies.

The applicant has an established supermarket within the Stanthorpe township and seeks to support this with a service station use located within close proximity. The proposed use will be located within the principal centre zone and located along the main road network.

It is our understanding there have not been any formal submissions prepared by the owner / operators of any of the existing / surrounding service stations objecting to the proposed development and / or providing economic data and analysis supporting the case against further service station development.

To this end, we submit to the council that the proposed use represents a logical form of development within the principal centre zone, is suitably located along a main road network and replaces an existing mechanical work-shop with vehicle refuelling capabilities.

The applicant's consultant has provided the following response:

- *Stanthorpe is a growing township as evidenced by the recent approval of a new supermarket entrant into the area*
- *The proposed service station will enhance the convenience of existing patrons of the Woolworths supermarket*
- *The submissions do not provide any formal justification as to the potential for the proposed service station to displace other existing similar uses within the township*
- *The proposed development involves the replacement of an existing commercial facility with refuelling capability with a modern service station*

Comment: In accordance with the Sustainable Planning Act 2009, the potential economic impact of a proposed development is not a planning consideration, and therefore Council could not rely on this ground as reason to refuse the application.

Assessment against the Planning Scheme

This application required assessment against the Principal centre zone code, the Industry uses code, the Carparking and loading code, the Landscaping code, the Outdoor lighting code, and the Physical infrastructure code.

Principal centre zone code

The purpose of the Principal centre zone is to provide for the largest and most diverse mix of uses and activities that forms the core of an urban settlement.

The purpose can be achieved through the following outcomes:

- (a) A broad range of retail, commercial, administrative, community, cultural and entertainment activities are provided. Industry uses are limited to those small scale service industries that serve the day to day needs of businesses and employees in the centre and have a similar built structure to shops and offices in the centre.
- (c) Development in a Principal centre ensures a well-designed and functioning urban structure by:
 - (i) Building on the existing strengths of the centre;
 - (ii) Complementing existing land uses and activity;
 - (iii) Sustaining and developing existing local businesses; and
 - (iv) Responding to local economic need and demand.
- (d) Development provides a high level of amenity and is reflective of the surrounding character of the area.

The proposed development will support the function of the Principal centre, as it will provide a service to the people employed and utilising the centre.

The surrounding area includes a large variety of uses, including supermarkets, educational establishments, place of worship, general retail, service industries, hotel, child care centre, and a fast food outlet.

The subject site was previously occupied by McCosker Motors, which operated a variety of uses

The applicant has detailed that whilst a service station is assimilated with an industry use, it is an industry which services the day to day needs of the community and has a similar built form and scale to shops and offices.

The proposed use is not dissimilar to the business which previously occupied the site and the proposed development will provide an improved streetscape for the area. Whilst the land is included within the Principal centre zone, it is the beginning of the lead into the CBD. The surrounding area is a mix of uses, none of which are high end retail.

The proposed use is not dissimilar to a business activity and would not be considered out of place in this area of the Principal centre zone.

The purpose of the Code requires development to sustain and develop existing businesses. There are number of submissions regarding the impact of the proposed development on the existing local businesses. Economic benefit or loss is not a planning consideration, and therefore competition cannot be relied upon as a reason for refusal.

The proposed development complies with the Code with regards to Refuse management and storage, Views and Rail.

In relation to Siting, layout, building form and design, the Code stipulates the following Acceptable outcome:

AO6 Buildings fronting

- Palmerin Street between Albert and Percy Streets Warwick; and
- Fitzroy Street between Albion and Guy Streets Warwick; and
- Grafton Street between Albion and Guy Streets Warwick; and
- King Street between Palmerin and Albion Streets Warwick; and
- High Street Stanthorpe; and
- Maryland Street Stanthorpe;

are built to the street alignment. In other locations buildings are built to the street alignment or otherwise setback to the same distance as neighbouring buildings.

The associated Performance outcomes state as follows:

PO3 Building facades incorporate elements including windows and doors that have a human scale.

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.

The applicant has provided the following justification with regards to these Performance outcomes:

- The proposed development will comprise the replacement of an existing commercial use, considered to be of a consistent scale and intensity to the adjoining and surrounding area of the Stanthorpe commercial and retail centre. The proposal will consolidate and improve upon the current centre role of Stanthorpe by providing a service station of high quality architectural design, with improved streetscape treatments as well as improved access to High Street
- The proposal will effectively integrate with adjoining commercial premises by maintaining a consistent height, setback and site cover as well as maintaining the pedestrian footpath (as well as reinstating the disconnected portion along the front of the site)
- The proposed development incorporates a paypoint building that will be designed and oriented to face the refueling forecourt area, providing for increased passive surveillance and efficiency of vehicular access and site queuing
- The proposed development will not front High Street, however, the north-west wall of the paypoint building will incorporate a decorative screening treatment including coloured / patterned panels as well as a tri-coloured wall which will articulate the building surfaces, reduce building bulk and positively contribute to the streetscape. This is considered to be consistent with the preliminary advice provided by council and will be supported with high quality landscaping
- The proposed development includes a paypoint building which has been orientated to face the refueling forecourt area, which is the direction the majority of patrons will come from (i.e. the forecourt area). This design feature also provides for passive surveillance over the site, increasing vehicle / pedestrian safety as well as site maneuverability and allows the paypoint building to face away from the adjoining commercial use

There are no windows proposed in the High Street elevation of the paypoint building, however the remainder of the site is open to the street.

Both the paypoint building and the fuel canopy have a flat roofline. From the High Street frontage, the canopy occupies less than 50% of the frontage, and the paypoint building is only 7.5 metres wide. Therefore neither building is visually dominating and will not detract from the streetscape.

There are no parapets proposed as part of the development, however given the nature and location of the development, it is unreasonable to require a redesign of the paypoint building to include parapets. The buildings adjoining the subject land do not include parapets.

The buildings adjoining the subject land have a varied setback, therefore it is difficult for the proposed development to continue the building edge.

With regards to Public spaces and pedestrian areas, the Code requires an awning over the footpath and a fully constructed footpath. The Acceptable outcome states as follows:

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.
- (d) Paving materials are durable, low maintenance, avoid glare and reflection and are non-slip.

The applicant doesn't propose an awning over High Street, due to the nature of the proposed use.

The associated Performance outcome states as follows:

PO11 Pedestrian paths are comfortable and safe to use, adequately sheltered and provided to give convenient and safe access to car parking areas and any development located at the rear of the site.

There are no awnings provided from other buildings or fully constructed footpaths within High Street. Therefore, the inclusion for the subject land would be inconsistent with the streetscape.

It should be a condition of the approval that the footpath is fully constructed.

In relation to Parking, servicing and access, the Code requires parking and service areas to be located at the rear of the site or below ground level. The layout of the development is such that the forecourt is located along the High Street frontage and eastern boundary. The associated Performance outcome states as follows:

PO12 Car parking areas, service areas and access driveways are located where they will not unduly intrude upon pedestrian use of footpaths and will not dominate the streetscape.

The footpath will be clearly delineated from the service station forecourt by landscaping along the High Street frontage, and a separate pedestrian pathway from High Street to the paypoint. It is considered that the proposed development will not impede the use of the pedestrian footpath. As the built structures are setback, they will not dominate the street frontage.

The Code requires a 3.0 metre wide landscaped setback along road frontages where the use involving car parks, or other open areas. The applicant proposes a 1.5 metre strip for the majority of the frontage, with one section increasing to approximately 3.0 metres. The associated Performance outcome states as follows:

PO15 Landscaping enhances the quality of buildings and significant pedestrian paths and on ground car parking areas without unduly restricting the opportunities for casual surveillance.

The applicant has indicated that the justification for the reduction in the landscaping is as follows:

- The proposed development will be landscaped in a manner which makes a positive contribution to the streetscape and enhances the appearance of the facility, enhances buffer areas around property boundaries, compliments the relative size and nature of the development, screens the view of service, carparking and loading areas and that which enhances the appearance of screens and acoustic fences.
- The entire boundary of the subject site will be landscaped (other than for access), comprising a total of 11% of the overall site area (181.6 square metres). This will include landscaping to screen the 1.8 metre high colorbond fence to the north and south adjoining uses as well as landscaping to screen the refuse and storage area, mechanical plant equipment and LPG storage area.
- Most notably, the proposed landscaping treatment will incorporate high quality species which will be sympathetic to and consistent with existing council landscaping treatments within the surrounding Stanthorpe area. Further, landscaping treatment to the site frontage will include a combination of tree / shrub planting, ground cover planting as well as mulched areas which will comprise a mixture of over 70 planting species including 'Tanika', 'Blush' and Dianella Caerulea. As such, the proposal is considered to be a significant improvement to the existing

use of the site, enhancing the streetscape and the overall character and amenity of the Stanthorpe town centre.

- The proposed development will contribute to the safety and security of public and private areas by avoiding any erosion to views promoting casual surveillance over the refueling forecourt area, the street and other public areas. Further, proposed landscaping will protect the 1.8 metre high colorbond fence bordering the northern and southern adjoining lots from graffiti through the incorporation of appropriately sized planting as well as providing for appropriate separation and definition of vehicle circulation and parking areas.
- A proposed 3,000 Litre rainwater tank will be incorporated as part of the proposed development, providing irrigation to landscaped areas.
- The proposed development will comprise landscaping treatments inclusive of drained and irrigated areas of pavement, turf and mulched gardens. Alongside the plant selection (minimal watering requirements, long life expectancy), this will allow the proposed landscaping works to be easily and efficiently maintained.
- The risk of crime will be minimised via the use of low-lying species, buffering of the proposed 1.8 metre colorbond fence as well as avoiding the creation of private, contained spaces within the site.
- The proposed landscaping will be further supported by a decorative screening treatment to the north west face of the paypoint building, softening the visual impact of the building and increasing the visual character of the streetscape.

Whilst the width of the landscaping along the High Street frontage is reduced, there is additional landscaping provided along all other property boundaries. The applicant proposes high quality landscaping, which they have proven on other developments within the region. The location of the landscaping is such that it provides adequate separation between the pedestrian footpath and the vehicle refuelling area. The existing use of the site included no landscaping, therefore it is considered the proposed landscaping is sufficient to enhance the streetscape.

With regards to Uses, the Code requires industry uses to be defined as a Service industry, for example bicycle repairs, clock and watch repairs, laundromat. Under the definitions of the Planning Scheme, the use more aligns with a low impact industry use. The associated Performance outcome states as follows:

PO19 Industry uses are small scale low impact industries that serve the day to day needs of businesses and employees in the centre and have a similar built structure to shops and offices in the centre.

A service station is small in scale and will generally only service cars and light trucks. It will serve the travelling public and employees of the CBD on a daily basis. Whilst the built structure is dissimilar to the buildings within the CBD, it is not out of character in the proposed location. The surrounding uses and built form are varied, therefore meaning that the subject development is not out of character. The nature of the use requires a canopy over the fuel points, however the layout is such that it is not visually dominating.

Industry uses code

The proposed development complies with the Code with regards to Location, Access, Built form and streetscape, Amenity, Environment and Infrastructure.

Landscaping has been previously addressed in this report.

Carparking and loading code

The Code requires one space per 25 square metres of gross floor area and any outdoor use area. This equates to 14 spaces, however the applicant proposes four spaces.

The associated Performance outcome states as follows:

PO1 Sufficient carparking is provided to accommodate the number and type of vehicles likely to be generated by the development having regard to the following:

- (a) The nature and operation of the use;
- (b) The likely number of users including residents and employees;
- (c) The hours of operation and the peak parking demand periods;
- (d) The availability of alternative parking in the vicinity including on street car parking;
- (e) In the case of residential development, the proximity to the Principal centre zone and the facilities contained within that zone or the availability of public transport;
- (f) The feasibility of physically providing parking on site including access restrictions and size of the site; and
- (g) The provisions of Planning Scheme Policy–Off Street Carparking.

The applicant has provided the following justification with regards to a reduction in the carparking spaces:

- Four car parking spaces (designed to the relevant Australian Standard and council requirement) are proposed as part of the proposed development in accordance with council standards.
- The proposal will afford effective monitoring and access to carparking areas including sufficient lighting.
- The proposal will comprise gaining approval (where required) from the Department of Transport and Main Roads for any works within the boundaries of High Street as well as access to and from. Further, the proposal will be designed to cater for sufficient on-site queuing, on-site carparking and as per the Traffic Impact Assessment Report in Appendix C, the proposal will not cause any adverse impacts to High Street.

Given the nature of the use, it is unreasonable to require 14 on-site carparking spaces. The four parking spaces proposed are considered sufficient.

Landscaping code

The provision of landscaping has been assessed previously in this report.

It should be a condition of any approval that a landscaping plan be submitted and approved by Council prior to the issue of a building approval.

Outdoor lighting code

The proposed development can be conditioned to comply with the Code.

Physical infrastructure code

The proposed development can be connected to Council's reticulated water supply and sewerage system.

Adopted Infrastructure Charges

As the proposed development does not exceed the assumed 40 percent gross floor area and 90 percent impervious area, therefore no charge is applicable.

Conclusion

The proposed development involves the removal of the existing buildings, and the construction of a Woolworths Petrol station.

The land consists of four lots, which was previously occupied by McCosker Motors, which included the Stihl dealership, mechanical workshop, a 24 hour car wash and service station.

The proposed use is not dissimilar to the business which previously occupied the site and the proposed development will provide an improved streetscape for the area. Whilst the land is included within the Principal centre zone, it is the lead into the CBD. The surrounding area is a mix of uses, none of which are high end retail.

The purpose of the Code requires development to sustain and develop existing businesses. There are number of submissions regarding the impact of the proposed development on the existing local

businesses. Economic benefit or loss is not a planning consideration, and therefore competition cannot be relied upon as a reason for refusal.

Both the paypoint building and the fuel canopy have a flat roofline, however from the High Street frontage, the canopy occupies less than 50% of the frontage, and the paypoint building is only 7.5 metres wide. Therefore neither building is visually dominating and will not detract from the streetscape.

The proposed service station is small in scale and will generally only service cars and light trucks. It will serve the travelling public who deliberately pass through the town and not use the by-pass, and employees of the CBD on a daily basis. Whilst the built structure is dissimilar to the buildings within the CBD, it is not out of character in the proposed location. The surrounding uses and built form are varied, therefore meaning that the subject development is not out of character. The nature of the use requires a canopy over the fuel points, however the layout is such that it is not visually dominating.

The proposal can be considered acceptable, and is recommended for approval subject to conditions.

Recommendation

THAT the application for Material Change of Use for the purpose of a Service station on land at 127 & 129 High Street, Stanthorpe, described as Lots 1 & 4 RP114244, Lot 2 RP4872 and Lot 1 RP49806, Parish of Stanthorpe, County of Bentinck, 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. 13213 D03, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
 - Plan No. 13213 D04, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
 - Plan No. 13213 D05, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
 - Plan No. 13213 D06, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
 - Plan No. 13213 D07, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
 - Plan No. 13213 D08, Issue A, dated 18 March 2014, prepared by Tfa Project Group.

Reconfiguration of a Lot

2. The existing allotments are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.

ALTERNATIVELY, the following development (i.e. the realignment of boundaries (4 lots into 2 lots) and Access easement) is to be completed prior to the issuing of any Development Permits for Building Works or Operational Works associated with the subject development:

Realignment of boundaries (4 lots into 2 lots) and Access easement as approved by the Decision Notice dated 13 June 2014, at 127 & 129 High Street, Stanthorpe, described as Lots 1 & 4 RP114244, Lot 2 RP4872 and lot 1 RP49806, Parish of Stanthorpe, County of Bentinck (File Reference: RC\01468).

Easements and Covenants

3. An easement for access purposes is to be provided over Lot 1 in favour of Lot 2. A copy of the easement documentation is to be submitted to Council for approval prior to the signing of the Plan of Subdivision.

Building and Site Design

4. The design, colours and materials of the building and pavement are to be in accordance with the commercial character of the area. The building is 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 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

7. The volume of petroleum products stored on site at any one time must not exceed 165,000 Litres, approximately.
8. Waste water from the site must not create environmental harm and must conform to the *Environmental Protection (Water) Policy*.

9. The activity must be conducted in a manner that ensures environmental harm is not caused from the release of contaminants into water or a watercourse.
10. Any minor liquid spills must be contained with an absorbent material, cleaned up as soon as practical and disposed of in an appropriate manner that ensures environmental harm does not occur. A sufficient supply of absorbent material to contain spills must be stored on site at all times.
11. The area in which vehicles are located during refuelling and in which the filling of the tanks occurs, must be graded so that any spilled fuel will flow away from buildings and will not flow off the site. All water from this area is to be captured and directed via an approved coalescent plate separator to sewer.
12. Air emissions must not create environmental harm and must not exceed relevant limits specified in the *Environmental Protection (Air) Policy*.
13. The use must be carried out in a manner that ensures air pollutants such as aerosols, dust, odour, smoke or fumes do not cause environmental harm.
14. At least two rubbish bins are to be provided on site, one near the air and water point, and one near the public entrance to the paypoint building.
15. Advertising Devices relating to the Service station may **only** be erected on the subject land, i.e. Lot 1. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the commercial 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.
16. 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.
17. Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and Combustible Liquids*.
18. 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

19. A screen fence 1.8 metres high shall be erected along the side boundaries to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the road boundary.
20. **Details of the proposed fencing are to be submitted to and approved by the Director Planning and Environment prior to the issue of a Development Permit for Building Work.** Fencing is to be provided and maintained in accordance with the approved details.
21. A Claret ash or Pistacia tree is to be planted within the footpath of High Street along the frontage of the land. The tree is to be planted using tree root barriers to prevent damage to infrastructure. The tree is to be of a minimum height of 1.5 metres at the time of planting.
22. Landscaped areas are to be provided on the site in accordance with Plan No. 13213 D08, Issue A, dated 18 March 2014, prepared by Tfa Project Group.
23. **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.** 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

24. Concrete industrial crossings are to be constructed at the High Street entrances to the site in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
25. Car parking shall be provided on site in accordance Plan No. 13213 D03, Issue A, dated 18 March 2014, prepared by Tfa Project Group. All car parking, driveway and loading areas shall be constructed, sealed, line marked, drained, laid out and regularly maintained.
26. All loading and unloading of goods related to the development must be carried out within the confines of the allotment's boundary. Under no circumstances will the loading or unloading of goods on the public roadway system or footpath be permitted.

Roadworks and Stormwater Drainage

27. 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.
28. The redundant vehicle crossings in High Street are to be reinstated back to kerbing and channelling to match the adjoining, and the footpath reinstated.
29. 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).

Water Supply and Sewerage

30. The proposed development is to be connected to Council's reticulated water supply system and sewerage system in accordance with the *Queensland Plumbing and Wastewater Code*.

Pedestrian Works

31. A concrete pedestrian footpath is to be constructed along the High Street frontage of the site, for the full width of the site, from the kerb and channel to the property boundary.
32. A pedestrian footpath is to be provided, linking the pedestrian pathway required by Condition 26, Schedule 1, and the concrete pathway at the location of the air and water point, as shown on Plan No. 13213 D03, Issue A, dated 18 March 2014, prepared by Tfa Project Group.

Operational Works

33. 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) The site is to be operated in accordance with the *Work Health and Safety Act 2011*.

- (iv) The removal of the existing tanks is to be completed in accordance with AS 4976-2008: *The removal and disposal of underground petroleum storage tanks*.
- (v) If food is to be served, an application for licence under the *Food Act 2006* are to be submitted to Council prior to the commencement of this part of the use.
- (vi) **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.
- (vii) **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.**
- (viii) The disposal of waste classified as Trade Waste under the *Plumbing and Drainage Act 2002* is to be in accordance with Council's Trade Waste Policy.
- (ix) A licence to store flammable and combustible liquids is to be obtained from Council in accordance with the *Dangerous Goods Safety Management Act 2001*, prior to the commencement of the use.
- (x) 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 sealed area plan showing the location and dimension of all parking areas, 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

- (xi) 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 State Development, Infrastructure and Planning conditions as a Concurrence agency

Our reference: SDA-0514-010346

Your reference: 13213

Attachment 1—Conditions to be imposed

No	Conditions of Development	Condition Timing
1.	<p>Development must be carried out generally in accordance with the following plan except as modified by these concurrence agency conditions:</p> <p>a) Proposed Site Layout prepared by TFA Project Group and dated Mar 2014 (Drawing No.13213 D03, Issue No A)</p> <p>b) Proposed site signage prepared by TGFA Project Group and dated Mar 2014 (Drawing No 13213 D09, Issue A) subject to alteration to the egress signage to incorporate "No Right Turn", "Left Turn Only" and/or "All Traffic (to left)" signage to ensure vehicles exiting the development site do not turn right.</p>	Prior to the commencement of use and to be maintained at all times.
2.	Vehicles must enter and exit the subject site at the permitted road access location in a forward direction.	At all times.
3.	The permitted road access location for the development site and High Street, generally in accordance with submitted plan titled 'Proposed Site Layout' prepared by TFA Project Group and dated Mar 2014 (Drawing No 13213 D03, Issue No A).	Prior to the commencement of use and to be maintained at all times.
4.	Direct access is not permitted between the development site and High Street at any location other than the permitted road access location.	At all times
5.	The southernmost vehicular access at the permitted road access location is only to be used as an egress only access. "No Right Turn" and/or "No Entry" signage indicating this restriction shall be provided to ensure vehicles do not turn attempt to enter the site through this access.	At all times.
6.	(a) The applicant must provide vehicular accesses at the permitted road access locations shown on the submitted plan titled Site Layout prepared by TFA Project Group and dated Mar 2014 (Drawing No	(a) Prior to the commencement of use.

	<p>13213 D03, Issue No A). the vehicular access must be designed and constructed:</p> <ul style="list-style-type: none"> # In accordance with the Department of Transport and Main Roads' (DTMR) Road Planning and Design Manual (latest edition) and any manuals/standards referenced therein. # So that the vehicular accesses are to be used as separate ingress only and egress any accesses as indicated on the plan detailed above. # To include appropriate signage to limit vehicular movements to those movements detailed on the submitted plans. Additionally, the signage for the egress only access will be modified to include effective symbols/working requiring all vehicles to turn left when existing the site. # To include the removal of existing on-street car parking between the proposed new permitted road accesses to ensure adequate visibility for a vehicle exiting the development site and to install "No Stopping" signs between the accesses; and # So that the footpath area between the road edge and the property boundary between the permitted road access locations is reconstructed to match adjacent construction to clearly define entry and exit locations. <p>(b) Entry only access is allowed with a right turn entry despite the submitted traffic impact assessment's assumption that both accesses would have no right turn functionality. If safety concerns are received by DTMR concerning the right turn entry from High Street, the applicant will be required to limit this movement through the modification and addition of signage installed in accordance with the Manual of Uniform Traffic Control Devices.</p>	<p>(b) Upon request by the Department of Transport and Main Roads (DTMR).</p>
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Our reference: SDA-0514-010346

Your reference:

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

Transport and Infrastructure Act 1994.	
	DTMR's 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.
	DTMR's assessment was undertaken on the basis to minimise impacts on the safety and efficiency of the state-controlled road network. Areas include:
#	Vehicular movement;
#	Vehicular access at the permitted road access location; and
#	Restrictions and/or conditions on the use of vehicular access.
	To ensure the safety and efficiency of the state controlled road network, access points and/or are to be minimised where alternative access is available.

Findings on material questions of fact

- # The development site has frontage to High Street (a state-controlled road);
- # The proposal seeks to modify access arrangements; and
- # The accesses are proposed to be used separately as an ingress and egress.

Evidence or other material on which the findings were based

Assessment has been undertaken against the State Development Assessment Provisions (SDAP) and also includes:

- # Transport Infrastructure Act (TIA) 1994; and
- # Sustainable Planning Act 2009.

Our reference: SDA-0514-010346

Your reference: 13213

Attachment 3—Further advice

General Advice	
1.	<p>In accordance with Section 33 of the TIA, you must have written approval to carry out road works, including road access works on a state-controlled road. These development conditions do not constitute such approval. You must contact the DTMR to make an application for approval under Section 33 of the TIA to carry out road works.</p> <p>In accordance with Section 50(2) and Schedule 6 of the TIA and Part 5 and Schedule 1 of the <i>Transport Infrastructure (State-Controlled Roads) Regulation 2006</i>, you must have written approval to carry out ancillary works and encroachments on the state controlled road. These development conditions do not constitute such an approval. You will need to contact the DTMR to make an application for a Road Corridor Permit under Section 50(2) of the TIA to carry out ancillary works and encroachments. Ancillary works and encroachments include but are not limited to advertising signs or other advertising devices, paths or bikeways, buildings/shelters, vegetation clearing, landscaping and planting.</p> <p>DTMRs' technical standards and publications can be accessed at http://www.tmr.qld.gov.au/Business-industry/Technical-standards-publications.aspx</p>

Attachments

1. Submissions received to application for Service station at 127 & 129 High Street, Stanthorpe (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

12.1 Notice of Motion - Funding to Community Policy

Document Information

	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 30 July 2014
	Chief Executive Officer	File Ref:

Notice of Motion – To Be Moved by Cr Mackenzie

THAT Council amend Section 5.5 of Council's Funding to Community Policy is deleted and replace with the following:-

Funding Decisions

Recommendations for funding programs, selection criteria and decisions on applications under this policy shall be approved by Council dependant upon availability of funds. Decisions are final and cannot be appealed.

Comments from the Chief Executive Officer

The proposed amendment would impact all of the programs, processes and other parts of the policy, as the programs are based on the premise that a funding pool is determined at the outset, i.e. before applications are called for a program, Council decides on the amount of money, subject to budget considerations, that is available for a community funding program and this becomes the total funding pool available for community to apply for.

Assessment criteria for applications for funding under each program is determined before the program is released for application, and then applicants address the assessment criteria in their application. The assessment is to be carried out by a panel of Council officers in accordance with a set process. As part of the assessment process, applications are scored and ranked and recommendations are made based on the rankings and the total funding pool available for that program. The funding recommendations are to be submitted to Council for final decision. Council, as the decision-maker, has the ability to accept or reject or change the funding recommendations, which is already provided for under section 5.5 – Funding decisions, Council's decision is final and cannot be appealed.

Three new programs, Community Grants program, Community Support Program and the Fast-Response Small Grants program are scheduled to be released on 8 August 2014.

Attachments

1. Letter from Cr Mackenzie regarding Funding to Community Policy [View](#)



J R Mackenzie MP

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The Chief Executive Officer and Councillors
Southern Downs Regional Council
P. O. Box 26
WARWICK QLD 4370

26 June 2014

By email

Dear Sir/Madam

RE: 'FUNDING TO COMMUNITY' POLICY

At its General Meeting on 18 December 2013, Council resolved in Item # 8.7 to adopt the 'Funding to Community' policy.

Pursuant to Section 262 of the Local Government Regulations 2012, this letter is to give notice to Councillors of my intention to propose amendment to the abovementioned resolution.

The recommendation in the officer's report on this matter was moved on the understanding that:-

- Council would make decisions about the allocation of 'funds to community' programs when adopting the annual budget;
- the Community Funding Working Group would suggest funding programs, choose selection criteria and assess funding applications which would be considered by Council for assessment; and
- the process would be similar to that used for approving projects under the Regional Arts Development Fund (RADF) and for the committee undertaking park rationalization.

Section 5.5 of the adopted 'Funding to Community' Policy does not clearly state that Council will endorse the recommendations of the Community Funding Working Group.

It is therefore recommended that Paragraph in Section 5.5 of the adopted 'Funding to Community' Policy is deleted and replaced with the following:

'Funding Decisions

Recommendations for funding programs, selection criteria and decisions on applications under this policy shall be approved by Council dependent upon availability of funds. Decisions are final and cannot be appealed.'

I look forward to further discussion by Council on this matter.

Should you require further information, please do not hesitate to contact me.

Yours faithfully

JAMIE R. MACKENZIE
Councillor - Southern Downs Regional Council
SDRC\communityfundingpolicy\rev0621

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 Review of Core Services

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 Council Debt Control

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 - Allora Pool, Stanthorpe Pool and Warwick Indoor Recreational and Aquatic (WIRAC) Tender

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

14.4 BCS - Application for Capital Assistance Loan

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.

14.5 BCS - Capital Works Budget 2014/2015 Amendment - Carry Overs

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.

14.6 BCS - Art Galleries

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.

14.7 BCS - Rating Consultation Group

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(h) of the *Local Government Regulation 2012*, as it contains information relating to and 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.

14.8 Environmental Nuisance Complaints from the Operation of Transport Depot in Killarney

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(f) of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving Southern Downs Regional Council.