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MINUTES OF THE GENERAL COUNCIL MEETING OF
SOUTHERN DOWNS REGIONAL COUNCIL HELD ON 24 AUGUST 2016 IN THE
COUNCIL CHAMBERS, SOUTHERN DOWNS REGIONAL COUNCIL,
64 FITZROY STREET, WARWICK AT 9:00AM

1. PRAYERS & CONDOLENCES

Rev Ansie Liebenberg from the Uniting Church Warwick offered a prayer and acknowledged
condolences

2. ATTENDANCE

Present: Crs Dobie (Chair), Gow, Kelly, McNally, McNichol, Meiklejohn, Stocks and
Windle

Officers: David Keenan (Chief Executive Officer), Peter See (Director Engineering
Services), Ken Harris (Director Planning, Environment and Community
Services), Marion Seymour (Minute Secretary), Barb Fagan (PA to Director
Engineering Services)

3. APOLOGIES

3.1 Apology

Resolution

Moved Cr C Gow Seconded Cr J McNally

THAT the apology of Cr Pennisi be received and leave of absence granted.

Carried

4. READING AND CONFIRMATION OF MINUTES

4.1 General Council Meeting - 27 July 2016

Resolution

Moved Cr Y Stocks Seconded Cr S Windle

THAT the minutes of the General Council Meeting held on Wednesday 27 July 2016 be adopted.

Carried
5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Previous Council Meeting

Resolution

Moved Cr S Windle Seconded Cr R Kelly

THAT Council receive the report and note the contents.

Carried

6. DECLARATIONS OF CONFLICTS OF INTEREST

<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Precis</th>
<th>Nature of Conflict</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.4</td>
<td>Material Change of Use – Warwick Gymnastics Club, 129 Easey Street, Warwick</td>
<td>The Director Engineering Services declared a perceived conflict of interest in this matter due to his personal friendship with the applicant and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate on this matter.</td>
</tr>
<tr>
<td>16.2</td>
<td>Cemeteries Operations Review</td>
<td>The Mayor 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 her brother being the Cemeteries Supervisor. The Mayor dealt with the perceived conflict of interest by stating that it was her determination that her personal interest is not of sufficient significance that it would lead to her making a decision on this matter that is contrary to the public interest. The Mayor participated in the discussion and voting on this matter.</td>
</tr>
<tr>
<td>16.3</td>
<td>Cemeteries Fees Review</td>
<td>The Mayor 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 her brother being the Cemeteries Supervisor. The Mayor dealt with the perceived conflict of interest by stating that it was her determination that her personal interest is not of sufficient significance that it would lead to her making a decision on this matter that is contrary to the public interest. The Mayor participated in the discussion and voting on this matter.</td>
</tr>
</tbody>
</table>

Presentation to Council’s Water Truck Driver, Des Hart from the Leyburn Sprints Committee for his contribution to their annual event over a number of years
7. MAYORAL MINUTE

7.1 Mayoral Minute August 2016

Resolution
Moved Cr N Meiklejohn  Seconded Cr Y Stocks
THAT Council receive the Mayoral Minute report and note its contents.

Carried

8. READING AND CONSIDERATION OF CORRESPONDENCE

8.1 Correspondence

Resolution
Moved Cr N Meiklejohn  Seconded Cr M McNichol
THAT the report of the Chief Executive Officer in relation to Correspondence be received.

Carried

9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

9.1 Joint Letter re Erection of Dwellings: Stabiles & Reid Roads, Severnlea

Resolution
Moved Cr N Meiklejohn  Seconded Cr Y Stocks
THAT Council receive the Joint Letter raising concerns with the erection of dwellings at the property at Severnlea, and that the Director Planning, Environment & Community Services respond to the petitioners in accordance with the advice provided to Council by the Director.

Carried

10. EXECUTIVE

10.1 Financial Report as at 31 July 2016

Resolution
Moved Cr J McNally  Seconded Cr N Meiklejohn

Carried
10.3 Policies to be Reviewed and Rescinded - August 2016

Resolution

Moved Cr N Meiklejohn  Seconded Cr C Gow

THAT Council:

1. Adopt the following reviewed and amended policies as attached.
   - PL-CS054 Funding to Community
   - PL-GV072 Delegations Register Policy
   - PL-HR003 Work Health and Safety Policy
   - PL-HR060 Anti-Discrimination and Equal Employment Opportunity Policy
   - PL-PE066 Wild Dog Bounty Payment Policy
   - PL-HR052 Code of Conduct Policy
   - PL-EX004 Media Relations Policy

2. Rescind the following policies which have been incorporated into other policies, proposed as new procedures or are no longer required:
   - PL-HR004 Personal Protective Equipment
   - PL-HR007 Sun Protection Policy
   - PL-HR008 Smoke Free Workplace Policy
   - PL-HR009 Noise Policy
   - PL-CS074 Park Rationalisation Engagement Policy
   - PL-HR055 Drug & Alcohol Management Plan - Warwick & Stanthorpe Aerodromes
   - PL-IS021 Information Management Policy
   - PL-PE022 Overflow Camping Policy

Carried

Attachments

1. PL-CS054 Funding to Community Policy - Attached to the Minutes Under Separate Cover
2. PL-GV072 Delegations Register Policy - Attached to the Minutes Under Separate Cover
3. PL-HR003 Work Health & Safety Policy - Attached to the Minutes Under Separate Cover
4. PL-HR060 Anti-Discrimination and Equal Employment Opportunity Policy - Attached to the Minutes Under Separate Cover
5. PL-PE066 Wild Dog Bounty Payment Policy - Attached to the Minutes Under Separate Cover
6. PL-HR052 Code of Conduct Policy - Attached to the Minutes Under Separate Cover
7. PL-EX004 Media Relations Policy - Attached to the Minutes Under Separate Cover
10.5 120th LGAQ Annual Conference

Resolution

Moved Cr J McNally  Seconded Cr R Kelly

THAT Council:-

1. Endorse the attendance of Cr McNally, Cr Kelly, Cr Stocks and Cr McNichol at the 120th LGAQ Annual Conference with voting rights at the conference to Cr McNally and Cr Kelly.

2. Approve the submission of the following Motions to LGAQ for inclusion in the 2016 Annual Conference Agenda:-

   a. Councillor Remuneration: Section 247 & 248 of the Local Government Regulations 2012 be amended to remove the requirement for Councils to consider or vary the level of remuneration determined by the Remuneration Tribunal.

   b. Councillor Complaints Process: Amendment of the Local Government Act 2009 to remove the Mayor and Chief Executive Officer from the Councillor Complaints’ process.

   c. Pest Management in State Forests: LGAQ lobby the Minister for the Department of National Parks, Sport and Racing (NPSR) to ensure National Parks and State Forests are subject to sufficient best practice invasive pest animal control operations to reduce migration from protected lands and to mitigate impacts to primary production, biodiversity and social values.

   d. State Rail Freight Routes in South West Queensland: The State Government be required to maintain and continue the operation of State Rail Freight Routes in South Western Queensland.

Carried

10.6 2017 Australia Day Celebrations

Resolution

Moved Cr R Kelly  Seconded Cr J McNally

THAT Council hold 2017 Warwick Australia Day Celebrations at Glengallan Homestead.

Carried

10.2 Executive Performance Report July 2016

Resolution

Moved Cr N Meiklejohn  Seconded Cr C Gow

THAT Council receive and note the Executive Performance Statistics for July 2016.

Carried
10.4 Code of Competitive Conduct Application for the 2015/2016 Financial Year
Resolution
Moved Cr N Meiklejohn  Seconded Cr C Gow
THAT Council decides not to apply the Code of Competitive Conduct to any services carried out during the 2015/16 financial year and not to disclose business activities such as water and wastewater as significant.

Carried

10.7 Australia Day and Awards Policy
Resolution
Moved Cr N Meiklejohn  Seconded Cr C Gow
THAT Council adopt the attached Australia Day and Awards Policy.

Carried

Attachments
1. Australia Day Awards Policy - Attached to the Minutes Under Separate Cover

11. ENGINEERING SERVICES DEPARTMENT REPORTS

11.1 Engineering Services Department Monthly Report
Resolution
Moved Cr M McNichol  Seconded Cr N Meiklejohn
THAT Council receive the Engineering Services Department Monthly Report.

Carried
11.2 Parks Service Levels

Resolution

Moved Cr Y Stocks Seconded Cr J McNally

THAT Council approve the use of the following criteria to establish fair and equitable, value for money open space service levels for the Southern Downs community.

1. Footpath mowing shall only occur where the Southern Downs Planning Scheme define the adjoining areas as either:
   a. A Community Facility;
   b. An Environmental Conservation and Management;
   c. Rural; or
   d. Rural Residential.

2. Footpath mowing shall only be four (4) metres wide, equivalent to two (2) seven (7) foot slasher widths.

3. Only those parks defined as hierarchy one (1) and two (2) under Council’s adopted Park’s Hierarchy (2012) shall be mowed with an out front mower (see Annexure A). All other parks will be mowed by a slasher.

4. Slashing of shoulders on sealed roads only will continue.

Carried

11.3 Water Quality for Other Small Towns

Resolution

Moved Cr J McNally Seconded Cr S Windle

THAT Council receive and note the Water Quality for Other Small Towns report.

Carried

11.4 Asset Management Plan - Recycled Water for Stanthorpe

Resolution

Moved Cr J McNally Seconded Cr S Windle

THAT Council adopt the Recycled Water Asset Management Plan.

Carried

Attachments

1. Asset Management Plan - Stanthorpe Recycled Water Scheme 2016 - Attached to the Minutes Under Separate Cover

10:09 AM Cr R Kelly left the meeting.

10:10 AM Cr R Kelly rejoined the meeting.
12. PLANNING & ENVIRONMENT DEPARTMENT REPORTS

12.1 Waste Reduction and Recycling Plan 2016-2026

Resolution

Moved  Cr N Meiklejohn  Seconded Cr C Gow

THAT Council receive the draft Waste Reduction and Recycling Plan 2016-2026 and seek submissions and feedback through a Community Consultation process for 28 days.

Carried

12.2 Youth Development Report - Southern Downs Youth Housing and Homeless

Resolution

Moved  Cr N Meiklejohn  Seconded Cr S Windle

THAT Council:-

1. Receives the report.
2. Acknowledges the work done by the Southern Downs Youth Housing and Homelessness working group, and
3. Further consider the report at a future Council Briefing Session.

Carried

12.3.1 Deferral - Girraween Environmental Lodge Ltd

Resolution

Moved  Cr N Meiklejohn  Seconded Cr M McNichol

THAT Agenda Item 12.3 be deferred for further consideration during in camera discussions.

Carried

*The Director Engineering Services declared a perceived conflict of interest in Agenda Item 12.4 due to his personal friendship with the applicant and dealt with the perceived conflict of interest by leaving the meeting room, taking no part in the debate on this matter.*

10.25AM  Manager Works Construction & Assets joined the meeting for discussion on Agenda Item 12.4.

10:25 AM  Cr J McNally left the meeting.

10:26 AM  Cr J McNally rejoined the meeting.
12.4 Material Change of Use - Warwick Gymnastics Club Inc, 29 Easey Street, Warwick

Resolution

Moved Cr N Meiklejohn Seconded Cr Y Stocks

THAT the application for Material Change of Use for the purpose of Indoor sport and recreation (Extension of gymnastics building) on Lots 14 and 15 RP36436, Parish of Warwick, County of Merivale, located at 29 Easey Street, Warwick, 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, and subject to the final development being amended in accordance with the conditions of this approval.

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Plan No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan Layout</td>
<td>16GYM – 101SP (DA2)</td>
<td>19/04/2016</td>
</tr>
<tr>
<td>Site Plan</td>
<td>16GYM – 102SP (DA2)</td>
<td>19/04/2016</td>
</tr>
<tr>
<td>External Perspectives</td>
<td>16GYM – 431PD (DA2)</td>
<td>19/04/2016</td>
</tr>
<tr>
<td>Elevations</td>
<td>16GYM – 201EL (DA2)</td>
<td>19/04/2016</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>16GYM – 110FP (DA2)</td>
<td>19/04/2016</td>
</tr>
</tbody>
</table>

2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.

Reconfiguration of a Lot

3. The existing allotments are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.

Land Use and Planning Controls

4. The development shall generally operate only between the hours of 8.00am to 7.00pm.

5. 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.

Building and Site Design

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

7. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

8. Noise levels emitted from the premises must not exceed 5dB(A) above the background noise levels in the locality when measured at the boundary of an affected residential dwelling and must not exceed 10dB(A) above the background noise levels in the locality when measured at the boundary of a commercial premises. The applicant is to note that this may include the need to use noise attenuating materials in the building.

9. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.

10. 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.

11. Advertising Devices relating to the Warwick Gymnastics Club may only be erected on the...
subject land, i.e. Lots 14 & 15 RP36436. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the residential 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.

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

Fencing, Landscaping and Buffers

13. A screen fence 1.8 metres high shall be erected along the northern and western boundaries to provide visual screening. This screen fencing is to be provided at the developer’s cost. This fencing shall reduce in height to be no more than 1.2 metres high

14. A 6.0 metre average wide landscaped strip is to be provided adjacent to the Easey Street frontage of the site.

15. A 10.0 metre wide average landscaped buffer strip is to be provided adjacent to the northern boundary of the site.

16. A Landscaping Plan is to be submitted to and approved by the Director Planning and Environment prior to the issue of any Development Permit for Building Work. The Landscaping Plan must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

Car Parking and Vehicle Access

17. Vehicle access to the site is to be maintained in accordance with Council’s standard. (Council’s Engineering Services Department can provide details regarding Council’s standard.)

18. At least twenty-one (21) car parking spaces are to be provided on site. Provision is to be made for disabled parking.

19. The car park area is to be defined by a low physical barrier along the edge of the car parking area and driveways.

20. Car parking design as identified on the Site Plan No 102SP dated 19 April 2016 prepared by Ian Darnell must be amended so no car parking is located over the open stormwater channels. All car parking, driveway and loading areas shall be constructed in gravel or similar materials, drained, laid out and regularly maintained.

Roadworks

21. 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.

Stormwater Drainage

22. 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 lawful points of discharge, which may include surrounding properties, shall be provided to Council, at the developer’s cost.

23. The stormwater drainage channel is to be reconstructed with a suitable capacity having regard to the existing stormwater flow and the location of the proposed building, carparking area and driveway. An engineering design showing compliance is to be submitted for
approval by Council's Principal Engineer Development Assessment prior to the issue of any Development Permit for Building Work.

A copy of the Warwick Stormwater Drainage Mitigation Study, Final Report dated December 2011, prepared by Engeny Water Management can be provided, to assist in the preparation of the design.

Water Supply and Waste water

24. All sewage generated from this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code and the Standard Plumbing and Drainage Regulation 2003.

25. An audit of the existing on-site waste disposal system should be carried out by a suitably qualified on-site sewerage waste designer and an on-site sewerage evaluation report completed to ensure the existing system is adequate to comply with the any increase of the hydraulic load. A copy of the report is to be submitted to Council, prior to the use commencing.

Advisory Notes

(i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environment, prior to the use commencing, and then compliance maintained at all times while the use continues.

(ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the Sustainable Planning Act 2009 and would have to comply with the requirements of the Planning Scheme.

(iii) **Building Approval is to be obtained** in accordance with the Sustainable Planning Act 2009 for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate forms, plans and fees associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.

(iv) Council does not have accurate flood information for this property and therefore cannot determine the height of a Defined Flood Event (DFE). Therefore there is no guarantee of flood immunity.

(v) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.

(vi) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

(vii) Council may need to increase the capacity of the stormwater drainage channels or provide stormwater drainage pipes with provision of easement and/or resumption of land necessary to accommodate some of the stormwater drainage infrastructure in the future.

Aboriginal Cultural Heritage

(viii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from
Schedule 2 - Department of Infrastructure, Local Government and Planning conditions as a Concurrence agency.

Our reference: SDA-0516-030697
Your reference: AMM/MM/ MCU01743

Attachment 1—Conditions to be imposed

<table>
<thead>
<tr>
<th>No.</th>
<th>Conditions of development approval</th>
<th>Condition timing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Development Permit- Material Change of Use for Indoor Sport and Recreation (Extension of Gymnastics Performance Building)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7.3.15A—Pursuant to section 255D of the <em>Sustainable Planning Act 2009</em>, 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 condition(a):</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>In accordance with approved plans</strong></td>
<td>Prior to the commencement of use and to be maintained at all times</td>
</tr>
</tbody>
</table>
| 1.  | The development must be carried out generally in accordance with the following plan:  
     - Site Plan, prepared by Inspire Planning and Design, dated 19/04/16, drawing number 102SP and issue DA2. | |
| 2.  | (a) Stormwater management of the development must ensure no worsening or actionable nuisance to the railway. | (a) and (b) At all times |
|     | (b) Any works on the land must not:  
     i. create any new discharge points for stormwater runoff onto the railway;  
     ii. interfere with and/or cause damage to the existing stormwater drainage on railway;  
     iii. surcharge any existing culvert or drain on the railway;  
     iv. reduce the quality of stormwater discharge onto the railway. | |
| 3.  | Any excavation, filling/backfilling/compaction, retaining structures and other works involving ground disturbance must not de-stabilise the railway, including rail transport infrastructure or the land supporting this infrastructure, or cause similar adverse impacts. | Prior to the commencement of use and to be maintained at all times |
|     | **Unauthorised access prevention** | |
| 4.  | The development must be designed and constructed to ensure that no pipework and other services penetrate the southern building elevation shown on ‘proposed perspective SE’ - External Perspectives, prepared by Inspire Planning and Design, dated 19/04/16 and drawing number 431PD and that no access is required from the railway for the maintenance of services and utilities. | Prior to the commencement of use and to be maintained at all times |

<table>
<thead>
<tr>
<th>No.</th>
<th>Conditions of development approval</th>
<th>Condition timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The existing fence must be retained along the site boundary with the railway.</td>
<td>Prior to the commencement of use and to be maintained at all times</td>
</tr>
</tbody>
</table>
Attachment 3—Further advice

General advice

Protection of the railway corridor from unauthorised access

1. The proposed development seeks to extend an existing indoor sport and recreation premises on a site abutting a railway. If the existing fence is removed to facilitate construction of the built-to boundary wall, the existing fence must be reinstated to the same standard.

Further Development permits, compliance permits or compliance certificates

Works on a Railway

2. Pursuant to section 255 of the Transport Infrastructure Act 1994, the railway manager’s written approval is required to carry out works in or on a railway or otherwise interfere with the railway or its operations. The removal and construction of boundary fencing and the construction of the building extension, and associated footings, may interfere with the railway.

Please contact Thomas Sales of Queensland Rail Property Team on telephone number 3072 1068 or at qrrpropertywayleaves@qr.com.au in relation to this matter.

Power pole Relocation

3. The proposed development will involve the relocation of an existing power pole to accommodate the proposed extension. Electrical power poles (supports) need to be located so that in the event of failure, the support cannot fall within 2 metres of the railway track. Where this is not practicable, the support must be stayed away from the railway.

The applicant should contact the Queensland Rail Property Team at qrrpropertywayleaves@qr.com.au or on telephone number (07) 3072 1068 for further information in relation to this matter.

Attachment 4—Approved plans and specifications

<table>
<thead>
<tr>
<th>Drawing/Report Title</th>
<th>Prepared by</th>
<th>Date</th>
<th>Reference no.</th>
<th>Version/Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspect of development: Development Permit- Material Change of Use for Indoor Sport and Recreation (Extension of Gymnastics Performance Building)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan</td>
<td>Inspire Planning and Design</td>
<td>19/04/16</td>
<td>102SP</td>
<td>-</td>
</tr>
<tr>
<td>External Perspectives</td>
<td>Inspire Planning and Design</td>
<td>19/04/16</td>
<td>431PD</td>
<td>-</td>
</tr>
</tbody>
</table>
Carried

10.28 AM  Director Engineer Services rejoined the meeting and Manager Works Construction & Assets left the meeting.

10:30 AM  Cr M McNichol left the meeting.
13. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

13.1 Report from Delegates

Resolution

Moved Cr Y Stocks Seconded Cr R Kelly

THAT Council receive the attached report from Cr McNally on her attendance at the 2016 ALGWA State Conference and the verbal report from Cr Meiklejohn on the Legume to Woodenbong Roads Alliance.

Carried

Attachments

1. ALGWA 2016 Conference Report - Attached to the Minutes Under Separate Cover

10:32 AM Cr M McNichol rejoined the meeting.

10.30AM Presentation of Casual for a Cause Donation to Warwick Safe Haven

Meeting adjourned for morning tea at 10.35am and reconvened at 11.00am at which time there were present Crs Dobie, McNally, Stocks, Gow, McNichol, Windle, Kelly and Meiklejohn

14. NOTICES OF MOTION

Nil

15. GENERAL BUSINESS

Nil

16. 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:

16.1 Housing Strategy
   **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.

16.2 Cemeteries Operations Review
   **Reason for Confidentiality**
   This item is considered confidential in accordance with section 275(1)(b) of the Local Government Regulation 2012, as it contains information relating to industrial matters affecting employees.

16.3 Cemeteries Fees Review
   **Reason for Confidentiality**
   This item is considered confidential in accordance with section 275(1)(b) of the Local Government Regulation 2012, as it contains information relating to industrial matters affecting employees.

16.4 Sale of Land
   **Reason for Confidentiality**
   This item is considered confidential in accordance with section 275(1)(e) of the Local Government Regulation 2012, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

16.5 Concession for Outstanding Water Account
   **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.

16.6 Concession for Waste Water Connections
   **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.

16.7 Audit and Risk Management Committee meeting 12 August 2016
   **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.
Meeting In Camera

Resolution
Moved  Cr S Windle  Seconded Cr C Gow
THAT the meeting move into closed session.

Carried

The Meeting moved into closed session at 11.00am
12:26 PM  Cr M McNichol left the meeting.
12:31 PM  Cr M McNichol rejoined the meeting.

Meeting Out Of Camera

Resolution
THAT the meeting resume in open session at 12.59pm.

Carried

16.1 Housing Strategy

Resolution
Moved  Cr N Meiklejohn  Seconded Cr S Windle
THAT Council:-

1. Continue to provide community housing throughout the region, in conjunction with the Department of Housing and Public Works.

2. Complete the registration process under the Queensland State Regulatory System for Community housing.

3. Develop a strategy around community housing, with an interim report to be provided to Council by March 2017.

Carried

The Mayor declared that a perceived conflict of interest in Agenda Item 16.2 (as defined in section 173 of the Local Government Act 2009), may exist due to her brother being the Cemeteries Supervisor. The Mayor dealt with the perceived conflict of interest by stating that it was her determination that her personal interest is not of sufficient significance that it would lead to her making a decision on this matter that is contrary to the public interest. The Mayor participated in the discussion and voting on this matter.
16.2 Cemeteries Operations Review

Resolution

Moved Cr J McNally Seconded Cr S Windle

THAT Council adopt the following recommendations:

Facilities

1. Continue with the upgrades to the primary trailer.
2. Ensure IT connectivity is maintained and optimised from the Warwick Cemetery Office.
3. Maintain central building facilities at Warwick Cemetery and Stanthorpe to ensure stored materials are protected.
4. Demolish and/or cease reliance on the Eden Gardens Garage. Do not seek to upgrade or renovate it.
5. All future developments should be constructed with a view to minimising ongoing maintenance costs:
   a. Invest in beam style grave markers and move to all future burials being beam marked or charge a substantially higher rate for individual monuments.
   b. Develop burial walls and other methods of interring remains that do not involve high grounds upkeep and maximise the utilisation per unit of area.
   c. Investigate poisoning and gravelling the historical general cemetery areas where ongoing lawn and weed maintenance occurs around monuments.

Personnel

6. Maintain the current team of five personnel.
7. Investigate and instigate voluntary rotation of additional personnel through the cemeteries team at a low rate:
   a. One person every six months – no more than one person at a time to ensure the team culture is maintained.
   b. Voluntary basis and at the discretion of the Cemeteries Team.
   c. Aiming to export the culture that has been developed in the Cemeteries Team.
   d. Obvious candidates are Parks and Gardens as they have overlapping work.
8. Retain the division of work with P&G maintaining Outer Cemeteries and the Cemeteries Team maintaining the Central Cemeteries in Warwick and Stanthorpe.

Systems

10. Investigate the cost and benefit of developing a cemeteries management software package with potential to licence the product.
11. Collate burial records from the written register to an ongoing database. Continue to maintain the written register in line with legislative requirements.
12. Collate data on all reservations into a data base or single excel spreadsheet.
13. Continue data collection of the booking time verses arrival time of the funeral party.

Contractors

14. Maintain the current contractors on the excavation work as there is a clear understanding between the Cemeteries Team and the contractors involved. Incorporate them into a preferred supplier list.

Business Growth

15. Continue to investigate methods that attract external customers to the area by highlighting
Southern Downs’ competitive advantages.

16. Detail the cost and benefit of alternative interment arrangements attractive to the local community that may attract a premium sales value or present a savings potential.

17. Investigate other uses for Cemeteries facilities and land that do not impinge on the long term capability of Council to provide the core interment business.

Carried

The Mayor voted for the motion.

The Mayor declared that a perceived conflict of interest in Agenda Item 16.3 (as defined in section 173 of the Local Government Act 2009), may exist due to her brother being the Cemeteries Supervisor. The Mayor dealt with the perceived conflict of interest by stating that it was her determination that her personal interest is not of sufficient significance that it would lead to her making a decision on this matter that is contrary to the public interest. The Mayor participated in the discussion and voting on this matter.

16.3 Cemeteries Fees Review

Resolution

Moved Cr Y Stocks Seconded Cr S Windle

THAT Council adopt the following recommendations:

Fee Structures

1. Review interment scale of fees to achieve an average fee across all interments of $4870 per interment: Covers only the direct costs of maintaining the Cemeteries Team to conduct interments, cemeteries maintenance and maintain equipment. Council would effectively subsidise interments by absorbing distributed overheads or need to reduce levels of service,

2. Ensure fee scales vary to reasonably reflect the interment and maintenance costs of the different locations and interment methods. This needs to factor in travel time as well as direct interment and maintenance activities.

3. End the system of open-ended reservation for an up-front cost. Include an annual reservation maintenance fee that covers CPI increases in the cost of interment.

4. Review existing reservation contracts to assess potential for adding a works cost increase.

5. Refer Eden Gardens reservations to the Audit & Risk Committee for a risk review.

6. Introduce $500 non-refundable administration fee for every on-line booking made for an interment time slot for any time slots after August 31 regardless of when they are or were booked offset against the total cost.

7. Charge pro rata hourly cost of funeral party delays relative to the booking time.

Carried

The Mayor voted for the motion.
16.4 Sale of Land
Resolution
Moved Cr S Windle Seconded Cr R Kelly
THAT Council approve the sale of land by tender as identified in accordance with Council to CEO Delegation No 751.
Carried

16.5 Concession for Outstanding Water Account
Resolution
Moved Cr N Meiklejohn Seconded Cr R Kelly
THAT Council defer consideration of the outstanding water consumption account for Lot 381 on Crown Plan BNT1725 to the September 2016 General Meeting.
Carried

16.6 Concession for Waste Water Connections
Resolution
Moved Cr N Meiklejohn Seconded Cr Y Stocks
THAT Council resolve to a one off concession for the supplementary rate notice totalling $739.49 plus accrued interest and additionally a concession for the charges associated with the community waste water charge for the additional two pedestals for the 2016/17 annual rate period.
Carried

16.7 Audit and Risk Management Committee meeting 12 August 2016
Resolution
Moved Cr J McNally Seconded Cr N Meiklejohn
THAT Council:

1. Adopt the minutes of the ARMC meeting held on 12 August 2016.
2. Adopt the business arising from the ARMC meeting held on 12 August 2016.
3. Appoint Mr Andrew MacLeod as the Chairperson of the ARMC.
4. Adopt the amended Fraud Policy.
5. Adopt the amended ARMC Charter.
Carried

Attachments
1. Fraud & Corruption Control Policy - Attached to the Minutes Under Separate Cover
2. Audit & Risk Management Committee Charter - Attached to the Minutes Under Separate Cover
12.3 Request to Change an Existing Approval - Girraween Environmental Lodge Ltd, Wrens Lane, Wyberba

Resolution

Moved       Cr N Meiklejohn       Seconded Cr M McNichol

THAT the request by Girraween Environmental Lodge Ltd be granted as follows:

1. The request to change an existing approval, being Development Permit (GTD-12A) dated 16 November 2000 for subdivision into 11 lots and common property in accordance with the Negotiated Decision for Preliminary Approval (GTD-13) (as modified on 22 December 1999) for subdivision of 25 lots and common property, be granted such that Condition C of these approvals is deleted; and

2. Council resolve to not seek payment in relation to the agreement required by Condition C.

Carried

MEETING CLOSURE

There being no further business, the meeting closed at 1.03pm.