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MINUTES OF THE GENERAL COUNCIL MEETING OF
SOUTHERN DOWNS REGIONAL COUNCIL HELD ON 26 NOVEMBER 2014
IN THE COUNCIL CHAMBERS, SOUTHERN DOWNS REGIONAL COUNCIL,
61 MARSH STREET, STANTHORPE AT 9.00AM

1. ATTENDANCE

Present: Crs Blundell (Chair), Bartley, Gow, Ingram, Mackenzie, McNally, Meiklejohn, Pennisi and Rees.

Officers: David Tuxford (Acting Chief Executive Officer), Peter See (Director Engineering Services), Ken Harris (Director Planning & Environment), Cassie Martinez (Acting Director Business & Community Services), Marion Seymour (Minute Secretary)

2. APOLOGIES

Nil.

3. CONDOLENCES

Resolution

THAT Council recognise those recently departed from the region.

Carried

4. READING AND CONFIRMATION OF MINUTES

4.1 General Council Meeting - 22 October 2014

Resolution

Moved Cr N Meiklejohn Seconded Cr J McNally

THAT the minutes of the General Council Meeting held on Wednesday 22 October 2014 be adopted.

Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For: Crs P Blundell, D Ingram, J McNally, N Meiklejohn and G Rees (5)
Against: Crs R Bartley, C Gow, J Mackenzie and V Pennisi (4)

Accordingly the Mayor declared the motion carried.
4.2 Special Council Meeting - 7 November 2014
Resolution
Moved Cr D Ingram  Seconded Cr G Rees
THAT the minutes of the Special Council Meeting held on Friday 7 November 2014 be adopted.  

4.3 Special Council Meeting - 14 November 2014
Resolution
Moved Cr N Meiklejohn  Seconded Cr J McNally
THAT the minutes of the Special Council Meeting held on Friday 14 November 2014 be adopted.  

5. DECLARATIONS OF CONFLICTS OF INTEREST

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<td>9.2</td>
<td>Engagement of Consultant to Review Gravel Procedures</td>
<td>Cr Gow declared a real conflict of interest in this matter (as defined in section 173 of the Local Government Act 2009) due to his brother’s ownership of a gravel pit and dealt with the real conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.</td>
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<td>10.4</td>
<td>GrainX Facility Operations</td>
<td>Cr Rees declared a pecuniary interest in this matter (as defined in section 173 of the Local Government Act 2009) as he is an affected neighbour and dealt with the real conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.</td>
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<td>10.5</td>
<td>Material Change of Use – Gap Creek Farm Pty Ltd, 9674 Cunningham Highway, Tregony</td>
<td>Cr McNally declared a perceived conflict of interest in this matter (as defined in section 173 of the Local Government Act 2009) due to her husband’s role with the Warwick Dirt Bike Club and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.</td>
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<tr>
<td>10.5</td>
<td>Material Change of Use – Gap Creek Farm Pty Ltd, 9674 Cunningham Highway, Tregony</td>
<td>Cr Mackenzie declared that a perceived conflict of interest in this matter (as defined in section 173 of the Local Government Act 2009), may exist due to professional advice that he provided to a neighbouring property for a similar use. Cr Mackenzie dealt with the perceived conflict of interest by stating that it was his determination that his personal interest is not of sufficient significance that it would lead to him making a decision on this matter that is contrary to the public interest. Cr Mackenzie participated in the discussion and voting on this matter.</td>
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14.5 **BCS – Home Haemodialysis**

Cr Pennisi declared a perceived conflict of interest in this matter (as defined in section 173 of the *Local Government Act 2009*) as he is related to someone on dialysis and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

14.6 **BCS - Rating Consultation Group**

Cr Gow declared a perceived conflict of interest in this matter (as defined in section 173 of the *Local Government Act 2009*) as his father-in-law is on the Rating Consultation Committee and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

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6. **READING AND CONSIDERATION OF CORRESPONDENCE**

6.1 **Correspondence**

Resolution

Moved Cr J Mackenzie Seconded Cr D Ingram

THAT the report of the Chief Executive Officer in relation to Correspondence be received and that letters of congratulations be sent to members of the Rural Challenge Team.

*Carried*

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7. **RECEPTION AND READING OF PETITIONS AND JOINT LETTERS**

Nil

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8. **BUSINESS & COMMUNITY SERVICES DEPARTMENT REPORTS**

8.1 **Executive - SDRC Annual Report 1 July 2013 to 30 June 2014**

Resolution

Moved Cr R Bartley Seconded Cr V Pennisi

THAT Council defer further consideration of the Annual Report for Southern Downs Regional Council for the period 1 July 2013 to 30 June 2014 to the Special Council Meeting scheduled for 1 December 2014.

*Carried*
8.2 BCS - Financial Report as at 31 October 2014
Resolution
Moved Cr G Rees Seconded Cr V Pennisi

Carried

8.3 BCS - Quarterly Financial Review to 30 September 2014
Resolution
Moved Cr R Bartley Seconded Cr G Rees
THAT Council approve the amended Budget as per Attachment 1.

Carried

Attachments
Quarterly Budget Review - 30 September 2014 (p36)

8.4 BCS - YMCA Brisbane Proposed Staff Uniform Co-Branding Design
+Resolution
Moved Cr D Ingram Seconded Cr G Rees
THAT Council adopt the proposed uniform design put forward by the YMCA Brisbane for the WIRAC facility.

Carried

8.5 BCS - Asset Management Plan - Buildings
Resolution
Moved Cr V Pennisi Seconded Cr D Ingram
THAT Council adopt the Asset Management Plan for Buildings in principle.

Carried

Attachments
Asset Management Plan - Buildings - November 2014 (p57)
8.6 BCS - Saleyards Display Areas

Resolution

Moved Cr V Pennisi Seconded Cr R Bartley

THAT Council:

1. Investigate a suitable area near the canteen at the Warwick Saleyards that may be used to display the sale of goods by the community generally associated with farming and primary production;
2. On identification of a suitable area, make appropriate modification to the area to mitigate overland flow and potential safety issues to users up to a maximum of $2000 if required;
3. Set a minimum fee of $50 per week for a standard site (standard size to be determined) for this area.
4. Call interested parties to hire the identified area through a Request for Tender process.
5. Limit use to businesses operating within the Southern Downs region.
6. Conduct a trial for 12 months.

Carried

10:24 AM Cr D Ingram left the meeting.
8.7 BCS - Aerodrome Advisory Group (AAG)
Resolution
Moved Cr J Mackenzie Seconded Cr C Gow
THAT Council:

1. Adopt the Minutes of the AAG Meeting held on Thursday, 6 November 2014.

2. Endorse the immediate provision of a draft statement to CASA advising that Council will identify how remedial work will occur at the completion of the SDRC Aerodromes Master Plan.

3. Consider the funding requirements for Council to do the Remedial Work at both aerodromes as per the Aerodrome Operation Support Safety Inspections 2014.

4. Endorse, as per the motion put forward at the AAG meeting on 6 November 2014, to deliberate with the AAG before any decisions are made concerning grass runway 09/27 operations as per the Aerodrome Operation Support Safety Inspections 2014.

5. Endorse that the SDRC Aerodromes Master Plan, including consultation with and surveys of the SDRC Aviation Community and stakeholders, be completed and ready to present to Council at its March 2015 meeting.

6. Consider installing a permanent generator unit at the Stanthorpe Aerodrome so it has standby lighting at all times (including apron lighting) in the event of blackouts to ensure the safe utilisation of the aerodrome for the Royal Flying Doctors and Emergency Services as per the AAG Motion.

7. Consider budget allocations in the next financial year for ongoing maintenance and the future developments of the Stanthorpe and Warwick Aerodromes.

Carried
10.32am Due to disruption in the gallery, the Mayor adjourned the meeting and asked a member of the gallery to leave.

10.33am Following the departure of the disruptive member of the gallery the Mayor resumed the meeting.

9.8 Results of Fluoridation Survey
Resolution
Moved Cr V Pennisi Seconded Cr R Bartley
THAT Council cease the addition of fluoride to the Warwick and Stanthorpe Water Treatment Plants as per the Water Fluoridation Act.

Carried

The meeting adjourned for morning tea at 10.45am and reconvened at 11.10am at which time there were present Crs Blundell, McNally, Gow, Rees, Mackenzie, Pennisi, Bartley and Meiklejohn.
11:15 AM  Cr D Ingram rejoined the meeting.

9.8.1 Provision of Fluoride Tablets

Resolution

Moved  Cr J Mackenzie    Seconded Cr V Pennisi

THAT Council:-
1. Consider the allocation of funds in 2015/16 budget to allow the provision of fluoride tablets freely for all residents.
2. Investigate a joint venture partnership with Queensland Health for an on-going campaign to improve dental health.

Lost

9.8.2 Investigation of Fluoridation Options

Resolution

Moved  Cr J McNally     Seconded Cr C Gow

THAT Council write to the Minister for Health suggesting that alternate options for fluoridation, including the availability of fluoride tablets, be investigated.

Carried

Cr Mackenzie declared that a perceived conflict of interest in Agenda Item 10.5 (as defined in section 173 of the Local Government Act 2009), may exist due to professional advice that he provided to a neighbouring property for a similar use. Cr Mackenzie dealt with the perceived conflict of interest by stating that it was his determination that his personal interest is not of sufficient significance that it would lead to him making a decision on this matter that is contrary to the public interest. Cr Mackenzie participated in the discussion and voting on this matter.

Cr McNally declared a perceived conflict of interest in Agenda Item 10.5 (as defined in section 173 of the Local Government Act 2009) due to her husband’s role with the Warwick Dirt Bike Club and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

11:29AM  Cr J McNally left the meeting.
10.5 Material Change of Use - Gap Creek Farm Pty Ltd, 9674 Cunningham Highway, Tregony

Resolution

Moved Cr N Meiklejohn Seconded Cr C Gow

THAT the application for Material Change of Use for the purpose of Motor sport facility (Quad bike and Motor bike riding), Outdoor sport and recreation (Bushwalking, Animal feeding and Animal rides, Mountain biking, Farm tours, and Train rides), Tourist Park (camping up to 200 people), Food and drink outlet (mobile food/drink van and small convenience shop) on land at 9674 Cunningham Highway, Tregony, described as Lot 94 ML1347, Parish of Gilbert, County of Merivale, 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 Titled: Map 1: Proposed camping area and amenities, prepared by Ben Window.
- Plan Titled: Map 2: Proposed motorbike exclusion areas on Northern side of property, prepared by Ben Window.
- Plan Titled: Map 3: Proposed motorbike exclusion areas on Southern side of property, prepared by Ben Window.
- Plan Titled: Map 4 - Amended to include beginner area: Proposed parking, motorbike tracks and driveways, prepared by Ben Window.
- Plan Titled: Map 5: Purpose built motorbike tracks on Northern side of property, prepared by Ben Window.
- Plan Titled: Map 6: Purpose built motorbike tracks on Southern side of property, prepared by Ben Window.
- Plan Titled: Map 8: Existing living area, sheds and access, prepared by Ben Window.

Land Use and Planning Controls

2. This approval allows the use of the site for:

- Bushwalking;
- Mountain/BMX bike riding;
- Quad bike riding;
- Motorbike riding;
- Animal feeding and farm tours;
- Train rides/shuttle or courtesy ride to and from tracks and/or farm tour;
- Camping accommodation with a maximum of 200 people per night including restrained dogs;
- Day visitors of up to 100 people per day;
- Parking for up to 100 day visiting people;
- Mobile coffee/food van;
- Hand - led horse rides; and
- Small convenience shop, office/reception

3. Written advice is to be provided to Council if at any time the property is leased or sold to new owners to operate the approved uses. The written advice is to be from the new owner/operator and is to acknowledge their awareness of the Development Permit and their
awareness of the need to comply with the conditions and subsequent requirements of the use.

4. This approval does not allow for the use of the land for motorbike racing or as a 4WD park, unless approvals are obtained in accordance with Council's Local Laws or a separate development permit is obtained.

5. The development shall generally operate as follows:
   - Camping, bushwalking, mountain/BMX riding, and animal feeding can operate seven days a week; and
   - The riding of motorbikes and quad bikes shall generally only occur on Friday, Saturday, Sunday, Mondays, public holidays, including local and South-East Queensland show holidays, and for the duration of the Queensland and New South Wales school holidays. Motorbikes and quad bikes can only be ridden between the hours of 8.00am to 6.00pm. This condition does not apply to the owner/s and employees for purposes associated with the rural and approved use of the land.

6. The approved accommodation must be used for short term guests only. The camping ground must not be occupied by persons for the purpose of permanent accommodation, excluding those persons in the two manager's residences for the premises. No person other than the managers and their families are to reside in the Tourist Facility for more than 45 days consecutively, or more than 90 days in any 12 month period.

7. The maximum number of guests accommodated in the camping ground at any one time must not exceed 200 persons. This does not include day visitors.

8. A maximum of 100 day visitors are permitted on site at any one time.

9. The Bushfire risk assessment and risk mitigation compliance report, updated 10 June 2014, prepared by Queensland Bushfire Risk Assessments is to be kept up to date and is to be complied with, including the implementation of the recommendations. It is noted that the Action Plan requires the identification of emergency assembly areas and evacuation procedures.

10. A suitable area for an emergency helipad is to be kept clear at all times. The area is to be easily accessible by motorised vehicles.

11. No materials or goods associated with the development are to be displayed or stored within the car park or landscaped areas, or outside the boundaries of the site.

12. Any water supply point which provides water not suitable for drinking is labelled ‘UNSUITABLE FOR DRINKING’ and provided with a symbol which is easily recognisable by non-English speaking people.

13. A telecommunications system can be accessed at all times in the event of an emergency. Please note the existing mobile phone arrangement is acceptable.

14. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)

15. A copy of the Form 21 (Final Inspection Certificate) issued for the building works associated with the ablution block is to be provided to Council prior to the use commencing. (See advisory note below.)

16. A copy of the Form 11 (Certificate of Classification) issued for the building works associated with the Shop is to be provided to Council within 90 days of the date of this approval. (See advisory note below.)

Amenity & Environmental Controls

17. The carrying out of the activity must not result in the release of emissions or contaminants
that cause an environmental nuisance or harm. This includes but is not limited to:

(a) Noise;
(b) Odour;
(c) Dust;
(d) Liquids; and
(e) Light.

18. The applicant is to provide amenities for use by the day visitors. The additional amenities may be included in the same building as the amenities required by Council’s Subordinate Local Law No. 1.8 (Operation of Caravan Parks). The following facilities are required:
   - Male: 1 toilet
     1 urinal (or an additional toilet)
   - Female: 2 toilets
   - Unisex facilities may be provided in lieu of gender specific facilities.

19. An appropriate spill kit for the management of wastes and hazardous liquids associated with the activity must be readily available at the site. Anyone operating under this approval must be trained in the use of the spill kit.

20. Any liquid spills must be cleaned up as soon as practical and disposed of in an appropriate manner that ensures environmental harm does not occur.

21. There must be no release that has been in contact with any contaminants at the site to any waters, roadside gutter or stormwater drain.

22. All material shall be stored so as not to:
   (a) Provide any harbourage or attraction for rats, mice or other vermin; or
   (b) Provide a breeding place for mosquitoes; or
   (c) Be unsightly.

23. A sufficient number of suitable waste receptacles must be provided on site at all times. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused.

24. Provision shall be made for the storage and removal of refuse and recyclables in accordance with the Waste Reduction and Recycling Act 2011 to the satisfaction of the Director Planning and Environment. General waste is to be suitably collected at least once per week and recyclables collected at least once per fortnight and disposed of so as not to adversely impact on the environment. Where collection is not possible, general waste must be removed at least once per week and disposed of at either the Warwick Central Waste Management Facility or the Maryvale Waste Transfer Station.

25. Any external light must be installed so that light shines down and away from adjacent premises and roads and does not exceed 8 lux at the property boundary.

26. Trafficable areas within the approved place must be maintained using all reasonable and practicable measures necessary to minimise the release of windblown dust or traffic generated dust to the atmosphere.

27. No effluent is to drain from the site or into any watercourse.

28. The watercourse on the land is not to be used for the washing of people, clothing, utensils, motor vehicles or the like. Measures must be introduced to ensure the waterway is not used for these purposes, e.g. fencing and/or signage.

29. Advertising Devices relating to the Motor sport facility, Outdoor sport and recreation, Tourist park, and Food and drink outlet may only be erected on the subject land, i.e. Lot 94 ML1347.
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.

*Please note that the existing signage is acceptable.*

30. The following must be displayed in the office or other readily accessible place on the premises at all times:
   - a plan of the Camping and Caravan Park;
   - a copy of the Gap Creek Farm rules, which may be amended to incorporate matters conditioned in this approval, including the maximum noise levels permitted; and
   - a copy of the Evacuation plan.

**Complaint management**

31. The operator of the activity must record the following details for all complaints received and provide this information to Council on request:
   (a) time, date, name and contact details of the complainant;
   (b) reasons for the complaint;
   (c) any investigations undertaken;
   (d) conclusions formed; and
   (e) any actions taken.

32. All complaints received must be investigated and relevant strategies implemented to remedy the problem. The complainant must be informed of the outcome of the investigation and any actions taken to avoid recurrence of the problem.

33. If the complaint is in relation to noise from motorbikes and/or quad bikes on certain tracks and/or trails, tracks and/or trails must be closed while the complaint is investigated. If motorbike and/or quad bike on track and/or trail is determined to be creating a noise nuisance, an acoustically designed noise barrier for that section is to be installed by a suitably qualified person. The noise barrier is to be of solid and continuous construction with negligible holes and/or gaps. The design must be submitted to the Manager Environmental Services for approval prior to construction. Alternately, the track and/or trail must be closed and moved.

34. Neighbours must be informed of any unusual events or problems that may affect their amenity. The expected timeframe of the impact, and the mitigation

**Conditions specific to the Caravan Park and Camping Ground**

35. No camping infrastructure, such as rubbish bins, lighting, sullage points, etc, are to be located within 30 metres of Gap Creek.

36. Camping is to be setback at least 20 metres from the eastern property boundary, and conducted within the area identified on Plan Titled: Map 1: Proposed camping area and amenities, prepared by Ben Window.

37. Activities conducted at the Camping and Caravan Park must not create a noise nuisance or disturbance to persons not connected with the development. The playing of loud music is prohibited between the hours of 10.00pm and 10.00am.

38. The applicant is to note that domestic animals are likely to impact on rural activities on the subject and adjoining land. Each dog brought onto the site by a person staying in the Caravan Park and Camping Ground is to be kept under effective control, be restrained at all times at a location adjoining the camp site, and is not to enter the site south of the
Cunningham Highway.

Domestic animals, other than dogs, are not permitted to be brought onto the subject land by any person staying at the Caravan Park and Camping Ground, except by the permanent residents of the property.

39. Firewood must be supplied for campers/caravaners by the operator to minimise the potential destruction of native vegetation by patrons of the camping grounds.

40. No camping should occur on any of the designated bike tracks or trails, or outside of the approved camping area.

**Conditions specific to Motorbike and Quad bike riding**

41. The number of motorbikes and quad bikes on site at any one time is not to exceed 300 vehicles at any one time.

42. The number of motorbikes and quad bikes in use at any one time distributed between all tracks and trails is limited to 100 vehicles. The distribution rate between track and trail areas is as follows:
   - Kids tracks (three tracks in total) – 40%
   - Adult motocross tracks (three tracks in total) – 40%
   - Trail rides – 20%

43. If the noise from a motorbike and/or quad bike appears to be excessive, when compared to other motorbikes and/or quad bikes on site, the bike must be tested to ensure compliance with section 16.2 of the Manual of Motorcycle Sport, and be required to meet a noise limit of 95dB(A) when tested 30 metres from the side of the track where the motorbike/quad bike is being ridden. If compliance with this requirement is not achieved, the motorbike and/or quad bike, must be subject to repair or maintenance measures to ensure the motorbike and/or quad bike complies with the conditions. If the motorbike and/or quad bike cannot comply with the noise limit the bike is prohibited from being ridden on the land.

44. The riding of motorbikes and quad bikes is to be confined to existing designated tracks and trails only, in accordance with Plan Titled: Map 4 - Amended to include beginner area: Proposed parking, motorbike tracks and driveways, prepared by Ben Window, Plan Titled: Map 5: Purpose built motorbike tracks on Northern side of property, prepared by Ben Window, and Plan Titled: Map 6: Purpose built motorbike tracks on Southern side of property, prepared by Ben Window.

45. The use of the tracks is to be in accordance with the purpose identified on Plan Titled: Map 4 - Amended to include beginner area: Proposed parking, motorbike tracks and driveways, prepared by Ben Window, Plan Titled: Map 5: Purpose built motorbike tracks on Northern side of property, prepared by Ben Window, and Plan Titled: Map 6: Purpose built motorbike tracks on Southern side of property, prepared by Ben Window, i.e. kids tracks and novice track.

46. Motorbike and quad bike riding is not allowed in the exclusion areas in accordance with Plan Titled: Map 2: Proposed motorbike exclusion areas on Northern side of property, prepared by Ben Window and Plan Titled: Map 3: Proposed motorbike exclusion areas on Southern side of property, prepared by Ben Window, subject to compliance with Condition 47.

47. Motorbike and quad bike riding is not to be conducted within 50 metres of the southern, eastern and western boundaries, and not within 600 metres of the northern boundary of the land. An exception to this is on the northern side of Cunningham Highway, on the eastern boundary where an 80 metre section of one of the Kids tracks is 5 metres from the boundary.

48. Barriers, including fences, signs and gates, must be installed to prevent exclusion zones being entered.

49. Purpose built tracks and trails must be maintained using all reasonable and practicable
measures necessary to minimise the release of windblown dust or traffic generated dust to
the atmosphere.

50. The applicant is to take measures to prevent and repair sites of erosion, in accordance with
the Department of Environment and Resource Management Fact Sheet entitled "Erosion
control on property roads and tracks - cross sections and locations" (see attached).

51. Tracks and trails are to be temporarily closed when erosion issues are identified to enable
rehabilitation.

**Fencing, Landscaping and Buffers**

52. All existing native vegetation along the bank of Gap creek must be retained.

53. The maximum number of trees on site are to be retained.

54. The areas of the land, adjoining the Cunningham Highway are to be allowed to naturally
revegetate to reduce the visual impact of the tracks and trails. Fences and structures are to
be erected to channel riders to the tracks and trails, ensuring that further degradation of this
area doesn't occur.

55. Control measures, including fences and signs, are to be installed to ensure no motorbikes
and/or quad bikes enter land not associated with this approval.

**Car Parking and Vehicle Access**

56. The internal driveways to the Caravan Park and Camping Ground, Office, day visitor parking
areas and the picnic area, are to be constructed in all-weather gravel. The internal driveways
are to be maintained.

57. Tourists are not permitted to cross over the Cunningham Highway to access the southern
portion of the property. The existing underpass is to be used by tourists. Written advice is to
be provided from the Department of Transport and Main Roads ensuring that the applicants
have legal access to the existing underpass, prior to its use. This may include the
requirement for easements.

**Roadworks and Stormwater Drainage**

58. 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.

59. The internal access driveway, from the Cunningham Highway, is to be sealed for at least 20
metres into the property. The seal is to link from the Cunningham Highway roadway, and be
of sufficient width to allow two vehicles to pass. These works are to be constructed to
Council's standards.

60. Site stormwater runoff must be collected, detained and discharged where appropriate in a
manner that does not increase the quantity or concentration of stormwater flow in
comparison to the pre-development condition. Where necessary, suitable easements to
legal points of discharge, which may include adjoining properties, shall be provided to
Council, at the developer’s cost.

**Water Supply and Sewerage**

61. No effluent is to be treated or release on site, unless appropriate approvals are gained from
the Department of Environment and Heritage Protection for an Environmentally Relevant
Activity (ERA) licence or similar.

62. Wastewater is to be disposed of by means of a suitable septic system in accordance with the
Queensland Plumbing and Wastewater Code, and pumped out by a regulated contractor
when required. An approval for plumbing and drainage works must be obtained in
accordance with the Plumbing and Drainage Act 2002 prior to the system being installed.

63. The site must be provided with a water storage reservoir having a minimum of 10,000 litres
of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:

(a) the domestic take off from the tank is at or above the 10,000 litre point; and

(b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

Adopted Infrastructure Charges Notice

64. Payment is to be made to Council in accordance with the Adopted Infrastructure Charges Notice attached to the decision notice.

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) If food is to be prepared on site for sale at the shop, an application for licence under the Food Act 2006 are to be submitted to Council prior to the commencement of this aspect of the use.

(iv) If water is to be supplied for the development from a spring/bore/dam on the site, written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from that source.

(v) 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.

(vi) Building Approval is to be obtained in accordance with the Sustainable Planning Act 2009 for the proposed building work associated with the ablutions. The building application must be submitted to a Building Certifier with the appropriate forms, plans and fees associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A Form 21 (Final Inspection Certificate) must be issued for the building works prior to the use commencing.

(vii) Building Approval is to be obtained in accordance with the Sustainable Planning Act 2009 for the proposed building work associated with the Shop. 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) 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.

(ix) All activities on site must ensure that compliance with the Environmental Protection Act 1994...
is achieved.

(x) All reasonable and practical measures must be taken to prevent unlawful environmental nuisance

Specific Caravan Park and Camping Ground advisory notes

(xi) An application must be submitted and approved by Council for an approval to operate under Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks). In accordance with Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks), the following is some of the information that must be submitted with an application for an approval to operate:

- A site plan of the caravan park, drawn to scale, showing the following particulars:
  - (a) the location and real property description of the place at which the caravan park is to be operated; and
  - (b) the boundaries of the caravan park; and
  - (d) the location of each road and building situated within the caravan park; and
  - (e) details of the water supply system, including the position of all water points; and
  - (f) the position of all waste containers; and
  - (g) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
  - (h) details of the on-site sewerage facilities and the waste water disposal system; and
  - (i) the position of all fire places; and
  - (j) the nature and position of:
    - (i) all fire safety installations; and
    - (ii) all electrical installations; and
    - (iii) all food preparation areas; and
    - (iv) all recreational facilities; and
    - (v) all car parking facilities.

- Written advice from the Queensland Fire and Rescue Service (QFRS) that the provision of suitable and appropriate fire fighting facilities are provided throughout the site.

- A current certificate of testing and compliance issued under the Electrical Safety Act 2002.

- A copy of an evacuation plan, approved by a recognised authority, showing all necessary assembly areas.

- All sites must be located at least 6 metres from and no more than 200 metres from the sanitary conveniences and ablutionary facilities.

(xii) The following are some of the requirements under Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks) that will be required to be complied with, unless otherwise approved. Please note this is not an exhaustive list, and further information on the requirements under Council’s Subordinate Local Law No. 1.8 (Operation of Caravan Parks) can be obtained from Council:

- A sufficient supply of potable water is to be provided for drinking purposes, which complies with the National Health and Medical Research Council's Australian Drinking Water Guidelines. A water supply management plan may be required to be submitted for approval.

- The approval holder must ensure that, if water obtained from a particular water outlet in the caravan park may be unsuitable for drinking, a sign is predominantly displayed at the outlet stating 'Unsuitable for Drinking'.

- The approval holder must provide and maintain adequate toilet, bathing and showering
facilities for persons of both sexes (including disabled persons) using the caravan park, including:

(i) at least 1 shower or bath (in a separate cubicle) for each sex, for every 15 individual sites; and

(ii) at least 1 hand basin for every 4 shower cubicles (or baths) for each sex; and

(iii) for females- at least 1 water closet for every 7 individual sites (or part thereof) up to 40 sites, and at least 1 water closet for every 15 individual sites (or part thereof) in excess of 40 sites; and

(iv) for males- at least 1 water closet for every 10 individual sites (or part thereof) up to 40 sites, and at least 1 water closet for every 15 individual sites (or part thereof) in excess of 40 sites, and at least 0.6m of urinal stall for every 20 sites (or part thereof); and

(v) individual shower (or bath) and water closet cubicles must be constructed so as to totally conceal a person within the cubicle from persons who may be outside the cubicle; and

(vi) hot and cold water is to be reticulated to every shower, bath and hand basin.

(d) Provide laundry facilities in the ratio of 1 set of twin wash tubs and 1 clothes washing machine or washing boiler and 1 clothes hoist or an equivalent length of clothes line for every 20 sites or part of a site.

(e) There is to be no wastewater disposed of from caravans, motor homes, or camping infrastructure, onto the ground. At least one liquid waste (sullage) disposal point, at a distance from all sites that is considered reasonable by the local government, must be provided. All wastewater must only be disposed of at the designated sullage disposal point(s) on-site. The disposal point(s) must be connected to a sewerage system and it is recommended that it is provided with a water stand pipe and impervious paved area graded to a central drainage inlet which is connected to the sewerage system. If complaints are received on this matter, or non-compliance is identified during future inspections, the operator may be required to install sullage points around the park within access to each site.

(f) The approval holder must not erect or locate an accommodation or suffer or permit an accommodation to be erected or located, closer than 3m to any other accommodation.

(g) The approval holder must keep and maintain a register which details:

(i) the name and address of each person who hires a site at the caravan park; and

(ii) if a caravan is brought onto the site - the registration number of the caravan and (if applicable) the vehicle towing it; and

(iii) the dates when the hiring of the site begins and ends.

Specific Motor bike and Quad bike riding advisory notes

(xiii) The Manual of Motorcycle Sport must be adhered to whilst recreational motorbike and quad bike riding is being conducted.

Aboriginal Cultural Heritage

(xiv) 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
Attachment 1—Conditions to be imposed

<table>
<thead>
<tr>
<th>No.</th>
<th>Conditions</th>
<th>Condition timing</th>
</tr>
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<tbody>
<tr>
<td>Development Permit – Material Change of Use (Establishment of an Outdoor Sport and Recreation, Motor Sport Facility, Tourist Park and Food and Drink Outlet)</td>
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</table>

Pursuant to section 255D of the Sustainable Planning Act 2009, the chief executive administering the Act nominates the Director-General of the Department of Transport and Main Roads (DTMR) to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:

In accordance with approved plans

1. The development must be carried out generally in accordance with the following plans:
   - Access location as shown in "Figure 4 – Access Driveway Location" prepared by Pekol Traffic and Transport dated 26 February 2014.  
   Condition timing: At all times

Location of the direct vehicular access to the state-controlled road

2. Direct access is not permitted between the state-controlled road and the subject site at any location other than the permitted road access location (for which approval under section 62 of the Transport Infrastructure Act 1994 must be obtained).
   - The new access point is to be generally in accordance with "Figure 4 – Access Driveway Location (westernmost access)" prepared by Pekol Traffic and Transport dated 26 February 2014 (page 5).  
   Condition timing: At all times

Stormwater and drainage impacts on the state-controlled road

Internal and external manoeuvring associated with direct vehicular access to the state-controlled road

3. All vehicles must enter and exit the subject site at the permitted road access location (for which approval under section 62 of the Transport Infrastructure Act 1994 must be obtained) in a forward motion.  
   Condition timing: At all times

4. (a) The new site access and Cunningham Highway is to be upgraded to an Auxiliary Left Turn Treatment (AUL(s))/Channelised Right Turn Treatment (CHR(s)). The intersection must be designed and constructed in accordance with DTMR’s Road Planning and Design Manual, including the Interim Guide to Road Planning and Design Practice and any reference material identified therein;
   - AND
   - (b) The intersection/s/upgrades must be provided by the applicant at no cost to DTMR.
   - AND
   - (c) All adjustments and/or relocations to existing services within the state-controlled road as a result of the development are at the applicant’s expense.  
   Condition timing: Prior to the commencement of use
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<th>No.</th>
<th>Conditions</th>
<th>Condition timing</th>
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<tr>
<td>5.</td>
<td>The existing vehicular property accesses located between the subject site and the Cunningham Highway must be permanently closed and removed, and the table drain reinstated.</td>
<td>Prior to the commencement of use</td>
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</table>
Cr Mackenzie voted for the motion.

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

- To ensure the development is carried out generally in accordance with the plans of development submitted with the application;
- To ensure access to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road;
- To ensure the turning movements of vehicles entering and exiting the premises via the road access maintains the safety and efficiency of the state-controlled road;
- To ensure a safe path for vehicles turning off the highway; and
- To maintain the safety and efficiency of the state-controlled road by reducing the number of road accesses.
11:44 AM Cr J McNally rejoined the meeting.

8.8 BCS - Executive Performance Report

Resolution
Moved Cr J Mackenzie Seconded Cr J McNally
THAT Council receive and note the attached Community Contact Centre Monthly Performance Report for October 2014.

Carried

8.9 BCS - Removal of Dwelling at Corundum Street, Stanthorpe

Resolution
Moved Cr N Meiklejohn Seconded Cr J McNally
THAT Council:-
1. Does not accept any of the tenders for the proposed works at 17 Corundum Street, Stanthorpe.
2. Delegate authority to the Acting Chief Executive Officer to investigate other means of disposal of the property.
3. Consider the allocation of sufficient funds in the 2015/16 budget for the completion of the demolition works at 17 Corundum Street, Stanthorpe.

Carried

9. ENGINEERING SERVICES DEPARTMENT REPORTS

9.1 Engineering Department Monthly Report

Resolution
Moved Cr V Pennisi Seconded Cr J Mackenzie
THAT Council:-
2. Endorse enforcement processes for breaching water restrictions.
3. Commence working with the media to provide and promote water usage figures for the community’s information.

Carried

Cr Gow declared a real conflict of interest in Agenda Item 9.2.1, 9.2.2 and 9.2.3 (as defined in section 173 of the Local Government Act 2009) due to his brother’s ownership of a gravel pit and dealt with the real conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

12:10 PM Cr C Gow left the meeting.
9.2.1 Pavement Material Strategy - Request for Quotes
Resolution
Moved Cr J Mackenzie  Seconded Cr R Bartley
THAT Council obtain three quotes to undertake the Assessment of Council’s Pavement Material Strategy.
Lost

9.2.2 Investigation of Planning Scheme - Locally Sourced Gravel Pits
Resolution
Moved Cr V Pennisi  Seconded Cr R Bartley
THAT Council investigate the ability to remove from the Planning Scheme inhibitors that prevent Council from using locally sourced gravel material.
Carried

9.2.3 Request for Delegation - Minister for Environment
Resolution
Moved Cr V Pennisi  Seconded Cr J Mackenzie
THAT Council request that a delegation meet with the Minister for Environment to discuss environmental requirements associated with resource extraction of gravel.
Carried

9.2 Engagement of Consultant to Review Gravel Procedures
Recommendation
THAT Council engage Proterra Group to carry out an Assessment of Council’s Pavement Material Strategy at a cost of $29,193.75 and that these funds are reallocated from maintenance budgets that are further reported to Council at its next quarterly budget review.
Lapsed

12:46 PM  Cr C Gow rejoined the meeting.

9.3 Operation and Impacts of the Heavy Vehicle National Law (HVNL)
Resolution
Moved Cr D Ingram  Seconded Cr J Mackenzie
THAT Council lobby the LGAQ and the Minister for Transport and Main Roads for the Implementation of an Assessment Fee.
Carried
9.4 Investigations Into Structure Removal - Gleeson Park, Stanthorpe

Resolution

Moved Cr D Ingram                Seconded Cr C Gow

THAT Council note the report and take no action with removal of structures in Gleeson Park.

Carried

9.5 Request to Bond Works

Resolution

Moved Cr N Meiklejohn             Seconded Cr C Gow

THAT Council accepts a bond for 200% for a period of 2 years to enable the water tanks to be correctly located when the buildings at the subdivision are completed.

Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For:  Crs R Bartley, P Blundell, C Gow, D Ingram, J McNally, N Meiklejohn, V Pennisi and G Rees (8)

Against: Cr J Mackenzie (1)

Accordingly the Mayor declared the motion carried.

9.6 Tender 15/018 - Supply & Delivery of One (1) Articulated Motor Grader under Local Buy Contract BUS 213-5011

Resolution

Moved Cr N Meiklejohn             Seconded Cr G Rees

THAT Council

1. Award Tender 15/018 for the supply and delivery of one (1) articulated Motor Grader to Hastings Deering for the lump sum tender price of $345,000 excluding GST; and
2. Council send the existing Caterpillar 12H Grader (Plant No P00104) to auction for sale.

Carried
9.7  Contract No. 15/012 - Tender for the Supply & Delivery of Two (2) Tandem Drive Tip Trucks

Resolution
Moved  Cr G Rees   Seconded Cr N Meiklejohn

THAT Council

1. Award Tender 15/012 for the supply and delivery of two (2) only Tandem Drive Tip Trucks to Brisbane Truck Centre for the lump sum tender price of $460,000; and
2. Council send the existing Volvo FM440 tip truck and Mack Superliner prime mover to auction for sale.

Carried

9.9  Customer Service Standards - Water & Wastewater

Resolution
Moved  Cr D Ingram   Seconded Cr J McNally

THAT Council notes the draft customer service standards for water and wastewater and expects a final version will be presented for consideration at the General Council meeting in December 2014.

Carried

9.10 Allora Water Supply Bores

Resolution
Moved  Cr J Mackenzie   Seconded Cr V Pennisi

THAT Council maintains ownership of the Allora Water Supply Bores and keeps current licences, and that a confidential report be prepared for consideration at the February 2015 General Council Meeting on the operational costs of decommissioning bores, retaining bores and water rights, projected income from selling bore water and selling water rights from each bore in Allora.

Carried

The meeting adjourned at 1.12pm and reconvened at 1.52pm at which time there were present Crs Blundell, McNally, Gow, Rees, Mackenzie, Ingram and Meiklejohn.

1.54PM  Cr Bartley & Cr Pennisi rejoined the meeting.
10. PLANNING & ENVIRONMENT DEPARTMENT REPORTS

10.1 Amendment to the Local Heritage Register

Resolution

Moved Cr D Ingram Seconded Cr J McNally

THAT as Council is satisfied the place at 96 High Street, Stanthorpe is no longer a place of cultural heritage significance, the property be removed from the Local Heritage Register.

Carried

10.2 Condamine Catchment Natural Resource Management Plan 2015

Resolution

Moved Cr J Mackenzie Seconded Cr R Bartley

THAT the Condamine Alliance be advised that Council supports its efforts to prepare and publicly advertise its Natural Resource Management Plan for the Condamine Catchment and will consider endorsing it when the current draft is finalised early in 2015.

Carried

10.3 Draft Planning and Development Bill 2014 (Qld)

Resolution

Moved Cr J Mackenzie Seconded Cr G Rees

THAT Council receive the report in relation to the Draft Planning and Development Bill (Qld).

Carried

Cr Rees declared a pecuniary interest in Agenda Item 10.4 (as defined in section 173 of the Local Government Act 2009) as he is an affected neighbour and dealt with the real conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

02:07 PM Cr G Rees left the meeting.

10.4 GrainX Facility Operations

Resolution

Moved Cr J Mackenzie Seconded Cr N Meiklejohn

THAT Council proceed with action under the Environmental Protection Act 1994, in the form of a Transitional Environmental Program (TEP) against GrainX for causing environmental harm and that this matter be further considered by Council within 6 months (May 2015).

Carried

02:20 PM Cr G Rees rejoined the meeting.

02:21 PM Cr V Pennisi left the meeting.

02:23 PM Cr V Pennisi rejoined the meeting.
11. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Cr Gow raised the issue regarding maintenance works required at the Stanthorpe Art Gallery for Councillors’ information.

Cr Rees advised that he had received a message of thanks to Council from Laura Geitz following the presentation of the Keys to the Region to Laura on 22 November 2014.

12. NOTICES OF MOTION

Nil

RESOLUTIONS UPDATE

The Acting Chief Executive Officer informed Council of the process that he had implemented for the ongoing update on Council Resolutions.

13. GENERAL BUSINESS

13.1 Pilot Study on Legislative Changes to the Method of Calculating Depreciation of Assets

Resolution

Moved  Cr J Mackenzie              Seconded Cr V Pennisi
THAT Council write to the Minister for Local Government offering Southern Downs Regional Council be used as part of a pilot study on the possible legislative changes to the method of calculating depreciation of assets.

Carried

13.2 Development of Policy for Community Consultation Surveys

Resolution

Moved  Cr J McNally              Seconded Cr J Mackenzie
THAT a Policy be developed regarding steps Council takes in relation to community consultation surveys, and how the findings from those surveys are dealt with.

Carried

13.3 USE OF ROAD RESERVES FOR FARMING PURPOSES

RESOLUTION

MOVED  CR N MEIKLEJOHN              SECONDED CR R BARTLEY
THAT COUNCIL ENDORSE THE ACTIONS OF OFFICERS WRITING TO LANDOWNERS CAUTIONING THE USE OF ADJOINING ROAD RESERVES FOR FARMING PURPOSES.

CARRIED
13.4 MOTION TO DISCUSS CHIEF EXECUTIVE OFFICER RECRUITMENT

RESOLUTION

MOVED CR P BLUNDELL SECONDED CR D INGRAM

THAT IN ACCORDANCE WITH CLAUSE 5.7.14 (1) A AND B OF THE CODE OF MEETING PRACTICE POLICY, THE MEETING GO INTO CAMERA TO DISCUSS THE ISSUE OF RECRUITMENT OF A CHIEF EXECUTIVE OFFICER.

CARRIED

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 Executive - Submission to the Australian Federal Government for Seed Funding for the Emu Swamp Dam Project

   **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.

14.2 BCS - Vacant Water Charges

   **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 - Request for a Refund of Vacant Water Access Charges

   **Reason for Confidentiality**
   This item is considered confidential in accordance with section 275(1)(d) of the Local Government Regulation 2012, as it contains information relating to rating concessions.

14.4 BCS - Sale of Land for Unpaid Rates

   **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 - Home Haemodialysis

   **Reason for Confidentiality**
   This item is considered confidential in accordance with section 275(1)(d) of the Local Government Regulation 2012, as it contains information relating to rating concessions.

14.6 BCS - Rating Consultation Group (RCG)

   **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 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.

14.7 BCS - Proposed Use of Surplus Funds from the 2014-2015 Community Support Program

   **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.
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.

14.9 Costs to Provide Assistance to River Trusts
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.

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.

Meeting In Camera
Resolution
Moved Cr D Ingram             Seconded Cr J Mackenzie
The Meeting moved into closed session at 2.46pm.    Carried

Meeting Out Of Camera
Recommendation
THAT the meeting resume in open session at 3.15pm.

14.11 Chief Executive Officer Recruitment
Resolution
Moved Cr N Meiklejohn             Seconded Cr D Ingram
THAT Council endorse the position description, contract term and salary range as discussed with the recruitment agency, subject to confirmation of the issue of leave loading.    Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:
For:        Crs P Blundell, C Gow, D Ingram, J McNally, N Meiklejohn and G Rees (6)
Against:    Crs R Bartley, J Mackenzie and V Pennisi (3)
Accordingly the Mayor declared the motion carried.

03:15PM     Cr J Mackenzie left the meeting and took no further part in the meeting.
Meeting In Camera

Resolution

Moved Cr N Meiklejohn Seconded Cr D Ingram

The Meeting moved into closed session at 3.16pm.

Carried

03:36 PM Cr G Rees left the meeting.

03:40 PM Cr G Rees rejoined the meeting.

03:44 PM Cr V Pennisi left the meeting during discussion on Agenda Item 14.5.

03:49 PM Cr V Pennisi rejoined the meeting.

03:50 PM Cr C Gow left the meeting during discussion on Agenda Item 14.6.

03:52 PM Cr C Gow rejoined the meeting.

Meeting Out Of Camera

Recommendation

THAT the meeting resume in open session at 4.39pm.

14.1 Executive - Submission to the Australian Federal Government for Seed Funding for the Emu Swamp Dam Project

Resolution

Moved Cr G Rees Seconded Cr D Ingram

THAT Council:

1. Include an Executive Summary in the Submission.

2. Endorse the submission to be presented to the Hon Barnaby Joyce MP, Minister for Agriculture, to request seed funding of $10m to commence the process of building Emu Swamp Dam.

3. Approve the Mayor, Deputy Mayor, Cr Pennisi, Acting Chief Executive Officer and Director Engineering Services to present to the Hon Barnaby Joyce, Minister for Agriculture, the endorsed submission as soon as is practical.

Carried
14.2 BCS - Vacant Water Charges
Resolution
Moved Cr N Meiklejohn  Seconded Cr J McNally
THAT Council include in its 2015/16 Revenue Statement:-

1. Vacant water charges equal 75% of the 20mm access charge in a water area.
2. The maximum number of contiguous lots on which water charges may be levied is four (4).
3. Increase the consumption charges by 2.34% across all Council's water services in addition to the annual increase, which will be determined as part of Council's 2015/16 budget adoption, to recover the loss in revenue from reducing the vacant water charges.

Carried

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For:  Crs P Blundell, C Gow, D Ingram, J McNally, N Meiklejohn and G Rees (6)
Against: Crs R Bartley and V Pennisi (2)
Accordingly the Mayor declared the motion carried.

14.3 BCS - Request for a Refund of Vacant Water Access Charges
Resolution
Moved Cr N Meiklejohn  Seconded Cr G Rees
THAT Council:

1. Provide a rating concession to the suggested community organisations for vacant water access charges only for the 2014-2015 rating year.
2. Exempt Community Organisations from vacant water access charges from the 2015-2016 rating year.

Carried

14.4 BCS - Sale of Land for Unpaid Rates
Resolution
Moved Cr N Meiklejohn  Seconded Cr D Ingram
THAT Council resolve to sell the properties for overdue rates, as listed.

Carried

Cr Pennisi declared a perceived conflict of interest in Agenda Item 14.5 (as defined in section 173 of the Local Government Act 2009) as he is related to someone on dialysis and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

Cr Pennisi left the meeting at 4.41pm.
14.5 BCS - Home Haemodialysis

Resolution

Moved Cr N Meiklejohn          Seconded Cr D Ingram

THAT Council:

1. Receive and note the contents of this report.

2. Approve Council Officers to contact the property owners in writing to recommend that further investigation of the high water consumption is undertaken. This would initially involve the property owners conducting a leak test to ensure that there are no unapparent plumbing failures at the property. Depending on the results of the leak test, the property owners may be required to enlist the services of a licensed plumber/drainer.

3. Approve that no further action is to be taken at this time as the Home Haemodialysis Water Allowance Policy adopted by Council on 29 April 2014 has been applied correctly.

4. That the results of the investigation be referred back to Council

Carried

Cr Pennisi rejoined 4.41pm.

Cr Gow declared a perceived conflict of interest in Agenda Item 14.6 (as defined in section 173 of the Local Government Act 2009) as his father-in-law is on the Rating Consultation Committee and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate or decision on the matter.

Cr Gow left the meeting at 4.41pm
14.6  BCS - Rating Consultation Group (RCG)

Resolution

Moved Cr J McNally Seconded Cr N Meiklejohn

THAT Council:

1. Adopt the Minutes of the RCG Meeting held on 2 October 2014.

2. Adopt the recommended changes to the attached RCG Terms of Reference.

3. Approve for legal advice to be sought regarding the wording of the Non-Use & Non-Disclosure Agreement (“Agreement”) to better interpret the following -

   (a) Clause 8 of the Agreement be more consistent with Clause 2.1.5 of the RCG Terms of Reference which states - “The RCG will act as a conduit between Council and the wider community. Its role will not only be to provide comment on matters of rating, but to communicate the rationale for rating decisions and the issues being faced by Council back to the Community.”

   (b) The Agreement needs to interpret what happens in the RCG Meeting and that it gives recommendations to Council.

   (c) The Agreement needs to clarify what can be disclosed to the general public.

4. Mayor facilitate a written submission (paper), not letter, to the State Government requesting a review of the turnover threshold for the Primary Producer Valuation Concession that determines whether a rural property receives the valuation concession with reference to the attached to the RCG Minutes motion submitted by the Ipswich City Council to LGAQ on 26 August 2014.

   Carried

Cr Gow rejoined the meeting. 4.42pm

14.7  BCS - Proposed Use of Surplus Funds from the 2014-2015 Community Support Program

Resolution

Moved Cr J McNally Seconded Cr G Rees

THAT Council endorse the use of surplus funds from the 2014-2015 Community Support Program budget for, and implementation of, the proposed ‘one-off’ 2015 Anzac Commemorative Small Grants Program, and for Council’s own commemorative activities or events, and that Council continue to explore alternative funding opportunities.

   Carried
Resolution
Moved Cr N Meiklejohn Seconded Cr D Ingram
THAT Council adopt option one to accept revised proposed Festivals and Carnivals budget for 2014/15 and advise event deliverers of the relevant final budget.
Carried

14.9 Costs to Provide Assistance to River Trusts
Resolution
Moved Cr N Meiklejohn Seconded Cr J McNally
THAT Council advise the Warwick Shire River Trust and the Stanthorpe Shire River Trust that Council cannot provide engineering, financial and secretarial support to the Trusts as this is not the core business of Council from 30 June 2015.
Carried

Resolution
Moved Cr N Meiklejohn Seconded Cr D Ingram
THAT Council not proceed with a scheme to purchase or raise houses in Stanthorpe and Leyburn.
Carried

14.12 Sale of Land at the Stanthorpe Industrial Estate
Resolution
Moved Cr V Pennisi Seconded Cr R Bartley
THAT Council negotiate with the interested party for sale of land at the Stanthorpe Industrial Estate at the upper limit of the valuation from Herron Todd White, with the intent of reaching agreement and signing a Contract within ten (10) days.
Lost

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:
For: Crs R Bartley, and V Pennisi (2)
Against: Crs P Blundell, D Ingram, J McNally, C Gow, N Meiklejohn and G Rees (6)
Accordingly the Mayor declared the motion lost.
14.13 Stanthorpe Streetscape Conceptual Masterplans

Resolution

Moved Cr V Pennisi  Seconded Cr C Gow

THAT Council engage John Mongard Landscape Architects Pty Ltd to proceed with conceptual Masterplans for the Stanthorpe Streetscape.

Lost

The Mayor accepted a call for a Division on the motion from the floor and the following votes were recorded:

For: Crs R Bartley, C Gow and V Pennisi (3)

Against: Crs P Blundell, D Ingram, J McNally, N Meiklejohn and G Rees (5)

Accordingly the Mayor declared the motion lost.

14.13 Report on Stanthorpe Streetscape Conceptual Masterplans

Resolution

Moved Cr N Meiklejohn  Seconded Cr G Rees

THAT a report be prepared in relation to Conceptual Masterplans for the Stanthorpe Streetscape Project for consideration at the December 2014 General Council Meeting.

Carried

MEETING CLOSURE

There being no further business, the meeting closed at 4.45pm.
ATTACHMENTS TO MINUTE ITEMS

for the

GENERAL COUNCIL MEETING

26 NOVEMBER 2014

8.3 BCS - Quarterly Financial Review to 30 September 2014
Attachment 1  Quarterly Budget Review - 30 September 2014 ............36

8.5 BCS - Asset Management Plan - Buildings
Attachment 1  Asset Management Plan - Buildings
November 2014 ..........................................................57
## QUARTERLY BUDGET REVIEW - SEPTEMBER 2014

### WHOLE OF COUNCIL

#### OPERATING BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget 2014-15</th>
<th>Variance</th>
<th>Amendment Requests</th>
<th>Amended Budget</th>
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### BUSINESS AND COMMUNITY SERVICES DIRECTORATE

#### QUARTERLY BUDGET REVIEW - SEPTEMBER 2014

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<th>Description</th>
<th>Actual</th>
<th>Budget 2014-15</th>
<th>Variance</th>
<th>Amendment Requests</th>
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Net Profit (Loss) 304,074 304,074 304,074 0 304,074
## Operating Income

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## financial review

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<th>Variance</th>
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###]% of Actual

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### Notes

- Item 8.3: BCS - Quarterly Financial Review to 30 September 2014
- Attachment 1: Quarterly Budget Review - 30 September 2014
### Operating Budget

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<th>Description</th>
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<th>Variance</th>
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<td>(2,704,136)</td>
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**QUARTERLY BUDGET REVIEW - SEPTEMBER 2014**

Corporate Services Department - Peter Griglio

---

**MINUTES OF THE GENERAL COUNCIL MEETING HELD ON 26 NOVEMBER 2014**

---

**Attachment 1: Quarterly Budget Review - 30 September 2014**
**Item 8.3  BCS - Quarterly Financial Review to 30 September 2014**

**Attachment 1:  Quarterly Budget Review - 30 September 2014**

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**MINUTES OF THE GENERAL COUNCIL MEETING HELD ON 26 NOVEMBER 2014**

---

**CONSOLIDATED REVIEW - SEPTEMBER 2014**

- **Revenue:**
  - Annual Budget 2014-15
  - Variance
  - Revised Budget
  - Year to Date

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<th>Source</th>
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<th>Variance</th>
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<td></td>
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<tr>
<td>1. Commitments</td>
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<tr>
<td>2. Depreciation</td>
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<tr>
<td>3. Salaries &amp; Wages</td>
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<td>12,500</td>
<td>20,500</td>
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<td>4. Utilities</td>
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<td>5. Rent &amp; Lease</td>
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<tr>
<td>6. Other Expenses</td>
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### OPERATING BUDGET

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**NET SURPLUS (DEFICIT)**

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<th>Budget</th>
<th>Variance</th>
<th>Amendment Request</th>
<th>Adjusted Budget</th>
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### QUARTERLY BUDGET REVIEW - SEPTEMBER 2014
#### CEO OFFICE DIRECTORATE

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**Net Surplus (Deficit)**

|                | 534,737 | 2,288,788 | 1,754,051 | 1,128 | 2,289,308 |

Minutes Of The General Council Meeting Held On 26 November 2014
## Quarterly Budget Review - 30 September 2014

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<th>Department</th>
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<th>Var %</th>
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</tr>
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<td><strong>10,770</strong></td>
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### Notes
- All figures in thousands of dollars unless otherwise stated.
- Amendments are based on 2013-2014 financial year data.
- Budget figures are projections for the current year.
### OPERATING BUDGET 2014-2015

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Original Estimate ($K)</th>
<th>Budget ($K)</th>
<th>Variance ($K)</th>
<th>Amendment Increase ($K)</th>
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<td>4,936</td>
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**Surplus**

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<th>Budget ($K)</th>
<th>Variance ($K)</th>
<th>Amendment Increase ($K)</th>
<th>Amendment Budget ($K)</th>
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</table>

**Total Surplus**

| Total Surplus | 335,570 | 231,396 | 104,174 | 12,500 | 116,674 |

**Net Surplus (deficit)**

| Net Surplus (deficit) | 335,570 | 231,396 | 104,174 | 12,500 | 116,674 |
## QUARTERLY BUDGET REVIEW - SEPTEMBER 2014

### ENGINEERING SERVICES DIRECTORATE

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget 2014-15</th>
<th>Variance</th>
<th>Amendment Requests</th>
<th>Amended Budget</th>
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</tr>
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<td>8 Plant Hire</td>
<td>(677,213)</td>
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<td>[2,556,805]</td>
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### QUARTERLY BUDGET REVIEW - SEPTEMBER 2014

Engineering Services Directorate Department - Peter Lox

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<th>Variance</th>
<th>Amendment Requests</th>
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### Quarterly Budget Review - September 2014

**Infrastructure Services Department - Prior Year**

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<th>Item</th>
<th>2013/14 Actual</th>
<th>2014/15 Budget</th>
<th>Variance</th>
<th>Assumed Increase</th>
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<td><strong>TOTAL OPERATING</strong></td>
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<tr>
<td><strong>NET OPERATING</strong></td>
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<tr>
<td><strong>TOTAL INCOME</strong></td>
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</tr>
</tbody>
</table>

*Note: All figures are in thousands.*

### Minutes of the General Council Meeting Held On 26 November 2014

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**Item 8.3** BCS - Quarterly Financial Review to 30 September 2014

**Attachment 1:** Quarterly Budget Review - 30 September 2014
### Operating Budget

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Actual 2014/15</th>
<th>Budget 2015/16 (Forecast)</th>
<th>Variance</th>
<th>Amendment Income 2015/16</th>
<th>Amendment Income 2016/17</th>
<th>Note</th>
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<tbody>
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</table>
## QUARTERLY BUDGET REVIEW - 30 SEPTEMBER 2014

### OPERATING BUDGET

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<tr>
<th>Account</th>
<th>Description</th>
<th>Annual</th>
<th>Budget 2014-15</th>
<th>Variance</th>
<th>Investment Impact</th>
<th>Balance</th>
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<tr>
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## QUARTERLY BUDGET REVIEW - SEPTEMBER 2014

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<th>Actual</th>
<th>Annual Budget 2013-14 (Expected)</th>
<th>Variance</th>
<th>Amended Budget 2013-14</th>
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### QUARTERLY BUDGET REVIEW - SEPTEMBER 2014
#### PLANNING & ENVIRONMENT DIRECTORATE

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Minutes Of The General Council Meeting Held On 26 November 2014

Page 53
### Quarterly Budget Review - 30 September 2014

**Planning & Environment Directorate Department**

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**Minutes Of The General Council Meeting Held On 26 November 2014**
### Quarterly Budget Review - 30 September 2014

#### General Council Meeting Minutes Held On 26 November 2014

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**Attachment 1:** Quarterly Budget Review - 30 September 2014

**Attachment 2:** BCS - Quarterly Financial Review to 30 September 2014
### Quarterly Budget Review - 30 September 2014

#### Planning and Development Department - Cecil Remedial

#### Operational Budget

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<tr>
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<td>46</td>
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*Draft*

Southern Downs Regional Council Asset Management Plan - Buildings 2014
EXECUTIVE SUMMARY

The Southern Downs Regional, Core, Council Building Asset Management Plan (Building AMP) forms part of Council’s suite of long term planning documents.

Key Observations / issues

The key observations / issues are:

- Building asset base with a replacement value of $100M and written down value of $39M.
- Financial asset sustainability ratio of 18% compared to a desired target of >30%. What this means is that for any given year, Council is only replacing 18% of what it should. The effect of this is that the balance (82%) rolls into the following year. This is explained in more detail through the AMP and is shown graphically below.

![Funding Gap Graph]

- Some assets coming to the end of their asset life now require replacement or upgrading. An example of this was identified in a recent consultants report where they acknowledged the timber flooring in the main auditorium of the Stanthorpe Civic Centre is at the end of its life. Left to continue to deteriorate, Council may be forced into taking more drastic action around closing this floor if it is allowed to continue to worsen without any remediation.
- Experience tells us that Council does not have a conclusive list of building assets and costs are likely to be higher than identified. This is due to building assets being built over many years, but the data capture not necessarily matching this requirement.
- Historically, Council has not actively managed building assets, responding on a reactive need versus the more effective and cost efficient way of proactively...
programming and managing the asset. The Manager Community Facilities has now changed this approach through the creation of a dedicated Facility Management section. This is in line with the State Government approach and those other Councils that lead the way in this area.

- There is inconsistency in approach around leasing arrangements across Community Leases held by Council. This has created a differential leasing approach and witnessed and increase in the number of lessees seeking either financial support from Council or for Council to complete the building maintenance on the asset. It would appear that this has occurred due to the lack of clear processes in the area of leasing, which can often be found across other Councils.
### AMP Key Messages

1. **Summary of the assets that are included in this AMP chapter:**
   - Council's Building portfolio with a replacement value of $100M comprises:
     - Administration Buildings
     - Council Depot and Workshop Buildings
     - Sheds
     - Sporting buildings
     - Housing
     - Community Buildings
     - Public Toilets

2. **What is the current condition of these assets?**
   - 99% of the entire building asset base is still in fair condition if not better, due to the age of these assets.
   - <0.05% (or about $0.04M) of building assets are in very poor condition and may be at risk of imminent failure.
   - A further 1% (or $0.7M) is in poor condition and will have to be renewed in the short to medium term, e.g. 3-5 years.
   - Assets can, and do fail for a number of reasons other than age.

3. **Are we meeting the current technical levels of service required?**
   - Performance against technical levels of service targets:
     - Needs to be reviewed, updated and measured.
   - Performance against customer service targets:
     - Need to be reviewed, updated and measured.

4. **Will the asset base grow/expand and what will be the implications?**
   - Implement demand management initiatives to reduce infrastructure needs.
   - The asset base will grow slowly from the servicing of population growth.

5. **What do we need to do to ensure sustainability?**
   - Prepare long term master plans to inform our long term financial plans.
   - Conduct a stock take and asset condition assessment.
   - Seek efficiencies in all our processes and resourcing.
   - Prepare detailed scope of works in project briefs.

6. **What are our current risks?**
   - Non-compliance with our target technical levels of service.
   - Unclear customer service standards.
   - A high renewal gap including unattended renewals of assets we know could fail any time.
   - Ability to fund.
   - Unclear strategic levels of service.
   - Statutory non-compliance, i.e. Fire, WH&S.

7. **What are we asking for and why?**
   - That the Building AMP forms the basis for the future sustainability of the Building portfolio (refer to Table 2) and provides:
     - Reasonable returns to Council.
     - Cost-effective and quality building service to our customers.

### Table 1 - Building AMP Key Messages
Financial Requirements

Table 2 outlines the proposed building expenses from 2014/15 to 2023/24. Operations and Maintenance includes labour and overheads incurred by Council in the supply and management of buildings. The rolling 10 Year Capital Program includes renewals, upgrade works (improvement to services) and new works in response to growth demands.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>1,900</td>
<td>1,713</td>
<td>1,730</td>
<td>1,747</td>
<td>1,764</td>
<td>1,782</td>
<td>1,800</td>
<td>1,816</td>
<td>1,832</td>
<td>1,856</td>
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<tr>
<td>Operations</td>
<td>7,568</td>
<td>7,625</td>
<td>7,701</td>
<td>7,778</td>
<td>7,856</td>
<td>7,934</td>
<td>8,014</td>
<td>8,094</td>
<td>8,174</td>
<td>8,257</td>
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<tr>
<td>Renewal</td>
<td>1,142</td>
<td>1,000</td>
<td>142</td>
<td>412</td>
<td>721</td>
<td>1,708</td>
<td>112</td>
<td>1,728</td>
<td>558</td>
<td>869</td>
</tr>
<tr>
<td>Refurbishment</td>
<td>1,580</td>
<td>350</td>
<td>300</td>
<td>300</td>
<td>900</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>New Upgrade</td>
<td>546</td>
<td>3,350</td>
<td>1,500</td>
<td>1,600</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>12,495</td>
<td>14,128</td>
<td>11,373</td>
<td>11,737</td>
<td>10,741</td>
<td>11,524</td>
<td>10,106</td>
<td>11,737</td>
<td>10,648</td>
<td>10,811</td>
</tr>
</tbody>
</table>

Table 2 - Building Expenses
GLOSSARY

Asset management
Asset management which employs predictive modeling, risk management and optimised decision-making techniques to establish asset lifecycle treatment options and related long-term cash flow predictions. (See also Core Asset Management)

Asset
A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

Asset – Property Plant & Equipment
A tangible item that is:
- held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
- Expected to be used during more than one period.

Asset class
Grouping of assets of a similar nature and use in an entity's operations. Reported in the annual financial statements.

Asset condition assessment
The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Asset consumption ratio
The average proportion of an asset's new condition left in assets. The ratio shows the depreciated replacement cost of an entity's depreciable assets less their residual value relative to their depreciable amount.

Asset management
The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing a sustainable level of service in the most cost effective manner. It includes the management of the whole life cycle (design, construction, commissioning, operating, maintaining, replacing, modifying, replacing and decommissioning / disposal) of physical infrastructure assets.

Asset management information system
An asset management system is a combination of processes, data and software applied to provide the essential outputs for effective asset management such as reduced risk and optimum infrastructure investment.

Asset management plan
A plan developed for the management of one or more infrastructure assets that combines multidisciplinary management techniques (including technical and financial) over the lifecycle of the asset in the most cost effective manner to provide a specified level of service. A significant component of the plan is a long-term cashflow projection for the activities.

Asset management strategy
A strategy for asset management covering the development and implementation of plans and programmes for asset creation, operation, maintenance, rehabilitation / replacement, disposal and performance monitoring to ensure that the desired levels of service and other operations objectives are achieved at optimum cost.

Asset register
A record of asset information considered worthy of separate identification including inventory, historical, condition, construction, technical and financial information about each.

Asset renewal funding ratio (ARFR)
The ratio of the net present value of asset renewal and replacement funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected asset capital renewal and replacement expenditure identified in an asset management plan for the same period [AIRM3 Financial Sustainability Indicator No. 4].

Asset sustainability ratio (ASR)
The ratio of asset replacement expenditure relative to depreciation for a period. It measures whether assets are being replaced at the rate they are wearing out [AIRM3 Financial Sustainability Indicator No. 3].

Average annual asset consumption (AAAC)
The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefit service potential) and totalled for each and every asset or by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefit service potential) and totalled for each and every asset in an asset category or class.
Item 8.5  BCS - Asset Management Plan - Buildings
Attachment 1:  Final Draft - Asset Management Plan - Buildings

**Benefit-cost ratio (B/C)**

The sum of the present values of all benefits (including residual value, if any) over a specified period, or the lifecycle, of the asset or facility, divided by the sum of the present value of all costs.

**Capital expenditure**

Relatively large (material) expenditure, which has benefits expected to last for more than 12 months. Capital expenditure includes renewal, expansion, and upgrading, where capital projects involve a combination of renewal, expansion and/or upgrading expenditure; the total project cost needs to be allocated accordingly.

**Capital funding**

Funding to pay for capital expenditure. Sources of funds include loans, reserves, grant and subsidies, asset disposal proceeds and general revenue.

**Capital new**

Expenditure which creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure.

**Capital renewal**

Expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally, it is periodically required expenditure, material in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, e.g. resurfacing or re-sheeting a material part of a road network.

**Capital upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply, it will increase operating and maintenance expenditure in the future because of the increase in the council’s asset base, e.g. replacing drainage pipes with pipes of a greater capacity.

**Condition monitoring**

Continuous or periodic inspection, assessment, measurement and interpretation of the resultant data, to indicate the condition of a specific component so as to determine the need for some preventive or remedial action.

**Core asset management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

**Critical assets**

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

**Current assets**

Those assets which the entity either:
(a) intends to sell or consume in its normal operating cycle; or,
(b) holds primarily for the purpose of trading; or,
(c) expects to realise the asset within twelve months after the reporting date; or
d) holds and are cash or a cash equivalent and are not restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period.

**Decommission**

Activities required to take an asset out of service.

**Deferred maintenance**

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

**Demand management**

The active intervention in the market to influence demand for services and assets with forecast consequences, usually to avoid or defer capital expenditure. Demand management is based on the notion that as needs are satisfied, expectations rise automatically and almost every action taken to satisfy demand will stimulate further demand.

**Disposal**

Activities necessary to dispose of decommissioned assets.

**Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital costs.

**Facility**

A complex comprising many assets (e.g. a hospital, water treatment plant, recreation complex, etc.) which represents a single management unit for financial, operational, maintenance or other purposes.

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Southern Downs Regional Council Asset Management Plan Buildings 2014

Draft
Par value
The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arm’s length transaction.

Geographic Information System (GIS)
Software which provides a means of spatially viewing, searching, manipulating, and analysing an electronic database.

Infrastructure assets
Physical assets of the entity that contribute to meeting the community’s need for access to major economic and social facilities and services, e.g., water, sewerage, transport and drainage. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are generally have no market value.

Key performance indicators
A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

Level of service
The defined standard for a particular service against which performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost. Legislation e.g. Water Supply (Safety & Reliability) Act 2003, may set minimum service levels for specific services.

Life cycle
The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset i.e. from planning and design to decommissioning or disposal.

Life Cycle Expenditure
The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

Maintenance
All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, e.g., road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- Planned maintenance
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown criteria/ experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

- Reactive maintenance
Unplanned repair work that is carried out in response to service requests and management / supervisory directions.

- Specific maintenance
Replacement of higher value components / subcomponents of assets that is undertaken on a regular cycle including replacement of air conditioning equipment, etc. This work generally falls below the capital / maintenance threshold and needs to be identified in a specific maintenance budget allocation.

- Unplanned maintenance
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.

Maintenance expenditure
Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure which was anticipated in determining the asset’s useful life.

Maintenance plan
Collected information, policies and procedures for the optimum maintenance of an asset, or group of assets.

Operating expenditure
Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, e.g., power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation are on the other hand included in operating expenses.
Operating Surplus/ Deficit
The operating surplus or deficit for a financial year is the difference between the recurrent revenue and the recurrent expenditure.

Remaining useful life
The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.

Renovation/refurbishment
Restores, rehabilitates, replaces existing asset to its original capacity, e.g. gravel re-surfacing.

Replacement cost
The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business if the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

Revenue
The gross inflow of economic benefits e.g. sales, during the period arising in the course of the ordinary activities of an entity when those inflows result in increases in equity, other than increases relating to contributions from equity participants (contributed capital).

Risk management
The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

Routine maintenance
Day-to-day operational activities to keep the asset operating (replacement of light bulbs, patching potholes, repainting fences, etc.) and which form part of the annual operating budget, including preventive maintenance.

Segmentation
A self-contained part or place of an infrastructure asset.

Service potential
The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

Statement of financial position
Disclosure of all assets and liabilities of the entity, appropriately classified including resources, financing structure and contingencies.

Unfunded renewals
The value of asset renewals projected to occur prior to the reporting date. The value of unfunded renewals is reflected in current levels of service.

Useful life
Either:
(a) the period over which an asset is expected to be available for use by an entity, or
(b) the number of production or similar units expected to be obtained from the asset by the entity.
It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the entity.

Valuation
The process of determining the worth of an asset or liability. Different valuation methods may be appropriate in different circumstances (see also Fair Value).

Whole Life Costs
The Whole Life Costs (WoLC) is the cost to provide the service over the asset’s useful life. It comprises annual operating, maintenance and lost opportunity costs/return on capital. WoLC must be considered before investing in capital.
ABBREVIATIONS

5DRC  Southern Downs Regional Council
Council  Southern Downs Regional Council

AMP  Asset Management Plan
ACR  Asset Consumption Ratio
CAPEX  Capital Expenditure
IIIMM  International Infrastructure Management Manual
IPWEA  Institution of Public Works Engineering Australia
KPI  Key Performance Indicator
LOS  Level of Service
MMMS  Maintenance management system
NPR  National Performance Report
RUL  Remaining useful life
WTP  Water Treatment Plant
WWTP  Wastewater Treatment Plant
1. INTRODUCTION

1.1 Purpose and Scope

The objective of this Building Asset Management Plan (AMP) is to outline all the tasks and resources required to manage and maintain Council's building portfolio to an agreed standard. This Asset Management Plan provides a detailed overview of the ongoing management of these building assets.

This plan acts as a tool to support the ability of Council to deliver well targeted, responsive and value for money maintenance and operational services to our community as a whole, while complying with regulatory requirements, now and for future generations.

Council currently owns a significant portfolio of building assets. Historically, there has been a lack of investment into many of these assets and consequently many of these assets are now requiring increased levels of maintenance. The Building AMP is a vital component of Council's strategic planning process. It forms the basis of short, medium and long term planning for capital, operations and maintenance budgets and assists Council to act as a responsible building owner through improved management practices.

The plan has been primarily formulated to document:
- the building assets Council owns or has an active interest in on behalf of the community
- what funding is required to maintain these buildings at agreed levels of service
- facility demand and how building facilities are best managed over the long term.

The primary rationale for Council owning or managing buildings is to:
- provide a service to local communities
- provide an operational base for Council activities
- allow appropriate preservation of Council owned historic buildings.

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

At a State level, legislative reform has resulted in a new Local Government Act 2009 which has a clear and mandated focus on financial management, planning and accountability. By law, local governments in Queensland are required to:
- have a long term asset management plan (LGA 104) (5) (e) (II)
- have an asset register (LGA 104) (5) (b) (II)
- link asset management plans to long term financial forecast (LGA 165) (c)

1.2 Structure of Asset Management Plan

The Council exists to provide services to the community. Some of these services are provided by infrastructure assets. Council has acquired infrastructure assets by purchase, contract, construction by council staff and by the donation of assets constructed by developers and others. Council’s goal in managing assets is to meet the required level of service in the most cost effective manner for present and future consumers.

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Southern Downs Regional Council Asset Management Plan Buildings 2014
Plan Framework

Key elements of the plan are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services.
- Financial summary – what funds are required to provide the required services.
- Asset management practices.
- Monitoring – how the plan will be monitored to ensure it is meeting Council’s objectives.
- Asset management improvement plan.

Core and Advanced Asset Management

This AMP is prepared as a ‘core’ asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is a ‘top down’ approach where analysis is applied at the ‘system’ or ‘network’ level.

Future revisions of this AMP will move towards ‘advanced’ asset management using a ‘bottom up’ approach for gathering asset information for individual assets to support the optimisation of activities and programs to meet agreed service levels.

Key stakeholders in the preparation and implementation of this asset management plan are:

- Southern Downs Regional Council
- Residents
- Sporting Clubs
- Facility users
- Tourists
- Council Business Units
- Developers

This AMP is prepared under the direction of Council’s vision, mission, goals and objectives.

Southern Downs Community Plan 2030

Eight key vision themes are important to the Southern Downs community and have been used to shape this AMP. These are:

1. The Southern Downs Sense of Community
2. The Healthy and Active Southern Downs
3. The Southern Downs Learning Community
4. The Economically Strong, Sustainable and Diverse Southern Downs
5. Destination Southern Downs
6. The Environmentally Sustainable Southern Downs
7. The Well-connected Southern Downs
8. The Well-governed Southern Downs

Draft

Southern Downs Regional Council Asset Management Plan Buildings 2014
Relevant Council strategic priorities from the Southern Downs Regional Council Corporate Plan 2014-2019 are:

<table>
<thead>
<tr>
<th>Item</th>
<th>Relevance</th>
<th>How objectives are addressed in AMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Southern Downs Sense of Community</td>
<td>Is addressed through Chapter 3 LOS of the AMP, particularly Key Issues / observations and programs</td>
</tr>
<tr>
<td>1.1</td>
<td>Review levels of service delivery to our region</td>
<td>See above</td>
</tr>
<tr>
<td>1.2</td>
<td>Continually monitor and evaluate all Council operations and commission independent surveys of client/customer satisfaction levels</td>
<td>See above</td>
</tr>
<tr>
<td>1.3</td>
<td>Continue to record and protect all significant heritage and cultural sites and structures</td>
<td>Is addressed through Chapter 2 Existing Infrastructure of the AMP</td>
</tr>
<tr>
<td>1.4</td>
<td>Review Council’s long term involvement in Council housing</td>
<td>Is addressed in Chapter 3 LOS and Chapter 5 Lifecycle Management of the AMP</td>
</tr>
<tr>
<td>1.5</td>
<td>Review all cemetery services including determining the viability of above ground vault construction</td>
<td>Is addressed in Chapter 3 LOS, Chapter 4 Demand Management and Chapter 5 Lifecycle Management of the AMP</td>
</tr>
<tr>
<td>1.6</td>
<td>Establish community service obligations in relation to water, sewerage, roads etc. to precede the levels of service to clarify expectations</td>
<td>Is addressed through Chapter 3 LOS of the AMP</td>
</tr>
<tr>
<td>2.</td>
<td>The Healthy and Active Southern Downs</td>
<td>Is addressed through Chapter 4 Demand Management</td>
</tr>
<tr>
<td>2.1</td>
<td>Improve existing recreation opportunities to encourage a healthier lifestyle for residents in the region.</td>
<td>Is addressed through Chapter 4 Demand Management</td>
</tr>
<tr>
<td>2.2</td>
<td>Complete, implement and review a Sport and Recreation Master Plan</td>
<td>Is Addressed through Chapter 4 Demand Management of the AMP</td>
</tr>
<tr>
<td>3.</td>
<td>The Southern Downs Learning Community</td>
<td>Is addressed through Chapter 3 LOS and Chapter 4 Demand Management</td>
</tr>
<tr>
<td>3.1</td>
<td>Further develop libraries to become active community hubs of learning and social inclusion</td>
<td>Is Addressed through Chapter 3 LOS and Chapter 4 Demand Management</td>
</tr>
<tr>
<td>3.2</td>
<td>Ensure that library services reflect agreed State Library standards.</td>
<td>Is Addressed through Chapter 3 LOS and Chapter 4 Demand Management</td>
</tr>
<tr>
<td>4.</td>
<td>The Economically Strong, Sustainable and Diverse Southern Downs</td>
<td>How objectives are addressed in AMP</td>
</tr>
<tr>
<td>4.1</td>
<td>Identify new external revenue sources to fund regional infrastructure and services</td>
<td>Is addressed through Chapter 7 Financial Summary, particularly 7.2 Funding Strategy</td>
</tr>
<tr>
<td>6.</td>
<td>The Environmentally Sustainable Southern Downs</td>
<td>Is addressed through chapter 5, section 5.1.4 Asset Operations and Maintenance and Key Programs / Projects</td>
</tr>
<tr>
<td>6.1</td>
<td>Implement innovative measures to reduce Council’s energy use and carbon emissions</td>
<td>Is addressed through chapter 5, section 5.1.4 Asset Operations and Maintenance and Key Programs / Projects</td>
</tr>
</tbody>
</table>

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Southern Downs Regional Council Asset Management Plan Buildings 2014
### 8. The Well Governed Southern Downs

<table>
<thead>
<tr>
<th>8.8 Use into management, communication and technology to provide and support modern delivery of services to Council and the region</th>
<th>Is addressed through Chapter 5 Lifecycle Management Operations and Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.11 Review depot/workshop operations including development of master plan</td>
<td>Is addressed through Chapter 2, Existing Infrastructure, and Chapter 4 Demand Management, of the AMP</td>
</tr>
<tr>
<td>8.12 Develop and implement council land management strategies</td>
<td>Will be addressed in Land AMP and incorporated in future Building AMP Revisions</td>
</tr>
<tr>
<td>8.16 Update existing Asset Management Plans and develop meaningful new asset management plans for the remaining major assets.</td>
<td>Is addressed through this entire document.</td>
</tr>
<tr>
<td>8.19 Continue to promote and encourage a proactive approach to risk management, including business continuity</td>
<td>Is addressed through Chapter 6 Risk Management (Profiling, Criticality and Risk Assessment)</td>
</tr>
<tr>
<td>8.20 Provide and maintain appropriate security measures to protect council's assets (buildings, plants, sites etc).</td>
<td></td>
</tr>
</tbody>
</table>

**Table 1.2.** Council Goals and how these are addressed in this Plan
1.3 Linkages to other management plans

This AMP is to be read with the following associated planning documents:

- Southern Downs Community Plan 2030
- SDRC Asset Management Policy (reviewed Aug 2010)
- Southern Downs Regional Council Asset Management Strategy (August 2010)
- SDRC Customer Service Standards 2009
- SDRC Risk Management Framework 2011
- SDRC Operational Plan
- SDRC Land Asset Management Plan
- SDRC Water Supply Asset Management Plan
- SDRC Wastewater Asset Management Plan
- SDRC IT Asset Management Plan
- SDRC Plant Asset Management Plan (When Developed)
- Southern Downs Local Disaster Management Plan (Version 3 - 7 May 2013)
- SDRC Planning Scheme August 2012.
- SDRC Customer Service Charter 2011 (Revised Feb 2014)
2. EXISTING INFRASTRUCTURE BASE

Warwick Administration Building

Stanthorpe Administration Building

The Southern Downs Region covers an area of approximately 7,119.9km² and provides buildings and facility infrastructure throughout the area. The majority of building infrastructure is located in Warwick and Stanthorpe.

2.1 Infrastructure set up

Council buildings and related facilities provide a range of important benefits to the community, including:
- Providing operational facilities for the administration of local government and delivery of related services;
- Providing facilities for recreation and maintaining a healthy lifestyle; and

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Southern Downs Regional Council Asset Management Plan Buildings 2014
- Providing an important focal point for social interaction helping to develop and strengthen the local community.

Table 2.1 shows the buildings owned by Council

<table>
<thead>
<tr>
<th>Building type</th>
<th>Number</th>
<th>Replacement Value ($,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>2</td>
<td>8,179</td>
</tr>
<tr>
<td>WARAC</td>
<td>3</td>
<td>10,191</td>
</tr>
<tr>
<td>Cultural</td>
<td>5</td>
<td>8,638</td>
</tr>
<tr>
<td>Ancillary</td>
<td>1</td>
<td>208</td>
</tr>
<tr>
<td>Warwick Town Hall</td>
<td>1</td>
<td>7,862</td>
</tr>
<tr>
<td>Stanthorpe Civic Centre</td>
<td>1</td>
<td>4,233</td>
</tr>
<tr>
<td>Community Hall</td>
<td>1</td>
<td>1,110</td>
</tr>
<tr>
<td>Aerodrome</td>
<td>5</td>
<td>721</td>
</tr>
<tr>
<td>Depot</td>
<td>39</td>
<td>6,083</td>
</tr>
<tr>
<td>Animal Management</td>
<td>4</td>
<td>355</td>
</tr>
<tr>
<td>Community Building</td>
<td>11</td>
<td>2,200</td>
</tr>
<tr>
<td>Aquatic</td>
<td>22</td>
<td>5,242</td>
</tr>
<tr>
<td>Cemetery</td>
<td>12</td>
<td>507</td>
</tr>
<tr>
<td>Housing</td>
<td>22</td>
<td>5,487</td>
</tr>
<tr>
<td>Buildings Market Value</td>
<td>2</td>
<td>426</td>
</tr>
<tr>
<td>Toilets</td>
<td>47</td>
<td>3,378</td>
</tr>
<tr>
<td>Water</td>
<td>20</td>
<td>1,112</td>
</tr>
<tr>
<td>Waste Water</td>
<td>18</td>
<td>691</td>
</tr>
<tr>
<td>Waste Management</td>
<td>11</td>
<td>1,799</td>
</tr>
<tr>
<td>Parks</td>
<td>52</td>
<td>2,068</td>
</tr>
<tr>
<td>War Memorial</td>
<td>2</td>
<td>61</td>
</tr>
<tr>
<td>Recreation Facility</td>
<td>5</td>
<td>2,412</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>11</td>
<td>767</td>
</tr>
<tr>
<td>SES</td>
<td>7</td>
<td>586</td>
</tr>
<tr>
<td>Storage</td>
<td>2</td>
<td>69</td>
</tr>
<tr>
<td>Stanthorpe Sport</td>
<td>15</td>
<td>1,817</td>
</tr>
<tr>
<td>Rodeo Hall Of Fame*</td>
<td>1</td>
<td>2,356</td>
</tr>
<tr>
<td>Stanthorpe Museum Complex*</td>
<td>12</td>
<td>1,814</td>
</tr>
<tr>
<td>Managed by Other organisations *</td>
<td>70</td>
<td>17,923</td>
</tr>
<tr>
<td>TAFE Campus, Appin College (Sold post 2013 Valuation)</td>
<td>13</td>
<td>2,118</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>413</strong></td>
<td><strong>106,385</strong></td>
</tr>
</tbody>
</table>

Table 2.2 Building Assets by type (Valuation as at 30 June 2013)

*On Building Register but excluded from forward planning maintenance and capital
2.2 Age of infrastructure

2.2.1 Age of Buildings

Council owns a total of 413 buildings and or structures that were constructed at different periods. However, a profile of construction dates is not currently available. Some components of the facilities have undergone significant maintenance, and renewal upgrades to maintain their level of service. Continued condition monitoring, maintenance and renewal programs for facilities will be required.

Council has several buildings that are Heritage Listed and require sympathetic and responsible management for the protection of these assets. The Warwick Town Hall is of National Heritage Significance and will require a new Conservation Management Plan prepared for its ongoing maintenance. The Mitchner Memorials in Warwick and Aliora, and the Soldiers Memorial in Stanthorpe are all of State Heritage Significance and will also require Conservation Management Plans. An overall Heritage asset management strategy/plan will be developed for future Building AMP revisions.

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Southern Downs Regional Council Asset Management Plan Buildings 2014
A listing of all Council owned Heritage buildings is included in Appendix B1

### 2.3 Assets (Valuation)

The building assets valuation is shown in Table 2.2 below.

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Quantity</th>
<th>Replacement Cost ($M)</th>
<th>Written Down Value ($M)</th>
<th>Annual Depreciation ($M)</th>
<th>Average Useful Life (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings - Super-Structure</td>
<td>371</td>
<td>41.7</td>
<td>33.3</td>
<td>0.18</td>
<td>54</td>
</tr>
<tr>
<td>Buildings - Sub-Structure</td>
<td>395</td>
<td>23.2</td>
<td>20.5</td>
<td>0.10</td>
<td>56</td>
</tr>
<tr>
<td>Buildings - Roof</td>
<td>393</td>
<td>15.8</td>
<td>13.8</td>
<td>0.17</td>
<td>37</td>
</tr>
<tr>
<td>Buildings - Services (Mechanical)</td>
<td>62</td>
<td>4.7</td>
<td>3.6</td>
<td>0.10</td>
<td>20</td>
</tr>
<tr>
<td>Buildings - Fit outs (Floor Covering)</td>
<td>117</td>
<td>4.0</td>
<td>3.1</td>
<td>0.18</td>
<td>19</td>
</tr>
<tr>
<td>Buildings - Fit outs &amp; Fittings</td>
<td>189</td>
<td>1.4</td>
<td>1.3</td>
<td>0.01</td>
<td>19</td>
</tr>
<tr>
<td>Buildings - Services (Fitz)</td>
<td>139</td>
<td>0.9</td>
<td>0.8</td>
<td>0.002</td>
<td>25</td>
</tr>
<tr>
<td>Buildings - Services (Transport)</td>
<td>3</td>
<td>0.2</td>
<td>0.2</td>
<td>0.002</td>
<td>11</td>
</tr>
<tr>
<td>Site Infrastructure</td>
<td>1</td>
<td>1.5</td>
<td>1.5</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Buildings (Market Value)</td>
<td>2</td>
<td>0.4</td>
<td>0.4</td>
<td>0.009</td>
<td>47</td>
</tr>
<tr>
<td>Other Structures</td>
<td>20</td>
<td>0.3</td>
<td>1.6</td>
<td>0.18</td>
<td>34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,747</strong></td>
<td><strong>100.1</strong></td>
<td><strong>88.8</strong></td>
<td><strong>0.94</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Table 2.2 Building Assets Valuation (as of 30 June 2014)**

Table 2.2 shows that:

- Total replacement cost and total written down value for the building assets are approximately $100 million and $88.8 million respectively.

Based on the financial data ($365/$100) the building assets have, on average, approximately 88% of their service life remaining. As such, the building assets are still relatively young i.e. less than halfway through the useful life.

---

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Southern Downs Regional Council Asset Management Plan Buildings 2014
2.4 Asset Condition

This AMP uses a simple condition rating scale ranging from one (being new) to five (being very poor) and applies the following strategies for assets at different condition levels:

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

All projects on the short term capital expenditure program shall have their condition and performance verified and confirmed through a field assessment. Condition assessments are in the process of being conducted for Council’s buildings.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Very Good</td>
<td>All components operate and well maintained. Only planned maintenance required. Approximately 0 - 20% of useful life consumed.</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Minor maintenance required plus planned maintenance. Fewer of defects affecting performance, integrity and durability. Approximately 20 - 40% of useful life consumed.</td>
</tr>
<tr>
<td>3</td>
<td>Fair / Satisfactory</td>
<td>Defects affecting durability which require monitoring and/or maintenance. Significant maintenance required to return to acceptable level of service. Approximately 40 - 60% of useful life consumed.</td>
</tr>
<tr>
<td>4</td>
<td>Poor</td>
<td>Defects affecting performance and structural integrity. Renewal or upgrade required. Approximately 60 - 80% of useful life consumed.</td>
</tr>
<tr>
<td>5</td>
<td>Very Poor</td>
<td>Unserviceable. Requires urgent attention, life and property at risk. Not suitable for use by customers. 80 - 100% of useful life consumed.</td>
</tr>
</tbody>
</table>

**Table 2.3 Condition Descriptions**

---

**Draft Southern Downs Regional Council Asset Management Plan Buildings 2014**
Table 2.4 shows the building asset types, the replacement cost and percentage of condition ratings based on financial data.

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Replacement Cost ($M)</th>
<th>As New</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings - Super-Structure</td>
<td>41.7</td>
<td>57%</td>
<td>34%</td>
<td>8%</td>
<td>1%</td>
<td>&lt;0.05%</td>
</tr>
<tr>
<td>Buildings - Sub-Structure</td>
<td>23.2</td>
<td>61%</td>
<td>45%</td>
<td>5%</td>
<td>1%</td>
<td>&lt;0.05%</td>
</tr>
<tr>
<td>Buildings - Roof</td>
<td>15.6</td>
<td>67%</td>
<td>28%</td>
<td>14%</td>
<td>1%</td>
<td>&lt;0.05%</td>
</tr>
<tr>
<td>Buildings - Services (Mechanical)</td>
<td>4.7</td>
<td>55%</td>
<td>63%</td>
<td>2%</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Buildings - Fit outs (Floor Coverings)</td>
<td>4.0</td>
<td>45%</td>
<td>44%</td>
<td>11%</td>
<td>&lt;0.02%</td>
<td>NIl</td>
</tr>
<tr>
<td>Buildings - Fit outs &amp; Fittings</td>
<td>1.4</td>
<td>66%</td>
<td>32%</td>
<td>4%</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Buildings - Services (Fire)</td>
<td>0.9</td>
<td>69%</td>
<td>2%</td>
<td>NIl</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Buildings - Services (Transport)</td>
<td>0.2</td>
<td>100%</td>
<td>NIl</td>
<td>NIl</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Buildings (Market Value)</td>
<td>0.4</td>
<td>NIl</td>
<td>47%</td>
<td>83%</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Other Structures</td>
<td>0.3</td>
<td>44%</td>
<td>8%</td>
<td>48%</td>
<td>NIl</td>
<td>NIl</td>
</tr>
<tr>
<td>Total</td>
<td>100.4</td>
<td>54%</td>
<td>35%</td>
<td>10%</td>
<td>1%</td>
<td>&lt;0.05%</td>
</tr>
</tbody>
</table>

Table 2.4 Asset Type and condition rating based on financials

The Table 2.4 shows that:

- 90% of building assets are still within the range of new to fair condition. (Based on the independent valuation report dated 29 February 2014)
- <0.05% (or about $0.04M) of building assets, generally old storage sheds, are in very poor condition and may be at risk of imminent failure.
- A further 1% (or $0.7M) of building assets, again, generally old storage sheds and the Killarney Scout Hut, are in poor condition and will have to be renewed in the short to medium term.

![State of the Building Assets Summary](image)

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Southern Downs Regional Council Asset Management Plan Buildings 2014
2.5 Asset Performance

Council has limited information regarding asset capacity, utilisation and service performance. It is intended to identify, collect and analyse this information for inclusion in future Building AMPs. The following building issues were identified by the Community Facilities department as needing investigation:

- Depot and workshop Master Plan is required. A number of facilities fail to provide adequate physical access for disabled users.
- Ongoing responsibility for maintenance and renewal of community facilities that term part of Trustee Leases.
- Prior to 2013, buildings had only a limited resource allocation. The Manager Community Facilities has now created and put in place a dedicated team. In response, it would be expected that there will be an increase in maintenance requests that will be captured and can be completed.
- Routine inspections and maintenance of swimming pool plant is required.
- Fitzroy Street Pensioner Units are subject to flooding - Full review of long term service provision of Community Housing under way.
- We have now implemented data capture via Council’s Asset Service Request System. Further work is required in this area to ensure the system appropriately supports the need of the community.

2.6 Key Issues /Observations and Programs

Key Issues

Based on 2014 Valuation condition assessments:

1. <0.05% ($0.04 Million) of the entire building asset base is in very poor condition.
2. 1% ($0.74 Million) of building components is within the range from poor to very poor.

Known poor condition of a number of assets include:

1. Stenhouse Civic Centre flooring
2. Altara Community Hall flooring
3. Mitchner Memorial (Warwick Cemetery) repairs required on Heritage Listed building
4. Whilst WIRC is now under a management agreement council is still responsible for the building structure and significant infrastructure capital. In the last 12 months alone Council has invested significant capital into bringing this building up to standard.

- Subfloor drainage inadequate at Stenhouse Art Gallery
- A stock take and condition assessment of all Council buildings is currently in progress. The revised information will be included in future revision of the Building AMP.
- A number of facilities fail to provide adequate physical access for users requiring disability access.
- Fitzroy Street Pensioner Units - Flooding Issue - Full review of long term service provision of Community Housing under way.
- Anecdotally, evidence shows that various building & facilities are underutilised.
- Administration buildings continue to experience occupancy pressures as more staff are
located into existing areas - Business cases and Master Plans recommended.

- Warwick Admin Building increase in occupancy has occurred without due consideration being given to approved numbers for a building of this size. When the building was approved it would have been approved based on a number of occupants. The increase may impact on the buildings ability to adequately support the increases in numbers ergonomically, safely and in accordance with good building practices.

- Warwick Library: Limitations to space - need to review long term planning and operation of Library in line with what service needs to be provided.

- Toilets behind the Warwick town hall are aesthetically poor and don't meet Crime Prevention Through Environment Design (CPTED) requirements. Maintenance and repair are an ongoing issue.

Key programs

- Completion of stock take and condition assessment are required for all building assets.
- Conduct functionality and utilisation assessments for all Council Buildings
- Develop a short term (e.g. 1-3 years) capital expenditure program to replace the $0.04 Million worth of building assets with the condition rating of 5.
- Develop a medium term (e.g. 4-10 years) capital expenditure program to replace the $0.7 Million worth of buildings with the condition rating of 4.
- Develop an operation expenditure program to monitor and maintain the $99.8 Million worth of building assets within the condition rating from 1 to 3.
- Structural engineering inspections of swimming pools is recommended.
- Structural engineering inspections of building issues identified in the 2014 building condition assessments of major buildings
- Depots Master Plans, viability studies and business cases are recommended to be completed.
- Facility Maintenance program required to expedite the organisation’s ability to schedule and dispatch activities.
- Building Energy Loss program of insulating buildings, tinting windows etc. to reduce energy consumption. Review of major buildings heating and cooling strategies e.g. underfloor heating at Stanthorpe Chambers and the Senior Citizens centre are expensive to operate 12 hours a day and alternate viable options are available.
### 3. LEVELS OF SERVICE (LOS)

#### 3.1 Overview

This section outlines the levels of service for Council's building assets:
- Technical levels of service, and
- Community levels of service.

The technical levels of service and community levels of service are discussed in the following sections.

#### 3.2 Technical levels of service

Table 3.1 outlines Council’s performance against technical levels of service, which represent performance targets for the proper and sustainable management of Council’s building assets. The measures are derived, where available, from the relevant legislation, Council practices and other mandatory requirements as well as community / customer service requirements.

The technical levels of service can be monitored over time and benchmarked with other local government building managers to identify potential areas for improvement.

---

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*Southern Downs Regional Council Asset Management Plan Buildings 2014*
### Table 3.1: Performance against Technical Levels of Service

<table>
<thead>
<tr>
<th>Service Attribute</th>
<th>Technical LOS</th>
<th>Target Measure</th>
<th>Current Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function / Accessibility</td>
<td>Buildings support the services of Council's governance structure and those that fall within Council's Community Service Obligations</td>
<td>Community satisfaction with services – To be developed</td>
<td>Not Available</td>
</tr>
<tr>
<td></td>
<td>Provide access and services for all user groups</td>
<td>100% DDA legislative compliance in 5 years</td>
<td>Not Available</td>
</tr>
<tr>
<td>Condition</td>
<td>Provide regular maintenance as per schedule for building hierarchy</td>
<td>Annual inspection</td>
<td>Not Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zero outstanding defects / month</td>
<td>Not Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;5% Reactive Maintenance Request per month</td>
<td>Not Available</td>
</tr>
<tr>
<td>Cost Effectiveness</td>
<td>Provide service in cost-effective manner</td>
<td>80% planned maintenance / 20% reactive tasks</td>
<td>Not Available</td>
</tr>
<tr>
<td>Quality</td>
<td>Provide Maintenance</td>
<td>Hazards removed</td>
<td>Reserves maintenance to limit of budget allocation</td>
</tr>
<tr>
<td></td>
<td>Provide Renewal</td>
<td>Implement a planned renewal and maintenance program that is proactive, rather than reactive</td>
<td>Primary reactive maintenance.</td>
</tr>
<tr>
<td>Safety</td>
<td>Provide safe suitable facilities free from hazards with hazards clearly identified</td>
<td>&lt;5% outstanding hazard per month (from hazard log)</td>
<td>Not Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet current legislative requirements – zero safety related defects</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Asbestos</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hazardous chemicals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OH&amp;;S</td>
<td></td>
</tr>
</tbody>
</table>

Table 3.1: Historical performance against technical levels of service  
Source: Developed for this report from IPWEA, Practice Note 3 BUILDINGS.

There needs to be improvements to:
- Ensure that all the technical levels of service are being regularly measured and reported.
- Review and update the criteria of the performance reporting currently undertaken through merit.
3.3 Community Levels of Services

<table>
<thead>
<tr>
<th>Service Attribute</th>
<th>Customer times to</th>
<th>LOS (Response)</th>
<th>Target Measure</th>
<th>Current Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>Provide clean and serviceable facilities</td>
<td>&lt;10% customer complaints per month</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet cleaning schedule based on hierarchy 95% of the time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Meet external and internal user requirements and available when needed</td>
<td>&lt;5% customer complaints relating to user requirements and/or availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>Facilities are free from hazards accessible to DDA groups</td>
<td>&lt;5% customer request per month</td>
<td>&lt;5% reported accidents / incidents</td>
<td></td>
</tr>
</tbody>
</table>

Table 3.2 Community Levels of Service

Current performance against these measures is not readily available. Target measures will have to be reviewed in the future. In addition, the recent implementation of the merit customer request management system will likely provide some of this information in the future.

3.4 Legislative Compliance

Various legislations govern the provision of building infrastructure including:
- Queensland Electrical Safety Regulations 2013.
- Queensland Workplace Health and Safety Regulations 2011.

3.5 Reviews of levels of service

Annual reviews of the levels of service will be conducted to ensure ongoing relevance.

3.6 Summary

In summary, the key issues and/or observations and programs are:

Key issues / observations:
- Processes and procedures need to be developed and put in place for ongoing measurement and reporting of the building performance against set targets.
- A measure of the asset data integrity (completeness, currency and validity) needs to be established in relation to the level of service measures and reporting.
- An appropriate asset performance reporting system needs to be investigated and implemented.

Draft

Southern Downs Regional Council Asset Management Plan Buildings 2014
Key Program
- Review and update building levels of services (both technical and community type).
- Review performance outcomes where SDRC is not currently meeting its technical levels of service.
- Examine opportunities for performance reporting as part of a maintenance management system.

Community Plan/Operational Plan
- Further develop libraries to become active community hubs of learning and social inclusion (Corporate Plan 2014-2019)
- Ensure that library services reflect agreed State Library standards. (Corporate Plan 2014-2019)

PREVIOUS DISCUSSION BY COUNCIL ON THE MATTER

MINUTES OF THE GENERAL MEETING OF COUNCIL 22 OCTOBER 2014
14.3 BCS - Seniors Housing - Long Term Alternatives
Resolution Moved Cr V Pennisi Seconded Cr J McNelly, THAT Council:-
1. Divest itself of Community Housing.
2. Develop a Plan to divest itself of an initial 24 units with security of tenure for existing tenants in those units to be included in the Plan.
3. Use the proceeds from the sale of 24 units to pay out the equity to the Department of Housing & Public Works that they are owed.
Carried

14.6 Council land, Willis and Tooth Street, Rosenthal Heights
Resolution Moved Cr J MacKenzie Seconded Cr V Pennisi, THAT:-
1. A report be prepared on the options and constraints for development of Council owned property in the vicinity of Willis and Tooth Streets, Rosenthal Heights, including:
Lot 1 RP 176321, 14,150 square metres
Lot 1 RP 117727, 3,810 square metres
Lot 2 RP 117727, 17,960 square metres; and
Lot 1 RP 10576, 1,012 square metres. (Total of 36,991 square metres)
2. The Chief Executive Officer commence negotiations and provide options for Council’s approval, for relocation of the existing users on the site.
Carried

MINUTES OF THE GENERAL MEETING OF COUNCIL 24 SEPTEMBER 2014
8.5 BCS - Stanthorpe Cemetery - Outdoor Burial Wall - Stage 2
Resolution Moved Cr J MacKenzie Seconded Cr V Pennisi
THAT Council call for expressions of interest on the two proposed separate designs for the construction of Stage 2 of the Stanthorpe Outdoor Burial Wall, and that budget implications be discussed at a further Council meeting after receipt of those expressions of interest.
Carried
4. DEMAND MANAGEMENT

Old Allora Council Chambers (Heritage Listed)

4.1 Overview

The purpose of this section is to identify future demands on the provision of building infrastructure services, and the potential impact on the existing building asset base.

The three predominant factors that affect building assets are related to growth, the environment and legislation. The impact of these factors, on building assets, range from increasing the quantity and complexity of the asset base to changes in the asset interventions (such as monitoring, inspections, repairs, maintenance, renewals and dispositions).

Demand for new sustainable services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets. To meet the demand management practices will include non-asset solutions, to mitigate those understood risks and manage failures.

The types and style of buildings required by the community is also starting to change. In recent years Council has witnessed an increase in the number of sporting facilities building by lessees through granting funding and in-kind support.

Draft
Southern Downs Regional Council Asset Management Plan Buildings 2014
4.2 Future Demands

The population growth rate in the region is around 1.3%.

Figure 4.1 shows the population increases and future projections for the region which equates to a population growth of around 1.3% per year.

![Population Growth Diagram](source.png)

**Figure 4.1 Historical and Projected SDRC Population Growth**


Demand factor trends and impacts on service delivery are summarised in Table 4.1.

<table>
<thead>
<tr>
<th>Demand factor</th>
<th>Present position</th>
<th>Projection</th>
<th>Impact on services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>35,606</td>
<td>2031 – 47,402</td>
<td>Estimated 1.3% increase in population by 2031 which may impact the type of facilities required by Council</td>
</tr>
<tr>
<td>Demographics</td>
<td>0-14 (20.4%)</td>
<td></td>
<td>Approximately 50% of the population is under the age of 24, with about 45% over the age of 45. It is recognised that as the demographics change in the region, Council will also need to move to ensure the services/asset provided meet the community’s needs.</td>
</tr>
<tr>
<td></td>
<td>15-24 (11.9%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25-44 (22.4%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45-64 (29.1%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>65+ (17.3%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Income</td>
<td>Average Annual Income $31,722</td>
<td>With the family income becoming tighter, we would expect to see a greater use of “free services” such as our parks and playgrounds, and libraries</td>
<td></td>
</tr>
</tbody>
</table>

**Table 4.1 Demand Factors, Projections and Impact on Services**
# 4.3 Summary

## Key issues / observations

The key issues and observations are:
- Low level population growth causing insignificant impact on existing building infrastructure.
- Review models for service and asset provision.
- Establish sustainable maintenance and renewal programs for existing assets.
- It should be noted that some buildings and structures in this plan have been built by community/charity organisations on Council or Crown land. These buildings are leased to the organisations and generally the occupier is responsible for all maintenance and capital renewal.

Council may not intend to renew these buildings when they reach service life, however there may be an expectation from the current leasees/occupiers that these assets are renewed. These buildings should be further investigated to ascertain whether these buildings should be included in the future revision of this plan.

<table>
<thead>
<tr>
<th>Service Activity</th>
<th>Demand Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional serviceability of all buildings.</td>
<td>Review of all Council’s building assets to determine the suitability in line with service function.</td>
</tr>
<tr>
<td>Augmentation or upgrade of building assets.</td>
<td>Review of all identified capital improvements including whole of life cost analysis and re-occurring operational costs.</td>
</tr>
<tr>
<td>Optimize utilization of existing assets (including alternative service models; diversification etc).</td>
<td>Collect information relating to data collected on the activities in all community buildings to determine occupancy trends and future requirements. Investigate opportunities for shared use of assets; diversification; revenue generation; cost saving/transfer.</td>
</tr>
</tbody>
</table>
| Higher demands on the level of service and delivery of sustainable service levels. | Develop strategies to ensure service levels meet the expectations of the community, which include:  
  - Responsively address ongoing maintenance and repair needs;  
  - Planned electrical, air-conditioning, plumbing and fire protection equipment maintenance;  
  - Pest control;  
  - Provide replacement components as required;  
  - Reactive maintenance of structures including floor coverings;  
  - Material painting to meet acceptable service standards;  
  - General repairs undertaken and graffiti removed. |
| Disposal plan for assets | Identify any building assets that may not be required for future purposes. Investigate rationalisation of existing building assets to achieve sustainability (quadruple bottom line considerations) |
| Reduction or deferral of the acquisition of new assets. | Determine the creation of any new building asset against whole of life costs and building function. |
| Energy consumption | A review of water and electricity consumption in association with the effects of global warming on all community buildings with hirer and lease agreements to identify strategies to reduce consumables. |

---

**Draft**

Southern Downs Regional Council Asset Management Plan Buildings 2014
Table 4.2 Demand Management Plan

Key Program

The key projects / programs to be considered are:

- Complete, Implement and review a Sport and Recreation Master Plan
- Complete, Implement and review a Depot/Workshop Master Plan
- Cemetery services Master Plan
- Building use analysis and studies
- Community Hubs
- Toilet blocks in new locations
- Community Buildings for aging population

Community Plan 2030

- Corporate Plan 2014-2019: 3.2 Further develop libraries to become active community hubs of learning and social inclusion


PREVIOUS DISCUSSION BY COUNCIL ON THE MATTER

- MINUTES OF THE GENERAL MEETING OF COUNCIL 24 SEPTEMBER 2014
  8.8 BCS - Stanthorpe Cemetery - Outdoor Burial Wall - Stage 2
  Resolution Moved Cr J Mackenzie Seconded Cr V Penati
  THAT Council call for expressions of interest on the two proposed separate designs for the construction of Stage 2 of the Stanthorpe Outdoor Burial Wall, and that budget implications be discussed at a further Council meeting after receipt of those expressions of interest.
  Carried

- MINUTES OF THE GENERAL MEETING OF COUNCIL 25 JUNE 2014
  8.8 BCS - SDRC Sports Advisory Group
  Resolution Moved Cr V Penati Seconded Cr N Meiklejohn
  THAT Council:
  1. Receive the report on the SDRC Sports Advisory Group and defer the matter to a workshop for further consideration.
  2. Place on hold the proposal to maintain all land on Council owned/controlled sporting fields that are leased to sporting groups for a period of twelve (12) months to allow sustainable funding to be identified with a Council decision to be made by the end of February 2015.
  Carried

- MINUTES OF THE GENERAL MEETING OF COUNCIL 25 JUNE 2014
  8.5 BCS - SDRC Aerodrome Advisory Group
  Resolution Moved Cr J Mackenzie Seconded Cr C Gow
  THAT Council:
  1. Establish the Southern Downs Regional Council (SDRC) Aerodrome Advisory Group that has the purpose of advising Council on matters about Council’s two aerodromes.
  3. Appoint Crs Bartley, Penati and Mackenzie as Council’s representatives to the Aerodrome Advisory Group.
  Carried

Draft

Southern Downs Regional Council Asset Management Plan Buildings 2014
Item 8.5 BCS - Asset Management Plan - Buildings
Attachment 1: Final Draft - Asset Management Plan - Buildings

- MINUTES OF THE GENERAL MEETING OF COUNCIL 29 APRIL 2014

10.4 Warwick Aerodrome development, lay-out and leasing options

Resolution
Moved Cr N Maldejohn Seconded Cr J McNally

THAT Council

1. Approve Planning and Development to investigate design and development options within the site and lay-out, to offer flexibility and a variety of lot sizes to suit the needs of specific users; and

2. Approve and allow flexibility for lot leasing options, to best suit individual lessee to the satisfaction of the CEO; and

3. Take action to amend the existing Development Permit in accordance with this decision.

Carried
5. LIFECYCLE MANAGEMENT PLAN

Life Cycle Management

This section of the Building AMP outlines the framework for managing Council’s building assets to ensure agreed service levels are provided, while maintaining physical and financial sustainability.

Lifecycle management:

- Details how we plan to manage and operate our building assets at the agreed levels of service (defined in section 3) while minimising life cycle costs in order to provide building infrastructure service to our customers that represents value for money.
- Incorporates “whole of life costing” of our building infrastructure assets which are characterised by a long useful life, significant maintenance costs, operational costs, and possible replacement costs. Initial capital costs tend to be only a small proportion of the overall “whole of life” cost of an asset.

Figure 5.4 presents the life cycle of planning, construction, operation, maintenance renewal and disposal of building assets and the expected deliverables at each stage of asset lifecycle management.

![Flowchart of Life Cycle Management](image)

**Figure 5.4 Flow chart of life cycle management**

Keeping an asset within the operate/maintain loop, as long as financially viable, represents an opportunity for cost savings by delaying capital investment.

---

*Draft*

Southern Downs Regional Council Asset Management Plan - Buildings 2014
5.1 Current State

Each stage identified in Figure 5.1 will be discussed along with how that stage is currently implemented.

5.1.1 Asset Standards and Specifications

Our asset acquisition, operations and maintenance work is carried out in accordance with the following Standards and Specifications:

- Qld Building Regulation 2006
- Qld Plumbing and Drainage Act 2002
- Qld Electrical Safety Regulations 2013
- Qld Workplace Health and Safety Regulations 2011
- Qld Building Fire Safety Regulations 2008
- Qld Pool Safety Regulations 2009
- Relevant Australian Standards
- Relevant Industry Specifications, Codes of Practice and guidelines
- Manufacturers’ recommendations and requirements
- Southern Downs Regional Council’s specifications, standard operating procedures and safe work method statements.

5.1.2 Asset Planning, Creation and Acquisition

New works - create a new asset that did not previously exist, or works which upgrade or improve an existing asset beyond its existing capacity. They may result from growth, social or environmental needs. Assets may also be acquired at no cost to the Council from land development. These assets from growth are considered in Section 4.4.

Assets are acquired either externally through developer contributed assets, or internally through Council’s procurement process, or where a lessee constructs a building that has been funded by the lessee, often by a grant they obtained.

Internally acquired infrastructure assets:

- Building codes,
- Are generally delivered by contract. However, minor projects may be delivered by the maintenance teams.

New asset expansions or upgrades will be prioritised based on a number of factors including:

- Asset capacity or size considering both current and future demand e.g.
- Required service quality
- Cost / benefit assessments.
Summary of future costs

Future new/upgrade/expansion costs are summarised in Fig 5.2 below.

![Projected 10 Year New/upgrade Capital Expenditure](chart)

**Fig 5.2 Projected 10 Year New/Upgrade/Expansion Asset Cash Flow**

New assets and services are to be funded from Council’s capital works program and grants where available. This is further discussed in Section 7

**Key issues / observations**

The following issues / comments are made:

- A long term (at least 20 year planning horizon) be used to manage growth demand with five (5) year cohorts (planning blocks) to cover at least up to 2035.
- Scoping for all capital upgrade/new projects to identify:
  - the service delivery ‘deficiency’, present risk and required timeline for delivery of the upgrade/new asset
  - the project objectives to rectify the deficiency including value management for major projects
  - the range of options, estimated capital and life cycle costs for each options that could address the service deficiency
  - management of risks associated with alternative options
  - evaluate the options against evaluation criteria adopted by Council, and
  - select the best option to be included in capital upgrade/new programs
- New infrastructure is installed or upgraded as demand for services increases. This ensures the network continues to deliver the desired standards of service for customers.
- Review current and required skills base and implement training and development to meet required construction and project management needs
- Review management of capital project management activities to ensure Council is obtaining best value for resources used
Key Programs

The following areas are experiencing growth pressures that require investment in infrastructure asset solutions:

- Complete, implement and review a Sport and Recreation Master Plan
- Undertake project review of the depot/workshop operations and complete, implement and review a Depot/Workshop Master Plan

The most significant potential asset growth / upgrades identified to date include:

- Office space for SDRC two main Administration centres.
- WIRAC’s plant and equipment.
- Depot upgrades.
- Warwick Art Gallery precinct.
- Community use Buildings.
- Storage Facilities including overnight vehicle storage.

PREVIOUS DISCUSSION BY COUNCIL ON THE MATTER

MINUTES OF THE GENERAL MEETING OF COUNCIL 24 SEPTEMBER 2014
8.5 BCS - Stanthorpe Cemetery – Outdoor Burial Wall – Stage 2
Resolution Moved Councillor Meakins seconded Councillor P-Ward
THAT Council call for expressions of interest on the two proposed separate designs for the construction of Stage 2 of the Stanthorpe Outdoor Burial Wall and that budget implications be discussed at a future Council meeting after receipt of those expressions of interest.

Carried

5.2 Asset Maintenance

Operations and maintenance is regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. This work is performed with the objective of meeting Council’s customer service standards.

A building is a complex combination of a variety of assets that requires attention from a variety of professions and trades. Each of our building assets has one or more functional failure modes and corresponding practices to manage them as presented in Table 5.1.

<table>
<thead>
<tr>
<th>Asset</th>
<th>Functional Failure Mode</th>
<th>Current Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations</td>
<td>Cracked / moving walls</td>
<td>Regular inspections, repair, replace, remove building</td>
</tr>
<tr>
<td>Super-Structure</td>
<td>Structural failure</td>
<td>Regular inspections, repair, replace, remove building</td>
</tr>
<tr>
<td>Roof Cladding</td>
<td>Lifted sheet failure, Leaking service inlet/capping</td>
<td>Regular roof inspections, repair, replace</td>
</tr>
<tr>
<td>Air-conditioning</td>
<td>Inefficient Operation, Unit Failure</td>
<td>Clean filters - 3 monthly, 6 monthly services, replace components, replace whole unit</td>
</tr>
</tbody>
</table>

Draft
Southern Downs Regional Council Asset Management Plan Buildings 2014
5.2.1 Maintenance

Maintenance includes reactive, planned and cyclic maintenance work activities.

Reactive maintenance - is unplanned repair work carried out in response to service requests and management / supervisory directions.

Planned maintenance - is repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Cyclic / Scheduled maintenance - is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold. Cyclic maintenance expenditure is included with the planned maintenance expenditure.

Table 5.2 below shows the reactive and planned maintenance, and operating expenditure for the 2012/2013 financial years.

<table>
<thead>
<tr>
<th>Expenditure 2012/2013</th>
<th>Maintenance Reactive ($)</th>
<th>Maintenance Planned ($)</th>
<th>Maintenance Total ($,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,648</td>
<td>Proportion Unknown</td>
<td>Proportion Unknown</td>
<td>1,648</td>
</tr>
</tbody>
</table>

Table 5.2 Maintenance Expenditure
Key Maintenance assumptions – Anecdotally, the majority of maintenance has been reactive, as currently there is no clear break up of costs between operations and maintenance.

Due to the high anecdotal ratio (no statistics currently exist to be able to accurately draw this comparison) of reactive to planned maintenance, maintenance expenditure levels are considered to be inadequate to meet required service levels.

Future revision of this asset management plan will include linking required maintenance expenditures with required service levels. Assessment and prioritisation of reactive maintenance is undertaken by Council staff using experience and judgement.

State Government building management operates to a benchmark of 1% of the building asset value allocated to maintenance. Our performance against this benchmark indicates that benchmark expenditure is being allocated in total, however the distribution of funding needs to be reviewed.

The Manager Community Facilities addressed this issue this year in part, by establishing asset cost centres for each of Council’s building assets. Siting below this are the various building components where the Facility Management team will allocate expenditure, allowing the department to understand better where building costs are going and how this can be better managed.

5.2.2 Standards and specifications

Maintenance work is carried out in accordance with the Standards specified in section 5.1.1 of this AMP. Maintenance is funded from Council’s operating budget and grants where available. This is further discussed in Section 7.

Key issues

The following issues/comments are made:

- The proportion of reactive to planned maintenance was unable to be established from financial records, however anecdotally it appears the majority of maintenance is reactive in nature. There may be opportunity to reduce the amount of reactive maintenance through improved programming of works.

Key Projects

The following programs/improvements are identified:

- Scheduling activities to deliver the defined level of service in the most efficient manner
- Undertaking maintenance activities through a planned maintenance system to reduce costs and improve outcomes
- Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (20 - 80% planned desirable as measured by cost)
- Maintain a current Infrastructure Risk Register for assets and present service risks associated with providing services from Infrastructure assets and reporting Very High and High risks and residual risks after treatment to management and Council
- Review current and required skills base and implement workforce training and development to meet required operations and maintenance needs
- Review asset utilisation to identify under-utilised and over-utilised assets and appropriate remedies and customer demand management options
- Maintain a current hierarchy of critical assets and required operations and maintenance activities

Draft
Southern Downs Regional Council Asset Management Plan Buildings 2014
- Develop and regularly review appropriate emergency response capability
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used
- Introduction of a Work Order system to allow tracking of maintenance costs more accurately.
- Heritage conservation management plans for Warwick Town Hall, Stanthorpe Soldiers Memorial, the Mitchner Shelter at the Warwick Cemetery and the Mitchner Shelter at the Alora Cemetery.

5.3 Asset Renewals and Condition Assessments

Assets requiring renewal are identified from estimates of remaining life obtained from the asset register. Candidate proposals are inspected to verify accuracy of remaining life estimate and to develop a preliminary renewal estimate. Verified proposals will be ranked by priority and available funds and scheduled in future works programmes.

The renewal process is summarised in the following diagram

![Renewal Process Diagram]

**Figure 5.3 The Renewal Process**

Renewal will be undertaken using ‘low-cost’ renewal methods where practical. The aim of ‘low-cost’ renewals is to restore the service potential or future economic benefits of the asset by renewing the assets at a cost less than replacement cost.

Council will not initiate a renewal or upgrade project without evidence such as:
- Condition assessments (inspections, photos)
- Asset Performance (e.g., customer complaints, asset failures)
- Documented explicit regulatory requirements
Figure 5.7 Projected 10 Year Renewal / Refurbishment Identified Costs vs. current adopted budget expenditure for 2016 (This excludes any potential depot redevelopment)

The validity of these costs is a function of the accuracy of the data on which they are founded. Council’s asset condition assessment is currently at a low level of maturity and will require review together with the budget for asset renewals.

Deferred renewal, i.e. those assets identified for renewal and not scheduled for renewal in capital works programs are to be included in the risk assessment process in the risk management plan.

The graph below illustrates the gap that exists around renewals and based on the current funding model; the funding gap will only get wider over time.

Figure 5.8 Projected 10 Year Renewal / Refurbishment Funding Gap

Draft
Southern Downs Regional Council Asset Management Plan Buildings 2014
Renewals are to be funded from Council’s capital works program and grants where available. This is further discussed in Section 7.

Key Programs

The following programs/improvements are identified:

- Require ongoing annual condition assessment programs for infrastructure assets

PREVIOUS DISCUSSION BY COUNCIL ON THE MATTER

- MINUTES OF THE GENERAL MEETING OF COUNCIL 30 JULY 2014
  8.2 BCS - Stanthorpe YMCA - Request for Capital Funding 2015/2016
  Resolution Moved Cr V Peniul Seconded Cr D Ingram
  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.
  Carried

- 8.4 BCS - Old Allora Offices Structural Report
  Resolution Moved Cr J MacKenzie Seconded Cr D Ingram
  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.
  Carried

- 8.4.1 Old Allora Offices
  Resolution Moved Cr V Peniul Seconded Cr P Bartley
  THAT prior to 2015/2016 budget deliberations Council investigate the cost of raising the Old Allora Offices (Museum) and associated infrastructure.
  Carried

5.4 Disposal / Rationalisation

Disposal is any activity associated with getting rid of a decommissioned asset including sale, demolition or relocation.

Cash flow projections from asset disposals are not available. This will be developed in future revisions of this asset management plan.

Future assets disposal will be further re-investigated to determine the required levels of service and evaluate any options for alternate service delivery.

As assets are renewed, their replacement is loaded into the Asset Management System (Assetio-MyData) and the old assets are designated ‘inactive’ and either removed from the asset register and/or archived.

Key Issues

The following issues/comments are made:

- A review of functionality, utilisation and needs analysis is required.

Draft
Southern Downs Regional Council Asset Management Plan Buildings 2014
Key Programs

The following programs/improvements have been identified:

- Review asset base and develop a potential disposal plan based on the following criteria:
  - Service delivered by asset no longer required e.g. community halls, commercial buildings
  - There is no alternative use for the building
  - The risk of retention is high due to non-compliance with building legislation or safety requirements.
  - Inadequate capacity, functionally obsolete, structurally inadequate
  - Need for green field sites
  - Future demand and cost for re-acquisition

Previous Discussion by Council on the Matter

MINUTES OF THE GENERAL MEETING OF COUNCIL 22 OCTOBER 2014

14.3 BCS - Seniors Housing - Long Term Alternatives
Resolution Moved Cr V Pennial Seconded Cr J McNally

THAT Council-
1. Divest itself of Community Housing.
2. Develop a Plan to divest itself of an initial 24 units with security of tenure for existing tenants in those units to be included in the Plan.
3. Use the proceeds from the sale of 24 units to pay out the equity to the Department of Housing & Public Works that they are owed.

Carried

14.6 Council land, Willi and Tooth Street, Rosenthal Heights
Resolution Moved Cr J MacKenzie Seconded Cr V Pennial

THAT:-
1. A report be prepared on the options and constraints for development of Council owned property in the vicinity of Willi and Tooth Streets, Rosenthal Heights, including:
   Lot 1 RP 175321, 14,180 square metres
   Lot 1 RP 117737, 3,612 square metres
   Lot 2 RP 117737, 17,900 square metres and
   Lot 1 RP 105786, 1,912 square metres. (Total of 36,991 square metres)
2. The Chief Executive Officer commence negotiations and provide options for Council’s approval, for relocation of the existing users on the site.

Carried

5.5 Desired state

The desired future state can be informed by a corporate vision, corporate plan, industry standards and benchmarking.

Council recently completed its corporate vision and is also currently finalising its other strategic documents. However, Council has not participated in any industry benchmarking for provision of buildings and associated services. As a result, Council’s desired state will be established in the future.

Nonetheless the following key improvements are envisaged to be part of our future state:

Draft

Southern Downs Regional Council Asset Management Plan Buildings 2014
- Greater understanding of asset performance versus cost and levels of service versus price.
- Asset based costing system for operations and maintenance activities. Implementation of Mett and One Council may provide this, and
- Incorporation of asset condition and performance information in the MIMS.
8. RISK MANAGEMENT

6.1 Overview

Council has a Risk Management Policy intended to minimize risk for all Council activities. The risk management processes used by Council generally follow the AS/NZS ISO 31000:2009, Risk Management – Principles and guidelines, and can be seen in Figure 6.1.

Within Council, risk can be identified at different levels, ranging from Corporate, Business, Asset to Project risk level. This chapter relates solely to the risks associated with building assets.

![Risk Management Diagram]

**Figure 6.1 AS/NZS ISO 31000:2009 Risk Management Process**
### 6.2 Risk Assessment

<table>
<thead>
<tr>
<th>No.</th>
<th>Risk and Consequences</th>
<th>Causation</th>
<th>Existing Risk Controls</th>
<th>Consequence Level</th>
<th>Likelihood</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>C8</td>
<td>Inability to continue to deliver services due to unavailability of major Council facility</td>
<td>Serious IT failure&lt;br&gt;Loss of major building&lt;br&gt;Failure of major treatment plant&lt;br&gt;Loss of plant fleet&lt;br&gt;Loss of key staff</td>
<td>IT backup off site&lt;br&gt;Trained relief operators&lt;br&gt;Multiple sites</td>
<td>Major</td>
<td>Likely</td>
<td>E80</td>
</tr>
<tr>
<td>COM2</td>
<td>Lack of social and recreational opportunities within the region</td>
<td>Inadequate funding and institutional support for programmes and facilities&lt;br&gt;Potential community decline&lt;br&gt;Lack of confidence in Council&lt;br&gt;Loss of youth/sport persons to the district</td>
<td>Community planning process&lt;br&gt;Sports User Groups&lt;br&gt;Maintaining liaison with Dept. of Communities (Sport &amp; Rec)</td>
<td>Minor</td>
<td>Unlikely</td>
<td>L10</td>
</tr>
<tr>
<td>COM4</td>
<td>Failure of Council building assets to satisfy community needs and to comply with legislative requirements</td>
<td>Age of assets&lt;br&gt;Maintenance of scheduling&lt;br&gt;Design factors&lt;br&gt;Lack of budget provision&lt;br&gt;Inadequate asset management planning</td>
<td>Developing an asset management plan&lt;br&gt;Budget provision&lt;br&gt;Condition assessment process&lt;br&gt;Obligations to maintain lease agreements</td>
<td>Moderate</td>
<td>Possible</td>
<td>H60</td>
</tr>
<tr>
<td>COM5</td>
<td>Failure of Council operations (people) to comply with legislative requirements and guidelines</td>
<td>Age of assets&lt;br&gt;Maintenance of scheduling&lt;br&gt;Experience and training of staff&lt;br&gt;Design factors&lt;br&gt;Inadequate asset management planning</td>
<td>Programmes for upgrading filtration equipment&lt;br&gt;Developing an asset management plan&lt;br&gt;Regular water quality sampling&lt;br&gt;Staff training</td>
<td>Major</td>
<td>Possible</td>
<td>E72</td>
</tr>
<tr>
<td>COM6</td>
<td>Lack of training and understanding of requirements</td>
<td>Training and documentation of process&lt;br&gt;Regular inspections of premises&lt;br&gt;Maintaining with Dept. of Communities Housing and Homelessness</td>
<td></td>
<td>Minor</td>
<td>Unlikely</td>
<td>L40</td>
</tr>
</tbody>
</table>

*Draft<br>Southern Downs Regional Council Asset Management Plan Buildings 2014*
### Table 6.1 Extracts from SDRC Risk Management Framework 2010

#### 6.4 Key issues and observations

A further assessment of risks associated with service delivery from infrastructure assets is to be conducted as part of the program of condition assessments. The risk assessment process to be developed will identify credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develop a risk rating, evaluate the risk and develop a risk treatment plan for non-acceptable risks.

In order to respond appropriately to the failure of building assets, defined management approaches on dealing with assets at their end of life are required. These approaches include planned intervention, inspect, monitor, and response. Figure 6.6 summarises these approaches and in short, indicates that for high risk assets planned interventions are generally recommended, contrasted with reactive responses for low risk assets.

Key issues and observations are:

- Risk assessment for individual facilities is yet to be carried out.
- Assets of high importance include Administration Buildings, Treatment Plants, Swimming Pools and Depots.
- Reduced levels of confidence in the quality, accuracy and currency of the current asset data available for assessment. This includes:
  - Key asset parameters - e.g. There are unknown dates of construction of facilities where components have been replaced which in turn extends the life of the facility, installation...

#### 6.5 Key Programs and Projects

Key programs and projects are:

- Develop an asset risk register to support our risk management.
- Improve data capture to remove inaccurate / missing key asset data.
7. **FINANCIAL SUMMARY**

This section contains the financial requirements resulting from all the information presented in the previous sections of this asset management plan. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

7.1 Financial Statements and Projections

The financial requirements and expenditure projections for building are based on information sourced from Community Facilities and Finance areas of Council.

The purpose of this asset management plan is to identify levels of service that the community needs and can afford and develop the necessary funding plans to provide the services.

7.1.1 Infrastructure & Financial Sustainability

The Queensland Department of Infrastructure Planning (DIP) developed a sustainability reporting process that covers asset management and financial management. This process defines a council as sustainable – if its infrastructure capital and financial capital is able to be maintained over the long term.

Table 7.1 below shows the evaluation elements, indicators and target measures for the infrastructure capital and financial capital sustainability. Council’s performance against the target measures is summarised below:

<table>
<thead>
<tr>
<th>Evaluation Elements</th>
<th>Indicator</th>
<th>Measure / Target</th>
<th>Our Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure Capital Sustainability</td>
<td>Infrastructure Capital Sustainability</td>
<td>46-59%</td>
<td>89%</td>
</tr>
<tr>
<td>The level of consumption of existing asset base</td>
<td>Asset consumption ratio</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>The level of renewal of existing asset base</td>
<td>Asset renewal funding ratio</td>
<td>0-10%</td>
<td></td>
</tr>
<tr>
<td>The capacity to fund the level of investment needed</td>
<td>Interest coverage ratio</td>
<td>Data N/A</td>
<td></td>
</tr>
<tr>
<td>Financial Capital Sustainability / Viability</td>
<td>Financial Capital Sustainability</td>
<td>Data N/A</td>
<td></td>
</tr>
<tr>
<td>Working capital capacity</td>
<td>Working capital ratio</td>
<td>Data N/A</td>
<td></td>
</tr>
<tr>
<td>Financial capacity of balance sheet</td>
<td>Net Financial Liabilities ratio</td>
<td>0-15%</td>
<td>Data N/A</td>
</tr>
<tr>
<td>Operating ability to fund operations</td>
<td>Operating surplus ratio</td>
<td>0-65%</td>
<td>Data N/A</td>
</tr>
</tbody>
</table>

Table 7.1: Infrastructure and Financial Capital Sustainability Measures
Data N/A – processed data not readily available. Source: Qld DIP - Financial Management (Sustainability) Guidelines – 2002

Table 7.1 indicates that:

- The asset sustainability ratio is about 16% against a target of at least 90%. This implies that the current renewal levels need to be improved by a magnitude of about 70% from the current levels of about $155k per year.
- The consumption ratio of 89% is just outside the acceptable range. This means that, in general, our assets have been in use / service for approximately 11% of their useful life.
- That financial capital sustainability measures are not currently readily discernible for the buildings portfolio.

7.2 Funding Strategy

Projected expenditure identified in Section 5 is to be funded from Council’s operating and capital budgets. The funding strategy is detailed in the Council’s 10 year financial plan.

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Southern Downs Regional Council Asset Management Plan Buildings 2014
Achieving the financial strategy may require changes to pricing policies and reliance on external funding sources.

Achieving infrastructure and financial sustainability will require:
- Improvements to our long term planning;
- Improved efficiencies e.g. in procurement of materials and specialist services;
- Increased innovation (e.g. energy efficient plant and operations), and
- a greater focus on planned maintenance.

### 7.3 Valuation Forecasts

The value of assets as at 30 June 2014 covered by this asset management plan is summarised below. Assets were re-valued (Desktop) at 26 February 2014 using Greenfield rates.

- Gross Current Replacement Value: $100 Million
- Written Down Value: $98.9 Million
- Annual Depreciation Expense: $0.9 Million

Asset values are forecast to increase as additional assets are added to the asset stock from construction by Council and acquisition and donation to Council by land developers and others. Carrying amount of the assets (depreciated replacement cost or Fair Value) will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. A forecast of the assets’ carrying amount is not available from the financial systems at this time and will be provided in future plans.

### 7.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the financial information contained in this AMP.

Key assumptions made in this AMP are:
- Capital expenditure figures for renewals, LOS and growth are based on likely requirements as known by staff right now with a lesser degree of confidence on the longer term estimates;
- Operational expenditure and revenue figures are based on data from Finance;
- The asset condition ratings are accurate for the purposes of estimating renewal dates;
- Asset inventory and valuation is correct as at 30 June 2014 for the purposes of determining renewal and annual depreciation costs.

Accuracy of future financial forecasts may be improved in future revisions of this AMP by;
- Increasing staff understanding of depreciation, its application and implication for both infrastructure and financial capital sustainability;
- Refining useful lives for assets through condition assessment;
- Refining planned maintenance and renewal for asset classes;
- Improving the accuracy of the current asset register;
- The financial projections for projected operating (operations and maintenance) and capital expenditure (renovation and upgrade/expansion/new assets) cannot be provided from Council’s current financial modelling software. An improved financial modelling package is required as a priority and is listed in the Improvement plan at Section 8.
## 3. PLAN IMPROVEMENT AND MONITORING

### 8.1 Improvement Plan

The asset management improvement plan generated from this asset management plan is shown in Table 8.1.

<table>
<thead>
<tr>
<th>Task No</th>
<th>Task</th>
<th>Responsibility</th>
<th>Resources Required</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete stock take and condition assessment of all Council buildings</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Review current levels of service and compare against performance targets for both Technical and Community Levels of Service</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Review Building AMP annually</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Conduct comprehensive energy audit of buildings and identify savings in future revisions of AMP</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Conduct building operation and functionality review/audits and include recommendations in future AMP revisions</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Investigate business opportunities through lettable space</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Identify and rationalise surplus buildings and structures</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Define clear requirements for other Council departments to support the area into the future</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Formalise annual inspection and maintenance programs</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
<tr>
<td></td>
<td>Implement automated scheduling of cyclic maintenance work</td>
<td>To be advised</td>
<td>To be advised</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
9. REFERENCES

SDRC Risk Management Framework 2011
Southern Downs Local Disaster Management Plan (Version 3 - 7 May 2013)
SDRC Planning Scheme August 2012.

10. APPENDICES

APPENDIX A: ASSET MANAGEMENT PRACTICES
APPENDIX A1: ACCOUNTING/FINANCIAL SYSTEMS
APPENDIX A2: ASSET MANAGEMENT SYSTEMS
APPENDIX A3: INFORMATION FLOW REQUIREMENTS AND PROCESSES
APPENDIX A4: STANDARDS AND GUIDELINES

APPENDIX B: EXISTING INFRASTRUCTURE
APPENDIX B1: HERITAGE LISTED BUILDINGS

APPENDIX C: LOS
Not Used this AMP Version

APPENDIX D: DEMAND MANAGEMENT
Not Used this AMP Version

APPENDIX E: LIFECYCLE MANAGEMENT
Not Used this AMP Version

APPENDIX F: Risk Management
Not Used this AMP Version

APPENDIX G: Financial Summary
Not Used this AMP Version

APPENDIX H: Improvement Plan
Not Used this AMP Version

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Southern Downs Regional Council Asset Management Plan Buildings 2014
Appendix A: Asset Management Practices

A.1 Accounting/Financial Systems

Council uses Technology One Financial Accounting software.

Maintenance and validation of the financial system is the responsibility of the Finance Business Unit within the Business and Community Services Directorate.

The Local Government Act and associated Regulation requires Council to prepare an annual report which documents Council’s corporate and operational objectives and performance targets. This report also includes Council’s audited financial statements, including details on Council’s asset base including Written Down Value, Depreciation, Revaluations/Devaluations, and Disposals. In addition, Council reports on capital and operational expenditure on various asset classes.

Australian Accounting Standard (AAS) 27 and AASB 116 are applicable to reporting by local government, with AASB 116 paying particular attention to the valuation of assets. Southern Downs Regional Council applies a current cost valuation methodology for assets, and calculates depreciation based on the straight line method.

Items of infrastructure, plant and equipment are not capitalised unless their cost of acquisition exceeds $5,000.

A.2 Asset Management Systems

An Asset management system is a combination of processes, data and software applied to provide the essential information outputs for effective asset management of risk and optimum infrastructure maintenance and renewal.

Council uses a combination of asset management systems in the management of its assets namely InfrasMaps for GIS data storage and Assetic (MyData) for strategic asset management, as well as Technology One for financial data and asset register storage. These systems contribute to the overall management of the long term planning of its infrastructure asset in order to:

- Know what and where the assets are that the organisation owns or is responsible for;
- Know the condition of assets;
- Establish suitable operational, maintenance and renewal regimes to suit the assets and level of service required of them by present and future customers;
- Establish asset function and asset maintenance to meet the needs of the present and future customers;
- Review maintenance practices and optimising operational procedures;
- Implement management strategies for resource and work programs;
- Improve risk management techniques;
- Identify the true cost of operations and maintenance and predict future capital investments and maintenance expenditure required to optimise asset function and lifecycle.
The Asset Management systems are linked to Technology One Financial system via a combination of automatic and manual entry. All balances are reconciled on a regular basis.

Maintenance and validation of the Asset management systems are performed by two areas. Design and Assets department maintains and updates the engineering Infrastructure assets while Financial Services section maintains and updates the other assets types and provides validation and reconciliation checks overall asset categories.

A3 Information Flow Requirements and Processes
The key Information flows into this asset management plan are:

- The asset register data on size, age, value, remaining life of the network;
- The unit rates for categories of works/material;
- The adopted service levels;
- Projections of various factors affecting future demand for services;
- Correlations between maintenance and renewal, including decay models;
- Data on new assets acquired by Council.

The key information flows from this asset management plan are:

- The assumed Works Program and trends;
- The resulting budget, valuation and depreciation projections;
- The useful life analysis.

These will impact the Long Term Financial Plan, Strategic Business Plan, annual budget and departmental business plans and budgets.

A4 Standards and Guidelines
Southern Downs Regional Council Asset Management Policy 2009 (reviewed 2010), incorporates
Southern Downs Regional Council Asset Management Strategy,
International Infrastructure Management Manual 2011 (IPWEA),
Australian Infrastructure Financial Management Guidelines 2009 (IPWEA),
The Local Government Act and Regulation
Various Australian Accounting Standards relate to asset management processes in Council. Numerous guidelines are issued by various professional bodies relating to asset management.
### Heritage Listed Assets

<table>
<thead>
<tr>
<th>Listing No.</th>
<th>Current Name</th>
<th>Street Address</th>
<th>Locality</th>
<th>Lot / Plan</th>
<th>Statement of significance</th>
<th>Building No</th>
</tr>
</thead>
<tbody>
<tr>
<td>121</td>
<td>Boer War Memorial</td>
<td>26 Warwick Street</td>
<td>Allora</td>
<td>L2 A240</td>
<td>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</td>
<td>N/A</td>
</tr>
<tr>
<td>83</td>
<td>Warwick Town Hall</td>
<td>Palmerin Street</td>
<td>Warwick</td>
<td>L17 RP47029</td>
<td>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.</td>
<td>B00005</td>
</tr>
<tr>
<td>84</td>
<td>Warwick Footballers Memorial</td>
<td>Palmerin Street</td>
<td>Warwick</td>
<td>L17 RP47029</td>
<td>The place is significant - for the reasons set out in the Queensland Heritage Register and Register of the National Trust of Queensland</td>
<td>B00006</td>
</tr>
<tr>
<td>132</td>
<td>Allora Cemetery</td>
<td>146 Allora - Clifton Road</td>
<td>Allora</td>
<td>L213 M34099</td>
<td>The place is significant - for the reasons set out in the Queensland Heritage Register.</td>
<td>Not On Register</td>
</tr>
<tr>
<td>729</td>
<td>Soldier's Memorial</td>
<td>Lock Street</td>
<td>Stanthorpe</td>
<td>L31 RP31058</td>
<td>The place is significant - for the reasons set out in the Queensland Heritage Register.</td>
<td>B00058</td>
</tr>
<tr>
<td>12</td>
<td>Warwick Cemetery, Mitchner Memorial shelter</td>
<td>Wentworth Street</td>
<td>Warwick</td>
<td>L405 CP905056</td>
<td>The place is significant - for the reasons set out in the Queensland Heritage Register.</td>
<td>B00073</td>
</tr>
<tr>
<td>142</td>
<td>Allora Community Hall</td>
<td>65 Herbert Street</td>
<td>Allora</td>
<td>L3 RP77263</td>
<td>The place is significant - for its association with the local historical theme of recreation - for its social values as a long-standing recreation and entertainment place for the local community</td>
<td>B00019</td>
</tr>
<tr>
<td>147</td>
<td>Former Allora Council Chambers</td>
<td>69 Warwick Street</td>
<td>Allora</td>
<td>L7 A218</td>
<td>The place is significant - for its association with the local historical theme of the development of Allora as an administrative centre</td>
<td>B00171</td>
</tr>
<tr>
<td>187</td>
<td>Allora Guide Hall</td>
<td>20A Warwick Street</td>
<td>Allora</td>
<td>L2 A240</td>
<td>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</td>
<td>B00275</td>
</tr>
<tr>
<td>197</td>
<td>Allora Bowls Club</td>
<td>20A Warwick Street</td>
<td>Allora</td>
<td>L2 A240</td>
<td>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</td>
<td>B00369</td>
</tr>
<tr>
<td>469</td>
<td>Amiens Memorial Park</td>
<td>1 Memorial Lane &amp; Amiens Road</td>
<td>Amiens</td>
<td>L144 BM13457</td>
<td>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.</td>
<td>Not On Register</td>
</tr>
<tr>
<td>473</td>
<td>Dalveen Hall</td>
<td>Pine Crescent</td>
<td>Dalveen</td>
<td>L2 RP310582</td>
<td>The place is significant - for its historical association with the development of social, cultural and recreational facilities - for its social value as a long-standing recreation and meeting place for the local community</td>
<td>B00161 &amp; B00033</td>
</tr>
<tr>
<td>Listing No</td>
<td>Current Name</td>
<td>Street Address</td>
<td>Locality</td>
<td>Lot / Plan</td>
<td>Statement of significance</td>
<td>Building No</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------</td>
<td>----------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>379</td>
<td>Former Gladfield State School</td>
<td>Cunningham Highway</td>
<td>Gladfield</td>
<td>L19 M1398</td>
<td>The place is significant - for its association with the local historical theme of the establishment of schools</td>
<td>B09233</td>
</tr>
<tr>
<td>181</td>
<td>Kerner Railway Station</td>
<td>Toowoomba -</td>
<td>Kenora</td>
<td>SP137655</td>
<td>The place is significant - for its association with the local historical theme of development of roads, rail and communication</td>
<td>B03168</td>
</tr>
<tr>
<td>192</td>
<td>Kenora Hall &amp; Recreation Grounds</td>
<td>School Road</td>
<td>Kenora</td>
<td>L111 SP137488</td>
<td>The place is significant - for its social value as a long-standing recreation and meeting place for the local community</td>
<td>B03168</td>
</tr>
<tr>
<td>355</td>
<td>Killarney Scout Hall</td>
<td>3 Acacia Street</td>
<td>Killarney</td>
<td>L6 SP144662</td>
<td>The place is significant - for its association with the local historical theme of the development of social and cultural institutions</td>
<td>B00188</td>
</tr>
<tr>
<td>480</td>
<td>Connolly Dam</td>
<td>Connolly Dam Road</td>
<td>Silverwood</td>
<td>L1 &amp; L2 R17124</td>
<td>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</td>
<td>Water Register</td>
</tr>
<tr>
<td>469</td>
<td>Beehive Dam Water Treatment Plant</td>
<td>322 Mt Norman Road</td>
<td>Wallangara</td>
<td>Lot 7 RPT1102</td>
<td>The place is significant - for its historical association with World War II military activity in the area.</td>
<td>Water Register</td>
</tr>
<tr>
<td>8</td>
<td>Queens Park Gates</td>
<td>Alice Street</td>
<td>Wavell</td>
<td>L147 M12042</td>
<td>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</td>
<td>Not On Register</td>
</tr>
<tr>
<td>9</td>
<td>Queens Park Gates</td>
<td>Alice Street</td>
<td>Wavell</td>
<td>L147 M12062</td>
<td>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</td>
<td>Not On Register</td>
</tr>
<tr>
<td>66</td>
<td>Gable Park Gates</td>
<td>Cr Canning &amp; Wood St</td>
<td>Wavell</td>
<td>L1 RP63798</td>
<td>The place is significant - for its association with the local historical theme of recreation - for its aesthetic significance as a highly-attractive small suburban social oval with a traditional white picket fence - for its association with prominent local citizen WR Gable</td>
<td>Not On Register</td>
</tr>
<tr>
<td>64</td>
<td>Leslie Park war memorial</td>
<td>Fitzroy/Palmern St canoe, gable on Fitzroy/Palmern St canoe, band rotunda, Morgan memorials</td>
<td>Wavell</td>
<td>L6M3D00105</td>
<td>The place is significant - for its association with the local historical theme of the development of Wavell as an administrative centre - for its historical associations with the Leslie and Morgan families - for its social value as a long-standing piece of recreation for the local community - for the quality of the War Memorial is a good example of a substantial 1920's war memorial.</td>
<td>B00094 plus memorials etc not on register</td>
</tr>
<tr>
<td>83</td>
<td>Byrne's Memorial</td>
<td>Palmeth &amp; Graham St</td>
<td>Wavell</td>
<td></td>
<td>The place is significant - for its association with the local historical theme of the development of Wavell as an administrative centre - for its architectural and streetscape value as part of the Palmeth St commercial precinct - for its historical association with the former Queensland Premier TJ Byrne</td>
<td>Not On Register</td>
</tr>
</tbody>
</table>

**Draft**

*Southern Downs Regional Council Asset Management Plan Buildings 2014*
<table>
<thead>
<tr>
<th>Listing No.</th>
<th>Current Name</th>
<th>Street Address</th>
<th>Locality</th>
<th>Lot / Plan</th>
<th>Statement of significance</th>
<th>Building No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>543</td>
<td>Tennis Grounds</td>
<td>Prince St</td>
<td>Warwick</td>
<td>L16</td>
<td>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.</td>
<td>Not On Register</td>
</tr>
</tbody>
</table>

**LEGEND**

- The place is significant: - for the reasons set out in the Queensland Heritage Register and Register of the National Trust of Queensland.
- The place is significant: - for the reasons set out in the Queensland Heritage Register.
- The place is significant: Local Significance